American College for Medical Careers
5959 Lake Ellenor Drive
Orlando, FL 32809
Tel: (407) 738-4488
Fax: (407) 386-7522
www.acmc.edu

Programs Offered

• Cardiovascular Sonography
• Diagnostic Medical Sonography
• Dental Assisting with Expanded Functions
• Medical Assisting
• Health Information Technology
• Medical Billing & Coding

Hours of Operation

Monday - Thursday
8:00 am - 8:00 pm

Friday
8:00 am - 5:00 pm

Saturday
9:00 am - 1:00 pm

Accreditation

This campus are accredited by:
Accrediting Council for Independent Colleges and Schools
750 First Street NE
Suite 980
Washington, DC 20002-4223
Tel: (202)-336-6789
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History

In 2008, American Institute College for Health Professions (the “Institution”) was formed to provide a Bachelor of Science Degrees in Diagnostic Medical Sonography with concentrations in Cardiac Sonography and General Sonography. The Institution now provides career-focused, degrees and diplomas in high demand healthcare occupations. Programs are delivered using an innovative hybrid approach of online education and residential activities. Residential activities take place in the form of an on-campus lab, a clinical/externship/practicum conducted in a professional work setting, or both, depending on the program of study. In November 2012 Premier Education Group purchased American Institute College for Health Professions. In January 2014 the school changed the name to American College for Medical Careers.

Mission Statement & Objectives

American College for Medical Careers (ACMC) is committed to excellence in education. It is our mission to provide quality distance and on-site education, realistic laboratory experiences, and hands-on clinical experiences in medical facilities. AMC helps students develop and exhibit the professional skills, personal behaviors, and a record of reliability necessary to successfully obtain entry-level employment.

To support our mission our objectives are:

- Provide a stimulating and supportive learning environment that encourages students to graduate and succeed
- Enable students to improve their lives economically and professionally
- Meet workforce demands for allied health professions by providing excellent and innovative education
- Provide a caring and qualified faculty and staff committed to the professional and academic success of each student
- Provide relevant program content which enables students to qualify for registry examinations, where required, and that meets the expectations of employers
- Provide resources for the personal growth of our students for the improvement of the communities
School Information

**Statement of Ownership & Control**

American College for Medical Careers is owned by Premier Education Group, L.P.; registered limited partnership in the Commonwealth of Pennsylvania. Dr. Nick Hastain is the President & CEO and Beatrice W. Bast, W. Roderick Gagne and The Elizabeth Brennan Family Trust #2 are limited Partners. The General Partner is incorporated.

**Licensure**

American College for Medical Careers, Orlando, FL is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacted the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

**Accreditation**

American College for Medical Careers is accredited by the Accrediting Council for Independent Colleges and Schools, which is approved by the U.S. Department of Education. Accreditation is a voluntary process and not a requirement to operate in the State of Florida.

Additional information regarding the accreditation of the institution may be obtained by contacting the following agency:

Accrediting Council for Independent Colleges and Schools  
750 First Street NE  
Suite 980  
Washington, DC 20002-4223  
Tel: (202)-336-6789

The Cardiovascular Sonography and Diagnostic Medical Sonography Associates and Bachelors Degree Programs also hold Programmatic Accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) through the Joint Review Committee on Education in Diagnostic Medical Sonography (JRCDMS).

Additional information may be obtained by contacting the following agency:

Commission on Accreditation of Allied Health Education Programs (CAAHEP)  
1361 Park Street  
Clearwater, FL 33756  
www.caahep.org
Catalog & Policies

Students are expected to be familiar with the information presented in the Enrollment Agreement, catalog, and any addenda to the catalog. This catalog serves as a handbook for the student. By enrolling in the American College for Medical Careers, the student agrees to abide by all policies of the institution. If at any time, there is conflict between the Enrollment Agreement and the catalog, the Enrollment Agreement is the binding contract.

School Facilities

American College for Medical Careers is located in a stand alone 30,585 square foot facility with administrative offices, reception area, learning resource center, ultrasound scanning laboratory, dental assisting lab and class rooms, two medical assisting laboratory class rooms, and a respiratory therapy laboratory.

The ultrasound scanning laboratory houses a variety of different ultrasound systems capable of performing cardiac, abdominal, vascular, obstetrical, and gynecological sonograms. There are lab tables and computers with Internet access for student use. The lab is also equipped with an LCD projector, monitor, and screen for audiovisual display of information.

The Medical Assisting instructional diagnostic laboratory space is equipped with microscopes, centrifuges, lab tables, supply carts, autoclaves, blood draw tables, and equipment. The instructional patient exam room space is equipped with exam tables, ECG equipment/carts, spirometers, blood pressure equipment, and scales. The instructional front office space is equipped with computer terminals, patient charts, scheduling appointment books, general office desks, chairs, scanners, copiers, and telephones.

The learning resource center houses reference materials, access to the Library and Information Resources Network (LIRN) which allows students to have access to online resources, computers with Internet access, and printer.

Hours of Operation

The hours of operation for the campus are as follows:

- Monday through Thursday: 8:00 am - 8:00pm
- Friday: 8:00am - 5:00 pm
- Saturday: 9:00am - 1:00pm

Program Advisory Committee

The American College for Medical Careers (ACMC) has established and maintains a current and active group of individuals for each program who serve in the capacity of a Program Advisory Committee. The group consists of employers and clinical site personnel who hire and work with our current student body. The purpose of the group is to exchange ideas, seek technical assistance, and to make certain that the equipment, study materials, and techniques taught in all programs at the campus provide the skills necessary to meet employer expectations upon graduation. These meetings are held twice during each year and a thorough review of the facilities, curriculum and faculty takes place.
Admissions Requirements Applicable to ACMC Allied Health Programs

General Admissions Requirements for All Programs
All programs require applicants to be a minimum of 17 years of age at the time of enrollment.

Readiness for a Distance Education Declaration
For those programs whose delivery is in a hybrid or fully online format, students applying to the programs must complete a declaration acknowledging their readiness for distance education as part of the application process. The institution reserves the right to deny admission to applicants who are deemed unsuitable for the distance education mode of delivery, based upon the results of this self-assessment. Applicants have the right to appeal the decision.

Criminal Background Checks & Drug Testing
Agencies and institutions that accept students for clinical rotations associated with our allied health programs and employment upon graduation may conduct criminal and/or personal background checks, as well as random drug testing. The student is responsible for any costs associated with these additional requirements. ACMC expects that students in their allied health programs can meet the criminal background check and random drug test requirements of clinical affiliates.

Students with criminal records that include both felonies and misdemeanors (including those that are drug related or of a violent nature) or personal background issues such as bankruptcy might not be accepted by those agencies for clinical rotations or employment.

Random drug testing may be required by healthcare facilities before acceptance or during the clinical rotations. If at any time a student tests positive, the student will be removed from the clinical site and may be subject to withdrawal from the program.

Applicants to the programs who have questions regarding how these issues may affect their clinical placement, ability to graduate, or potential employment should discuss this with the Program Director or administrator. The institution does not have control regarding the decisions of outside agencies. A student who is unable to be placed on or dismissed from a clinical rotation due to an adverse result on either a criminal background check or random drug test maybe responsible to find his or her own clinical site or, in extreme cases, may be dismissed from the program.

Health Screening & Immunizations
A statement of health signed by a healthcare practitioner and proof of immunization from diphtheria, pertussis, and tetanus (DPT) and measles, mumps, and rubella (MMR) must be submitted prior to the student beginning any clinical training. Tuberculosis testing must be done no sooner than 3 months prior to the first day of clinical training. Completion of these items and the costs incurred are the responsibility of the student. No student will be assigned to a clinical rotation without submission of the ACMC’s Statement of Health Form and documentation validating required immunity and testing.

Cardio-Pulmonary Resuscitation (CPR) Training
Students attending clinical rotations must maintain valid CPR certification. Satisfactory completion of the American Heart Association Basic Life Support for Healthcare Providers course is required. If at any time during the program, the student’s CPR card is near expiration, the student must re-train and provide the school with proof of satisfactory completion of a new course. The student should submit evidence of CPR certification prior to beginning any clinical training.
Program-Specific Admissions Requirements

Cardiovascular Sonography Associates Degree Program

American College for Medical Careers offers an Associate Degree in Cardiovascular Sonography at its Orlando Campus.

Applicants who are applying for admission to the Associate Degree CVS Program must meet all of the following four (4) admission requirements:

1. Possess a minimum of an Associate Degree in any major which is a minimum of 60 semester or 90 quarter credits (official transcript verification required)
2. Transfer 15 semester credits to American College for Medical Careers of General Education coursework, with a 2.0 GPA or higher, from post-secondary institution accredited by a United States Department of Education recognized accrediting body.
3. Complete the “Readiness for a Distance Education Program” Declaration
4. Initial the acceptance of “Aptitude Requirements of the Profession” Declaration

Curriculum Requisites

The following curriculum requisites must be met prior to the beginning of the core curriculum of the diagnostic medical sonography education program; they must be included in college level courses:

- Algebra, statistics, or higher mathematics course
- General college-level physics and/or radiographic physics
- Communication skills
- Human anatomy and physiology

The communication skills requisite may be met by a variety of courses including English, speech, or composition.

The following curriculum requisites must either be met prior to the diagnostic medical sonography education program or be presented within the program at the college level and must include the following:

- Patient care
- Medical ethics and law
- Medical terminology
- Pathophysiology

The prerequisite courses are offered on a cash basis for the cost of $350 per course plus any fees associated with textbook purchase. Applicants to the program may request additional information about these course opportunities from the Academic Dean.

Admissions applications are reviewed by the Program Director and administrator to determine qualifications for acceptance. Applicants are accepted on a first-come basis once admissions procedures are completed and an applicant is determined to be qualified. Applicants are notified of their acceptance by email, an official hard copy letter, or a phone call.

Upon acceptance by the school, students are required to complete a statement of health which must be signed by a healthcare practitioner indicating that the student is in good health. Tuberculosis screening must be done and immunizations must be up-to-date. These forms are due to ACMC prior to the student’s clinical start date. The Student is responsible for the cost of this process.

The following items are required to complete the application process:

- Application for Admission
- Registration fee (if applicable)
- Readiness for a Distance Education Program Declaration
- Aptitudes Requirements of the Profession Declaration
- Writing sample (Essay Questions)
- Letters of recommendation
- Documentation providing evidence of required previous education
- Completed financial aid forms (for those wishing to apply)
- Successful Program Director interview
- Enrollment Agreement

The school reserves the right to reject applicants if the items listed above are not successfully completed or the applicant is deemed unsuitable for the program.
Cardiovascular Sonography
Bachelor Degree Program

American College for Medical Careers offers a Bachelor’s Cardiovascular Sonography Program.

Applicants who are applying for admission to the Bachelor Degree CVS Program must meet all of the following five (5) admission requirements:

1. Possess a minimum of a Bachelor’s Degree in any major. (Official transcript verification required)
2. Transfer 36 semester credits representing general education course work to American College for Medical Careers, with a 2.0 GPA or higher, from post-secondary institutions accredited by a United States Department of Education recognized accrediting body.
3. Transfer an additional 15 semester credits to American College for Medical Careers demonstrating coursework with a 2.0 or higher, from post-secondary institution accredited by a United States Department of Education recognized accrediting body.
4. Complete the “Readiness for a Distance Education Program” Declaration
5. Initial the acceptance of “Aptitude Requirements of the Profession” Declaration

Curriculum Requisites

The following curriculum requisites must be met prior to the beginning of the core curriculum of the diagnostic medical sonography education program; they must be included in college level courses:

a. Algebra, statistics, or higher mathematics course
b. General college-level physics and/or radiographic physics
c. Communication skills
d. Human anatomy and physiology

The communication skills requisite may be met by a variety of courses including English, speech, or composition.

The following curriculum requisites must either be met prior to the diagnostic medical sonography education program or be presented within the program at the college level and must include the following:

a. Patient care
b. Medical ethics and law
c. Medical terminology
d. Pathophysiology

The prerequisite courses are offered on a cash basis for the cost of $350 per course plus any fees associated with textbook purchase. Applicants to the program may request additional information about these course opportunities from the Academic Dean.

Admissions applications are reviewed by the Program Director and administrator to determine qualifications for acceptance. Applicants are accepted on a first-come basis once admissions procedures are completed and an applicant is determined to be qualified. Applicants are notified of their acceptance by email, an official hard copy letter, or a phone call.

Upon acceptance by the school, students are required to complete a statement of health which must be signed by a healthcare practitioner indicating that the student is in good health. Tuberculosis screening must be done and immunizations must be up-to-date. These forms are due to ACMC prior to the student’s clinical start date. The Student is responsible for the cost of this process.

The following items are required to complete the application process:

- Application for Admission
- Registration fee (if applicable)
- Readiness for a Distance Education Program Declaration
- Aptitudes Requirements of the Profession Declaration
- Writing sample (Essay Questions)
- Letters of recommendation
- Documentation providing evidence of required education
- Completed financial aid forms (for those wishing to apply)
- Successful Program Director interview
- Enrollment Agreement

The school reserves the right to reject applicants if the items listed above are not successfully completed or the applicant is deemed unsuitable for the program.
Cardiovascular Sonography Bridge Bachelor Degree Program

American College for Medical Careers offers a Bachelor of Science Degree in Cardiovascular Sonography Bridge.

Applicants who are applying for admissions to the Bachelor of Science Degree in Cardiovascular Sonography Bridge must meet all of the following three (3) admissions requirements:

1. Possess a professional sonography credential in Adult Echocardiography from a credentialing agency acceptable to the institution. Provide a copy of the professional credential for evaluation in order to be awarded the 60 semester credits.

2. Provide an official academic transcript from an accredited post-secondary institution (an accrediting body recognized by the United States Department of Education) if the applicant chooses to request transfer of credits to be evaluated through the institution’s transfer of credit policy, not to exceed an additional 30 semester credits.

3. Initial the acceptance of “Readiness for a Distance Education Program” Declaration.

Admissions applications are reviewed by the Program Director and the Administrator to determine qualifications for acceptance. Applicants are accepted on a first-come basis once admissions procedures are completed and an applicant is determined to be qualified. Applicants are notified of their acceptance by email or an official letter or a phone call.

The following items are required to complete the application process:

• Application for Admission
• Registration fee (if applicable)
• Readiness for a Distance Education Program Declaration
• Documentation providing evidence of professional Sonography credentials
• Completed financial aid forms (for those wishing to apply)
• Successful Program Director interview
• Enrollment Agreement

The school reserves the right to reject applicants if the items above are not successfully completed or the applicant is deemed unsuitable for the program.

Diagnostic Medical Sonography Associates Degree Program

American College for Medical Careers offers an Applied Associate Degree in Diagnostic Medical Sonography.

Applicants who are applying for admission to the Associate Degree DMS Program must meet ALL of the following four (4) admission requirements:

1. Possess a minimum of an Associate Degree in any major which is a minimum of 60 semester or 90 quarter credits (official transcript verification required)

2. Transfer 15 semester credits to American College for Medical Careers of General Education coursework, with a 2.0 or higher, from post-secondary institution accredited by a United States Department of Education recognized accrediting body.

3. Complete the “Readiness for a Distance Education Program” Declaration

4. Initial the acceptance of “Aptitude Requirements of the Profession” Declaration

Curriculum Requisites

The following curriculum requisites must be met prior to the beginning of the core curriculum of the diagnostic medical sonography education program; they must be included in college level courses:

a. Algebra, statistics, or higher mathematics course
b. General college-level physics and/or radiographic physics
c. Communication skills
d. Human anatomy and physiology

The communication skills requisite may be met by a variety of courses including English, speech, or composition.

The following curriculum requisites must either be met prior to the diagnostic medical sonography education program or be presented within the program at the college level and must include the following:

a. Patient care
b. Medical ethics and law
c. Medical terminology
d. Pathophysiology
The prerequisite courses are offered on a cash basis for the cost of $350 per course plus any fees associated with textbook purchase. Applicants to the program may request additional information about these course opportunities from the Academic Dean.

Admissions applications are reviewed by the Program Director and administrator to determine qualifications for acceptance. Applicants are accepted on a first-come basis once admissions procedures are completed and an applicant is determined to be qualified. Applicants are notified of their acceptance by email, an official hard copy letter, and a phone call.

Upon acceptance by the school, students are required to complete a statement of health which must be signed by a healthcare practitioner indicating that the student is in good health. Tuberculosis screening must be done and immunizations must be up-to-date. These forms are due to ACMC prior to the student's clinical start date. The student is responsible for the cost.

The following items are required to complete the application process:

- Application for Admission
- Registration fee (if applicable)
- Readiness for a Distance Education Program Declaration
- Aptitudes Requirements of the Profession Declaration
- Writing sample (Essay Questions)
- Letters of Recommendation
- Documentation providing evidence of required education
- Completed financial aid forms (for those wishing to apply)
- Program Director interview
- Enrollment Agreement

The school reserves the right to reject applicants if the items listed above are not successfully completed or the applicant is deemed unsuitable for the program.

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Diagnostic Medical Sonography Bachelor Degree Program

American College for Medical Careers offers a Diagnostic Medical Sonography Program at its Orlando Campus.

Applicants who are applying for admission to the Bachelor Degree DMS program must meet all of the following five (5) admission requirements:

1. Possess a minimum of a Bachelor's Degree in any major. (Official transcript verification required)
2. Transfer 36 semester credits Representing General Education course work to American College for Medical Careers, with a 2.0 or higher, from post-secondary institutions accredited by a United States Department of Education recognized accrediting body.
3. Transfer an additional 15 semester credits to American College for Medical Careers demonstrating coursework with a 2.0 or higher, from post-secondary institution accredited by a United States Department of Education recognized accrediting body.
4. Complete the “Readiness for a Distance Education Program” Declaration
5. Initial the acceptance of “Aptitude Requirements of the Profession” Declaration

Curriculum Requisites

The following curriculum requisites must be met prior to the beginning of the core curriculum of the diagnostic medical sonography education program; they must be included in college level courses:

a. Algebra, statistics, or higher mathematics course
b. General college-level physics and/or radiographic physics
c. Communication skills
d. Human anatomy and physiology

The communication skills requisite may be met by a variety of courses including English, speech, or composition.
The following curriculum requisites must either be met prior to the diagnostic medical sonography education program or be presented within the program at the college level and must include the following:

a. Patient care  
b. Medical ethics and law  
c. Medical terminology  
d. Pathophysiology

The prerequisite courses are offered on a cash basis for the cost of $350 per course plus any fees associated with textbook purchase. Applicants to the program may request additional information about these course opportunities from the Academic Dean.

Admissions applications are reviewed by the Program Director and administrator to determine qualifications for acceptance. Applicants are accepted on a first-come basis once admissions procedures are completed and an applicant is determined to be qualified. Applicants are notified of their acceptance by email, an official hard copy letter, and a phone call.

Upon acceptance by the school, students are required to complete a statement of health which must be signed by a healthcare practitioner indicating that the student is in good health. Tuberculosis screening must be done and immunizations must be up-to-date. These forms are due to ACMC prior to the student’s clinical start date. The cost of this process is paid by the student.

The following items are required to complete the application process:

- Application for Admission  
- Registration fee (if applicable)  
- Readiness for a Distance Education Program Declaration  
- Aptitudes Requirements of the Profession Declaration  
- Writing sample (Essay Questions)  
- Letters of recommendation  
- Documentation providing evidence of required education  
- Completed financial aid forms (for those wishing to apply)  
- Program Director interview  
- Enrollment Agreement

The school reserves the right to reject applicants if the items listed above are not successfully completed or the applicant is deemed unsuitable for the program.

**Diagnostic Medical Sonography Bridge Bachelor Degree Program**

American College for Medical Careers offers a Bachelor of Science Degree in Diagnostic Medical Sonography Bridge.

Applicants who are applying for admissions to the Bachelor of Science Degree in Diagnostic Medical Sonography Bridge must meet all of the following three (3) admissions requirements:

1. Possess a professional sonography credential in Abdomen/Superficial Structures and Obstetrics/Gynecology from a credentialing agency acceptable to the institution. Provide a copy of the professional credential for evaluation in order to be awarded the 60 semester credits.

2. Provide an official academic transcript from an accredited post-secondary institution (an accrediting body recognized by the United States Department of Education) if the applicant chooses to request transfer of credits to be evaluated through the institution’s transfer of credit policy, not to exceed an additional 30 semester credits.

3. Initial the acceptance of “Readiness for a Distance Education Program” Declaration.

Admissions applications are reviewed by the Program Director and the administrator to determine qualifications for acceptance. Applicants are accepted on a first-come basis once admissions procedures are completed and an applicant is determined to be qualified. Applicants are notified of their acceptance by email or an official hard copy letter or a phone call.

The following items are required to complete the application process:

- Application for Admission  
- Registration fee (if applicable)  
- Readiness for a Distance Education Program Declaration  
- Documentation providing evidence of professional Sonography credentials  
- Completed financial aid forms (for those wishing to apply)  
- Successful Program Director interview  
- Enrollment Agreement

The school reserves the right to reject applicants if the items above are not successfully completed or the applicant is deemed unsuitable for the program.
Dental Assisting with Expanded Functions Diploma Program

American College for Medical Careers offers a Diploma in Dental Assisting with Expanded Functions. Applicants who are applying for admission to either of the programs must:

• Possess a High School Diploma or GED
• Pass an entrance test - Wonderlic (passing score of 13 or higher)

Applicants are accepted on a first-come basis once admissions procedures are completed and an applicant is determined to be qualified. Applicants are notified of their acceptance by email, an official hard copy letter, and a phone call.

Within the first term, students are required to complete a statement of health which must be signed by a healthcare practitioner indicating that the student is in good health. Tuberculosis screening must be done no sooner than 3 months of the start of externship and immunizations must be up-to-date. Additionally, many healthcare facilities require a criminal background check. Although a past criminal background does not preclude the student from working in the healthcare field, each student should speak with the Program Director and do thorough research as to the availability of jobs with their particular background. The cost of this process is paid by the student.

The following items are required to complete the application process:

• Application for Admission
• Registration fee (if applicable)
• Readiness for a Distance Education Program Declaration (if applicable)
• Documentation providing evidence of required education
• Completed financial aid forms (for those wishing to apply)
• Enrollment Agreement

The school reserves the right to reject applicants if the items listed above are not successfully completed or the applicant is deemed unsuitable for the program.

Health Information Technology Associate Degree Program

American College for Medical Careers offers an Associates of Science Degree Program in Health Information Technology. Applicants who are applying for admission to the program must:

• Possess a High School Diploma or GED
• Complete the “Readiness for a Distance Education Program” Declaration

Admissions applications are reviewed by the Program Director and administrator to determine qualifications for acceptance. Applicants are accepted on a first-come basis once admissions procedures are completed and an applicant is determined to be qualified. Applicants are notified of their acceptance by email, an official hard copy letter, and a phone call.

Students are required to complete a physician’s form which must be signed by a healthcare practitioner indicating that the student is in good health. Tuberculosis screening must be done and immunizations must be up-to-date. These forms are due to ACMC at least 30 days prior to the student’s start date of externship. Additionally, many healthcare facilities require a criminal background check. Although a past criminal background does not preclude the student from working in the healthcare field, each student should speak with the Program Director and do thorough research as to the availability of jobs with their particular background. The cost of this process is paid by the student.

The following items are required to complete the application process:

• Application for Admission
• Registration fee (if applicable)
• Readiness for a Distance Education Program Declaration
• Documentation providing evidence of required education
• Completed financial aid forms (for those wishing to apply)
• Enrollment Agreement

The school reserves the right to reject applicants if the items listed above are not successfully completed or the applicant is deemed unsuitable for the program.
**Medical Assisting Associate Degree & Diploma Programs**

American College for Medical Careers offers a Diploma and Associates Degree program in Medical Assisting. Applicants who are applying for admission to either of the programs must:

- Possess a High School Diploma or GED
- Complete the “Readiness for a Distance Education Program” Declaration for the Hybrid program Associate Degree

Applicants are accepted on a first-come basis once Admissions procedures are completed and an applicant is determined to be qualified. Applicants are notified of their acceptance by email, an official hard copy letter, and a phone call.

Within the first term, students are required to complete a statement of health which must be signed by a healthcare practitioner indicating that the student is in good health. Tuberculosis screening must be done no sooner than 3 months of the start of externship and immunizations must be up-to-date. Additionally, many Health Care Facilities require a criminal background check. Although a past criminal background does not preclude the student from working in the Health Care field, each student should speak with the Program Director and do thorough research as to the availability of jobs with their particular background. The cost of this process is paid by the student.

