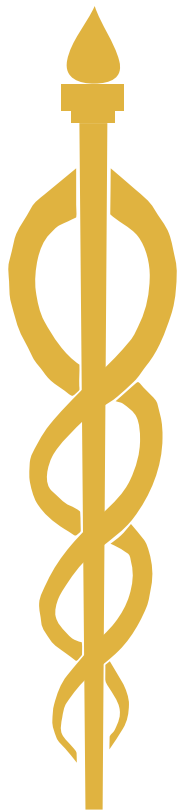


2020 - 2021 Catalog



**American
College**

For Medical Careers

Orlando, FL

Vol. 4

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Orlando, Florida



American College for Medical Careers

5959 Lake Ellenor Drive
Orlando, FL 32809
Tel: (407) 738-4488
Fax: (407) 374-2805
www.acmc.edu

Programs Offered

Associate of Science in Diagnostic Medical Sonography
Associate of Science in Medical Assisting
Associate of Science in Respiratory Therapy
Dental Assisting with Expanded Functions Diploma
Medical Assisting Diploma

Hours of Operation

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

Friday
9:00 am - 5:00 pm

Saturday
9:00 am - 1:00 pm

Accreditation

This campus is accredited by:
Accrediting Council for Continuing Education & Training (ACCET)
1722 N Street NW
Washington, DC 20036
Tel: (202) 955-1113

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History & Mission Statement

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. In June of 2020, Trigram Education Partners, LLC acquired the school.

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. ACMC enables students to 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 Trigram Education Partners, L.P.; registered limited partnership in the State of Delaware. Dr. Jon Coover is the President & CEO. Stanford Silverman, Dr. Annie Ma and Dr. Jon Coover are limited Partners.

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 contacting 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 Continuing Education & Training (ACCET). 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 Continuing Education & Training (ACCET)
1722 N Street NW
Washington, DC 20036
Tel: (202) 955-1113

The Respiratory Therapy program also holds Accreditation from the Commission on Accreditation for Respiratory Care (CoARC). The accreditation is recognized by the National Board for Respiratory Care (NBRC) and allows for eligibility to attempt the Respiratory Care Credentialing Examination(s). Enrolled students completing the program are graduates of a CoARC accredited program.

Additional information may be obtained by contacting the following agency:

Commission on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, Texas 76021-4244
(817) 283-2835
www.coarc.com

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 Respiratory Therapy laboratory is equipped with hospital beds, pressurized oxygen and air, mechanical ventilators, simulation manikins, and additional patient assessment, diagnostic, and therapeutic equipment.

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.

Branch Campuses

American School of Nursing & Medical Careers

670 North Commercial Street
Suite 403
Manchester, NH 03101
Tel: (603) 622-8400

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

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.

Diagnostic Medical Sonography Associates Degree Program

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

Applicants who are applying for admission to the Associate Degree DMS Program must meet ALL of the following three (3) 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. Complete the "Readiness for a Distance Education Program" Declaration
3. Initial the acceptance of "Aptitude Requirements of the Profession" 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.

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
- 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.

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.

Respiratory Therapy Associate of Science Degree Program

American College for Medical Careers offers an Associate of Science Degree in Respiratory Therapy at its Orlando campus addition location.

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

1. Possess a High School Diploma or its equivalency.
2. Pass an entrance test - Wonderlic (passing score of 22 or higher)
 - a. Wavier Considerations
 1. Successful completion of at least one (1) College Algebra or higher mathematics class, and two (2) sciences including Chemistry, Physics, or Human Biology, with a minimum GPA of a 3.0
 2. Successful completion of at least one (1) Beginning Algebra or higher mathematics class or one (1) science including Chemistry, Physics, or Human Biology, and an additional 12 semester or 18 quarter credits from the following disciplines: English Composition, Interpersonal Communications or Speech, Social or Behavioral Sciences, History, Government, or non-life science, with a minimum GPA of 3.3. All classes to be considered must be a minimum of a 100 level course
3. Successfully complete an interview with the Program Director
4. Complete the "Readiness for a Distance Education Program" Declaration
5. Initial the acceptance of "Aptitude Requirements of the Profession" 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.

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
- Documentation providing evidence of prior 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.

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 Trigram Education Partners Campuses

Trigram Education Partners (“Trigram”) students may be granted transfer credits towards their total program hours/credits where the transfer credit is from one of Trigram school to another Trigram school (e.g., transferring from Harris School to American College for Medical Careers).

- 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 Trigram 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. Trigram 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. Trigram 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. All Sonography Programs- Hands on Skill Assessment

- c. All other programs will have a written Skill Assessment
- d. All skills assessments must be documented and graded
- 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 Trigram School

Like other higher education institutions, Trigram 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”

Notes for Credit Transfers (both from a Trigram 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 Trigram's Education Specialist at:

Trigram Education Partners
545 Long Wharf Drive, 5th Floor
New Haven, CT 06511

Transfer of Credit From ACMC

The school makes no representation or guarantee regarding transfer of credits to other institutions. 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. ACMC does not imply, promise or guarantee that any credits earned at ACMC will be transferable or accepted by any other institution. You should assume that credits earned at ACMC 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 ACMC 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.

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.

Transfer of Credit From an Institution Other Than a Trigram School

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

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.

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.

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 payment 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.

Many students 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.

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®.

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.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

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:

	Program A	Program B
First Academic Year Tuition (per Enrollment Agreement)*	\$12,997.00	\$16,650.00
Fees (as indicated per Enrollment Agreement)*	\$25.00	\$25.00
Room & Board**	\$6,370.00	\$6,370.00
Personal	\$2,567.00	\$2,567.00
Miscellaneous	\$525.00	\$525.00
Transportation	\$931.00	\$931.00
Total Estimated Cost of Attendance***	\$23,415.00	\$27,468.00

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.

* 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.

Withdrawals, Returns, & Refunds

Tuition & Other Charges - Period of Obligation

Following the start of classes, the institution will establish a ledger of tuition and other charges incurred by the student, as shown on the front side of the enrollment agreement. Tuition charges, as outlined below, will be applied in one or more parts called periods of obligation, depending on the length of the program. The period of obligation set by the school is 450 instructional hours. Programs less than 450 hours will have tuition charged in full in one part, while programs longer than 450 hours but equal to or less than 900 hours will have tuition charges applied across two periods of obligation, while programs greater than 900 hours will have tuition charges spread across three or more periods of obligation depending on how many 450-hour periods are needed. The institution, for the sake of clarity, will create a ledger card detailing the entire cost of the program with each period of obligation clearly marked so that the students can understand and verify the full and complete cost of the program as shown on the front side of this agreement. For the benefit of the student the institution will secure financial aid or complete financial planning to cover all periods of obligation. The student is obligated to pay the charges attributed to the period of obligation at the beginning of each period of obligation unless other financing arrangements have been made. By way of an example, a program with tuition costs of \$9,100 that is 910 hours in length will have three periods obligation. The first two periods of obligation will be 450 hours in length, and appear on the ledger card as \$4,500 charges, while the last period of obligation will be 10 hours in length and cost \$100. By way of an example, if a student attending a 900-hour program was scheduled for 450 hours of classes and began the 451st hour, the student would be obligated for tuition charges relating to the first and second period of financial obligation.

Institutional Refund & Cancellation 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 attend the program by not showing 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 canceled 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, including non-refundable application fee.

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 registration fees, the non-refundable cost of the textbooks required by the classes attended and issued to and used by the student, and a prorated portion of tuition and laboratory fees/ other, based upon the last day of attendance and the number of program hours the student was scheduled for through the last day of attendance.

The pro-ration is calculated as follows, from the last date of attendance:

- A. If the departure from the program occurs during the first week of class or 7 calendar 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 60 percent of the period of 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. After 60 percent of the period of financial obligation is completed, the school may retain the full tuition for this period of obligation.
- C. For subsequent periods of financial obligation, charges retained will not exceed a pro-rata portion of tuition charged for the period of obligation. The proration is based on the number of hours scheduled through the students last day of attendance divided by the total number of hours in the period of obligation. After 60 percent of the period of financial obligation is completed, the school may retain the full tuition for this period of obligation. Students are responsible for full payment for any previously completed periods of obligation.
- D. For Florida Students: Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours. Cancellation after completing more than 40% of the program will result in no refund.