The following items are required to complete the application process:

- Application for Admission
- Registration Fee (If applicable)
- Readiness for a Distance Education Program Declaration (If applicable)
- Documentation providing evidence of required education
- Completed financial aid forms (for those wishing to apply)
- Enrollment Agreement

The school reserves the right to reject applicants if the items listed above are not successfully completed or the applicant is deemed unsuitable for the program.

**Medical Billing & Coding Specialist Diploma Program**

American College for Medical Careers offers a Diploma in Medical Billing and Coding Specialist. Applicants who are applying for admission to the program must:

- Possess a High School Diploma or GED

Applicants are accepted on a first-come basis once Admissions procedures are completed and an applicant is determined to be qualified. Applicants are notified of their acceptance by email, an official hard copy letter, and a phone call.

The following items are required to complete the application process:

- Application for Admission
- Registration fee (if applicable)
- Documentation providing evidence of required education
- Completed financial aid forms (for those wishing to apply)
- Enrollment Agreement

Students are required to complete a physician’s form which must be signed by a healthcare practitioner indicating that the student is in good health within the first term. Tuberculosis screening must be done within 30 days of starting externship and immunizations must be up-to-date. Additionally, many healthcare facilities require a criminal background check. Although a past criminal background does not preclude the student from working in the healthcare field, each student should speak with the Program Director and do thorough research as to the availability of jobs with their particular background. The cost of this process is paid by the student.

The school reserves the right to reject applicants if the items listed above are not successfully completed or the applicant is deemed unsuitable for the program.
Transfer Credit Policy

Our programs are career focused. The academic credits are not designed to be transferred to other institutions. If the transferability of credits is important to you, we encourage you to contact the institution of interest to ascertain their policy regarding transfer credit. The campus does not recognize the status of Advance Standing.

Transfer of Credit within Premier Education Group Campuses

Premier Education Group ("Premier") students may be granted transfer credits towards their total program hours/credits where the transfer credit is from one of Premier school to another Premier school (e.g., transferring from Branford Hall to Harris School).

A. The Education Department at the school will review transcripts to determine what hours/credits, if any, can be transferred. Students that returns or transfers into a new program or new program version may be granted transfer credit towards the total program hours/credits from one Premier school to another.

B. Transfer credits will count as hours/credits attempted and completed for Satisfactory Academic Progress (SAP) calculation and in the Cumulative Grade Point Average (CGPA). This means a passing grade and non passing grade will be part of the SAP and CGPA calculations.

C. PEG Courses that are being transferred from one enrollment at the school to a new enrollment due to program changes, schedule changes, and reentry / reenroll activity will show on the transcript with the original grade earned, including "F" and "W"'s and will also calculate for GPA and SAP using the original grade. This includes same school codes.

D. Skill Assessment Test. Premier students returning one year or more will be required to take a skills assessment test, even if the student only needs to complete an externship. All Skill assessment tests will be documented and graded. If the student fails the test, the student will audit or re-take the course.
   a. Medical Assistant - Hands on Skill Assessment
   b. Massage Therapy - Hands on Skill Assessment

E. Course was completed no more than 5 years prior to date of request. Courses older than this may or may not be accepted for transfer, and an appeal justifying the recognition of these courses must be submitted.

Transfer of Credit From an Institution Other Than a Premier School

Like other higher education institutions, Premier may accept credits from other schools or colleges as long as the institution is recognized by the US Department of Education. The Prospective students may be granted transfer credit up to 25% of the total program credits from an outside institution.

A. The Education Department at the school will review transcripts to determine what hours/credits, if any, will be granted. This determination must be made before the student starts. Note that transfer hours/credits will not be included in the calculation of eligibility for Federal Title IV financial aid.

B. The student must submit:
   a. Official Transcript (signed with the school seal)
   b. A catalog of the institution, which describes the courses for which transfer hours/credits is sought.

C. Hours/credits will be considered for transfer hours/credits toward graduation if the following criteria are met prior to starting school:
   a. Official transcript and catalog with course descriptions are reviewed
   b. Course is adjudged equivalent in content, hours and credits
   c. A Grade Point Average (GPA) of 2.0 (C) or better was achieved
   d. Course was completed no more than 5 years prior to date of request
   e. All courses transferred from another institution will be marked with a "T"
Re-Entering Students

Students wishing to re-enter a program should submit an Application for Admission and a letter requesting re-admission. An interview with the Program Director or Academic Dean depending on the program will be scheduled in order to review the student’s past academic achievements and make a plan for re-entry. The student must also be current on their financial arrangements. The decision to allow re-entry will be made by the administrator and the appropriate Program Director. Typically students are allowed no more than two interrupts. To re-enter a second time, a student will only be re-admitted in those circumstances where a verifiable emergency existed.

Because of the technical nature of the program, students who apply to reenter more than six (6) months after interrupting may be required to perform a “test-out” procedure for previously credited courses. Many of the courses are building blocks for future courses, and it is therefore essential that this knowledge be retained in order to progress satisfactorily. Application, utilization, and review are essential elements in a technical/trade education to assure retention of the information and proper preparation for new material. Therefore, it is in the student’s best interest to be assessed before they continue with the program.

Each institution has its own policies governing the acceptance of credit from other institutions. Students should inquire as to policies on credit transfer at any institution to which they seek admission.

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The institution does reserve the right to admit students on a probationary period. The student that is accepted for will sign a new Enrollment Agreement and will pay tuition and fees at the current rate. Financial credit will be given for credits already completed that will apply toward graduation.

Transfer of Credit From AMC

The school makes no representation or guarantee regarding transfer of credits to other institutions. Acceptance of transfer credit is always at the discretion of the receiving institution. Students planning to attend another institution should check the policy of that institution regarding transfer credits. In the event a student is considering transferring to a new institution the school will provide guidance and assistance. This may include a review of charges and financial aid refunds, as well as providing transcripts, applicable syllabi, and catalogs.

Transferability of Credit to Other Schools

The programs at the American College for Medical Careers are oriented towards job preparation, not continuing education. Transferability of credit is at the discretion of the accepting institution, and it is the student’s responsibility to confirm whether or not credits will be accepted by another institution of the student’s choice. AMC does not imply, promise or guarantee that any credits earned at AMC will be transferable or accepted by any other institution. You should assume that credits earned at AMC are not transferable to other institutions unless you have personally spoken to an authorized representative of the institution to which you wish to transfer any credits and obtained assurances that it will accept AMC credits.

Notes for Credit Transfers

(both from a Premier school or from a USDOE recognized institution)

A. Students will be charged on a pro rata credit for tuition based on number of hours remaining in the program.

B. Any courses for which a student requests transfer credit must have been completed within the past 5 years.

C. Students may appeal the transfer credit decision by writing to Premier’s Education Specialist at:

Premier Education Group
545 Long Wharf Drive, 5th Floor
New Haven, CT 06511
Financial Information

Tuition & Fees

Students may pay by cash, check, money order, or credit card for educational costs. Tuition is due based on the terms in the student enrollment agreement and any supplemental payment plan agreed to during the financial aid interview. Students who are unable to make timely tuition payments must speak with a representative in the Financial Aid office to continue in their program of study. Unexcused late payments may be cause for suspension or dismissal.

Federal Student Financial Assistance

Students cannot always afford to pay their educational costs in full at the beginning of their programs of study. Therefore, the school participates in various programs designed to assist students to meet their educational costs on a more affordable basis. The school is accredited by a nationally recognized accrediting commission and is approved by the U.S. Department of Education to offer federal financial assistance (Title IV) programs to eligible students.

Many students supplement Title IV assistance or pay for their educational costs with other programs such as veterans benefits, agency sponsorship, employer reimbursement or in-house financing.

A student must apply for admission prior to completing a packaging appointment with the Financial Aid Department at the school. In general, financial aid is awarded based upon need. In order to assist applicants in completing their financing prior to beginning classes, the school makes available individual appointments for each applicant with a Financial Aid Advisor who will assist with form completion and answer questions that may arise. However, general information about financial aid is available to all prospective applicants in the Financial Aid Department.

In general, an applicant may be eligible for federal Title IV assistance if the applicant:

- Is enrolled as a regular student in one of the school's programs
- Has a valid Social Security Number
- Is a U.S. citizen or eligible non-citizen
- Is not in default on any federal student loan
- Does not owe a repayment on any federal grant
- Possesses a high school diploma or its equivalency
- Has demonstrated Selective Service registration (males only)
- Has not been convicted of a drug offense while receiving federal financial aid
- Maintains satisfactory academic progress

The following federal aid programs are available to those students who qualify (subject to availability of funds):

1. **Federal Pell Grant**
   - Unlike a loan, does not have to be repaid. Federal Pell Grants usually are awarded only to undergraduate students who have not earned a bachelor's or a professional degree. Amounts can change yearly. The maximum Federal Pell Grant award is $5,730 for the 2014-15 award year (July 1, 2014, to June 30, 2015). For the 2015-16 award year (July 1, 2015, to June 30, 2016), the maximum award will be $5,775. The amount you get, though, will depend on:
     a. Your financial need
     b. Your cost of attendance
     c. Your status as a full-time or part-time student
     d. Your plans to attend school for a full academic year or less
     e. You may not receive Federal Pell Grant funds from more than one school at a time

2. **Federal Supplemental Educational Opportunity Grant (FSEOG):**
   - A grant program for undergraduate students with exceptional need with priority given to students with Federal Pell Grant eligibility. The federal government allocates FSEOG funds to participating schools. This is a limited pool of funds and the college will determine to whom and how much it will award based on federal guidelines. The range of awards is typically between $100-$250 for the entire program.
3. **Federal Work Study (FWS):** This is a financial aid program designed to assist students in meeting the cost of their education by working part-time while attending school. Positions may either be on-campus, off-campus or community service-related. Jobs on-campus must be student service positions. A candidate must demonstrate financial need to be awarded FWS. The number of positions available may be limited depending upon the institution’s annual funding allocation from the federal government.

4. **Federal Direct Subsidized Stafford Loan:** This is a low interest fixed rate loan for students attending school at least half time. Loans first disbursed on or after 7/1/2014 and before 7/1/2015 4.66%; and loans disbursed on or after 7/1/2015 and before 7/1/2016 4.29%.

5. The interest rate for loans disbursed on or after July 1, 2012 is 6.8 percent. It must be paid back. Interest does not accrue while students are attending school, during their grace period, and during periods of deferments.

6. **Federal Direct Unsubsidized Stafford Loan:** This is a low interest fixed rate for independent students enrolled at least half-time. The interest rate is 6.8 percent. It must be paid back. Interest will accrue on this loan while students are in school, during their grace period, and during periods of deferment; the interest rate can be paid while the student is in school.

7. **Federal Direct PLUS Loan:** This is a low interest fixed rate loan for parents who want to borrow to help for their child’s education. The interest rate is 7.9 percent. This loan is available only to parents without adverse credit histories. It must be paid back.

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### Annual Loan Limits - Stafford Loan

<table>
<thead>
<tr>
<th>Dependent Students (whose parents were not denied a PLUS loan)</th>
<th>Combined Base Limit for Subsidized and Unsubsidized Loans</th>
<th>Additional Limit for Unsubsidized Loans</th>
<th>Total Limit for Unsubsidized Loans (minus subsidized amounts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-Year Undergraduate (Freshman)</td>
<td>$3,500</td>
<td>$2,000</td>
<td>$5,500</td>
</tr>
<tr>
<td>Second-Year Undergraduate (Sophomore)</td>
<td>$4,500</td>
<td>$2,000</td>
<td>$6,500</td>
</tr>
<tr>
<td>Third-Year and Beyond Undergraduate (Junior, Senior)</td>
<td>$5,500</td>
<td>$2,000</td>
<td>$7,500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Independent Students (and dependent students whose parents were denied a PLUS loan)</th>
<th>Combined Base Limit for Subsidized and Unsubsidized Loans</th>
<th>Additional Limit for Unsubsidized Loans</th>
<th>Total Limit for Unsubsidized Loans (minus subsidized amounts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-Year Undergraduate (Freshman)</td>
<td>$3,500</td>
<td>$6,000</td>
<td>$9,500</td>
</tr>
<tr>
<td>Second-Year Undergraduate (Sophomore)</td>
<td>$4,500</td>
<td>$6,000</td>
<td>$10,500</td>
</tr>
<tr>
<td>Third-Year and Beyond Undergraduate (Junior, Senior)</td>
<td>$5,500</td>
<td>$7,000</td>
<td>$12,500</td>
</tr>
</tbody>
</table>

### Aggregate Loan Limits – Stafford Loan

<table>
<thead>
<tr>
<th>Dependent Undergraduate Students (whose parents were not denied a PLUS loan)</th>
<th>$23,000</th>
<th>$8,000</th>
<th>$31,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent Undergraduate Students (and dependent students whose parents were denied a PLUS loan)</td>
<td>$23,000</td>
<td>$34,500</td>
<td>$57,500</td>
</tr>
</tbody>
</table>
**Other Sources of Assistance**

There are many other sources of financial assistance. Various agencies provide educational benefits for eligible students. The student will need to contact the agency directly for more information. Some agencies that may make aid available include the new Workforce Investment Act, (WIA) Job Training Partnership Act (JTPA), Division of Workers’ Rehabilitation (DWR), Division of Vocational Rehabilitation, (DVR), Employment and Training Administration (ETA), Social Security Administration, and the Veterans Administration.

**Employer Sponsorship**

Applicants currently employed are urged to look into any tuition reimbursement benefits offered by their employers. Tuition reimbursement is paid by companies directly to their employee, not to the school. Most companies require the employee to pay for their program and then reimburse the employee after completion of their program of study. Payments due to the school are not dependent on tuition reimbursement.

**Veterans Benefits**

If you served on active duty, you might be eligible for education benefits offered by the Department of Veterans Affairs. For example, the Post-9/11 GI Bill provides financial support for educational and housing expenses to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

GI Bill®

If you are currently serving in the military, you may be eligible for funding offered through the Department of Defense Tuition Assistance program. Check your eligibility status and the amount for which you qualify with your service prior to enrolling.

If you are the spouse or child of a service member who is serving on active duty Title 10 orders in the pay grades of EI-ES, OI-O2, or WI-W2, you may be eligible for financial assistance from the Department of Defense for education, training, and/or the occupational license and credentials necessary for a portable career.

If you are the spouse or child of a service member, you may be eligible for transfer of the service member’s Post-9/11 GI Bill benefits to you.

If you have any questions about your eligibility or need assistance with academic counseling, financial aid counseling, or student services, the VA point of contact is Justin Clarke and he can be reached at 407-329-3066 or jclarke@acmc.edu.

**Federal Aid Applications**

Any student who wishes to apply for federal Title IV financial assistance must complete a Free Application for Federal Student Aid (FAFSA). The FAFSA information is electronically transmitted to the U.S. Department of Education’s Central Processing Service (CPS) and the school receives in return a processed Institutional Student Information Record (ISIR). The ISIR is used to determine Federal Pell Grant and Federal Direct Loan eligibility. The Financial Aid Office will retain the ISIR as documentation of the student’s eligibility. (If a student wishes to have a printed copy of their ISIR, it may be requested from the School’s Financial Aid Office.)

**Correction of Information**

If, as the result of verification (described below) or another documentation process, it becomes necessary to correct any of the information on an ISIR, the Financial Aid Office will note the corrections on the current ISIR and submit the corrections to the Central Processor electronically after obtaining signed documentation. A new ISIR, showing the corrected information, is then generated.
If the applicant becomes ineligible for a Federal Pell Grant or other Title IV aid as the result of corrections in his/her information, the applicant will be so informed by the Financial Aid Office. If corrections result in a change in eligibility, the Financial Aid Office will complete an updated financial plan with the student.

**Requirements for Verification of the Applicant’s Data on the FAFSA**

A certain portion of FAFSAs submitted to the CPS are subject to a process called Verification. Verification means that the applicant is asked to “verify” or confirm that the information on the application is correct.

Verification requires the applicant and spouse or parent (if applicable) to sign a Verification Worksheet. In addition, the applicant may be required to submit a copy of the prior year’s federal tax returns for each year a FAFSA is submitted to the Financial Aid Office. If the applicant is married, the return(s) must include the spouse’s information. If the applicant is dependent, copies of the parents’ prior year’s tax returns are also required.

**Time Period Within Which Required Documentation Must Be Provided**

Except in instances where extenuating circumstances intervene, the required documentation must be provided within 30 days of the date the applicant is notified to do so. All financial aid disbursements are withheld until this process has been completed.

**Consequences of Failure to Provide the Information Within 30-Day Period**

Students will receive no disbursement of funds if they fail to provide the information required for verification within 30 days, and they may be dismissed from school. In addition, they will be expected to make cash payments in lieu of any expected financial aid disbursements to the school. If the results of the verification satisfy the requirements, the first disbursement of funds to which the student is entitled will be released. If the verification results are negative, the student will be called into the Financial Aid Office and the items that were not accurate will be discussed.

The student (and/or the family) will be required to correct inaccurate information by resubmitting the aid application (with corrected information) to the Central Processor.

If the school has reason to believe that any application has been intentionally submitted under false or fraudulent circumstances, such application will be referred to the Department of Education Office of the Inspector General.

**Definition of Financial Need**

Financial need is calculated to determine a student’s eligibility for some types of Title IV aid programs. Financial need is the difference between the student’s cost of attending school and the amount of the student and/or family’s financial resources. The need formula can be stated as follows:

\[ \text{Cost of Attendance} - \text{Expected Family Contribution} - \text{Other Estimated Financial Assistance} = \text{Financial Need} \]

A student’s financial need may not be funded entirely or in some cases not at all by Title IV programs. Students are expected to pay any unfunded portions.
Cost of Attendance

The school’s Financial Aid Office estimates the student’s Cost of Attendance for aid eligibility determination purposes only, using nationally approved living expense guidelines. An average cost of attendance for a student attending school consists of allowances for room, board, personal, transportation and miscellaneous expenses, plus one academic year’s tuition and fees. A sample cost of attendance for an 8-month period of attendance is as follows:

<table>
<thead>
<tr>
<th></th>
<th>Program A</th>
<th>Program B</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Academic Year Tuition (per Enrollment Agreement)*</td>
<td>$12,997.00</td>
<td>$16,650.00</td>
</tr>
<tr>
<td>Fees (as indicated per Enrollment Agreement)*</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Room &amp; Board**</td>
<td>$6,370.00</td>
<td>$6,370.00</td>
</tr>
<tr>
<td>Personal</td>
<td>$2,567.00</td>
<td>$2,567.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$525.00</td>
<td>$525.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$931.00</td>
<td>$931.00</td>
</tr>
<tr>
<td>Total Estimated Cost of Attendance***</td>
<td>$23,415.00</td>
<td>$27,468.00</td>
</tr>
</tbody>
</table>

Furthermore, financial aid available does not typically cover the entire cost of attendance. Students and their families are expected to fund the difference. The Cost of Attendance should not be assumed to reflect all of the student’s costs of coming to school.

Expected Family Contribution

The student’s Expected Family Contribution is calculated by the Central Processor and is a function of the information entered on the Free Application for Federal Student Aid. An Expected Family Contribution (EFC) figure is included in the ISIR that is produced by the Central Processor when the student’s application is processed. The EFC is a measure of how much the student and his or her family can be expected to contribute to the cost of the student’s education during the academic year.

* These amounts are for illustration purposes only and do not necessarily represent actual tuition and fees for an eight month period of attendance. Students should refer to their Enrollment Agreement for actual or estimated costs.

** The school does not offer room and board. These estimates are used solely for purposes of eligibility determination.

*** The Total Estimated Cost of Attendance listed above is a sample used for illustration purposes only, and does not necessarily represent an actual cost of attendance for any particular student or program.

Requirements for the Review of a Financial Aid Applicant’s Financial Aid History

It is a federal requirement that the school determine any and all federal Title IV aid previously received by any aid applicant. The school uses the National Student Loan Data System (NSLDS) to obtain the financial aid history of each financial aid applicant. The information is found on the ISIR. Financial aid disbursements are withheld until confirmation of previous aid is received.

Requirements for Citizenship Verification

When a student applies for federal Title IV financial assistance, an electronic database match (for Social Security Number, name, and birth date) is conducted by the Central Processor to determine the student’s eligibility status with the Social Security Administration and the United States Citizen and Immigration Service (USCIS). The results of those matches are reported on the student’s ISIR.

If either match is unsuccessful, the student must resolve his or her citizenship status. The Financial Aid Office will inform any applicant in this situation of the steps necessary to verify citizenship, which may include contacting the USCIS. Financial aid disbursements will not be made until citizenship status has been confirmed.
Disbursement Process for Title IV Aid

Title IV aid is disbursed in at two or three equal payments during each academic year using the following definitions and calculations: An academic year is defined as 24 semester credits and at least 30 weeks.

Federal Direct Loans are disbursed as a credit to the student’s account. A student’s first loan disbursement is made after the start of the program. The student’s second and subsequent loan disbursements are scheduled for the beginning of each term in the academic year. When a student receives a Direct Loan credit, the student receives a notice advising the student or the parent (in the case of a PLUS loan) that the loan has been credited to the student’s account and asking the student or parent if he/she continues to want all of the loan.

Federal Pell Grant disbursements are credited directly to a student’s account at the beginning of each term. Each recipient is issued a receipt when a disbursement has been credited to his/her account.

If a credit balance occurs on a student’s account, the student or parent in the case of PLUS borrowers may request that the excess funds be retained by the school to pay for future tuition and fee charges, applied to other educationally related charges (i.e., books, supplies, equipment, etc.), or refunded to the Direct Loan Program to reduce the student’s principal balance, all within the current academic year. Without a student’s or parent’s authorization(s), credit balances will be paid within 14 days to the student, or to the parent in the case of PLUS Loans.

Standards of Academic Progress Affect on Student Aid

In order to qualify for student aid under Title IV programs, a student must meet the standards of satisfactory academic progress. Satisfactory Academic Progress (SAP) is discussed in detail in this catalog, and the requirements are discussed in the section on Satisfactory Academic Progress later in this catalog.

Students placed on Academic Warning/Academic Probation remain eligible for financial aid disbursements during the probationary period. If students fail to meet the conditions of their warning/probation by the end of their probationary period, they are suspended from financial aid eligibility pending any additional appeals. Students who are suspended from financial aid eligibility will also be terminated from the school.

Federal Financial Aid Counseling

Entrance Counseling

The institution ensures loan entrance counseling is conducted either online at the Department of Education website, studentloans.gov, before a borrower takes out a loan or a paper copy can also be completed in the financial aid office. The interview includes:

- An explanation of the use of a master promissory note (MPN)
- Importance of repayment obligation
- Description of consequences of default
- Sample repayment schedules
- Information in reference to a borrower’s rights and responsibilities
- Other terms and conditions
Exit Counseling

The institution ensures loan exit counseling is conducted at the financial aid office or via mail at completion of a program or withdrawal from the institution. The interview includes:

- An explanation of the use of a master promissory note (MPN)
- Importance of repayment obligation
- Description of consequences of default
- Sample repayment schedules
- Information in reference to a borrower's rights and responsibilities
- Other terms and conditions

Loan Payment Calculator

The Loan Payment Calculator may be used to calculate monthly payments under the standard and extended repayment plans. You may refer to the following websites to access a Loan Payment Calculator: finaid.org/calculators/loanpayments.html or ed.gov/offices/OSFAP/DirectLoan/calc/html.

Statement of Educational Purpose

Federal financial aid is to be used solely for educational expenses related to a student’s attendance at American College for Medical Careers.

Referrals to the Office of Inspector General

American College for Medical Careers is required by law to make referrals to the Office of Inspector General of any cases of suspected fraud and abuse involving the federal financial aid programs.
Withdrawals, Returns, & Refunds

Refund Policy

The school will provide a full refund of all monies paid if the student cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) of signing it.

If the student pays any fees in advance of the first class session, and if the 72-hour cancellation privilege period has passed, and if the student decides not to enter the program, or fails to show for classes, or if the enrollment is rejected by the school, the school will refund all monies paid less the application fee.

If it becomes necessary for the class to be cancelled or delayed prior to the start of classes, the student will have the option of accepting the delay and joining the next scheduled class start or requesting a full refund of all monies paid.

In the event of withdrawal by the student after expiration of the 72 hour cancellation privilege or dismissal by the school, the school shall retain the application and enrollment fees, all applicable lab fees show on the front of the enrollment agreement, the cost of all books and supplies received by the student, and a prorated portion of tuition, based upon the last day of attendance and the number of program hours the student was scheduled for through the last day of attendance.