We will return refunds within 30 days of date of determination of withdrawal or cancellation. The date of determination used for withdrawal or cancellation will be:

- 1. Withdrawal
 - a. Date the school received notification from a student of their intent to withdraw, or
 - b. The last date of attendance, if student is dismissed or expelled by school, or
 - c. 14 days following last day of attendance in the event the student has not communicated their intent to withdraw and has failed to attend classes for 14 consecutive days.
- 2. 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.

The tuition charges will be attributed on the basis of periods of financial obligation, as stated above, which is equivalent to 450 hours of training or the balance of training hours remaining in the program

if less than 450 hours. In no case will the period of obligation for students extend more than 12 months, and in most cases the period of financial obligation (450 training hours) will be between 15 and 40 weeks in length.

The institution will complete a comparison of both the ACCET and Florida Refund Policies, and will apply the refund method that is the most beneficial to the student.

Florida Refund Policy

Should a student's enrollment be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

- 1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
- 2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
- 3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
- 4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
- 5. Cancellation after completing more than 40% of the program will result in no refund.
- 6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
- 7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.

Obtaining Refunds

To obtain a refund of unearned tuition, students are requested to complete a Student Withdrawal Request, available from the school office.

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 American College for Medical Careers 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

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
- Had at least 80% attendance for the duration of the program
- 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
- Had at least 80% attendance for the duration of the program
- 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.

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.

A clock hour is a 60 minute period of time that contains 50 minutes of instruction or performance such as class, lecture, laboratory, clinical, or externship experience.

For the purposes of establishing student aid eligibility, the U.S. Department of Education requires that the school include not less than 37.5 clock hours of instruction for each semester credit, for the purposes of calculating credit for Federal Student Aid (FSA) purposes. This is the same formula used by the school for establishing its credit policies for purposes of FSA funding. The institution does not award credit for financial aid purposes with consideration of outside work assignments, as defined by and allowed within the most recent FSA manual. Please note that Financial Aid Credits differ from Academic Credits as established by the schools accreditor, and the accreditor-approved credit values are used throughout this catalog

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.

Course Prefix	Program
DMS	Diagnostic Medical Sonography
DA	Dental Assisting with Expanded Functions
MA	Medical Assisting
RT	Respiratory Therapy

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.

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 respiratory care services for the respiratory therapy program, patient care services for the medical assisting program. 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 Diagnostic Medical Sonography program, 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 the Respiratory Therapy program, 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 their program. The General Education course will be taken with the core courses throughout the programs.

Attendance Policy - DA, MA, and ASMA On-Campus 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 80% or more 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 that period of time missed. Likewise, students must not leave before class ends to avoid being marked absent for that period of time missed. Attendance is marked by the minute based on the time the student arrives to class and the time the student leaves class. If a student arrives 10 minutes late for class the student will be marked late and the actual time of the student's arrival to class will be marked on the attendance. If a student leaves 10 minutes early before the end of class the student will be marked as leaving early and the actual time the student left class will be marked on the attendance. In sum, student attendance will be the actual time (to the nearest minute) the student is in class.

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 - DMS, RT, & All On-Campus Lab Courses and Clinical Practicum

The technical nature and complexity of the healthcare programs require that students attend each class, lab session, or clinical rotation. It is also expected that students will arrive at their training prepared to do their work and in appropriate dress. Acquisition of the skills needed for success in classes and in the workplace can only be mastered with regular class participation.

Therefore, in the DMS theory, laboratory, and introductory courses, students are allotted 1 (one) unexcused absence per course. Excused absences are at the discretion of the Program Director. In the clinical/externship/practicum courses, 100% of the hours must be completed prior to the start of the next term. Students must attend a combined minimum of 80% of all hours for all courses within the total program in order to graduate from each program.