We will return refunds within 45 days of date of determination of withdrawal or cancellation. The date of determination used for withdrawal or cancellation will be:

A. Withdrawal
   a. Date the school received notification or
   b. The last date of attendance, if student is dismissed by school or
   c. 14 days following last day of attendance or

B. Cancellation - In the case of a cancellation of enrollment due to a failure to attend or class delay or cancellation request, the date of notification or originally scheduled start date is used, whichever is sooner.

Full program tuition is recorded on students’ ledgers on the first day of enrollment. The tuition charges will be attributed on the basis of periods of training equivalent to a standard payment period which is typically equal to ½ of a standard academic year. In no case will students be obligated for more than 12 months at a time.

For a student who is dismissed or who withdraws from the program, refund of tuition due to the student for the period of training and financial obligation will be calculated by doing a detailed comparison between the Institutional, State and ACCET refund policies. A refund will be issued according to whichever is more lenient to the student.

ACCET

A. If the departure from the program occurs within 3 class days, tuition charges withheld will not exceed 10 percent of the stated tuition to a maximum of $500.00.

B. After the first week of class and through 50 percent of the period of training and financial obligation, charges retained will not exceed a pro rata portion of tuition for the training period completed, plus 10 percent of the unearned tuition for the period of training not completed, up to a maximum of $1,000.00.

C. After 50 percent of the period of training and financial obligation is completed, the school may retain the full tuition.
Return to Title IV & Refund Policies

A recipient of federal Title IV financial aid who withdraws or is dismissed from school during a payment period or period of enrollment in which the student began attendance will have the amount of federal financial aid funds the student did not earn calculated according to a federal formula. This calculation will be based on the student’s last date of attendance (LDA), which is the withdrawal date used to determine number of days completed.

Schools are required to determine the amount of federal financial assistance that must be returned based upon the percentage of the payment period completed prior to withdrawing. The amount of federal financial assistance earned is based on the number of days attended up to the withdrawal date divided by the number of days in the program’s payment period. After a student has attended more than 60 percent of the payment period or period of enrollment, the student will have earned 100 percent. Once the amount of federal financial aid that was not earned has been calculated, federal regulations require that the school return the federal financial aid in the following order:

1. Federal Direct Loans
   a. Unsubsidized Federal Direct Stafford Loans
   b. Subsidized Federal Direct Stafford Loans
   c. Federal Parent PLUS loans received on behalf of the student.
2. Federal Pell Grants
3. Federal SEOG

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, in the case of a Federal Parent PLUS loan) must return or repay, as appropriate, the remaining grant and loan funds. Loan funds are returned in accordance with the terms and conditions of the promissory note. If there are any grant funds to be returned by the student, the student is responsible for returning any overpayment that exceeds 50 percent of the amount of grant received. The student (or parent, if a Federal Parent PLUS loan) will be notified of the amount that must be returned or repaid, as appropriate.

If the student earned more federal financial aid funds than were received, the student (or parent in the case of a PLUS loan) may be eligible to receive a post-withdrawal disbursement. If the student or parent is eligible to receive a post-withdrawal disbursement of loan funds, the Institution will ask for the student's or parent's (as applicable) permission to disburse the loan funds. The Institution may automatically disburse the post-withdrawal disbursement of grant funds.

All returns of unearned Title IV funds will be made within forty-five (45) days of the school's date of determination of the student's withdrawal.

Withdrawal Procedure

In the event a student needs to withdraw from school, the student is required to advise the Registrar and/or Academic Dean. Written notice is preferred but not required.

Program Termination/ Cancellation

In the event classes are permanently canceled by the school, the student will be entitled to a refund of any tuition monies already paid for their canceled classes.
Enrollment Cancellation

A student may cancel his enrollment within three business days of signing the Enrollment Agreement. In the event that a student cancels his enrollment, all tuition and fees paid will be refunded. If a student cancels his enrollment after three business days, but prior to the first day of class, the student will receive a refund of all tuition and fees paid, except for the registration fee. The registration fee will not exceed $150. If a student cancels his enrollment after three business days and after classes have begun, the Institutional Refund Policy will be applied. Students are asked to submit requests for cancellation in writing to the school. If the school rejects a student application for enrollment, all monies paid will be refunded.

Insufficient Funds Policy

There is a $25 fee for any checks returned for insufficient funds.

Collections

Students in arrears with monthly payments may be sent to a collection agency. In accordance with the terms of their enrollment, interest and/or collection fees may be added to the balance owed.

Policy on Unpaid Debt

It is the policy of Harris School of Business that students or former students who have any unpaid obligations for tuition or fees due to the school who have not made acceptable arrangements for settlement of obligations, will be subject to the withholding of any grades, grade reports, transcripts, diplomas or certificates, and will not be able to participate in the externship course or continue with the program until satisfactory settlement of unpaid debts.
Academic Information

Degree Graduation Requirements

Bachelor of Science Degree

A Bachelor of Science Degree will be awarded to a student who has:

• Completed all required coursework in a designated program of study of at least 120 semester credit hours, within the maximum required time frame
• Completed all required courses with a cumulative grade point average of 2.0 or greater
• Completed 36 semester credits or 54 quarter credit hours of general education
• Completed at least 25% of the coursework at American College for Medical Careers
• Met or resolved any financial obligations to the college
• Completed an Application for Graduation and obtained approval to graduate

Associate of Science Degree

An Associate of Science Degree will be awarded to a student who has:

• Completed all required coursework in a designated program of study of at least 60 semester credit hours, within the maximum required time frame
• Completed all required courses with a cumulative grade point average of 2.0 or greater
• Completed the minimum required hours of general education
• Met or resolved any financial obligations to the college
• Completed an Application for Graduation and obtained approval to graduate

Diploma Graduation Requirements

A Diploma will be awarded to a student who has:

• Completed all required coursework in a designated program within the maximum required time frame
• Completed all required courses with a cumulative grade point average of 2.0 or greater
• Met or resolved any financial obligations to the college
• Completed an Application for Graduation and obtained approval to graduate

Graduation Awards

Honors Graduate from Associate and Diploma Programs:

Any graduate who has obtained a program grade point average of 3.5 or higher will be considered an Honors Graduate and will have such status appropriately noted on the graduation ceremony program and on the student's degree/diploma. Other graduation awards may be noted on the graduation ceremony and program on the student’s degree/diploma.

Honors Graduate from Baccalaureate Program:

An honors graduate from a baccalaureate program is eligible for one of the following designations and will have such status appropriately noted on the graduation ceremony program and on the student’s degree/diploma.

- Cum Laude: 3.5-3.69 GPA
- Magna Cum Laude: 3.7-3.89 GPA
- Summa Cum Laude: 3.9-4.00 GPA

Definition of a Credit Hour

The institution offers its program in semester credit hours. A credit hour is defined as follows:

• One semester credit hour for at least 15 hours of lecture (theory)
• One semester credit hour for at least 30 hours of supervised laboratory instruction
• One semester credit hour for 45 hours on a clinical rotation

For our online courses, the credit hour awards are calculated using a method that includes the documentation of live class participation as well as the documentation of the completion of out-of-class assignments and activities.

For Financial Aid Credits, where required by law, the institution uses federally defined clock-to-credit conversion to determine the enrollment status for Financial Aid processing. The conversion formula is; 37.5 hours of instructional and approved homework hours = one Financial Aid Credit.
Course Numbering

Courses in this catalog are identified by prefixes and numbers. The course prefix is a two or three letter designator for a major division of an academic subject matter/department.

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS</td>
<td>Diagnostic Medical Sonography</td>
</tr>
<tr>
<td>CVS</td>
<td>Cardiovascular Sonography</td>
</tr>
<tr>
<td>HIT</td>
<td>Health Information Technology</td>
</tr>
<tr>
<td>MA</td>
<td>Medical Assisting</td>
</tr>
<tr>
<td>M</td>
<td>Medical Billing &amp; Coding</td>
</tr>
<tr>
<td>DA</td>
<td>Dental Assisting with Expanded Functions</td>
</tr>
</tbody>
</table>

General Education courses have prefixes related to the subject matter of the course. Generally speaking, the actual number of individual courses does not represent the year in which the student would normally take the course at American College for Medical Careers. The course numbering for all degree programs is used to establish the sequence particular courses should be taken including any prerequisites. The one exception to this would be the general education classes that start with a 3 or 4. These classes are only available to those students in the BS programs.

Approach to Academic Delivery

Academic Integrity Policy

Academic integrity is a core value at American College for Medical Careers. It is expected that all work submitted be your own work. If using another’s thought or idea, it should be properly cited or referenced. Any form of deception when completing an assignment is considered a form of dishonesty. Each student is expected to submit work without falsification, copyright violations, fabrication, cheating or attempts to plagiarize. In the event a violation takes place, the faculty should immediately refer the case to the Academic Dean.

For program specific information on academic integrity, please refer to the student handbook.

Theory Classes

Theory/lecture/seminar/general education classes for the degree programs are held using synchronous/asynchronous distance technologies and incorporate an online learning management system and interactive online virtual classroom.

Laboratory Classes

Laboratory classes are conducted at the institution’s campus facility with laboratory sessions varying from half-day to full-day and evening depending upon the program and the term in which students are enrolled. Additional practice time may also be available to students to build laboratory skills and arrangements may be made through their instructors.

Clinical/Externship/Practicum Classes

Clinical/externship/practicum experiences are located in facilities that provide either diagnostic imaging services for the diagnostic sonography programs, respiratory care services for the respiratory therapy program, patient care services for the medical assisting program and patient records for the health information technology programs. The locations may vary depending on the course objectives and services offered at the clinical/externship/practicum facility.

Class Schedules

Class schedules are subject to change each term. Students are given academic class schedules for each term at least two weeks prior to the start of the term.

Maximum Course Loads

For the Cardiovascular Sonography and Diagnostic Medical Sonography programs, courses are delivered in 12 week terms. A full-time academic load for students is equal to 8 credits or more. Prior approval must be received from the Program Director and Academic Dean in the event that a student seeks to register for a course load greater than 12 semester credits in any individual term. Additional charges may be incurred for course loads in a term that are greater than full-time.
For all other programs, courses are delivered in 6 week and 8 week modules. A full-time academic load for students typically does not exceed 7 semester credits per module. Prior approval must be received from the Program Director and Academic Dean in the event that a student seeks to register for a course load greater than 7 semester credits in any individual module. Additional charges may be incurred for course loads in a term that are greater than full-time.

**General Education Courses**

General education courses are available on a rotating basis for those students needing to complete additional credit and course requirements for the program.

For the Cardiovascular Sonography and Diagnostic Medical Sonography Bachelors Degree and Associates Degree programs, applicants will transfer in the required number of general education coursework prior to beginning the program.

For the Cardiovascular Sonography Bridge and Diagnostic Medical Sonography Bridge Bachelors Degree programs, students may either transfer in up to 30 semester credits of the required 36 semester credits of general education coursework or they may take general education coursework with ACMC by selecting from catalog offerings.

For the Medical Assisting Associate Degree program, students will complete the general education courses following the completion of the Medical Assisting Diploma program per the term-by-term schedule. There is no additional cost for the general education coursework beyond the cost of the Medical Assisting Associate Degree program.

For all other programs, the general education courses will be taken with the core courses throughout the programs.

**Attendance Policy - CVS, DMS, & All On-Campus Lab Courses**

Class attendance and promptness are an important factor in a student’s academic and professional success. An absence in class time is considered time missed, regardless of the reason. If a student must be absent, the student must notify the school before classes start for that day or evening. Students missing more than 20% of the cumulative total instructional hours of any given evaluation point, will be required make-up hours. When a student’s cumulative hours fall below 80%, the student will meet with an administrator in the Education Department and placed in Advisement Status. Students who fail to attend more than 79.5% of their program hours will not be able to graduate.

Students must be on time for the start of class to avoid being marked absent for the entire class period. Likewise, students must not leave class more than ten minutes before class ends to avoid being marked absent for the entire class period. In sum, students must be present for 50 minutes of a 60-minute class period to avoid being marked absent for the entire hour period. Students who arrive more than 10 minutes late or leave more than 10 minutes early will be marked absent for that hour.

Work, tests, or exams missed by reason of absence, tardiness, or early departure, regardless of the cause must be made up to the satisfaction of the instructor within one week of the date missed. Should the student know that he or she will be absent, it is the student’s responsibility to get assignment from the instructors in advance so that the necessary work is completed before the student leaves or upon the student’s return. Instructors have the right to deduct points under the portion of their grade that relates to Professionalism for all absences, tardiness, or early departures.
Attendance Policy for Online Courses

Students taking online classes at American College for Medical Careers (ACMC) are expected to attend each week. Attendance is defined as participating in an academic activity within the online classroom, which includes posting in a graded discussion forum, submitting a written assignment, submitting a completed assessment or attending a synchronous learning activity with the instructor. Postings not related to graded discussion forums or written assignments not related to the actual assignment may be re-viewed and disqualified for attendance purposes.

Grading System for Cardiovascular Sonography & Diagnostic Medical Sonography Programs

A final grade will be determined by compiling a weighted average of grades awarded for the course during the module and may include laboratory projects, written tests/quizzes, class participation, professionalism, attendance, outside assignments, and final examinations. Weighted averages will be specified in each individual course syllabus.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Percentage</th>
<th>Description</th>
<th>Quality Points/Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93% - 100%</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>86% - 92%</td>
<td>Average</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>80% - 85%</td>
<td>Average Minimal</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>Below 80%</td>
<td>Fail</td>
<td>0.0</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>Pass</td>
<td>Not effected</td>
</tr>
<tr>
<td>W</td>
<td>-</td>
<td>Withdrawn</td>
<td>Not effected</td>
</tr>
<tr>
<td>I</td>
<td>-</td>
<td>Incomplete</td>
<td>Not effected</td>
</tr>
<tr>
<td>TR</td>
<td>-</td>
<td>Transfer Credit</td>
<td>Not effected</td>
</tr>
</tbody>
</table>

A grade of “I” indicating an “Incomplete” may be issued, at the discretion of the faculty, if a student is missing required coursework at the end of the term. At the end of each term, a student will be notified via written advisory of any missing work and/or assignments. The written advisory will specify and detail missing work as well as the time frame within which student will be required to submit the work in question. All missing work must be submitted within two (2) weeks of the end of the term. Until the missing work is submitted as specified in the advisory the student will retain a grade of “Incomplete” for that course. Once the work is submitted within the time frame specified in the written advisories the student’s missing work grades will be entered and the student’s final grade will be calculated accordingly. If the student fails to complete the required coursework, the student will receive a grade of “0” for assignments missed and the student’s final grade will be calculated accordingly.

A student may be issued a “W” grade for courses if the student withdraws from the course prior to completing 50% of the term or does not achieve satisfactory attendance performance for the course.

Instructors will issue grades at the end of each term. Students may request a copy of their grades from their instructor or Registrar. However, students’ grades are available on the student portal for viewing.

If a student receives a grade of “F”, “W”, or FAIL for courses in any term, that course must be repeated in its entirety. A student must receive permission from the Program Director to repeat an individual course while continuing coursework in a future term if the student is not repeating an entire term. Students cannot repeat an individual course more than once. To repeat a third time, The VP of Education must give approval.

For students enrolled in the Cardiovascular Sonography and Diagnostic Medical Sonography programs, all practicum courses are Pass/Fail. A student is awarded a Pass (P) if he/she satisfactorily completes all assigned activities, competencies, 100% of the assigned hours and has a satisfactory professionalism evaluation. If a grade of Fail (F) is received, the GPA will be affected and treated as a failing grade with a 0 for Quality Points per Hour.

For the students enrolled in the Respiratory Therapy Program, all laboratory and clinical courses are Pass/Fail. A student is awarded a Pass (P) if he/she satisfactorily completes all assigned activities, competencies, 100% of the assigned hours and has a satisfactory professionalism evaluation. If a grade of Fail (F) is received, the GPA will be affected and treated as a failing grade with a 0 for Quality Points per Hour.
Any student repeating a theory course must maintain hands-on skills by attending a minimum of 50% of the hands-on hours from the previous hands-on course in which they were successful.

For students enrolled in the Health Information Technology programs the practicum courses are Pass/Fail. A student is awarded a Pass (P) if he/she satisfactorily completes all assigned activities, competencies, 100% of the assigned hours and has a satisfactory professionalism evaluation. If a grade of Fail (F) is received, the GPA will be affected and treated as a failing grade with a 0 for Quality Points per Hour.

Failure of more than one course in the same term may result in dismissal from the program at the discretion of the Program Director and Academic Dean. This includes theory, lab, and clinic/practicum courses.

Once a student has failed and successfully repeated a course in one term, any failures in future terms may result in dismissal from the program.

**Grading System for All Other Programs & Course Work**

A final grade will be determined by compiling a weighted average of grades awarded for the course during the module and may include laboratory projects, written tests/quizzes, class participation, professionalism, attendance, outside assignments and final examinations. Weighted averages will be specified in each individual course syllabus.

<table>
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<td>90% - 100%</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89%</td>
<td>Average</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
<td>Average Minimal</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>Below 70%</td>
<td>Fail</td>
<td>0.0</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>Pass</td>
<td>Not effected</td>
</tr>
<tr>
<td>W</td>
<td>-</td>
<td>Withdrawn</td>
<td>Not effected</td>
</tr>
<tr>
<td>I</td>
<td>-</td>
<td>Incomplete</td>
<td>Not effected</td>
</tr>
<tr>
<td>TR</td>
<td>-</td>
<td>Transfer Credit</td>
<td>Not effected</td>
</tr>
</tbody>
</table>

A grade of “I” indicating an “Incomplete” may be issued, at the discretion of the faculty, if a student is missing required coursework at the end of the term.

At the end of each term, a student will be notified via written advisory of any missing work and/or assignments. The written advisory will specify and detail missing work as well as the time frame within which student will be required to submit the work in question. All missing work must be submitted within two (2) weeks of the end of the module. Until the missing work is submitted as specified in the advisory, the student will retain a grade of “Incomplete” for that course. Once the work is submitted within the time frame specified in the written advisories the student’s missing work grades will be entered and the student’s final grade will be calculated accordingly. If the student fails to complete the required coursework, the student will receive a grade of “0” for assignments missed and the student’s final grade will be calculated accordingly.

A student may be issued a “W” grade for courses if the student withdraws from the course prior to completing 50% of the term or does not achieve satisfactory attendance performance for the course.

Instructors will issue grades at the end of each term. Students may request a copy of their grades from their instructor or Registrar. However, students’ grades are available on the student portal for viewing.

If a student receives a grade of “F”, “W”, or Fail for courses in any module, that course must be repeated in its entirety. A student must receive permission from the Program Director to repeat an individual course while continuing coursework in a future module if the student is not repeating an entire module. Students cannot repeat an individual course more than once. Second failure or incompletion of the same course will result in automatic withdrawal from the program.

Laboratory courses are Pass/Fail. The final grade will be determined by compiling a weighted average of grades awarded throughout the course. If the weighted grade is 80% or above, the student will be awarded a grade of Pass (P). If a grade of Fail (F) is received, the GPA will be affected and treated as a failing grade with a 0 for Quality Points per Hour.
Clinic courses are Pass/Fail. If all workbook exercises, assigned competencies and clinical training hours have been successfully completed, the Student will be awarded a grade of Pass (P). If work is incomplete or unsatisfactory, a grade of Fail (F) will be assigned and the GPA will be affected with a 0 as Quality Points per Hour.

**Make Up of Missed Classes**

We offer students the opportunity to schedule make up classes. To be eligible for make up hours, a student must inform the school of his/her absence prior to the start of the first class scheduled for the day/evening school session. Students may only make-up 10% of each course and must provide acceptable documentation for the absence. Students do not simply complete work assignments for credit; they must attend a proctored make-up session which is comparable in content, delivery, and timing.

- Student must request a make-up form and make-up assignment from their assigned faculty member.
- Students will be assigned the number of make up hours required and a set of assignments to be completed during the make-up session.
- Valid documented reasons: court appearances, doctor appointments, illness of student or family member, and car trouble.
- The missed hours of class(es) will be made up during the school’s established schedule for make up, and will be proctored by a faculty member.
- Make-up time is credited on a 1:1 basis; each hour of time spent during the proctored make-up sessions will account for one hour of make-up credit granted.
- Make up time must be made up within one week for day and two week for evening of the absence. The Director of Education/Program Director is the only designated person who can make an exception to this policy.

**Make-Up Work and Tests**

All class work and homework assignments must be made up in accordance with a schedule to be arranged with the instructor and/or academic advisor. There will be no charge for make-up work. If a student is absent for a scheduled test, a make-up test may be taken after returning to school. All make-up work must be completed within 7 days following the last day of the module.

**Leave of Absence**

American College for Medical Careers does not offer a leave of absence. Students who are unable to progress normally towards the completion of their program of study must be withdrawn, but are able to return based on the guidelines established in this catalog.

**Student/Faculty Ratio**

The average student to faculty ratio at American College for Medical Careers is 15:1.

In general, the maximum student to faculty ratio is 25:1 for both lab and lecture classes.
Clinical/Practicum/Externship

Clinical/externship/practicum training courses are designed to be instructional by nature by providing students with hands-on experience. Clinical/externship/practicum training is a cooperative effort between the school, student and the clinical site. It is usual that the clinical hours will be assigned during daytime and/or weekend hours regardless of your schedule for theory or lab classes. It is important that each student make arrangements to accommodate their clinical assignments. Students must provide their own transportation to clinical sites and lab classes. Some clinical sites may require a criminal background check and drug testing prior to commencement of the student’s clinical assignment at the site.

Students enrolled in the Cardiovascular Sonography, Diagnostic Medical Sonography and Respiratory Therapy programs participate in clinical training courses concurrent with theory and laboratory course enrollment.

Students enrolled in all other programs participate in clinical/externship/practicum training courses following the completion of their laboratory and theory courses.

The school maintains liability insurance on all students and faculty while attending clinical sites.

All students enrolled in clinic/externship/practicum courses are supervised by approved facility staff under the guidance of an ACMC faculty member. As a simulated work environment, the clinical/externship/practicum site expects the student to obey all rules and regulations regarding the site and clinical assignment. This includes punctuality and reliability of attendance. The clinical site has the right to remove any student who demonstrates disregard for program and/or clinical site policies and procedures.

Clinical/externship/practicum assignments are determined based upon the following ordered criteria: student opportunities to meet the educational objectives of the specific clinic course, likely mentor/student rapport, and proximity to the student’s place of residency. Students enrolled in the Cardiovascular Sonography and Diagnostic Medical Sonography programs are assigned to clinical rotations concurrent with theory and laboratory courses so withdrawal from the program due to declination of a clinical rotation assignment requires withdrawal from theory and laboratory courses as well.

Distance Education Courses

The American College for Medical Careers offers some of its programs in a hybrid format and others in a fully online environment. For the hybrid programs, some courses are delivered using online/distance education platform while others are delivered on campus.

Distance Education Mode of Delivery

Online Classes

The online courses are delivered using an array of distance technologies. The primary distance technology is a virtual online classroom that the students will access per their class schedule by logging into a URL via the Internet. The advantage of this platform is that the student can access the classroom from anywhere there is Internet access as long as the computer being used has met the requirements described under Distance Education Resources and Equipment.

Personalized Student Web Pages

Students will have 24/7 access to all of their course documents, course calendars, links to important websites, tests, grades, instructor emails, assignment drop boxes, and discussion board postings through a learning resource web portal. Students have unique user names and logins that direct them to their personal web pages associated with the courses in which they are enrolled. This allows students to always have their course materials close at hand even when they are not at home. As long as they can access the Internet, they can access their course materials.
Technical Orientations

Students participate in technical orientations that introduce them to the basic tasks associated with navigating and completing coursework within the Learning Management System.

Student Identity Verification

Throughout their courses and programs, in order to access any of the credit-awarding distance education coursework, students must verify their identity through a combination of the following possible processes and procedures: course registration verification through the registrar's office, unique sign-on user names and passwords, live proctor review of a form of photographic identification, some form of biometrics such as a fingerprint scanner, or web cam.

Student Privacy Protection Associated with Identity Verification

All identity verification methods will include privacy protection for the student, whether through internal processes or third party processes. The Learning Management System used by the college includes an internal process for protection of student information associated with user names and passwords that includes a system in which no passwords are visible in the database, but are encrypted and stored in a 28 character GUID, then hashed.

Expenses Associated with Student Identity Verification Processes

The school will assume expenses associated with identity verification unless the associated expenses have been previously identified as a required resource or equipment for enrolling into the program.