In the RT program, students must attend 80% of all hours for each theory and each laboratory course within the program. In the clinical practicum courses, 100% of the hours must be completed prior to graduation.

For all other programs students must attend a minimum of 80% of all theory and lab classes and 100% of externship/practicum courses within the total program in order to graduate from the program.

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 Diagnostic Medical Sonography, & Respiratory Therapy 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, assignments, and final examinations. Weighted averages will be specified in each individual course syllabus.

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

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 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.

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 fA 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.

Letter	Percentage	Description	Quality Points/Hour
A	90% - 100%	Excellent	4.0
B	80% - 89%	Average	3.0
C	70% - 79%	Average Minimal	2.0
F	Below 70%	Fail	0.0
P	Pass	Pass	Not effected
W	-	Withdrawn	Not effected
I	-	Incomplete	Not effected
TR	-	Transfer Credit	Not effected

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 “O” 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.

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.

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 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.

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 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 Diagnostic Medical Sonography program 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.

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:

- Chrome 63 and 64
- Firefox 57 and 58
- Flash 27 and 28
- Internet Explorer 11; Edge 40 and 41
- Respondus Lockdown Browser
- Safari 10 and 11
- Mobile Browsers
 - Latest Version of Safari (IOS)
 - Chrome (Android)

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 evaluated at the end of each term. Term lengths vary by program ranging from 5 to 12 weeks in length. SAP is calculated formally after the student attempts 12 financial aid credits, which represent 450 clock hours of instruction, or one half of a financial aid year. In the second financial aid year, SAP is formally calculated at the mid-point and end of year, based on the financial aid credits of this period. 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.

Trigram Education Partners 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.

Notification of academic dismissal will be in writing. 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.

Standard Academic Progress

Measuring Point	Financial Aid Credits	CGPA	Amount of Work to be completed
Diagnostic Medical Sonography			
Mid Point first Academic Year	12	2.0	67%
End of first Academic Year	24	2.0	67%
Mid Point Second Academic Year	36	2.0	67%
End of Second Academic Year	48	2.0	67%
Mid Point Third Academic Year	48.75	2.0	67%
End of Third Academic Year	49.5	2.0	67%
Dental Assistant with Expanded Functions			
Mid Point first Academic Year	12	2.0	67%
End of first Academic Year	24	2.0	67%
Mid Point Second Academic Year	26.4	2.0	67%
End of Second Academic Year	28.8	2.0	67%
Medical Assistant (Associate)			
Mid Point first Academic Year	12	2.0	67%
End of first Academic Year	24	2.0	67%
Mid Point Second Academic Year	30	2.0	67%
End of Second Academic Year	36	2.0	67%
Medical Assistant (Diploma)			
Mid Point first Academic Year	12	2.0	67%
End of first Academic Year	24	2.0	67%
Mid Point Second Academic Year	25.2	2.0	67%
End of Second Academic Year	26.4	2.0	67%
Respiratory Therapy			
Mid Point first Academic Year	12	2.0	67%
End of first Academic Year	24	2.0	67%
Mid Point Second Academic Year	36	2.0	67%
End of Second Academic Year	48	2.0	67%
Mid Point Third Academic Year	54.8	2.0	67%
End of Third Academic Year	61.6	2.0	67%

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.

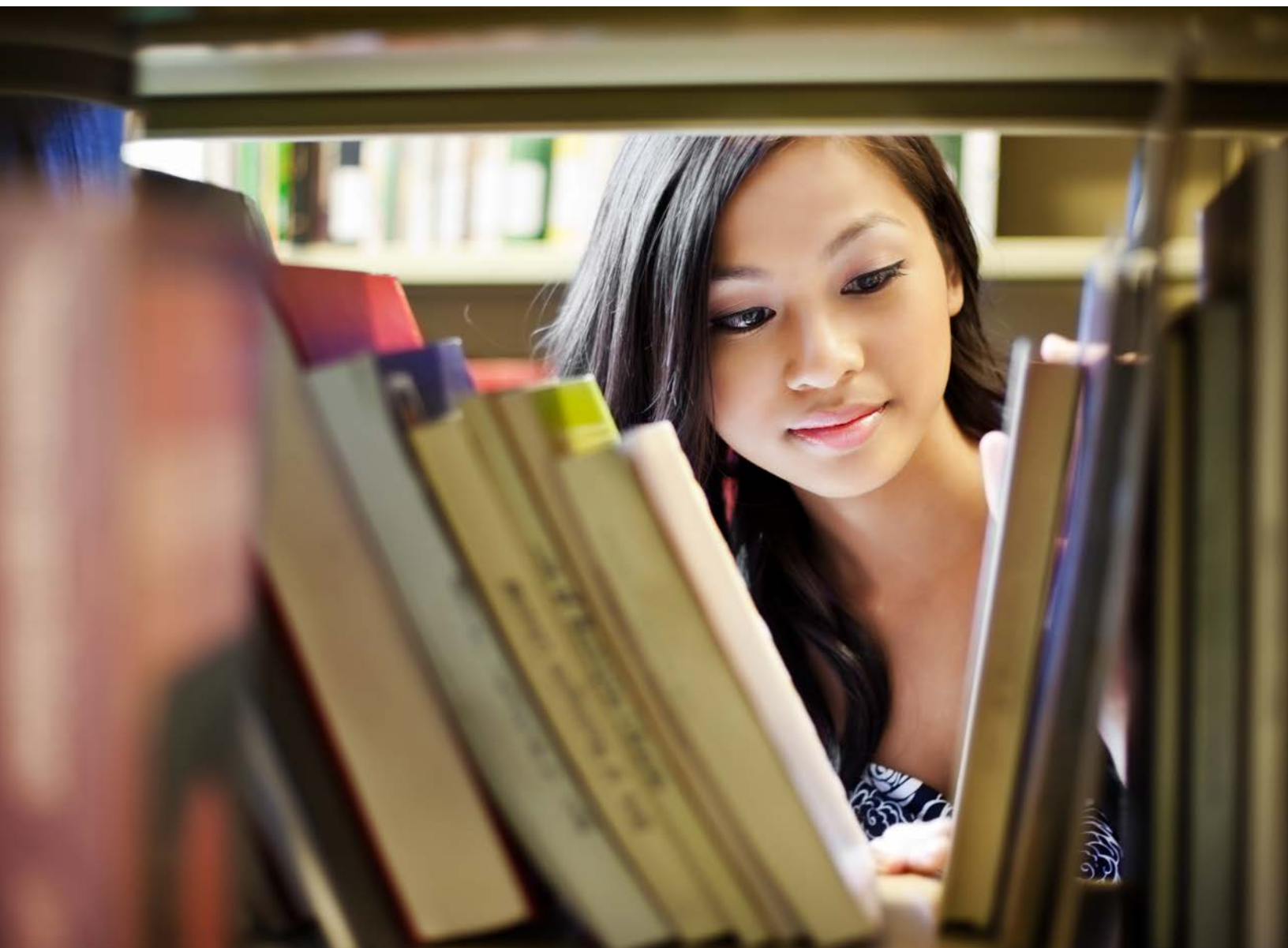
The materials of the Learning Resource Center (LRC) support the program offered at the American College for Medical Careers. As is appropriate for the courses of study, the collection consists mostly of items in the areas of human anatomy and physiology, the promotion of health, diseases and disease 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

Hazing Policy

American College for Medical Careers has zero tolerance policy for hazing. In the state of Florida, pursuant to Florida Statutes, Section 1006.63, hazing is a criminal offense.

A person commits hazing, a third degree felony, when he or she intentionally or recklessly commits any act of hazing upon another person who is a member of or an applicant to any type of student organization and the hazing results in serious bodily injury or death of such other person. A person commits hazing, a first degree misdemeanor, when he or she intentionally or recklessly commits any act of hazing upon another person who is a member of or an applicant to any type of student organization and the hazing creates a substantial risk of physical injury or death to such other person.