Distance Education Resources and Equipment

The student participating in a distance education program will be required to have a computer (a laptop is recommended), reliable high speed Internet access and a microphone and speaker set up or combination headset with built-in microphone. The student may be required to download free software such as Apple QuickTime or Power Point Viewer. There is a wizard that students will run that will provide step-by-step instructions for preparing their computers prior to their first online class. Tutorials are available for novice computer users and technical support is available through both the platform and the campus IT departments.

The online platform supports the following commonly used browsers:

- Internet Explorer 5.0+
- Netscape 7.0+
- Mozilla 1.0+

The online platform supports the following operating systems:

- Windows 2000+
- Mac OSX 10.2+
- Linux

128 MB RAM (256 MB recommended)

Many of the assignments will be prepared using Microsoft Word so students will need to be able to access Microsoft Word documents posted by their instructors and to complete their assignments using similar word processing software. There are no additional costs to the student associated with participation in the distance education delivery of courses.
Satisfactory Academic Progress Policy

All students are expected to maintain satisfactory progress toward graduation. At the time a student begins his or her program of study, the student is considered to be making satisfactory academic progress (SAP). SAP is measured in terms of cumulative grade point average (CGPA) standards (qualitative measures) and successful course completion percentage (quantitative measures). Students must successfully complete all program requirements within the Maximum Time Frame in order to remain enrolled in the program and qualify for graduation.

SAP is measured at the end of each term. Term lengths vary by program. A student is expected to be meeting the minimum qualitative and quantitative measures at each review period to be making SAP as follows:

Cumulative Grade Point Average (CGPA)

Students must achieve the minimum grade point averages at the specified evaluation points in order to remain enrolled as a regular student, as shown in the SAP Tables on page 38. A CGPA of 2.0 is required for graduation.

Satisfactory Academic Progress

The Education Department is responsible for calculating SAP for each enrolled student according to the SAP Standards outlined in this policy. The Financial Aid Office will review calculated SAP for each student to determine eligibility for financial aid. Students will receive a written academic progress report at least once during the span of a class, regardless of grades and a copy of this report will be maintained by the school in the student’s file.

Premier Education Group schools employ an early intervention plan aimed at helping students achieve their best. To that end, the Education Department monitors academic success at the end of each term and intervenes as appropriate to assist students at risk of not meeting SAP standards. Students who are at risk are evaluated at the end of each term and are counseled by the Education Department.

At risk students must be placed on a Plan for Academically Successful Students (PASS) that will help them achieve the standards necessary to meet SAP standards by their next official evaluation point. Official SAP calculations are evaluated only to coincide with the evaluation points outlined in the SAP policy.

The SAP Policy is applied to all students regardless of receipt of Title IV Financial Aid. Students must maintain SAP to:

- Remain in their enrolled program
- Remain eligible for Title IV Financial Aid
- To be eligible for graduation

Qualitative Measure: Cumulative Grade Point Average (CGPA)

Students are expected to maintain a CGPA of at least a 2.0 at the midpoint of each academic year and at graduation.

Incomplete grades “I” are not included in the calculation of the CGPA but are counted in the successful course completion percentage as courses attempted but not successfully completed. Upon resolution of the incomplete grade (must be within two (2) weeks of the end of the course), the student’s academic progress will be re-evaluated.

Grades of “W” indicate that the student withdrew or was withdrawn from the course prior to its completion. These grades are not included in the calculation of the CGPA but are counted in the successful course completion percentage as courses attempted but not successfully completed.

A failing grade of “F” will be included in the CGPA until the course is repeated and a passing grade is achieved. When a passing grade is earned for a course, only the passing grade will be used to determine the CGPA. However, both attempts are used in the calculation of the successful course completion percentage.
“Pass” or “Fail” grades are not included in the calculation of the CGPA but are counted in the successful course completion percentage.

Transfer and Proficiency Credits will be counted as hours/credits attempted and earned but will not be counted in the CGPA.

**Quantitative Measure: Maximum Time in Which to Complete Requirements**

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame. The maximum allowable attempted credits are noted in the table below.

Quantitative progress is calculated by dividing the cumulative number of credit hours the student has completed by the cumulative number of credit hours attempted. For transfer students, credits accepted for transfer towards the students program will count towards both the credit hours earned and credit hours attempted categories. Pace is measured at midpoint of each academic year as follows:

- Upon completion of half the credit or clock hours and weeks in an academic year (whichever is greater), cumulative pace must be equal to or greater than 67%
- Upon completion of the remaining credit or clock hours and weeks in the remainder of the academic year or remaining portion of a program, cumulative pace must be equal to or greater than 67%

**Rate of Progress Towards Completion Requirements**

A course successfully completed is any course in which a grade of “C” or above or a “Pass” has been earned. The successful course completion percentage is calculated as the cumulative number of credits successfully completed divided by the number of credits attempted in the term. Any course for which the student has a final grade is counted as attempted for purposes of calculating successful course completion percentage.

In addition to the CGPA requirements, upon completion of half the credit or clock hours and weeks in an academic year (whichever is greater) a student must successfully complete at least 67% of all credits attempted in order to be considered as making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled and have incurred a financial obligation.

As with the determination of CGPA, the completion requirements will be reviewed at the midpoint of each academic year after grades have been posted to determine if the student is progressing satisfactorily.

**Failure to Maintain Satisfactory Academic Progress**

Upon determination that a student has not met the SAP requirements, they will be assigned one of the three statuses. In all cases, those students will need to meet with an academic advisor to discuss their PASS plan.

**Warning & Probation**

Students who fail to meet either the qualitative or quantitative standards outlined above at the first evaluation point of an academic year will be automatically placed on warning/financial aid warning for the remainder of the academic year. The student will receive notification of this status and will be encouraged to meet with the Academic Dean to discuss their PASS plan. Students on warning will remain eligible for financial aid for the remainder of the academic year. Students can not be placed on financial aid warning for more than one payment period.

**SAP Not Met**

Students who do not meet the SAP benchmark for a second consecutive evaluation will be placed in a ‘SAP Not Met’ status. They are ineligible for Title IV Aid. The student must meet with the Academic Dean within 7 days to avoid potential dismissal.

**SAP Probation**

Students in a ‘SAP Not Met’ status will be notified in writing and given the opportunity to appeal. Successful appeal will change their status to ‘SAP Probation’ and they will regain Title IV eligibility.
Appeals

Students may appeal a determination they are not making SAP to the Academic Dean to account for mitigating circumstances. To be eligible for an appeal, the Education Department must determine that the student will be able to meet SAP standards by the end of the academic year and develop a PASS plan which, if followed, ensures the student will be making SAP by the specified point in time. Students who successfully appeal a SAP determination will be placed on SAP Probation and will remain eligible for aid for the remainder of the academic year.

Students who do not successfully appeal remain ineligible for aid. Students may only appeal once per program. Students must submit a written appeal to the Academic Dean within seven (7) calendar days after the beginning of the term. The Academic Dean will respond to all appeals within seven (7) days of the receipt of a request for SAP appeal. As with any Professional Judgment decision, appeals are only considered on a case-by-case basis, to account for unusual circumstances.

Documentation

As with any use of Professional Judgment, adequate documentation is critical. A student who appeals must submit information explaining why he or she failed to meet SAP standards and what has changed in his/her situation which will allow him/her to make SAP by the next evaluation point.

Academic Plans - Re-Establishment of SAP

Students who successfully appeal a determination that he/she is not meeting SAP standards must work with the Academic Dean to develop an academic plan. Academic Success Plans must be developed on a student-by-student basis and designed in such a way that, if followed, the student will be meeting SAP standards by the next evaluation period. Plans may be as simple as a mathematical calculation that specifies the percentage of coursework the student must complete or as detailed as a course by course plan towards program completion. If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student must be dismissed from the school.

The Student Conduct section of this catalog describes other circumstances that could lead to student dismissal for non-academic, reasons. As a dismissed student, a tuition refund may be due in accordance with the institution’s stated refund policy.

Students on Warning and Probation are required to participate in academic advising as deemed necessary by the institution as a condition of their academic monitoring. Students who fail to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

A student who did not complete the prior term who was academically dismissed may apply for reinstatement to the institution by submitting a written request to the Academic Dean. The request should be in the form of a letter explaining the reasons why the student should be readmitted. A student may be required to wait at least one term before they are eligible for reinstatement. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student’s commitment to complete the program. Dismissed students who are readmitted must sign a new Enrollment Agreement and will be charged tuition consistent with the existing published rate. The readmitted student will be eligible to apply for federal financial aid. A student who is academically dismissed after the completion of the term who successfully appeals prior to the start of the next term will not have to sign a new Enrollment Agreement, will be charged tuition according to the original Enrollment Agreement and will be eligible to apply for federal financial aid.
<table>
<thead>
<tr>
<th>Program</th>
<th>Credit Hours in Program</th>
<th>Midpoint of the Maximum Time Frame</th>
<th>Maximum Time Frame (Credit Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Science Degree in Cardiovascular Sonography</td>
<td>75 (15 credits are transferred into the program by the student upon enrollment)</td>
<td>56</td>
<td>112</td>
</tr>
<tr>
<td>Bachelor of Science Degree in Cardiovascular Sonography</td>
<td>120 (60 credits are transferred into the program by the student upon enrollment)</td>
<td>90</td>
<td>180</td>
</tr>
<tr>
<td>Associate of Science Degree in Diagnostic Medical Sonography</td>
<td>75 (15 credits are transferred into the program by the student upon enrollment)</td>
<td>56</td>
<td>112</td>
</tr>
<tr>
<td>Bachelor of Science Degree in Diagnostic Medical Sonography</td>
<td>120 (60 credits are transferred into the program by the student upon enrollment)</td>
<td>90</td>
<td>180</td>
</tr>
<tr>
<td>Diploma in Dental Assisting with Expanded Functions</td>
<td>43</td>
<td>32.25</td>
<td>64.5</td>
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<tr>
<td>Associate of Science Degree in Health Information Technology</td>
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<tr>
<td>Diploma in Medical Assisting</td>
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<td>30</td>
<td>60</td>
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<tr>
<td>Associate of Science Degree in Medical Assisting</td>
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<td>48</td>
<td>96</td>
</tr>
<tr>
<td>Diploma in Medical Coding and Billing</td>
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<td>36</td>
<td>72</td>
</tr>
<tr>
<td>Associate of Applied Science Degree in Respiratory Therapy</td>
<td>97</td>
<td>72.75</td>
<td>145.5</td>
</tr>
</tbody>
</table>
Student Services Information

Employment Services
The school provides job search assistance for graduates in good standing. Guidance regarding resumes, local, and national job search assistance is available. The school cannot and does not promise or guarantee employment upon graduation.

Distance Education Tutorials
Students enrolled in distance education program have access to tutorials to assist them with the technologies associated with their online theory courses. Contact the instructor or Program Director for information.

Technical Support
Students have access to technical support services through the “Virtual Classroom” platform providers as well as through the Learning Resource web portal providers. Support is 24/7 and is provided through a variety of communication avenues, including online, phone, and email support. Instructors may also provide some technical support.

Faculty Office Hours
Students enrolled in distance courses have access to faculty during the regularly scheduled office hours 10 minutes prior to each live, online theory class as well as other scheduled times throughout the week. Online faculty, lab faculty, and Clinical Coordinators are available via email and phone to answer both technical and content questions related to the course.

Advising
The staff and faculty at ACMC are available for advising and consultation. Those students who may need specialized counseling in a particular area will be referred to qualified counselors in the community. It is the goal of the ACMC staff and faculty to assist all students in making their educational experience as enriching and successful as possible.

Learning Resources
ACMC is committed to providing quality education which enables students to develop and exhibit the professional skills, personal behaviors and track record of reliability necessary to successfully obtain entry-level employment in the respective healthcare fields for which they are trained. The institution’s learning resources are customized to fit the profile of our program of study. The publications entail reference materials, text books, lab manuals, dictionaries, various testing preparatory material, as well as Internet accessible information. The Learning Resource Center is staffed by a full-time Librarian to assist the students in their search for educational materials and resources.

The materials of the Learning Resource Center (LRC) support the program offered at the American College for Medical Careers. As is appropriate for the courses of study, the collection consists mostly of items in the areas of human anatomy and physiology, the promotion of health, diseases and disease prevention, pharmacology, medical terminology, medical specialties, sonographic science, physics, and medical careers/technology. Other books available in the LRC cover computer software, job search and interviewing skills, self help/improvement and basic math and reading.

In addition to the hard copy collection, the room is equipped with computer stations with Internet access for research and tutoring purposes. The LRC has medical journals and publications, as well as an Internet guide, listing Internet sites relevant to the program of study.
The school subscribes to LIRN (Library and Information Resource Network) that all students can access via the Internet on campus, their home computers or anywhere they have Internet access through a log in provided to them by the institution. Online databases covering health, related topics and general education can be readily accessed through this network. The collections of databases are comprised of medical/health related subjects, business, legal, psychology, and general education information.

DVDs and videos are available for listening and viewing in the classrooms and the laboratories are equipped with Internet access and links to relevant sites.

The school also has a Virtual Library for easy access by our students, from their home-based computers or from where ever they have Internet access. The Virtual Library supports our online theory course delivery format. It has been established within the Learning Management System that all students enrolled into the allied health programs use for all of their online course materials. The Virtual Library includes tutorials as well as numerous links to online resource materials. This addition supplements the online resources available as part of the campus resources which students may also access while on campus.
Career Services

Graduate Placement Assistance/Career Services Department

All graduates in good financial standing are entitled to receive assistance from the Career Services Department upon completion of their programs. While the school does not guarantee employment, a reasonable effort will be made to assist all graduates in securing training-related employment in a position of their choosing. The placement assistance services provided by the school will include, but not be limited to:

- Assistance in preparing a professional resume
- Instruction in techniques of interviewing and conducting an active job search
- Assistance with completing application and employment forms
- Making contacts with employers to identify job openings
- Marketing resumes on the student’s behalf and endeavoring to promote job interviews with prospective employers
- Assisting students by sending their resumes and providing references to employers when asked
- Follow-up and documentation of interviews, job search activity, job placement and retention

Full participation by the student is necessary to achieve positive results. It is only through the combined efforts of the student and the school that job placement for graduates is accomplished. The Career Services Department has established procedures outlining the student’s responsibilities in the job placement process, a copy of which is given to graduating students.

Continuous Placement Assistance

Eligibility for continuous assistance from the Career Services Department is given to all former graduates who have cooperated with the policies and procedures of the school’s Career Services Department. If more than a year has elapsed since attending American College for Medical Careers, graduates in need of assistance are advised to personally meet with the Director of Career Services in order to update the school about their current skills and job search goals. While the school continually gives assistance as needed to all graduates in good standing who request it, the best job opportunities are available to those who possess current software skills at the time of seeking a job. Therefore, considering the rapidity with which software programs change in the hiring community, graduates need to make efforts to remain current with software programs in order to achieve desired salary goals and gain maximum benefit from the continuous placement assistance offered by the school.

American College for Medical Careers does not guarantee employment.

Eligibility for Placement Assistance

Eligibility for placement assistance from the school may be withdrawn if a graduate has been repeatedly uncooperative with the Career Services Department’s procedures or efforts, failed to provide the school with job placement information when requested, or conducted his or her job search or performance in an unprofessional manner which negatively affected the reputation of the school and/or its graduates.
Student Conduct & Termination

Student Rights & Responsibilities

All students have the right to know:

- The school’s accrediting and licensing agencies
- The school’s programs, facilities and faculty
- The cost of attending school
- The financial assistance available
- How the Financial Assistance Office determines the student’s financial need
- Each type of aid to be received and how it will be disbursed
- How to submit appeals under various school policies
- The school’s method of determining satisfactory academic progress and how it affects the student’s financial aid eligibility
- Interest rates, repayment amounts, cancellation and deferment provisions for all loans borrowed by the student
- The criteria for continued eligibility for financial aid
- Student completion and retention rates, placement rates, and student body diversification

All students have the following responsibilities:

- To review and consider all aspects of the school program before enrolling
- To complete financial aid applications accurately and truthfully
- To provide additional documentation, verification, correction, etc. as requested by the school or agency
- To read, understand and keep copies of all forms received
- To notify the school of any change in their financial circumstances
- To notify the school and the lender of a name or address change
- To understand the school’s satisfactory academic progress policy
- To understand the school’s refund policies
- To sign all required certification statements
- To repay all loans according to the promissory notes signed

New Student Orientation

Orientation is typically held prior to the first day of class or during the first week of the programs. During orientation the student will have the opportunity to learn about the instructional and support personnel associated with the school and to review school and academic policies. It is important that students are aware of all of the resources that will be available to assist them throughout the educational process.

Orientation to the online environment is provided through a combination of self-paced tutorials as well as participation in a sandbox course in which students may practice with the tools they will use in their online program. Students are also provided with an Online User Guide to assist them throughout their program.

Student Conduct

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the national, state and local governments and for conducting themselves in a manner consistent with the best interests of the Institution and the student body.

ACMC reserves the right to dismiss any student for any reason including but not limited to:

- Failure to maintain satisfactory academic progress
- Failure to pay school fees or tuition in a timely manner
- Disruptive behavior
- Posing a danger to the health or welfare of students, faculty or staff
- Failure to comply with any published school rules or regulations
- Use of profanity
- Threatening behavior of any type
- Violation of the school’s drug and alcohol policy
- Theft of property
**Student Dress Code**

The institution maintains a professional dress code for all students participating in on-ground or clinical courses. This is for safety as well as appearance reasons. The dress code is designed so that students convey a message of professionalism, discipline and pride. You are to wear the following whenever you are participating in school activities unless notified otherwise by your instructor or program director. This includes all times when you are coming to school for scheduled laboratory classes, unscheduled times when you are coming for extra hands-on practice either with or without instructor guidance, and all clinic courses.

- Scrub top and bottom (provided by the school)
- White turtle neck or white t-shirt may be worn underneath the scrub top, if you are more comfortable, but it must be tucked into the scrub bottoms and at no time is to be seen hanging beneath the scrub top
- White socks
- White shoes that tie with closed toes and closed heels (Shoes may have a logo such as the NIKE™ swoosh that are in another color but the shoe is to be white, not white with colored stripes or contrasting colors. When in doubt, check new shoe purchases with your instructor prior to wearing so they can be returned unworn if they are inappropriate)
- Hair must be no longer than neck length or is to be tied back. Only natural looking hair colors are acceptable
- Single pierced earring in ears only. Earrings are to be very small hoop earring style or stud style, preferably gold or silver appearance
- Nails are to be no longer than ¼ inch past fingertip, preferably with no polish or with clear polish only. No artificial nails are allowed.
- Jewelry is limited to wedding bands or single ring
- Watch is required at all times
- White lab coat will be provided by the school for clinical training

**Student Appeal Procedure**

The school tries its best to formulate and enforce school policies that support the mission of the institution. At times, a student may be unable to meet the school’s policy as it is described due to extenuating circumstances. A student who wishes to appeal the school’s decision must submit their request in writing within three (3) business days of receiving notification of the school’s decision. A student should explain all mitigating circumstances that may have existed. The school will review a student’s request and make a determination if the student will be reinstated to satisfactory status. The student will be notified in writing of the decision within 10 business days. The decision is final and may not be appealed.

**Electronics & Cell Phone Usage**

All electronic devices, iPods, cell phones, pagers, etc. are to remain in the off position during class time. Cell phones and pagers may be checked during breaks. If you have a special circumstance that requires that you be reached immediately, please see your instructor.

**Drug & Alcohol Policy**

The school prohibits the possession, use, and/or distribution of illegal drugs and/or alcohol on school premises or at any school event. Additional details of the health risks, legal penalties, sanctions and information on counseling and treatment can be requested from the Program Director or administrator.

**Inclement Weather**

ACMC will follow the directives of the public school system regarding school cancellations and late opening as a result of inclement weather unless otherwise directed by the administrator.
Communicable Disease Policy

Should a student contract a communicable disease, that information must be provided immediately to the American College for Medical Careers. Depending upon the circumstances, the student may be administratively withdrawn from certain courses, particularly clinic/lab courses, or externship and then return upon resolution of the disease.

Sexual Harassment Policy

The school is committed to treating its students and employees with dignity and respect. All students and employees have the right to be free from unwanted verbal, physical or sexual advances. Sexual harassment violates both federal and state laws.

If it is determined that a student or employee appears to have been harassed, there will be appropriate disciplinary action taken. If a student is involved, there may be expulsion from the Institution and if an employee is involved, it may include termination from employment. If you experience any suspected harassment, it should immediately be reported to the administrator or Program Director.

Smoking

There is no smoking inside the school, including the restrooms and break areas or in front of the school. Please smoke only in designated smoking areas. Properly dispose of your cigarettes and matches by not leaving them scattered on the ground and ensure they are properly extinguished.

Copyright Infringement Policy

Unauthorized distribution (downloading or uploading) of copyrighted material over the Internet, including peer-to-peer file sharing, is considered copyright infringement. Copyrighted material that may not be shared without authorization includes recorded music (often in the form of MP3 or MP4 files), movies, television shows, digital books, or magazines. Copyright infringement may subject a student to civil and criminal liabilities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

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

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Institutional Penalties for Copyright Infringement

Students who use the school's network to engage in unauthorized distribution of copy-righted material are in violation of the student code of conduct and will be disciplined accordingly.
Student’s Right to Privacy & Access to Records & Procedure to Inspect Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records.

1. Each student enrolled at American College for Medical Careers shall have the right to inspect and review the contents of his/her educational records, including grades, records for attendance and other information. Parents are not entitled to inspect and review financial records of their children. Parental access to a student’s records may be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.

2. A student’s educational records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student’s educational records is afforded to school officials who have a legitimate educational interest in the records. A school official is defined as a person employed or engaged by the school in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, consultant or collection agent); a trustee serving on a governing board; or a person assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an educational record to fulfill his or her professional responsibility or commitment to the school.

3. Students may request a review of their educational records by submitting a written request to the Campus Director. The review will be allowed during regular school hours under appropriate supervision.

4. Students may request that the institution amend any of their educational records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request must be made in writing and delivered to the Campus Director or Academic Dean, with the reason for the request. Grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or the administrator involved will review the request, if necessary meet with the student, and then determine whether to retain, change, or delete the disputed data. If the student requests a further review, the Campus Director or Academic Dean will conduct a hearing, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the final decision. Copies of student challenges and any written documentation regarding the contents of the student’s records will be retained as part of the student’s permanent record.

5. Directory information is information on a student that the school may release to third parties without the consent of the student. American College for Medical Careers has defined directory information as the student’s name, address(es), telephone number(s), email address(es), birth date and place, program of study, dates of enrollment, attendance, and graduation, grades, honors and awards as well as credentials awarded. If student does not want his or her directory information to be released to third parties without the student’s consent, the student must present such a request in writing to the Academic Dean.

6. The written consent of the student is required before personally identifiable information from educational records of that student may be released to the third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.

7. A student who believes that American College for Medical Careers has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of Education.
Transcripts

A transcript of final grades will be retained with the student’s permanent record. An official transcript is provided to the student upon completion of his/her program at no charge. Requests for additional transcripts may be made in writing to the Academic Dean. There is a charge of $5.00 for each transcript. A student is not eligible to receive a diploma or transcript if he or she is not in good financial standing with the school.

Statement of Non-Discrimination

American College for Medical Careers does not discriminate on the basis of sex, age, physical handicap, race, creed or religion in its admissions to, or treatment within, its programs and activities, advertising, training, employment or placement. The Campus Director is authorized to coordinate Title IX, the Educational Amendment Act of 1972, which prohibits discrimination on the basis of sex in any educational program or activity receiving Federal financial assistance. All grievances or complaints under the sex discrimination provision of Title IX should be directed to the Campus Director. Complaints will be responded to within 10 working days and will be handled directly and equitably. Students who feel the complaint has not been adequately addressed should forward their concerns to Jessica Mastrogiovanni, Vice President/General Counsel at the corporate offices of Premier Education Group:

545 Long Wharf Drive, 5th Floor
New Haven, CT 06511
Tel: (203) 672-2300
Fax: (203) 672-2323

Reasonable Accommodations Policy - Individuals with Disabilities

Section 504 of the Rehabilitation Act

Premier Education Group does not discriminate on the basis of disability in its programs and activities in violation of Section 504 of the Rehabilitation Act, as amended and the implementing regulations (Section 504). Programs and activities subject to the non-discrimination provisions of Section 504 include admissions and recruitment, treatment of students, academic adjustments (academic requirements, course examinations, and auxiliary aids), financial and employment assistance to students, and non-academic services. The person responsible for coordinating our efforts to comply with Section 504 is the Academic Dean, who is also the person responsible for (1) explaining to applicants and students how to obtain information about the process to secure academic adjustments and (2) receiving requests for academic adjustments, as well as (3) requesting accommodations in order to complete the admissions and registration process.
Grievance Procedure

It is the hope of the American College for Medical Careers staff and faculty, that all students will have an enriching experience while completing their chosen program. However if a student has a concern or grievance, they are encouraged to resolve the grievance, whenever possible, in the following manner:

1. A complaint or grievance, involving an individual, fellow student, faculty member, or other staff member, should be taken to that individual first in an attempt at resolution of the issue.

2. If a complaint involves a policy, procedures, or financial issue, the student should address the concern to the person tasked with enforcing the school policy.

3. Should the complaint not be resolved after attempting to address the concern, the student should make an appointment with the Program Director or write a letter to that individual outlining the points of concern, doing so within three (3) business days of the offending occurrence. The student should receive a response to the letter within three (3) business days.

4. If the complaint is still unresolved after working with the Program Director, then the student should provide a written (letter or email) grievance petition indicating the concern to the Academic Dean for the appropriate campus within three (3) business days of the Program Director's response. The petition needs to describe the problem and indicate the perceived deficiency of the school, or school personnel, and request a specific remedy to the unresolved situation. The Academic Dean should respond to the letter, or e-mail, within three (3) business days of receipt.

5. If there is a continued grievance, the student should make an appointment with the administrator of the campus or write a letter outlining the concerns. The administrator should be available or respond to the letter within three (3) business days of the Academic Dean’s response.

6. If the issue continues, the student does have the right to contact the appropriate education commission: Commission for Independent Education, Florida Department of Education. Students have the right to also contact the Accrediting Institution: Accrediting Council of Independent Colleges and Schools (ACICS). The addresses are listed below:

   **Commission for Independent Education**
   Florida Department of Education
   325 West Gaines Street, Suite 1414
   Tallahassee, Florida 32399
   Tel: (888) 224-6684 toll-free

   **Accrediting Council of Independent Colleges and Schools**
   750 First Street, NE, Suite 980
   Washington, DC 20002-4223
   Tel: (202) 336-6780
Programs of Study
Important Information Regarding the Cardiovascular Sonography & Diagnostic Medical Sonography Programs

The Cardiovascular Sonography and Diagnostic Medical Sonography programs the Orlando campus hold Programmatic Accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The achievement of this accreditation is an effort of American College for Medical Careers to assess the quality of our program, services, and our institution as a whole while measuring our pro-gram up against CAAHEP’s agreed-upon standards. CAAHEP is a programmatic post-secondary accrediting agency recognized by the Council for Higher Education Accreditation (CHEA) and carries out its accrediting activities in cooperation with 19 review committees (Committees on Accreditation). In order to obtain this accreditation, American College for Medical Careers underwent a lengthy and rigorous process to ensure the quality of our program meets the standards set by CAAHEP, including: submitting a self-study, participating in site visits from teams of CAAHEP reviewers, and obtaining a favorable review from site reviewers which was then sent for approval by the CAAHEP Board of Directors. The American Registry for Diagnostic Medical Sonography (ARDMS) recognizes graduates from CAAHEP-accredited institutions as eligible to sit for ARDMS credentialing examinations upon graduation; ARDMS credentials are widely recognized in the sonography community as a high professional standard and achievement.

For more information on this, please contact:

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street
Clearwater, FL 33756
www.caahep.org

American Registry for Diagnostic Medical Sonography (ARDMS)
1401 Rockville Pike, Suite 600
Rockville, MD 20852
www.ardms.org

Professional Credentials for the Cardiovascular Sonographer & Diagnostic Medical Sonographer

The American Registry for Diagnostic Medical Sonography® (ARDMS®) is an independent, nonprofit organization that administers examinations and awards credentials in the areas of diagnostic medical sonography. ARDMS credentials document personal achievement of recognized professional standards. Credentials awarded by ARDMS are widely accepted in the medical community by ultrasound and vascular professional organizations. The College does not control the prerequisite requirements for ARDMS nor can it guarantee that graduates WILL be eligible to take ARDMS registry exams in the future. You may want to refer to the ARMDS website directly for further information at www.ardms.org.

Cardiovascular Credentialing International (CCI) is another independent, nonprofit organization that administers examinations and awards credentials in the areas of cardiovascular sonography. Credentials awarded by CCI are equally accepted in the medical community by cardiovascular ultrasound professional organizations.

Graduates of the Associate of Science and Bachelor of Science Degrees in Cardiovascular Sonography programs may be eligible to apply for specialty areas within the Registered Diagnostic Cardiac Sonography (RDCS) credential examinations under 2014 ARDMS Prerequisite 2. They are also eligible to sit for the CCI Registered Cardiac Sonographer (RCS) credentialing examination under the RCS4 prerequisite. You may want to refer to the CCI website directly for further information:
http://www.cci-online.org/content/registered-cardiac-sonographer-rcs

Graduates of the Associate of Science and Bachelor of Science Degrees in Diagnostic Medical Sonography programs may be eligible to apply for specialty areas within the Registered Diagnostic Medical Sonography (RDMS) Abdomen (AB) or OB/GYN (OB) credential examinations under 2014 ARDMS Prerequisite 2.

The American College for Medical Careers (ACMC) cannot and does not promise that ACMC graduates will be eligible to take these registry examinations upon graduation or at any time in the future or will be capable of passing such certifications. The qualifications required to take these examinations are determined solely by the issuing agency.

The Cardiovascular Sonography and Diagnostic Medical Sonography programs have been designed to cover the materials necessary to prepare graduates for the ARDMS RDCS, CCI RCS or ARDMS RDMS (AB) and (OB) registry examinations respectively. Individual success on the examination will be dependent upon the graduate and the College does not guarantee that graduates will pass the respective ARDMS or CCI examinations.

Pregnancy Policy for Diagnostic Medical Sonography

Pregnancy does not preclude attendance in any of the programs offered by ACMC unless the student has been counseled otherwise by her physician. American College for Medical Careers does not endorse the repeated scanning of pregnant students. Pregnant students may be asked to receive prior approval from their physician before attending lab or clinical classes. This additional requirement would be at the student’s expense.
Associate of Science in Cardiovascular Sonography
75 Credits - 18 Months

Program Description: The Cardiovascular Sonography program is 18 months, full-time with a focus on the use of ultrasound for diagnosing pathological and pathophysiological conditions of the heart and vascular segments. The program is divided into two components; introductory ultrasound courses designed to build a solid foundation in scanning techniques and normal anatomy recognition followed by advanced courses that focus on pathological conditions and patient-focused case studies. The program consists of sequenced and integrated theory, lab, and clinical instructional tracks.

Program Objectives: The program is designed to provide students adequate opportunity to acquire the knowledge, skills, and professional behaviors required of an entry-level sonographer. The objectives of the program, therefore, are those stated in the “Description of the Profession of Cardiovascular Sonographer” as stated below:

1. Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results
2. Perform appropriate procedures and record anatomic, pathologic and/or physiologic data for interpretation by a physician
3. Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician
4. Exercise discretion and judgment in the performance of sonographic and/or other non-invasive diagnostic procedures
5. Demonstrate appropriate communication skills with patients and colleagues
6. Provide patient education related to medical ultrasound and/or other non-invasive diagnostic techniques, and promote the principles of good health

Mode of Delivery: The program is delivered using a blended format; a combination of hands-on face-to-face training in lab and clinic combined with online theory courses delivered using an array of distance technologies.

Admission Requirements: American College for Medical Careers offers an Associate of Science degree in Cardiovascular Sonography. Applicants who are applying for admission to the program must:

- Possess a minimum of an Associate degree in any major which is a minimum of 60 semester or 90 quarter credits (official transcript verification required)
- Transfer 15 semester credits to American College for Medical Careers of general education coursework, with a 2.0 or higher GPA, from post-secondary institution accredited by a United States Department of Education recognized accrediting body.
- Complete the “Readiness for a Distance Education Program” Declaration
- Initial the acceptance of “Aptitude Requirements of the Profession” Declaration
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- Initial the acceptance of “Aptitude Requirements of the Profession” Declaration

The following curriculum requisites must be met prior to the beginning of the core curriculum of the diagnostic medical sonography education program; they must be included in college level courses: algebra, statistics, or higher mathematics course, general college-level physics and/or radiographic physics, communication skills, and human anatomy and physiology.

The communication skills requisite may be met by a variety of courses including English, speech, or composition.

The following curriculum requisites must either be met prior to the diagnostic medical sonography education program or be presented within the program at the college level and must include the following: patient care, medical ethics and law, medical terminology, and pathophysiology.
## Associate of Science in Cardiovascular Sonography

### Minimum Transfer Credits
Minimum of 15 semester credits of the transferred credits must be in a balance of the general education areas of science, mathematics, humanities, social sciences, and the arts

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Semester Credits</th>
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<tbody>
<tr>
<td>BIO310: 2D/3D Anatomy and Basic Physiology for the Cardiovascular Sonographer</td>
<td>55</td>
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<tr>
<td>IMG313: Introduction to Sonography</td>
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<tr>
<td>IMG318: Cardiovascular Practicum I</td>
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### Core Courses

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Hours</th>
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</tr>
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<td>II</td>
<td>CVS321: Doppler Physics and Hemodynamics for the Cardiovascular Sonographer</td>
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<td></td>
<td>CVS329: Cardiovascular Practicum II</td>
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<tr>
<td>III</td>
<td>DMS430: Ultrasound Physics &amp; Instrumentation I</td>
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<td>CVS434: Cardiovascular Sonography I</td>
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<tr>
<td></td>
<td>CVS438: Cardiovascular Practicum III</td>
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<tr>
<td></td>
<td>CVS439: Cardiovascular Practicum IV</td>
<td>115</td>
<td>2.5</td>
</tr>
<tr>
<td>IV</td>
<td>DMS440: Ultrasound Physics &amp; Instrumentation II</td>
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<tr>
<td></td>
<td>CVS448: Cardiovascular Practicum V</td>
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<tr>
<td></td>
<td>CVS449: Cardiovascular Practicum VI</td>
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</tr>
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<td>V</td>
<td>DMS450: Ultrasound Physics &amp; Instrumentation Review</td>
<td>23</td>
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<td>CVS454: Cardiovascular Sonography III</td>
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<td>CVS458: Cardiovascular Practicum VII</td>
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<td>VI</td>
<td>CVS461: Cardiac Sonography Review</td>
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<td>CVS462: Cardiac Sonography Emerging Technologies</td>
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<td></td>
<td>CVS468: Cardiovascular Practicum IX</td>
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</tr>
<tr>
<td></td>
<td>CVS469: Cardiovascular Practicum X</td>
<td>160</td>
<td>3.5</td>
</tr>
</tbody>
</table>

**Total Hours & Credits**: 1,856 75.0
Associate of Science in Diagnostic Medical Sonography
75 Credits - 18 Months

Program Description: The Diagnostic Medical Sonography program is 18 months, full-time, with a focus on the use of ultrasound for diagnosing pathological and pathophysiological conditions of the abdomen, gravid and non-gravid pelvis and superficial structures. There is an introduction to vascular sonography. The program is divided into two components; introductory ultrasound courses designed to build a solid foundation in scanning techniques and normal anatomy recognition followed by advanced courses that focus on pathological conditions and patient-focused case studies. The program consists of sequenced and integrated theory, lab, and clinical instructional tracks.

Program Objectives: The program is designed to provide students adequate opportunity to acquire the knowledge, skills, and professional behaviors required of an entry-level sonographer. The objectives of the program, therefore, are those stated in the “Description of the Profession of Diagnostic Medical Sonographer” as stated below:

1. Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results
2. Perform appropriate procedures and record anatomic, pathologic and/or physiologic data for interpretation by a physician
3. Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician
4. Exercise discretion and judgment in the performance of sonographic and/or other non-invasive diagnostic procedures
5. Demonstrate appropriate communication skills with patients and colleagues
6. Provide patient education related to medical ultrasound and/or other non-invasive diagnostic techniques, and promote the principles of good health

Mode of Delivery: The program is delivered using a blended format; a combination of hands-on face-to-face training in lab and clinic combined with online theory courses delivered using an array of distance technologies.

Admission Requirements: American College for Medical Careers offers an Associate of Science degree in Diagnostic Medical Sonography.

Applicants who are applying for admission to the Associate degree DMS program must meet all of the following five (5) admission requirements:

- Possess a minimum of an Associate Degree in any major which is a minimum of 60 semester or 90 quarter credits (official transcript verification required)
- Transfer 15 semester credits to American College for Medical Careers of General Education coursework, with a 2.0 or higher GPA, from post-secondary institution accredited by a United States Department of Education recognized accrediting body.
- Complete the “Readiness for a Distance Education Program” Declaration
- Initial the Acceptance of “Aptitude Requirements of the Profession” Declaration

The following curriculum requisites must be met prior to the beginning of the core curriculum of the diagnostic medical sonography education program; they must be included in college level courses: algebra, statistics, or higher mathematics course, general college-level physics and/or radiographic physics, communication skills, and human anatomy and physiology

The communication skills requisite may be met by a variety of courses including English, speech, or composition.

The following curriculum requisites must either be met prior to the diagnostic medical sonography education program or be presented within the program at the college level and must include the following: patient care, medical ethics and law, medical terminology, and pathophysiology.
## Associate of Science in Diagnostic Medical Sonography

### Minimum Transfer Credits

Minimum of 15 semester credits of the transferred credits must be in a balance of the general education areas of science, mathematics, humanities, social sciences, and the arts.

<table>
<thead>
<tr>
<th>Introductory Courses</th>
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<tbody>
<tr>
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<td></td>
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</tr>
<tr>
<td>IMG319: General Sonography Practicum I</td>
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</table>

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<tr>
<td>Term IV</td>
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<tr>
<td>DMS440: Ultrasound Physics &amp; Instrumentation II</td>
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</tr>
<tr>
<td>Term V</td>
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<tr>
<td>DMS450: Ultrasound Physics &amp; Instrumentation Review</td>
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<td>DMS454: General Sonography III</td>
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<tr>
<td>DMS458: General Sonography Practicum VII</td>
<td>160</td>
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<tr>
<td>Term VI</td>
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<td>DMS461: General Sonography Review</td>
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</tr>
</tbody>
</table>

**Total Hours & Credits:** 1,856 75.0
Bachelor of Science in Cardiovascular Sonography
120 Credits - 20 Months

Program Description: The Cardiovascular Sonography Bachelor's Degree program is 20 months. The program for novice sonographers is full-time with a focus on the use of ultrasound for diagnosing pathological and pathophysiological conditions of the heart and vascular segments. The program is divided into three components: pre-core introductory ultrasound courses designed to build a solid foundation in scanning techniques and normal anatomy recognition, core courses that focus on pathological conditions and patient-focused case studies, and core-plus courses in which students select from enhanced professional career paths in Education, Business/Finance, or Clinical Sonography. The program consists of sequenced and integrated theory, lab, and clinical instructional tracks.

Program Objectives: The program is designed to provide students adequate opportunity to acquire the knowledge, skills, and professional behaviors required of a cardiovascular sonographer performing in a clinical setting, in a management role or in an educational arena. The objectives of the program, therefore, include, at a minimum, those stated in the “Description of the Profession of Cardiovascular Sonographer” as stated below:

1. Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results
2. Perform appropriate procedures and record anatomic, pathologic and/or physiologic data for interpretation by a physician
3. Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician
4. Exercise discretion and judgment in the performance of sonographic and/or other non-invasive diagnostic procedures
5. Demonstrate appropriate communication skills with patients and colleagues
6. Provide patient education related to medical ultrasound and/or other non-invasive diagnostic techniques, and promote the principles of good health

Mode of Delivery: The program is delivered using a blended format; a combination of hands-on face-to-face training in lab and clinic combined with online theory courses delivered using an array of distance technologies.

Admission Requirements: American College for Medical Careers offers a Bachelor's Cardiovascular Sonography program.

Applicants who are applying for admission to the Bachelor degree CVS Program must meet ALL of the following five (5) admission requirements:

1. Possess a minimum of a Bachelor's degree in any major. (Official transcript verification required)
2. Transfer 36 semester credits representing general education course work to American College for Medical Careers, with a 2.0 or higher GPA, from post-secondary institutions accredited by a United States Department of Education recognized accrediting body.
3. Transfer an additional 15 semester credits to American College for Medical Careers demonstrating coursework with a 2.0 or higher GPA, from post-secondary institution accredited by a United States Department of Education recognized accrediting body.
4. Complete the “Readiness for a Distance Education Program” Declaration
5. Initial the acceptance of “Aptitude Requirements of the Profession” Declaration

The following curriculum requisites must be met prior to the beginning of the core curriculum of the diagnostic medical sonography education program; they must be included in college level courses: algebra, statistics, or higher mathematics course, general college-level physics and/or radiographic physics, communication skills, and human anatomy and physiology.

The communication skills requisite may be met by a variety of courses including English, speech, or composition.

The following curriculum requisites must either be met prior to the diagnostic medical sonography education program or be presented within the program at the college level and must include the following: patient care, medical ethics and law, medical terminology, and pathophysiology.
# Bachelor of Science in Cardiovascular Sonography

## Minimum Transfer Credits
Minimum of 36 semester credits of the transferred credits must be in a balance of the general education areas of science, mathematics, humanities, social sciences, and the arts

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<tr>
<th>Introductory Courses</th>
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<th>Semester Credits</th>
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<tr>
<td>IMG318: Cardiovascular Practicum I</td>
<td>60</td>
<td>1.0</td>
</tr>
</tbody>
</table>

## Core Courses

### Term II
- CVS321: Doppler Physics and Hemodynamics for the Cardiovascular Sonographer | 55 | 3.0
- CVS323: Physiology and Pathology for the Cardiovascular Sonographer | 55 | 3.0
- CVS328: Patient Care Practicum | 45 | 1.0
- CVS329: Cardiovascular Practicum II | 45 | 1.0

### Term III
- DMS430: Ultrasound Physics & Instrumentation I | 45 | 3.0
- CVS434: Cardiovascular Sonography I | 46 | 3.0
- CVS438: Cardiovascular Practicum III | 115 | 2.5
- CVS439: Cardiovascular Practicum IV | 115 | 2.5

### Term IV
- DMS440: Ultrasound Physics & Instrumentation II | 23 | 1.5
- CVS444: Cardiovascular Sonography II | 46 | 3.0
- CVS448: Cardiovascular Practicum V | 160 | 3.5
- CVS449: Cardiovascular Practicum VI | 160 | 3.5

### Term V
- DMS450: Ultrasound Physics & Instrumentation Review | 23 | 1.5
- CVS454: Cardiovascular Sonography III | 46 | 3.0
- CVS458: Cardiovascular Practicum VII | 160 | 3.5
- CVS459: Cardiovascular Practicum VIII | 160 | 3.5

### Term VI
- CVS461: Cardiac Sonography Review | 45 | 3.0
- CVS462: Cardiac Sonography Emerging Technologies | 22 | 1.0
- CVS468: Cardiovascular Practicum IX | 160 | 3.5
- CVS469: Cardiovascular Practicum X | 160 | 3.5

## Core Plus Career Paths (choose one career path)

### Education Path
- Term VI: EDU463: Curriculum Development
- Term VII: EDU473: Classroom Management

### Business/Finance Path
- Term VI: BUS463: Lab Accreditation
- Term VII: BUS473: Personnel Management

### Clinical Sonography Path
- Term VI: SON463: Invasive Procedures
- Term VII: SON473: Contrast Studies

### Hours and Credits
- Term VI: EDU463: 45 | 3.0
- Term VII: BUS473: 45 | 3.0

**Total Hours & Credits:** 1,991 | 120.0
Bachelor of Science in Diagnostic Medical Sonography
120 Credits - 20 Months

Program Description: The Diagnostic Medical Sonography Bachelor’s Degree program is 20 months. The program for novice sonographers is full-time with a focus on the use of ultrasound for diagnosing pathological and pathophysiological conditions of the abdomen, gravid, and non-gravid pelvis and superficial structures. There is an introduction to vascular sonography. The program is divided into three components: pre-core introductory ultrasound courses designed to build a solid foundation in scanning techniques and normal anatomy recognition, core courses that focus on pathological conditions and patient-focused case studies, and core-plus courses in which students select from enhanced professional career paths in Education, Business/Finance, or Clinical Sonography. The program consists of sequenced and integrated theory, lab, and clinical instructional tracks.

Program Objectives: The program is designed to provide students adequate opportunity to acquire the knowledge, skills, and professional behaviors required of a diagnostic medical sonographer performing in a clinical setting, in a management role or in an educational arena. The objectives of the program, therefore, include, at a minimum, those stated in the “Description of the Profession of Diagnostic Medical Sonographer” as stated below:

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6. Provide patient education related to medical ultrasound and/or other non-invasive diagnostic techniques, and promote the principles of good health

Mode of Delivery: The program is delivered using a blended format; a combination of hands-on face-to-face training in lab and clinic combined with online theory courses delivered using an array of distance technologies.

Admission Requirements: American College for Medical Careers offers a Bachelor of Science Degree in Diagnostic Medical Sonography.

Applicants who are applying for admission to the Bachelor Degree DMS Program must meet ALL of the following five (5) admission requirements:

1. Possess a minimum of a Bachelor’s Degree in any major. (Official transcript verification required)
2. Transfer 36 semester credits Representing General Education course work to American College for Medical Careers, with a 2.0 or higher GPA, from post-secondary institutions accredited by a United States Department of Education recognized accrediting body.
3. Transfer an additional 15 semester credits to American College for Medical Careers demonstrating coursework with a 2.0 or higher GPA, from post-secondary institution accredited by a United States Department of Education recognized accrediting body.
4. Complete the “Readiness for a Distance Education Program” Declaration
5. Initial the acceptance of “Aptitude Requirements of the Profession” Declaration

The following curriculum requisites must be met prior to the beginning of the core curriculum of the diagnostic medical sonography education program; they must be included in college level courses: algebra, statistics, or higher mathematics course, general college-level physics and/or radiographic physics, communication skills, and human anatomy and physiology

The communication skills requisite may be met by a variety of courses including English, speech, or composition.

The following curriculum requisites must either be met prior to the diagnostic medical sonography education program or be presented within the program at the college level and must include the following: patient care, medical ethics and law, medical terminology, and pathophysiology.
# Bachelor of Science in Diagnostic Medical Sonography

## Minimum Transfer Credits
Minimum of 15 semester credits of the transferred credits must be in a balance of the general education areas of science, mathematics, humanities, social sciences, and the arts

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</tr>
</tbody>
</table>

## Core Courses

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DMS321: Doppler Physics and Hemodynamics for the General Sonographer</td>
<td>55</td>
<td>3.0</td>
</tr>
<tr>
<td>DMS323: Physiology and Pathology for the General Sonographer</td>
<td>55</td>
<td>3.0</td>
</tr>
<tr>
<td>DMS328: Patient Care Practicum</td>
<td>45</td>
<td>1.0</td>
</tr>
<tr>
<td>DMS329: General Sonography Practicum II</td>
<td>45</td>
<td>1.0</td>
</tr>
<tr>
<td>Term III</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DMS430: Ultrasound Physics &amp; Instrumentation I</td>
<td>45</td>
<td>3.0</td>
</tr>
<tr>
<td>DMS434: General Sonography I</td>
<td>46</td>
<td>3.0</td>
</tr>
<tr>
<td>DMS438: General Sonography Practicum III</td>
<td>115</td>
<td>2.5</td>
</tr>
<tr>
<td>DMS439: General Sonography Practicum IV</td>
<td>115</td>
<td>2.5</td>
</tr>
<tr>
<td>Term IV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DMS440: Ultrasound Physics &amp; Instrumentation II</td>
<td>23</td>
<td>1.5</td>
</tr>
<tr>
<td>DMS444: General Sonography II</td>
<td>46</td>
<td>3.0</td>
</tr>
<tr>
<td>DMS448: General Sonography Practicum V</td>
<td>160</td>
<td>3.5</td>
</tr>
<tr>
<td>DMS449: General Sonography Practicum VI</td>
<td>160</td>
<td>3.5</td>
</tr>
<tr>
<td>Term V</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DMS450: Ultrasound Physics &amp; Instrumentation Review</td>
<td>23</td>
<td>1.5</td>
</tr>
<tr>
<td>DMS454: General Sonography III</td>
<td>46</td>
<td>3.0</td>
</tr>
<tr>
<td>DMS458: General Sonography Practicum VII</td>
<td>160</td>
<td>3.5</td>
</tr>
<tr>
<td>DMS459: General Sonography Practicum VIII</td>
<td>160</td>
<td>3.5</td>
</tr>
<tr>
<td>Term VI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DMS461: General Sonography Review</td>
<td>45</td>
<td>3.0</td>
</tr>
<tr>
<td>DMS462: General Sonography Emerging Technologies</td>
<td>22</td>
<td>1.0</td>
</tr>
<tr>
<td>DMS468: General Sonography Practicum IX</td>
<td>160</td>
<td>3.5</td>
</tr>
<tr>
<td>DMS469: General Sonography Practicum X</td>
<td>160</td>
<td>3.5</td>
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</tbody>
</table>

## Core Plus Career Paths (choose one career path)

<table>
<thead>
<tr>
<th>Education Path</th>
<th>Business/Finance Path</th>
<th>Clinical Sonography Path</th>
<th>Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term VI</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDU463: Curriculum Development</td>
<td>BUS463: Lab Accreditation</td>
<td>SON463: Invasive Procedures</td>
<td>45</td>
<td>3.0</td>
</tr>
<tr>
<td>Term VII</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDU473: Classroom Management</td>
<td>BUS473: Personnel Management</td>
<td>SON473: Contrast Studies</td>
<td>45</td>
<td>3.0</td>
</tr>
<tr>
<td>EDU474: Instructional Techniques</td>
<td>BUS474: Finance/Business</td>
<td>SON474: Clinical Research</td>
<td>45</td>
<td>3.0</td>
</tr>
</tbody>
</table>

| Total Hours & Credits | 1,991 | 120.0 |
Bachelor of Science in Cardiovascular Sonography - Bridge
120 Credits - 10-20 Months

Program Description: The Cardiovascular Sonography Bridge Bachelor's Degree program is 10-20 months depending upon previous academic experience. It is an online program that provides advanced sonography coursework through core-plus career path options in which students select from enhanced professional career paths in Education, Business/Finance, or Clinical Sonography. The program consists of online theory courses for the core-plus career paths as well as a selection of online General Education/Elective courses required for the BS degree.

Program Objectives: The program is designed to provide professional sonographers with an opportunity to apply their sonography credential to earn a Bachelor's Degree while enhancing their professional knowledge base by selecting a career path in one or more of the following areas: Education, Business/Finance, or Clinical Sonography. The program objective, therefore, is to prepare professional sonographers for advancement within their chosen profession. For those choosing the Education career path, the objective is to prepare professional sonographers to serve as sonography educators. For those choosing the Business/Finance career path, the objective is to prepare professional sonographers to assume supervisory positions or to begin their own sonography service business. For those choosing the Clinical Sonography career path, the objective is to prepare professional sonographers to participate in clinical research or to perform advanced sonography procedures.

Mode of Delivery: The program is delivered using an array of distance technologies.

Admission Requirements: American College for Medical Careers offers a Bachelor of Science Degree Cardiovascular Sonography - Bridge. Applicants who are applying for admission to the program must:

- Possess a professional sonography credential in Adult Echocardiography from a credentialing agency acceptable to the institution. Provide a copy of the professional credential for evaluation in order to be awarded the 60 semester credits.

- Provide an official academic transcript from an accredited* post-secondary institution if the applicant chooses to request transfer of credits to be evaluated through the institution's transfer of credit policy, not to exceed an additional 30 semester credits.

- Initial the acceptance of “Readiness for a Distance Education Program” Declaration.

<table>
<thead>
<tr>
<th>Bachelor of Science in Cardiovascular Sonography - Bridge</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sonography Credential Credits</td>
<td>60.0</td>
</tr>
<tr>
<td>Professionally-credentialed sonographer with RDCS credential will be awarded the equivalent of 60 semester credits for the sonography coursework</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Core Plus Career Paths (choose one career path)</th>
<th>Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Path</td>
<td>45</td>
<td>3.0</td>
</tr>
<tr>
<td>EDU463: Curriculum Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS463: Lab Accreditation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDU473: Classroom Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS473: Personnel Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDU474: Instructional Techniques</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS474: Finance/Business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SON463: Invasive Procedures</td>
<td>45</td>
<td>3.0</td>
</tr>
<tr>
<td>SON473: Contrast Studies</td>
<td>45</td>
<td>3.0</td>
</tr>
<tr>
<td>SON474: Clinical Research</td>
<td>45</td>
<td>3.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Education Credits</th>
<th>Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer or take general education courses with ACMC from the list in the catalog</td>
<td>540</td>
<td>36.0</td>
</tr>
</tbody>
</table>

Second Core Plus Career Path and/or Transfer of other Electives - 15.0

Total Semester Credits - Bachelors Degree - 675 - 120.0

*An accrediting body recognized by the United States Department of Education
Bachelor of Science in Diagnostic Medical Sonography - Bridge
120 Credits - 10-20 Months

Program Description: The Diagnostic Medical Sonography Bridge Bachelor's Degree program is 10-20 months depending upon previous academic experience. It is an online program that provides advanced sonography coursework through core-plus career path options in which students select from enhanced professional career paths in Education, Business/Finance, or Clinical Sonography. The program consists of online theory courses for the core-plus career paths as well as a selection of online general education/elective courses required for the BS degree.

Program Objectives: The program is designed to provide professional sonographers with an opportunity to apply their sonography credential to earn a Bachelor's degree while enhancing their professional knowledge base by selecting a career path in one or more of the following areas: Education, Business/Finance, or Clinical Sonography. The program objective, therefore, is to prepare professional sonographers for advancement within their chosen profession. For those choosing the Education career path, the objective is to prepare professional sonographers to serve as sonography educators. For those choosing the Business/Finance career path, the objective is to prepare professional sonographers to assume supervisory positions or to begin their own sonography service business. For those choosing the Clinical Sonography career path, the objective is to prepare professional sonographers to participate in clinical research or to perform advanced sonography procedures.

Mode of Delivery: The program is delivered using an array of distance technologies.

Admission Requirements: American College for Medical Careers offers a Bachelor of Science Degree in Diagnostic Medical Sonography - Bridge. Applicants who are applying for admission to the program must:

- Possess a professional sonography credential in Abdominal Sonography and Obstetrics/Gynecological Sonography from a credentialing agency acceptable to the institution. Provide a copy of the professional credential for evaluation in order to be awarded the 60 semester credits.
- Provide an official academic transcript from an accredited* post-secondary institution if the applicant chooses to request transfer of credits to be evaluated through the institution's transfer of credit policy, not to exceed an additional 30 semester credits.
- Initial the acceptance of “Readiness for a Distance Education Program” Declaration.

<table>
<thead>
<tr>
<th>Bachelor of Science in Diagnostic Medical Sonography - Bridge</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sonography Credential Credits</strong></td>
<td>60.0</td>
</tr>
<tr>
<td>Professionally-credentialed sonographer with RDMS credentials in both Abdomen and Obstetrics/Gynecology will be awarded the equivalent of 60 semester credits for the sonography coursework</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Core Plus Career Paths (choose one career path)</th>
<th>Education Path</th>
<th>Business/Finance Path</th>
<th>Clinical Sonography Path</th>
<th>Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Path</td>
<td></td>
<td></td>
<td></td>
<td>45</td>
<td>3.0</td>
</tr>
<tr>
<td>EDU463: Curriculum Development</td>
<td></td>
<td>BUS463: Lab Accreditation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDU473: Classroom Management</td>
<td></td>
<td>BUS473: Personnel Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDU474: Instructional Techniques</td>
<td></td>
<td>BUS474: Finance/Business</td>
<td>SON474: Clinical Research</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| General Education Credits | Transfer or take general education courses with ACMC from the list in the catalog | 540 | 36.0 |

| Second Core Plus Career Path and/or Transfer of other Electives | - | 15.0 |

| Total Semester Credits - Bachelors Degree | 675 | 120.0 |

*An accrediting body recognized by the United States Department of Education
Diploma in Dental Assisting with Expanded Functions
43 Credits
36 Weeks/Days - 61 Weeks/Evenings
(externship 30 hours for day classes, 16 hours for evening)

Program Description: The program is designed to provide students adequate opportunity to acquire the knowledge, skills, professional behaviors, and to demonstrate competence in a variety of dental office procedures and laboratory techniques required of an entry-level dental.

Educational Objectives: Dental Assistants perform a wide array of clinical, clerical, and human relations functions which contribute to a sense of confidence for patients in the operation of the dental office. This program is designed to provide students with a strong foundation in dental patient care procedures and theory, dental office administration, and communication skills necessary for thorough, successful integration into any dental office.

Mode of Delivery: The program is delivered in a residential format.

<table>
<thead>
<tr>
<th>Diploma in Dental Assisting with Expanded Functions</th>
<th>Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term I</td>
<td>DA 102: Dental Office Procedures</td>
<td>70</td>
</tr>
<tr>
<td></td>
<td>DA 103: Dental Communications</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>DA 104: Microbiology, Infections Control &amp; Hazard Communications (HIV/AIDS)</td>
<td>60</td>
</tr>
<tr>
<td>Term II</td>
<td>DA 105: Preventative Dental Education</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>DA 106: Dental Materials &amp; Lab</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>DA 108: Pharmacology</td>
<td>30</td>
</tr>
<tr>
<td>Term III</td>
<td>DA 107: Dental Anatomy</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>DA 109: Dental &amp; Medical Emergencies</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>DA 200: Chairside Dental Assisting I</td>
<td>60</td>
</tr>
<tr>
<td>Term IV</td>
<td>DA 203: Dental Radiology</td>
<td>90</td>
</tr>
<tr>
<td></td>
<td>DA 202: Chairside Dental Assisting II</td>
<td>60</td>
</tr>
<tr>
<td>Term V</td>
<td>DA 201: Dental Specialties</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>DA 204: Chairside Dental Assisting III</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>110 CD: Career Development</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>DA 206: Dental Certification Preparation</td>
<td>30</td>
</tr>
<tr>
<td>Term VI</td>
<td>DA 207: Dental Assisting Externship</td>
<td>330</td>
</tr>
</tbody>
</table>

Total Hours & Credits: 1,080 43.0
Professional Credentials for the Registered Health Information Technician (RHIT)

There are a few credentials associated with the field of Health Information Management. The Registered Health Information Technician (RHIT), Certified Coding Specialist Physician based (CCS-P), Certified Coding Associate (CCA) are all offered by the American Health Information Management Association (AHIMA).

There are other coding credentials offered through the American Academy of Professional Coders (AAPC) for which our graduates qualify. These are the Certified Professional Coder (CPC), Certified Professional Coder-Hospital Outpatient (CPC-H) and the Certified Professional Coder-Payer (CPC-P).

The AHIMA Credential

The American Health Information Management Association (AHIMA) is the premier association of Health Information Management (HIM) professionals. AHIMA’s more than 61,000 members are dedicated to the effective management of personal health information required to deliver quality healthcare to the public. Founded in 1928 to improve the quality of medical records, AHIMA is committed to advancing the HIM profession in an increasingly electronic and global environment through leadership in advocacy, education, certification, and lifelong learning.

The AAPC Credential

The AAPC was founded in 1988 to provide education and professional certification to physician-based medical coders and to elevate the standards of medical coding by providing student training, certification, and ongoing education, networking and job opportunities. Currently, the AAPC has a membership base of 100,000 worldwide, of which more than 64,000 are certified.

AAPC credentialed coders have proven mastery of all code sets, Evaluation and Management principles, and documentation guidelines. CPC’s and other AAPC credentialed coders represent the best in outpatient coding.

The American College for Medical Careers cannot and does not promise that ACMC graduates will be eligible to take these examinations upon graduation or at any time in the future or will be capable of passing such examinations. The qualifications required to take these examinations is determined solely by the issuing agency.

The HIT program has been designed to cover the materials necessary to prepare graduates for the AHIMA and AAPC credentialing examinations. Individual success on the examinations will be dependent upon the graduate and the college does not guarantee that graduates will pass the examinations.
Associate of Science in Health Information Technology - Online
63 Credits - 20 Months

Program Description: The Health Information Technology Associate of Science program is 80 weeks in length, focusing on the acquisition of the knowledge, skills and behaviors suitable to the profession of Health Information Technology. The program is delivered using a blended format that includes a combination of synchronous and asynchronous online activities. Students earn an Associate of Science degree and may enter the field of Health Information Technology upon graduation.

Program Objective: To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains associated with the profession of Health Information Technology.

Mode of Delivery: The Health Information Technology program is a fully online program. All courses are delivered online via our web-based Learning Management System with the exception of HT247, the practicum that will require students to attend their last course in an approved clinical site.

<table>
<thead>
<tr>
<th>Term</th>
<th>Module</th>
<th>Courses</th>
<th>Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>A</td>
<td>AH102: Medical Terminology 45 3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>HT120: Introduction to Health Information Management 45 3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>BIO120: Essentials of Anatomy &amp; Physiology 45 3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>AH160: Medical Law &amp; Ethics 45 3.0</td>
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<td></td>
</tr>
<tr>
<td>II</td>
<td>A</td>
<td>HT101: Introduction to US Healthcare Delivery 30 2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>HT121: Healthcare Data Quality &amp; Management 60 4.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>AH170: Pathophysiology 45 3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>AH150: Pharmacology 45 3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>A</td>
<td>AH110: Introduction to Healthcare Computer Info Systems 45 3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>HT140: International Classifications of Diseases Coding I 45 3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>HT141: International Classifications of Diseases Coding II 45 3.0</td>
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<tr>
<td></td>
<td></td>
<td>General Education Course* 45 3.0</td>
<td></td>
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</tr>
<tr>
<td>IV</td>
<td>A</td>
<td>HT240: Health Information Systems Management &amp; Supervision 60 4.0</td>
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<tr>
<td></td>
<td></td>
<td>HT142: CPT Coding 30 2.0</td>
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</tr>
<tr>
<td></td>
<td>B</td>
<td>HT102: Healthcare Reimbursement 45 3.0</td>
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</tr>
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<td>General Education Course* 45 3.0</td>
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<tr>
<td>Term</td>
<td>V</td>
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<td>HT143: Advanced Coding 30 2.0</td>
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<td>General Education Course* 45 3.0</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>General Education Course* 45 3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>HT247: Health Information Practicum &amp; Review 180 4.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Hours & Credits 1,065 63.0

*General education courses will be selected based on the school’s schedule rotation.
Professional Credentials for the Medical Assistant

Graduates of the Medical Assistant program offered at American College for Medical Careers are able to take the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). The RMA is a nationally recognized voluntary certification that could enhance employment opportunities. The Medical Assisting program has been designed to cover the materials necessary to prepare graduates for the RMA credentialing examinations. Individual success on the examination will be dependent upon the graduate and the College does not guarantee that graduates will pass the exam.

Diploma in Medical Assisting
40 Credits
40 Weeks/Day (externship is 40 hours a week)
86 Weeks/Evening (externship is 12 hours a week during the day)

Program Description: The Medical Assisting Diploma program focuses on the acquisition of the knowledge, skills and behaviors suitable to employment in both the front office and back office of a diagnostic and/or therapeutic patient care environment. The program is delivered using a blended format; a combination of hands-on, face-to-face training in lab and clinic combined with both live instructor-led seminars. Students earn a diploma and may enter the field of Medical Assisting at the completion of the program.

Program Objective: The program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains as well as establishing the broader knowledge base required for advancement within the field.

Mode of Delivery: The program is delivered in a residential format.

<table>
<thead>
<tr>
<th>Medical Assisting Diploma</th>
<th>Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 101: The Administrative Medical Assistant</td>
<td>50</td>
<td>3.0</td>
</tr>
<tr>
<td>MA 102: Applied Medical Office Procedures</td>
<td>60</td>
<td>2.0</td>
</tr>
<tr>
<td>MA 103: Healthcare Communications</td>
<td>50</td>
<td>3.0</td>
</tr>
<tr>
<td>MA 104: Applied Medical Assisting procedures I</td>
<td>60</td>
<td>2.0</td>
</tr>
<tr>
<td>MA 105: Introduction to Clinical Procedures</td>
<td>30</td>
<td>2.0</td>
</tr>
<tr>
<td>MA 106: Applied Clinical Procedures and Infection Control</td>
<td>60</td>
<td>2.0</td>
</tr>
<tr>
<td>MA 121: Principles of Finance</td>
<td>50</td>
<td>3.0</td>
</tr>
<tr>
<td>MA 122: Applied Computerized Billing</td>
<td>60</td>
<td>2.0</td>
</tr>
<tr>
<td>MA 123: Pharmacology and Protective Practices</td>
<td>30</td>
<td>2.0</td>
</tr>
<tr>
<td>MA 124: Applied Medical Assisting Procedures II</td>
<td>60</td>
<td>2.0</td>
</tr>
<tr>
<td>MA 125: Clinical Procedures and Quality Control</td>
<td>30</td>
<td>2.0</td>
</tr>
<tr>
<td>MA 126: Applied Diagnostics and Phlebotomy</td>
<td>60</td>
<td>2.0</td>
</tr>
<tr>
<td>MA 314 Electronic Health Records I</td>
<td>60</td>
<td>4.0</td>
</tr>
<tr>
<td>MA 133: Exam Review and Preparation</td>
<td>30</td>
<td>2.0</td>
</tr>
<tr>
<td>MA 315 Electronic Health Records II</td>
<td>60</td>
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</tr>
<tr>
<td>MA 137: Clinical Practicum</td>
<td>240</td>
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</tr>
</tbody>
</table>

Total Hours & Credits 990 40.0
Program Description: The Medical Assisting Associate of Science program focuses on the acquisition of the knowledge, skills and behaviors suitable to employment in both the front office and back office of a diagnostic and/or therapeutic patient care environment.

Program Objective: The program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains as well as establishing the broader knowledge base required for advancement within the field.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Semester Credits</th>
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</thead>
<tbody>
<tr>
<td>General Education Course*</td>
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<td>General Education Course*</td>
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<td>General Education Course*</td>
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<tr>
<td>MA101: The Administrative Medical Assistant</td>
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<tr>
<td>MA102: Applied Medical Office Procedures</td>
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<tr>
<td>MA103: Healthcare Communications</td>
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<tr>
<td>MA104: Applied Medical Assisting Procedures I</td>
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<tr>
<td>MA105: Introduction to Clinical Procedures</td>
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<tr>
<td>MA106: Applied Clinical Procedures and Infection Control</td>
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<tr>
<td>MA121: Principles of Finance</td>
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<tr>
<td>MA122: Applied Computerized Billing</td>
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<tr>
<td>MA123: Pharmacology and Protective Practices</td>
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<tr>
<td>MA124: Applied Medical Assisting Procedures II</td>
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<tr>
<td>MA125: Clinical Procedures and Quality Control</td>
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<tr>
<td>MA126: Applied Diagnostics and Phlebotomy</td>
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<tr>
<td>MA314 Electronic Health Records I</td>
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<tr>
<td>MA133: Exam Review and Preparation</td>
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<td>MA315 Electronic Health Records II</td>
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</tr>
<tr>
<td>MA137: Clinical Practicum</td>
<td>240</td>
<td>5.0</td>
</tr>
</tbody>
</table>

Total Hours & Credits 1,350 64.0

*General education courses will be selected based on the school’s schedule rotation.
Professional Credentials for the Medical Billing & Coding Specialist

Graduates of the Medical Billing and Coding program are encouraged to take certification examinations given by the American Health Information Management Association (AHIMA) and the American Association of Professional Coders (AAPC). These certification examinations are voluntary but obtaining them may enhance employment opportunities.

Graduates are eligible to take the Certified Coding Associate (CCA) examination offered by AHIMA and the Certified Professional Coder-Apprentice (CPC-Apprentice) examinations offered by AAPC upon graduation. Graduates may apply for the official CPC credential after completing at least two years of coding experience after graduation as defined by AAPC. Other exams offered by these agencies may require significant additional work experience and/or graduation from a program accredited by AHIMA.
Diploma in Medical Billing & Coding Specialist
48 Credits
42 Weeks/Day - 80 Weeks/Evening

Program Description: The Medical Billing and Coding Specialist program at American College for Medical Careers is designed to prepare students for careers in a variety of healthcare settings, including medical offices, hospitals, clinics and skilled-care facilities. The curriculum is structured to include didactic instruction in several areas, including, but not limited to, billing practices and systems, coding and reimbursement systems, data abstracting, health record maintenance, or healthcare computer applications. The final portion of curriculum includes an on-site externship experience with an online simulated computerized practicum experience. At the completion of the program, graduates who have diligently attended classes, studied, and practiced their skills should have the necessary skills to seek entry-level employment in the field of medical coding and billing. The Medical Billing and Coding Specialist program is offered in a residential format.

Program Objective: The objective of the Medical Billing and Coding Specialist Program is to provide students with the skills and knowledge that will enable them to qualify for entry-level positions as a medical coding and billing professional. Since they will be trained in depth with CPT, ICD-10, Insurance and Reimbursements, students will be capable of a wide variety of entry-level positions.

Mode of Delivery: The program is delivered in a residential format.

<table>
<thead>
<tr>
<th>Medical Billing &amp; Coding Diploma</th>
<th>Hours</th>
<th>Semester Credits</th>
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</thead>
<tbody>
<tr>
<td>M207: Medical Law &amp; Ethics</td>
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<td>M307: Medical Terminology</td>
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<tr>
<td>M113: Healthcare Computer Applications</td>
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<tr>
<td>M112: Medical Insurance &amp; Billing</td>
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<td>M212: Physiological Concepts I</td>
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<td>M308: Pathophysiology</td>
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<td>M215: Physiological Concepts II</td>
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<td>M303: ICD Medical Coding I</td>
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<td>M301: CPT Medical Coding Concepts</td>
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<td>M305: Computerized Medical Billing</td>
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<td>M302: CPT Medical Coding of Systems</td>
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<td>M313: ICD Medical Coding II</td>
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<tr>
<td>M304: Medical Coding Integration</td>
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<td>M306: Advanced CPT Coding</td>
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<td>MA314: Electronic Health Records I</td>
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<tr>
<td>M309: MCBS Certification Review</td>
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<tr>
<td>M316: Practicum Experience</td>
<td>120</td>
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</table>

Total Hours & Credits | 990 | 48.0
Cardiovascular Sonography

Theory Courses

BIO310 2D/3D Anatomy and Basic Physiology for the Cardiovascular Sonographer
3.0 Credits
Theory course delivered using a combination of lectures and seminars focusing on the cross sectional and gross anatomy of the heart and vascular segments associated with imaging the cardiovascular system. Topics will include the relationships among all organ systems and the concept of homeostasis.

CVS321 Doppler physics and Hemodynamics for the Cardiovascular Sonographer
3.0 Credits
Theory course delivered using a combination of lectures and seminars focusing on the factors that affect blood flow throughout the cardiovascular system and the Doppler physics techniques used to gather the information and display it on the screen. Aliasing and other imaging pitfalls will be covered as well as Color flow Doppler, spectral Doppler, and power angio. Both normal and abnormal patterns of blood flow will be discussed.
Prerequisites: Algebra (higher level mathematics or statistics), general physics or radiographic physics, BIO310, IMG313

CVS323 Physiology and Pathology for the Cardiovascular Sonographer
3.0 Credits
Theory course delivered using a combination of lectures and seminars focusing on the physiology of the cardiovascular system. General pathology is discussed by introducing the disease categories of neoplasms, infection, vascular disease, congenital aberrations, and trauma. Pathophysiology is addressed as it impacts the normal functioning of the cardiovascular system.
Prerequisites: BIO310, IMG313

CVS434 Cardiovascular Sonography I
3.0 Credits
Theory course delivered through a combination of lectures and seminars focusing on the basic adult echo exam and basic vascular ultrasound assessment of vascular segments. Indications for performing cardiovascular sonographic assessments as well as the most commonly seen pathologies are discussed.
Prerequisites: CVS321, CVS323

CVS444 Cardiovascular Sonography II
3.0 Credits
Theory course delivered through a combination of lectures and seminars focusing on more advanced scanning techniques as the sonographer investigates less common disease processes that may impact multiple organ systems of the cardiovascular system. All pathologies will be considered. Case studies will present both sonographic and medico-legal challenges.
Prerequisite: CVS434

CVS454 Cardiovascular Sonography III
3.0 Credits
Theory course delivered through a combination of lectures and seminars focusing on congenital anomalies and the more advanced assessment techniques that supplement the basic sonographic studies including: trans-esophageal echo, interventional echocardiography and intravascular interpretations.
Prerequisite: CVS444

CVS464 Cardiovascular Sonography Review
3.0 Credits
Theory course delivered using a combination of lectures and seminars focusing on an in-depth review of adult echocardiographic assessment and pathological conditions as well as the assessment and evaluation of vascular segments with an emphasis on test taking skills and registry preparation.
Prerequisites: DMS450, CVS454

CVS465 Cardiovascular Emerging Technologies
1.0 Credits
Theory course delivered using a combination of lectures and seminars presenting a discussion of the more advanced and emerging assessment techniques including: color tissue Doppler, 3D/4D, and strain imaging.
Prerequisite: CVS454
**DMS430 Ultrasound Physics & Instrumentation I**  
**3.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on the physical characteristics of sound, its impact on tissue and tissue's impact on the sound wave, parameters of continuous and pulsed sound waves, system components, and transducer architecture.  
Prerequisite: IMG313, DMSC321 or DMSG321

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**DMS440 Ultrasound Physics & Instrumentation II**  
**1.5 Credits**

Theory course delivered using a combination of lectures and seminars focusing on the components of an ultrasound system. Topics covered include types of transducers, beam formation, receiver components, image storage, and displays.  
Prerequisite: DMS430

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**DMS450 Ultrasound Physics & Instrumentation Review**  
**1.5 Credits**

Theory course delivered using a combination of lectures and seminars focusing all sonographic physical principles relevant to the application of ultrasound technology to the field of medical diagnosis. Emphasis is on examination preparation and test-taking skills as all content is reviewed.  
Prerequisite: DMS440

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**IMG313 Introduction to Sonography**  
**3.0 Credits**

Theory course delivered using a combination of online lectures and seminars introducing the multiple disciplines associated with medical sonography including: the history of ultrasound, the medical legal issues surrounding the practice of ultrasound, the qualities required of individuals practicing in the field, the basic skills and obligations associated with patient care, relevant medical and sonographic terminology, communication skills, and acoustic principles.

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**Practicum Courses**

**CVS328 Patient Care Practicum**  
**1.0 Credits/45 Contact Hours**

Hands-on course in which students will orient to the clinical environment by interacting with patients and staff, and by observing, assisting with, and performing various patient-care duties with direct supervision.  
Prerequisite: IMG313

**CVS329 Cardiovascular Practicum II**  
**1.0 Credits/45 Contact Hours**

Hands-on course in which students become familiar with the equipment, policies, procedures, and the concept of scanning protocols in a cardiovascular clinical setting. Students perform short scanning tasks in the scanning lab on campus.  
Prerequisite: IMG318

**CVS438 Cardiovascular Practicum III**  
**2.5 Credits/115 Contact Hours**

Hands-on course in which students scan all 2D gray scale imaging views associated with the echocardiogram, identifying all visualized structures, optimizing each view and correlating cardiac mechanical activity with the electrical tracing of the conduction system.  
Prerequisite: CVS329

**CVS439 Cardiovascular Practicum IV**  
**2.5 Credits/115 Contact Hours**

Hands-on course in which students scan basic arterial and venous protocols, identifying all visualized structures, optimizing each view, and correlating Doppler results with pathological conditions.  
Prerequisite: CVS438

**CVS448 Cardiovascular Practicum V**  
**3.5 Credits/160 Contact Hours**

Hands-on course in which students hone Doppler assessment techniques to include both color flow and spectral Doppler calculations in all appropriate views, and obtain M-mode and gray scale linear measurements.  
Prerequisite: CVS438

**CVS449 Cardiovascular Practicum VI**  
**3.5 Credits/160 Contact Hours**

Hands-on course in which students scan multiple patients with more difficult body habitus, correlating patient signs and symptoms with disease severity, and sonographic assessment results.  
Prerequisite: CVS439
**CVS458 Cardiovascular Practicum VII**  
3.5 Credits/160 Contact Hours  
Hands-on course in which students scan protocols independently with direct mentor supervision, develop their pathology recognition skills.  
*Prerequisite: CVS448*

**CVS459 Cardiovascular Practicum VIII**  
3.5 Credits/160 Contact Hours  
Hands-on course in which students scan protocols independently with only indirect mentor supervision, while scanning more challenging patients.  
*Prerequisite: CVS448*

**CVS468 Cardiovascular Practicum IX**  
3.5 Credits/160 Contact Hours  
Hands-on course in which students gain scanning fluency (quality plus speed) while applying good ethical practices.  
*Prerequisite: CVS448*

**CVS469 Cardiovascular Practicum X**  
3.5 Credits/160 Contact Hours  
Hands-on course in which students function independently, demonstrating confidence in their problem-solving abilities and pathology recognition skills. At a minimum, student skills are consistent with an entry level sonographer.  
*Prerequisite: CVS 468*

**IMG318 Cardiovascular Practicum I**  
1.0 Credits/60 Contact Hours  
Hands-on course in which students are introduced to cardiac scan techniques including basic 2D echocardiographic gray scale views and extra cranial cerebrovascular, abdominal aorta, and peripheral arterial/venous waveform characteristics. The format emphasizes the skill development required to perform ultrasound studies. Students learn through drill and practice and independent problem-solving activities to complete exercises.

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## Diagnostic Medical Sonography

### Theory Courses

**BIO311 2D/3D Anatomy and Basic Physiology for the General Sonographer**  
3.0 Credits  
Theory course delivered using a combination of lectures and seminars focusing on the cross sectional and gross anatomy of the abdomino-pelvic cavity. Topics will include the relationships among all organ systems and the concept of homeostasis.

**DMS430 Ultrasound Physics & Instrumentation I**  
3.0 Credits  
Theory course delivered using a combination of lectures and seminars focusing on the physical characteristics of sound, its impact on tissue and tissue’s impact on the sound wave, parameters of continuous and pulsed sound waves, system components and transducer architecture.  
*Prerequisite: IMG313, DMSC321 or DMSG321*

**DMS440 Ultrasound Physics & Instrumentation II**  
1.5 Credits  
Theory course delivered using a combination of lectures and seminars focusing on the components of an ultrasound system. Topics covered include types of transducers, beam formation, receiver components, image storage, and displays.  
*Prerequisite: DMS430*

**DMS450 Ultrasound Physics & Instrumentation Review**  
1.5 Credits  
Theory course delivered using a combination of lectures and seminars focusing all sonographic physical principles relevant to the application of ultrasound technology to the field of medical diagnosis. Emphasis is on examination preparation and test-taking skills as all content is reviewed.  
*Prerequisite: DMS440*
DMS321 Doppler Physics and Hemodynamics for the General Sonographer
3.0 Credits

Theory course delivered using a combination of lectures and seminars focusing on the factors that affect blood flow throughout the body with an emphasis on the extra cranial cerebrovascular system, peripheral arterial system, peripheral venous system and abdominal, visceral blood flow. Both normal and abnormal patterns of blood flow will be discussed.
Prerequisite: Algebra (higher level mathematics or statistics), general physics or radiographic physics, BIO312, IMG313

DMS323 Physiology and Pathology for the General Sonographer
3.0 Credits

Theory course delivered using a combination of lectures and seminars focusing on the physiology of the abdomen, gravid and non-graphic pelvis and superficial structures. General pathology is discussed by introducing the disease categories of neoplasms, infection, vascular disease, congenital aberrations and trauma. Pathophysiology is addressed as it impacts the normal functioning of these organ systems.
Prerequisite: BIO311, IMG313

DMS434 General Sonography I
3.0 Credits

Theory course delivered using a combination of lectures and seminars focusing on the detailed anatomy and sonographic assessment of the abdomen, gravid and non-graphic pelvis and superficial structures, including normal sonographic patterns, normal variants, indications for scanning, basic protocols, and most common pathologies.
Prerequisite: DMS321, DMS323

DMS444 General Sonography II
3.0 Credits

Theory course delivered using a combination of lectures and seminars focusing on more advanced scanning techniques as the sonographer investigates less common disease processes that may impact multiple organ systems of the abdomen, pelvis, superficial structures, and vascular system. Fetal anomalies will be discussed. Case studies will present both sonographic and medico-legal challenges.
Prerequisite: DMS434

DMS454 General Sonography III
3.0 Credits

Theory course delivered using a combination of lectures and seminars focusing on musculoskeletal assessment using ultrasound as well as procedures-guidance, transplant evaluation, and pediatric emergencies. The neonate and its relationship to prenatal sonographic findings, the associated indications, scan techniques, sonographic appearance and pathology recognition of the newborn will be discussed.
Prerequisite: DMS444

DMS461 General Sonography Review
3.0 Credits

Theory course delivered using a combination of lectures and seminars focusing on presenting unusual cases and an in-depth review of abdominal/superficial structures, obstetrical and gynecological ultrasound assessment, and pathological conditions with an emphasis on test-taking skills and registry preparation.
Prerequisite: DMS454

DMS462 General Sonography Emerging Technologies
1.0 Credits

Theory course delivered using a combination of lectures and seminars focusing on advanced techniques and emerging technologies in the field of general ultrasound.
Prerequisite: DMS 454

IMG313 Introduction to Sonography
3.0 Credits

Theory course delivered using a combination of online lectures and seminars introducing the multiple disciplines associated with medical sonography including: the history of ultrasound, the medical legal issues surrounding the practice of ultrasound, the qualities required of individuals practicing in the field, the basic skills and obligations associated with patient care, relevant medical and sonographic terminology, communication skills, and acoustic principles.
Practicum Courses

DMS328 Patient Care Practicum
1.0 Credits/45 Contact Hours

Hands-on course in which students will orient to the clinical environment by interacting with patients and staff, and by observing, assisting with and performing various patient-care duties with direct supervision.
Prerequisite: IMG313

DMS329 General Sonography Practicum II
1.0 Credits/45 Contact Hours

Hands-on course in which students become familiar with the equipment, policies, procedures, and the concept of scanning protocols in a general sonography clinical setting. Students perform short scanning tasks in the scanning lab on campus.
Prerequisite: IMG318

DMS438 General Sonography Practicum III
2.5 Credits/115 Contact Hours

Hands-on course in which students scan basic abdominal and superficial structures protocols, identifying all visualized structures, optimizing each view, and correlating findings with patient signs and symptoms.
Prerequisite: DMS329

DMS439 General Sonography Practicum IV
2.5 Credits/115 Contact Hours

Hands-on course in which students scan basic obstetrical/gynecological protocols, identifying all visualized structures, optimizing each view and correlating findings with patient conditions, signs and symptoms.
Prerequisite: DMS329

DMS448 General Sonography Practicum V
3.5 Credits/160 Contact Hours

Hands-on course in which students hone protocol skills while obtaining all images and using proper Doppler and measurement techniques.
Prerequisite: DMS438

DMS449 General Sonography Practicum VI
3.5 Credits

Hands-on course in which students scan multiple patients with more difficult body habitus, correlating patient signs and symptoms with disease severity and sonographic assessment results.
Prerequisite: DMS439

DMS458 General Sonography Practicum VII
3.5 Credits/160 Contact Hours

Hands-on course in which students scan protocols independently with direct mentor supervision, while developing their pathology recognition skills.
Prerequisite: DMS448

DMS459 General Sonography Practicum VIII
3.5 Credits/160 Contact Hours

Hands-on course in which students scan protocols independently with only indirect mentor supervision, while scanning more challenging patients.
Prerequisite: DMS448

DMS468 General Sonography Practicum IX
3.5 Credits/160 Contact Hours

Hands-on course in which students gain scanning fluency (quality plus speed) while applying good ethical practices.
Prerequisite: DMS468

DMS469 General Sonography Practicum X
3.5 Credits/160 Contact Hours

Hands-on course in which students function independently, demonstrating confidence in their problem-solving abilities and pathology recognition skills. At a minimum, student skills are consistent with an entry-level sonographer.
Prerequisite: DMS468

IMG319 General Sonography Practicum I
1.0 Credits/60 Contact Hours

Hands-on course in which students are introduced to basic scan techniques including scan orientations, patient positions, transducer approaches and manipulations. The format emphasizes the skill development required to perform ultrasound studies. Students learn through drill and practice and independent problem-solving activities to complete exercises.
Core-Plus Courses for CVS & DMS

**BUS463 Lab Accreditation**
3.0 Credits

Theory course delivered using a combination of lectures and seminars focusing on the process and documentation associated with lab accreditation for sonography practices. Understanding accrediting body standards, gathering proper clinical documentation, and providing appropriately completed documentation will be discussed.

**BUS473 Personnel Management**
3.0 Credits

Theory course delivered using a combination of lectures and seminars focusing on the fundamentals of personnel management within a workplace setting. Hiring, training, scheduling, and evaluating will be discussed.

**BUS474 Finance/Business**
3.0 Credits

Theory course delivered using a combination of lectures and seminars focusing on the fundamentals of finance in the daily operations of a business. Creating a business plan and budget, controlling expenses, and projecting earnings will be discussed.

**EDU463 Curriculum Development**
3.0 Credits

Theory course delivered using a combination of lectures and seminars focusing on the process and principles associated with curriculum development. Creating program/course outlines, establishing learning outcomes, creating aligned assessments, and developing lesson activities will be discussed.

**EDU473 Classroom Management**
3.0 Credits

Theory course delivered using a combination of lectures and seminars focusing on the process and principles associated with classroom management. Creating expectations, maintaining consistency, engaging students in active learning and determining consequences of non-compliance will be discussed.

**EDU474 Instructional Techniques**
3.0 Credits

Theory course delivered using a combination of lectures and seminars focusing on good instructional techniques. Identifying instructional outcomes, providing clear instructions, teaching in different delivery modes and how to modify instruction based upon student outcomes and feedback will be discussed.

**SON463 Invasive Procedures**
3.0 Credits

Theory course delivered using a combination of lectures and seminars focusing on invasive procedures associated with the clinical practice of sonography. Both diagnostic as well as therapeutic cases will be presented.

**SON473 Contrast Studies**
3.0 Credits

Theory course delivered using a combination of lectures and seminars focusing on contrast studies associated with the clinical practice of sonography. Types of contrast agents as well as the associated protocols will be discussed.

**SON474 Clinical Research**
3.0 Credits

Theory course delivered using a combination of lectures and seminars focusing on clinical research associated with the clinical practice of sonography. Students will participate in literature reviews of relevant journal articles as well as discussions of associated research processes and procedures.
CVS & DMS

**Prerequisites**

**MAT301 Algebra**  
2.0 Credits  
Theory course delivered using a combination of lectures and seminars focusing on introducing and reinforcing basic algebra techniques. Topics will include: algebraic vocabulary, order of operations, Pythagorean Theorem, solving equations and inequalities, exponent concepts, operations with exponents, scientific notation, the metric system, slope, Y-intercept, graphing equations and inequalities, operations with logarithms, word problems, and direct and indirect proportion.

**PHY301 General Physics**  
2.0 Credits  
Theory course introducing the relevant subtopics within the field of physics. Topics include: kinematics, kinetics, energy, and waves theory.

**BIO130 Anatomy & Physiology**  
4.0 Credits  
The study of the human body from the single cell to the coordinated whole, with emphasis on the interaction of all body systems in the maintenance of a stable internal state. Included is the discussion of pathological conditions and diseases.

**COM150 Speech Communications**  
3.0 Credits  
Theory course delivered using a combination of lectures and seminars focusing on understanding the foundations, latest research and theories of communications. Students will explore how communication works in personal relationships, interviews, work teams and public speaking. Students are expected to apply what they learn to everyday communication contexts, and think intelligently, actively, and critically using the role of technology and language development.

**ENL210 Interpersonal Communication Skills**  
3.0 Credits  
This course is designed to help students understand the theory and develop the skills necessary for effective communication. The course explores communication principles, verbal and nonverbal messages, message reception and sending, interpersonal listening and feedback, non-directive responding, paraphrasing, describing feelings, behaving assertively, managing conflict and facilitating consensus in small groups.

**Dental Assisting with Expanded Functions**

**DA102 Dental Office Procedures**  
2.5 Credits/60 Hours  
In this course, the student will be taught overall aspects of dental office management, including patient reception, marketing, telephone techniques, business office systems, patient scheduling, records managements, accounts receivable, management of patient’s accounts, and accounts payable. Inventory control and recall systems management is also emphasized.

**DA103 Dental Communications**  
2.0 Credits/30 Hours  
In this course, the student will be taught early indication and historical significance of oral disease, names of individuals who had a great impact upon the profession of dentistry, and those who promoted education and organized dentistry. The student will define ethics and provide examples of the ADA’s and ADAA’s principles of ethics, state how dentistry adheres to ethical principles in advertising, professional fees and responsibilities. In addition the student will also be taught how to identify how patient care is an integral part of providing quality dental service. Topics of discussion will include effective interpersonal communication skills, professionalism, discrimination, prejudice, sexual harassment and patient education. The student will learn how to aid the dentist in evaluation of the patient, recognize levels of patient fear and stress.

**DA104 Microbiology, Infection Control and Hazard Communications (HIV-AIDS)**  
4.0 Credits/60 Hours  
This course prepares students with an understanding of infections diseases and their relationship to patient education and safety. Students will also be taught the universal precautions and prevention of disease transmission and the guidelines of occupational safety for dental office personnel.

**DA105 Preventive Dental Education**  
2.5 Credits/60 Hours  
This course covers the development of a caries control program, with an emphasis on oral hygiene. Topics include the study of dental plaque, proper brushing methods, the latest methods of preventing decay, and equipment and methods of preventing dental disorders. Students will also be taught about the role of nutrition in dental health and participate in dentistry-related nutritional counseling.
DA106 Dental Materials and Lab
2.5 Credits/60 Hours
This course covers the materials used in the dental laboratory in support of treatment. Students are taught the characteristics, use, control, storage and appropriate delivery of dental materials.

DA107 Dental Anatomy
3.5 Credits/60 Hours
In the course, the student are expected to become familiar with terminology and body systems. The student will also be taught specific terms relative to general human anatomy and physiology, including basic units, planes, cavities, and body systems. Other topics covered are pre-natal growth and development, function of tissues, and structures in the oral cavity surrounding teeth. The study of the structure and forms of human teeth and their location in the mouth are taught. The student will be taught the eruption schedule and function of each tooth in the primary and permanent dentition and related terminology.

DA108 Pharmacology
2.0 Credits/30 Hours
In this course, the student will be taught pharmacology and drugs associated with treating diseases, the importance of reference texts relating to pharmacology and drug enforcement, their use in dentistry, related terms, and parts of a prescription.

DA109 Dental & Medical Emergencies
1.5 Credits/30 Hours
The student will be taught preparedness in dealing with common medical and dental emergencies and be familiar with contents of an office emergency kit. The student will become certified in cardiopulmonary resuscitation (CPR) and be taught how to handle common dental emergencies along with taking vital signs.

DA200 Chairside Dental Assisting I
2.0 Credits/60 Hours
In this course, the student will be taught about dental office-design and working environments, how to seat and dismiss patients, necessary positioning of operator (dentist) and assistant for performance of four-handed dental procedures. The student will also be taught requirements for special needs patients, instrument grasps and transfer, and methods to maintain a clear working field in the oral cavity, as well as how to use and maintain operatory (treatment room) equipment.

DA201 Dental Specialties
2.0 Credits/30 Hours
In this course, the student will be taught the distinction between DDS and DMD, the eight specialties of dentistry, the skills performed by members of the dental team, and the educational requirements and professional organizations that represent each of the dental professions.

DA202 Chairside Dental Assisting II
2.0 Credits/60 Hours
A continuation of Chairside Assisting I, this course includes restorative and surgical procedures, specific surgical and restorative instruments, and all dental specialties procedures.
Prerequisite: DA200

110CD Career Development
1.5 Credits/30 Hours
Students concentrate on various strategies that include job search, resume formats, necessary pre-employment letters, and interviewing techniques. The student is expected to develop effective communication skills to integrate professionally.

DA203 Dental Radiology
4.0 Credits/90 Hours
In this course, the student will learn history and biological effects of radiation, safety precautions, components of the dental x-ray unit, and their function. The student will be taught how x-rays are produced and will describe composition, sizes, types and storage requirements of dental x-ray film. The student will also be taught how to expose and process diagnostically acceptable intraoral and extra oral dental films using both paralleling and bisecting techniques and the use of imaging systems for dental purposes. As this course continues, common production errors, processing techniques, mounting procedures, and identification of radiographic landmarks are learned. Procedures and state policies required for dental offices to ensure quality radiographs are reviewed.

DA204 Chairside Dental Assisting III
2.0 Credits/60 Hours
This course provides the principles and practices of chairside assisting. Emphasis is placed on care of the equipment and instruments, oral examination and histories, dental charting, oral evacuation, four-handed dentistry, local anesthetics, rubber dam placement, cavity preparation and sterilization, and infection control procedures.
Prerequisite: DA202
DA206 Dental Certification Preparation
2.0 Credits/60 Hours
This course is a summation of the Dental Assisting program and covers the content of material that is on the national certification exam.
Prerequisites: All courses

DA207 Dental Assisting Externship
7.0 Credits/330 Hours
This course provides an opportunity for practical application of information and skills learned in the on-campus portion of the Dental Assisting program. Instructors will verify student readiness prior to externship placement. Students are then assigned to a clinical site for program completion.
Prerequisites: All didactic courses.

Health Information Technology

BIO120 Essentials of Anatomy and Physiology
3.0 Credits
Theory course delivered using a combination of lectures and seminars focusing on an introduction to essentials of anatomy and physiology of the human body. This course will explore topics in the relationship between structure and function of the human body, the integration of body systems to maintain homeostasis, common disease and disorders of the human body, and the promotion of individual health.

AH102 Medical Terminology
3.0 Credits
Theory course delivered using a combination of lectures and seminars focusing on developing a basic medical terminology vocabulary for use in the health care setting. This course will explore topics of medical terminology, abbreviations and definitions with associated anatomy, roots, prefixes, and suffixes commonly used in the medical field, and terminology related to body systems and disorders.

AH110 Introduction to Healthcare Computer Systems
3.0 Credits
Theory course delivered using a combination of lectures and seminars focusing on electronic health records and the health information management work flow needed to accommodate the evolving computer information systems in the healthcare field. This course explores the communication between IT departments and the medical community, along with solutions to common problems associated with healthcare computer information systems.

AH150 Pharmacology
3.0 Credits
Theory course delivered using a combination of lectures and seminars focusing on study of drugs and drug therapies. This course explores topics in drug identification, drug actions, drug names, routes of administration, dosage calculations, and adverse effects of drugs on the human body.
AH160 Medical Law and Ethics
3.0 Credits

Theory course delivered using a combination of lectures and seminars focusing on legal and ethical issues faced by health care consumers, practitioners, and administrators. The course will explore topics in the legal aspects of health care at the federal, state, and local level including licensure and accreditation standards, elements of fraud and abuse, criminal and civil claims against health care providers, corporate and individual liability, HIPAA, and legal and ethical decision-making. Students will also explore legal and ethical aspects related to confidentiality, disclosure, release of information, subpoenas, depositions, and privacy.

AH170 Pathophysiology
3.0 Credits

Theory course delivered using a combination of lectures and seminars focusing on study of human diseases. This course explores topics in the description of disease, etiology, Pre, signs and symptoms of disease, diagnostic procedures, and the treatment of specified diseases.
Prerequisites: BIO120

HT101 Introduction to US Healthcare Delivery
2.0 Credits

Theory course delivered using a combination of lectures and seminars focusing on an introduction to the healthcare delivery system in the United States. The course explores the different types of health professionals employed in various types of facilities, as well as the development and evolution of healthcare delivery systems in the United States.

HT102 Healthcare Reimbursement
3.0 Credits

Theory course delivered using a combination of lectures and seminars focusing on an overview of reimbursement and payment processes and methods. This course will explore topics in insurance policies, third party policies, prospective payment and managed care capitation, policies related to regulatory information technology, and data exchange among providers.

HT120 Introduction to Health Information Management
3.0 Credits

Theory course delivered using a combination of lectures and seminars focusing on the health information management profession and functions. The course explores topics related to filing and numbering methods, record management, retention, record storage, and organization department relationships. Students will also be taught proper techniques of healthcare documentation, concepts and processes associate with healthcare providers, and accreditation and regulatory body processes.

HT121 Healthcare Data Quality and Management
4.0 Credits

This course is delivered using a combination of lectures and seminars focusing on an overview of quality improvement methodologies. This course will focus on topics of the expansion of the use of health information and data for utilization review, risk management, the organizational approaches to quality assessment activities, the methodologies of analyzing data, and quality improvement programs and methodologies. This course will also focus on collecting, summarizing, and interpreting health care statistics.
Prerequisite: HT120

HT140 International Classifications of Diseases Coding I
2.0 Credits

This course is delivered using a combination of lecture and seminars focusing on the principles and guidelines of ICD-10-CM to code diagnoses and procedures based on health records and properly sequencing of codes. This course explores topics in the use of ICD coding in an inpatient setting, in relation to the severity of illnesses, in case-mix analysis system, and encoding software tools.
Prerequisites: BIO120, AH102

HT141 International Classifications of Diseases Coding II
2.0 Credits

This course is delivered using a combination of lecture and seminars focusing on the continuation of the study of principles and guidelines of ICD-10-CM to code diagnoses and procedures based on health records and properly sequencing of codes. This course explores topics in the use of ICD coding in an inpatient setting, in relation to the severity of illnesses, in case-mix analysis system, and encoding software tools.
Prerequisite: HT140
HT142 CPT Coding  
2.0 Credits
This course is delivered using a combination of lecture and seminars focusing on the use of CPT coding in a clinical classification system. This course will explore topics in the CPT coding of patient records with practice in coding and sequencing diagnoses, the use of guidelines for Evaluation and Management (E/M) codes, the use of modifiers, the use and purpose of Healthcare Common Procedure Coding System (HCPCS), and the use of encoding software tools.  
Prerequisites: BIO120, AH102  

HT143 Advanced Coding  
2.0 Credits
This course is delivered using a combination of lecture and seminars focusing on the use of CPT coding in a clinical classification system. This course will explore topics in the CPT coding of patient records with practice in coding and sequencing diagnoses, the use of guidelines for Evaluation and Management (E/M) codes, the use of modifiers, the use and purpose of Healthcare Common Procedure Coding System (HCPCS), and the use of encoding software tools.  
Prerequisites: HT141, HT142  

HT240 Health Information Systems Management and Supervision  
4.0 Credits
This course is delivered using a combination of lecture and lab focusing on general management functions, and the concepts of supervisory management for health information environments. This course will explore topics in staffing, training, performance, and productivity procedures.  

HT247 Health Information Practicum and Review  
4.0 Credits
This is the last class in ACMC HIT Associate of Science degree program. Students must have completed the HIT Program classes or their equivalent prior to starting the practicum on-site at an affiliated healthcare organization. The Professional Practice Experience is a supervised on-site experience (160 hours) performing CAHIIM/AHIMA-required HIT competencies for an affiliated healthcare organization. Content includes confidentiality, privacy and security of health information retention, retrieval storage and release of health information, electronic health records and compliance with reimbursement, regulatory, and accreditation requirements for health information. Students will also do an in-depth review (20 hours) of health information principles and applications covered in the program in preparation for certification examinations.  
Prerequisites: All courses
**Medical Assisting**

**MA101 The Administrative Medical Assistant**  
3.0 Credits/50 Hours

Theory course delivered using a combination of lectures and seminars focusing on scheduling and monitoring of patient appointments, telephone techniques, patient reception and processing, written communication and mail processing, medical records management, computer skills, and maintaining an office environment.

**MA102 Applied Medical Office Procedures**  
2.0 Credits/60 Hours

Laboratory course delivered on campus using a combination of hands-on practice activities and simulated real-world activities focusing on scheduling and monitoring of patient appointments, telephone techniques, patient reception and processing, written communication and mail processing, medical records management, computer skills and maintaining an office environment.

**MA103 Healthcare Communications**  
3.0 Credits/45 Hours

Theory course delivered using a combination of lectures and seminars focusing on professional behaviors in the workplace, medical law and ethics, patient history and interview, universal precautions, infection control, vital signs, assisting the physician, interpersonal skills and human behavior, and communication skills.

**MA104 Applied Medical Assisting Procedures I**  
2.0 Credits/60 Hours

Laboratory course delivered on campus using a combination of hands-on practice activities and simulated real-world activities focusing on professional behaviors in the workplace, medical law and ethics, patient history and interview, universal precautions, infection control, vital signs, assisting the physician, interpersonal skills and human behavior, and communication skills.

**MA105 Introduction to Clinical Procedures**  
2.0 Credits/30 Hours

Theory course delivered using a combination of lectures and seminars focusing on the role of the clinical laboratory, divisions of the clinical laboratory, CLIA, techniques to minimize risk (CDC guidelines), cell and tissue overview, collection and preparing specimens, quality control, and learning the urinary, reproductive, and special senses systems.

**MA106 Applied Clinical Procedures and Infection Control**  
2.0 Credits/60 Hours

Laboratory course delivered on campus using a combination of hands-on practice activities and simulated real-world activities focusing on techniques to minimize risk (CDC guidelines), collection and preparing specimens, quality control, obtaining urine specimen, and CPR training.

**MA121 Principles of Finance**  
3.0 Credits/50 Hours

Theory course delivered using a combination of lectures and seminars focusing on professional fees, billing, and collecting, banking services and procedures, billing and collection, medical practice management, computer concepts, medical emergencies, health information management, diagnostic coding, and procedural coding.

**MA122 Applied Computerized Billing**  
2.0 Credits/60 Hours

Laboratory course delivered on campus using a combination of hands-on practice activities and simulated real-world activities focusing on Managed Care, ICD-10 Coding, and CPT Coding, financial procedure, Medisoft medical software, and computer concepts in medical billing.

**MA123 Pharmacology and Protective Practices**  
2.0 Credits/30 Hours

Theory course delivered using a combination of lectures and seminars focusing on understanding standard precautions for patient safety, calculating pharmaceutical doses, preparing and administering parenteral medications, preparing and administering oral medications, giving immunizations and documenting the patient record, the digestive system, the integumentary system, and the nervous system.
MA124 Applied Medical Assisting Procedures
2.0 Credits/60 Hours
Laboratory course delivered on campus focusing on understanding standard precautions for patient safety, calculating pharmaceutical doses, preparing and administering parenteral medications, preparing and administering oral medications, giving immunizations and documenting the patient record, administering ECG/EKG, nutrition and diets for patients, and x-ray, and diagnostic radiology.

MA125 Clinical Procedures and Quality Control
2.0 Credits/30 Hours
Theory course delivered using a combination of lectures and seminars focusing on techniques to minimize risk (CDC guidelines), collecting and preparing specimens, Phlebotomy skills, pulmonary function testing, assisting with minor surgery, hot and cold therapy, complementary and alternative medicine practices, and review of the blood system, the respiratory system, and special senses.

MA126 Applied Diagnostics and Phlebotomy
2.0 Credits/60 Hours
Laboratory course delivered on-campus using a combination of hands-on practice activities and simulated real-world activities focusing on techniques to minimize risk (CDC guidelines), collecting and preparing specimens, phlebotomy skills, pulmonary function testing, assisting with cold and heat therapy, vision tests, hearing tests, and spirometry.

MA 133 Exam Review and Preparation
2.0 Credits/30 Hours
Theory course delivered using a combination of lectures and seminars focusing on preparing the student for certified medical assistant (CMA) or registered medical assistant (RMA) certification testing.
Prerequisites: MA101, MA102, MA103, MA104, MA105, MA106, MA121, MA122, MA123, MA124, MA125, MA126.

MA137 Clinical Practicum
5.0 Credits/240 Hours
This course provides supervised placement in a non-classroom setting at a health care facility, medical office or other appropriate site. This experience enables the student to synthesize and apply concepts and skills learned in the Medical Assisting program. The Externship experience is divided evenly between clinical and administrative areas to permit student involvement in the total environment of the facility.
Prerequisites: MA101, MA102, MA103, MA104, MA105, MA106, MA121, MA122, MA123, MA124, MA125, MA126

MA314 Electronic Health Records I
4.0 Credits/60 Hours
This course will cover the usage and management of health information and the electronic health record (EHR). This course will introduce the students to the use of health information and the EHR for any setting within the health care industry from acute, ambulatory, long term, home health, specialty, population health, and personal health that encompass the continuum of care. This course will provide students with a practical understanding of what an EHR specialist is and how important they are in the job market today.

MA315 Electronic Health Records II
2.0 Credits/60 Hours
This course will provide students with a comprehensive overview of electronic health records management and provide students with the basic knowledge required to utilize health information system software to maintain patient health records. Upon completion of the course, the student will be knowledgeable in the basic aspects of the utilization of electronic health records management. Students will utilize hands-on application of medical records software system components in order to apply these applications to the real medical office setting.
Medical Billing & Coding Specialist

M112 Medical Insurance & Billing
2.0 Credits/30 Hours

This course is a step-by-step guide to understanding the different types of medical insurance and the importance of completing accurate claims. Students will be given a general overview of the life cycle of an insurance claim, basic instructions for filling out the universal claim form, and the terminology common to most insurance programs and claims. Diagnostic and procedural coding, ICD-10 and CPT, will be covered with coding exercises to reinforce the student’s ability to accurately code the most common procedures and all diagnoses encountered in the office. Other areas covered are the major government-sponsored programs, Blue Cross/Blue Shield insurance programs, Workers’ Compensation, and Disability Compensation Programs.

M113 Healthcare Computer Applications
2.0 Credits/60 Hours

This course provides students with a general overview of computers and related information technology, with a focus on data-entry, communication, and practical skill development. Students will explore computer hardware and software, commonly used office applications, specifically Microsoft Word, PowerPoint and Excel, and the role of computer technology in the field of healthcare.

M207 Medical Law and Ethics
2.0 Credits/30 Hours

The legalities and ethical behavior associated with a medical practice or facility are discussed with emphasis on the legal and ethical responsibilities of health care practitioners. Federal regulations and guidelines pertinent to medical practices are reviewed. Students will develop an understanding of dealing with patients within a professional code of ethics. Basic concepts of office administration and human resource management are covered.

M212 Physiological Concepts I
4.0 Credits/60 Hours

This course is a basic study of the structure and functions of the human body. It is designed to provide the fundamental knowledge of how each system functions. The organization of the human body from the molecular level to the coordinated organism is introduced. The anatomy and physiology of the integumentary system will be discussed. Disorders and medical treatments particular to each system will be highlighted. Medical terminology common to each system will be presented.

M215 Physiological Concepts II
4.0 Credits/60 Hours

This course is a continuation of Physiological Concepts I. This course is a basic study of the structure and functions of the human body. It is designed to provide the fundamental knowledge of how each system functions. The skeletal, muscular, respiratory, digestive, and cardiovascular systems will be covered in detail. Disorders and medical treatments particular to each system will be highlighted.

Prerequisite: M212

M301 CPT Medical Coding Concepts
3.0 Credits/60 Hours

Current Procedural Terminology (CPT) will be taught to give the student a better understanding of the procedural coding system for reporting medical services and procedures. Students will be taught how to code procedure charges and services by utilizing the CPT Manual and Guidelines.

M302 CPT Medical Coding of Systems
3.0 Credits/60 Hours

This course presents further instruction into the various sections of CPT coding. Surgical procedures in every subsection will be presented. Radiology, pathology, and laboratory, and medicine codes will be demonstrated. Special emphasis will be on problem solving in CPT coding and the integration of all coding systems.

Prerequisite: M301
M303 ICD Medical Coding I  
3.0 Credits/60 Hours  
This course presents a general overview of ICD coding. Students will become familiar with all 3 volumes of the ICD manual and will become proficient in medical and surgical coding. Official guidelines for coding and reporting and system-specific coding will be covered. Third-party reimbursement systems of Medicare will be presented, as well as the issues of fraud and abuse.

M304 Medical Coding Integration  
1.0 Credits/30 Hours  
This course is to provide practice in developing the student's knowledge of CPT and ICD coding through a hands-on approach. Students will reduce the time it takes to build or review a claim and improve overall coding accuracy.  
Prerequisites: M301, M303

M305 Computerized Medical Billing  
2.5 Credits/60 Hours  
This course provides a realistic hands-on experience using the skills essential for success in a medical office setting. Students will have the opportunity to input patient information, schedule appointments, and process the day-to-day billing, reports, and insurance claims. The course utilizes MediSoft Patient Accounting for Windows, which is widely used by medical office administrators.

M306 Advanced CPT Coding  
2.5 Credits/60 Hours  
This course will prepare the medical coder to have an advantage in the field by acquiring advanced coding skills. Students will learn how to code in the clinic outpatient and hospital outpatient settings for a better understanding of the complete coding picture. HCPCS coding will be covered.  
Prerequisite: M301

M307 Medical Terminology  
4.0 Credits/60 Hours  
This course is a systems approach to the study of anatomy and physiology with the study of diseases and symptoms affecting each system. Systems studied include digestive, urinary, nervous, cardiovascular, respiratory, lymphatic, endocrine and reproductive.

M308 Pathophysiology  
2.0 Credits/30 Hours  
Study of the general mechanisms of disease at the cellular and molecular levels, including abnormalities of fluid distribution, the inflammatory process, abnormal immune mechanisms, and neoplastic disease, followed by an application of the basic principles of pathologic processes to diseases of the neuralgic, endocrine, reproductive, hematologic, cardiovascular, pulmonary, renal, and digestive systems.

M309 MCB Certification Review  
2.5 Credits/60 Hours  
This course provides students with a review of program material in preparation for selected employment and certification opportunities.  
Prerequisites: M112, M113, M207, M212, M215, M301, M302, M303, M303A, M304, M305, M306, M307, M308

M313 ICD Medical Coding II  
3.0 Credits/60 Hours  
This course presents a general overview of ICD coding. Students will become familiar with all 3 volumes of the ICD manual and will become proficient in medical and surgical coding. Official Guidelines for coding and reporting and system-specific coding will be stressed.

MA314 Electronic Health Records I  
4.0 Credits/60 Hours  
This course will cover the usage and management of health information and the electronic health record (EHR). This course will introduce the students to the use of health information and the EHR for any setting within the health care industry from acute, ambulatory, long term, home health, specialty, population health, and personal health that encompass the continuum of care. This course will provide students with a practical understanding of what an EHR specialist is and how important they are in the job market today.
MA315 Electronic Health Records II  
2.0 Credits/60 Hours

This course will provide students with a comprehensive overview of electronic health records management and provide students with the basic knowledge required to utilize health information system software to maintain patient health records. Upon completion of the course, the student will be knowledgeable in the basic aspects of the utilization of electronic health records management. Students will utilize hands on application of medical records software system components in order to apply these applications to the real medical office setting.

M316 Practicum Experience  
2.5 Credits/120 Hours

This course is 120 hours of unpaid, supervised, practical, and in-service in medical coding position at a medical clinic, medical office or billing service setting in which the student practices direct application of all administrative and coding functions of the medical biller and coder. Prerequisites: All courses in the MBCS CORE must be completed prior to enrollment.

General Education - Lower Level

AML160 Early American Literature  
3.0 Credits

Theory course delivered using a combination of lectures and seminars focusing on American literature to become aware of the controversial and invigorating ideas contained in America’s literary history. Students will be challenged to become more practiced at sustained reading, confident at critical thinking, and skilled at writing analytically.

COM150 Speech Communications  
3.0 Credits

Theory course delivered using a combination of lectures and seminars focusing on understanding the foundations, latest research and theories of communications. Students will explore how communication works in personal relationships, interviews, work teams and public speaking. Students are expected to apply what they learn to everyday communication contexts, and think intelligently, actively, and critically using the role of technology and language development.

ENL150 Creative Writing  
3.0 Credits

Theory course delivered using a combination of lectures and seminars focusing on diction, poetry, short stories, and playwriting. Students discover ways to use language creatively, to select the best form for their ideas, and to identify audiences for their writing creative works.

ENL210 Interpersonal Communication Skills  
3.0 Credits

This course is designed to help students understand the theory and develop the skills necessary for effective communication. The course explores communication principles, verbal and nonverbal messages, message reception and sending, interpersonal listening and feedback, non-directive responding, paraphrasing, describing feelings, behaving assertively, managing conflict and facilitating consensus in small groups.
HUM130 Humanities  
3.0 Credits
Theory course delivered using a combination of lectures and seminars focusing on humanities as a whole in relation to history, philosophy, religion, visual art, literature, music, and human cultural achievements in eastern and western cultures.

MTH210 Algebra  
3.0 Credits
Theory course delivered using a combination of lectures and seminars focusing on concepts and applications associated with algebra. Topics include: linear functions, equations, inequalities, systems of equations in two variables, polynomial functions, rational and radical equations and inequalities, quadratic, exponential and logarithmic functions, ratios, proportions, variation, and graphing.

PHI130 Philosophy  
3.0 Credits
Theory course delivered using a combination of lectures and seminars focusing on introducing the main problems and questions of philosophy. Students will learn how to inquire into complex problems and begin to formulate their own philosophy on real world topics by utilizing methods of inquiry, analysis, and criticism.

PSY140 Psychology  
3.0 Credits
Theory course delivered using a combination of lectures and seminars focusing on basic concepts in the study of behavior and the mental processes. Students will explore neuroscience and behavior, sensation and perception, learning, memory, the cognitive process, the lifespan, health and wellness, the social context of behavior, statistical reasoning, and research methods.

SOCI140 Sociology  
3.0 Credits
Theory course delivered using a combination of lectures and seminars focusing on fundamental social theories and research methods used by sociologists to examine the interactions between social structures and individuals. Other concepts such as culture, socialization, social structures and institutions, groups and organizations, stratification, deviance, crime, race, ethnicity, and gender will be explored.

WHIS174 Contemporary History of Civilization  
3.0 Credits
Theory course delivered using a combination of lectures and seminars focusing on history of civilization from the eighteenth century to the twentieth century. Students are expected to analyze the roots of modern society, revolution worldwide, the rise of industrialization, imperialism, colonialism, and trace the roots of modern warfare.
General Education - Upper Level

**ENL310 Interpersonal Communication Skills**  
3.0 Credits  
This course is designed to help students understand the theory and develop the skills necessary for effective communication. The course explores communication principles, verbal and nonverbal messages, message reception and sending, interpersonal listening and feedback, non-directive responding, paraphrasing, describing feelings, behaving assertively, managing conflict and facilitating consensus in small groups.

**ENL350 Creative Writing**  
3.0 Credits  
Theory course delivered using a combination of lectures and seminars focusing on diction, poetry, short stories, and playwriting. Students discover ways to use language creatively, to select the best form for their ideas, and to identify audiences for their writing creative works.

**LIT360 Early American Literature**  
3.0 Credits  
Theory course delivered using a combination of lectures and seminars focusing on American literature to become aware of the controversial and invigorating ideas contained in America’s literary history. Students will be challenged to become more practiced at sustained reading, confident at critical thinking and skilled at writing analytically.

**LIT370 20th Century American Short Stories**  
3.0 Credits  
Theory course delivered using a combination of lectures and seminars focusing on American short stories writings to become aware of the controversial and invigorating ideas contained in America’s literary history. Students will be challenged to become more practiced at sustained reading and more confident at critical thinking.

**HIS374 Contemporary History of Civilization**  
3.0 Credits  
Theory course delivered using a combination of lectures and seminars focusing on history of civilization from the eighteenth century to the twentieth century. Students will analyze the roots of modern society, revolution worldwide, the rise of industrialization, imperialism, colonialism, and trace the roots of modern warfare.

**PSY310 Developmental Psychology**  
3.0 Credits  
Theory course delivered using a combination of lectures and seminars focusing on the physical, cognitive, social and emotional changes that occur from conception to death. Emphasis will be placed on understanding the various biological, environmental, and cultural influences on human development.

**PSY320 Social Psychology**  
3.0 Credits  
Theory course delivered using a combination of lectures and seminars focusing on the many aspects of human interaction. Aggression, attraction and love, conformity, sexual behavior, and group dynamics are discussed.
## Schedule of Tuition & Fees*

<table>
<thead>
<tr>
<th>Program</th>
<th>Application Fee</th>
<th>Registration Fee</th>
<th>Books &amp; Supplies</th>
<th>Lab Fees</th>
<th>Tuition</th>
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<td>-</td>
<td>$50</td>
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<td>Diploma in Dental Assisting with Expanded Functions</td>
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* Charges are incurred per academic year. The academic year for the Cardiovascular Sonography and Diagnostic Medical Sonography Programs is 36 weeks. The academic year for all other Programs is 30 weeks.

Students with approved transfer credit towards any academic year’s coursework will receive a pro-rated tuition credit.

For no additional cost, the Cardiovascular Sonography and Diagnostic Medical Sonography programs include textbooks, two ARDMS exams if taken within 90 days of graduation, SDMS membership, and professional liability insurance.

Additional costs incurred by the student during the program may include the following: transcript fees (if required), health form from physician, Immunizations and TB testing, background check and drug testing (if requested by healthcare agency), and American Heart Association BLS CPR training.
## Academic Calendar

### Day

<table>
<thead>
<tr>
<th>Day</th>
<th>Start Date</th>
<th>Graduation Date</th>
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### Evening

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### 2017 Holidays

- **New Year’s Day (observed)**: January 2, 2017
- **Martin Luther King, Jr. Day**: January 16, 2017
- **Presidents’ Day**: February 20, 2017
- **Good Friday**: April 14, 2017
- **Memorial Day**: May 29, 2017
- **Independence Day**: July 4, 2017
- **Labor Day**: September 4, 2017
- **Veterans’ Day**: November 10, 2017
- **Thanksgiving**: November 23 - 24, 2017
- **Christmas Eve**: December 24, 2017
- **Christmas**: December 25, 2017
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<tr>
<td>Marsha-Ann Burrell</td>
<td>Campus President</td>
<td>BS Healthcare Administration Kaplan University</td>
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<tr>
<td>Orville Thomas</td>
<td>Director of Admissions</td>
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<tr>
<td>Amelia Rios</td>
<td>Registrar</td>
<td>MS in Criminal Justice Saint Leo University, St Leo, FL</td>
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<tr>
<td></td>
<td></td>
<td>BS in Criminology University of South Florida, Tampa, FL</td>
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<tr>
<td>Glen Slawsky</td>
<td>Librarian</td>
<td>MA in Library and Information Science University of South Florida, Tampa, FL</td>
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<td>BS in Public Administration University of Central Florida, Orlando, FL</td>
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<tr>
<td>Justin Clarke</td>
<td>Director of Student Finance</td>
<td>BS in Business Administration University of Central Florida, Orlando, FL</td>
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<tr>
<td>Rosanna Hiraldo</td>
<td>Student Finance Representative</td>
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<tr>
<td>Kimberly Burns</td>
<td>Director of Career Services</td>
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<tr>
<td>America Schenker</td>
<td>Career Services Advisor</td>
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<tr>
<td>Bernell Blackman</td>
<td>Receptionist</td>
<td>BS in Christian Ministry Johnson University Knoxville, TN</td>
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<tr>
<td>Julian Martinelli</td>
<td>Receptionist</td>
<td>BS in Business Administration University of Central Florida, Orlando, FL</td>
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<tr>
<td>Lynda Fosnaugh, M.Ed.</td>
<td>Program Director, Health</td>
<td>Masters in Training &amp; Development Leadership Northcentral University, Prescott, AZ</td>
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<tr>
<td>RDCS</td>
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<td>Graduate Certificate Arizona Heart Institute - School of Cardiac Ultrasound, Phoenix, AZ</td>
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<tr>
<td>Cherelle Aguigui</td>
<td>Program Director, Health</td>
<td>Master of Science Health Services Management Argosy University</td>
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<tr>
<td>Emily Rios</td>
<td>Program Director, Respiratory</td>
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<tr>
<td>Marlena Stefanek</td>
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<tr>
<td>Alicia Tullo MSN, RN, CPC</td>
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<tr>
<td>Kimberly Voorheis</td>
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<tr>
<td>Cheryl St. Esprit B.S. RDC, RVS</td>
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## Central Services Staff

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<tr>
<td>Dr. Nicholas V. Hastain</td>
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<tr>
<td>Jessica Mastrogiovanni</td>
<td>Vice President/General Counsel</td>
</tr>
<tr>
<td>Michele Sinusas</td>
<td>Chief Information Officer</td>
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<tr>
<td>Joseph Cicchetto</td>
<td>Chief Financial Officer</td>
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<tr>
<td>Vincent Garcia</td>
<td>Chief Operations Officer</td>
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<tr>
<td>Timothy James</td>
<td>Chief Academic Officer</td>
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<tr>
<td>Tony McPeck</td>
<td>Vice President Marketing</td>
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<tr>
<td>Paul Somogyi</td>
<td>Vice President of Information Technology</td>
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<tr>
<td>Ruthann Wolverton</td>
<td>Vice President of Career Services</td>
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<tr>
<td>Christie DeGregorio</td>
<td>Vice President of Education</td>
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<tr>
<td>April Lupinacci</td>
<td>Assistant Vice President of Compliance</td>
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<tr>
<td>Ronald Parker</td>
<td>Regional Vice President of Operation - New England Region</td>
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<tr>
<td>Michele Grant</td>
<td>Regional Vice President of Operation - Capital Region</td>
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<tr>
<td>Shannon Guida</td>
<td>Executive Student Finance Director</td>
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<tr>
<td>Karen Kendall</td>
<td>Student Accounts Manager</td>
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<tr>
<td>Adelia Silva Palmieri</td>
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