Hazing includes, but is not limited to:

- pressuring or coercing the student into violating state or federal law
- any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that which could adversely affect the physical health or safety of the student
- any activity that which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that which could result in extreme embarrassment
- other forced activity that which could adversely affect the mental health or dignity of the student.

It is not a defense to a charge of hazing that:

- the consent of the victim had been obtained;
- the conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or
- the conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

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.

Felony Disclosure

Please be advised that if you have been convicted of a felony, you may not be eligible for certain clinical experiences, internships or certifications associated with our educational programs. Those with non-felonious criminal backgrounds may also find it difficult to secure employment within a health care setting.

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 copy-righted 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.

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. A student is not eligible to receive a diploma or transcript if he or she is not in good financial standing with the school. The school is obligated to provide transcripts to other institutions upon request if students require assistance transferring credit to other institutions.

Student's Right to Privacy & Access to Records & Procedure to Inspect Educational Records

Under the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 C.F.R. Part 99), students are provided with certain rights associated with their education records. These rights include the right to inspect and review the student's education records; the right to seek amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights; and the right to file with the Department of Education a complaint pursuant to 34 C.F.R §§ 99.63, 99.64 concerning alleged failures by American College for Medical Careers ("ACMC") to comply with the requirements of FERPA.

FERPA also provides students with the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA does not require such consent. FERPA allows schools to disclose education records containing personally identifiable information without student permission to the following third parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interests. School officials are defined as those persons employed by ACMC in an administrative or academic position (including faculty and staff), whose position requires access to the records to fulfill their job responsibilities;
- Other schools to which a student is transferring or already enrolled;
- Specified officials or representatives of the school for audit or evaluation purposes (such as auditors or attorneys);
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;

- The disclosure is information designated as "directory information." For these purposes, "directory information" includes the student's Name, Address; Telephone listing; Email address; Photograph; Program of study; Dates of attendance; Enrollment status; Degrees, honors and rewards received; and the most recent educational agency or institution attended;
- Accrediting organizations;
- Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1986;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- Appropriate parties in the case of certain violations of school policy and/or state and federal law; and
- Federal, State, and Local authorities pursuant to specific federal and state laws, including but not limited to, the Department of Veteran Affairs and the Internal Revenue Service in compliance with the Taxpayer Relief Act.

Students have the right to refuse to permit the school to designate any or all of the information defined above as "directory information" by submitting a request in writing to the Financial Aid office.

Students who wish to examine their academic files may make an appointment with the Director of Education to do so.

A student has the right to challenge and request correction of any item in the student's education record. Such requests must be made in writing and sent to the Director of Education or School Director for consideration.

FERPA is administered by:

**Family Compliance Office
United States Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920**

Statement of Non-Discrimination

The school's policy is consistent with federal, state, and local regulations governing non-discrimination and harassment including, but not limited to Title IX of the Education Amendments of 1972 (as amended). Title IX of the Education Amendments of 1972, and its implementing regulations, which prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. The school seeks to maintain a safe learning and working environment. To that end, the school prohibits Sexual Misconduct, which includes Sexual or Gender-Based Harassment, Sexual Assault, and Sexual Exploitation. Conduct with is also prohibited is Relationship Violence, Stalking, and Retaliation against an individual for making a good faith report of conduct prohibited under Title IX. These prohibited forms of conduct are unlawful, undermine the character and purpose of the school, and will not be tolerated.

The Campus Director is designated as the School's Title IX Coordinator to coordinate compliance with this policy. Please contact your Campus Director to raise concerns or file a complaint. All grievances or complaints will be responded to within ten (10) business days and will be handled directly and equitably. Students who do not feel comfortable sending a complaint to their Campus Director, or who feel their complaint has not been adequately addressed by the Campus Director should forward their concerns to April Lupinacci, Vice President of Compliance and Licensure at:

**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

Trigram Education Partners 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 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.

Please note that submitting a false report or providing false or misleading information in bad faith or with a view to personal gain in connection with an incident is prohibited and subject to disciplinary sanction. This does not apply to reports made or information provided in good faith, even if the facts alleged in the report are determined not to be accurate. The School is committed to protecting the privacy of people involved in a report under this policy. With any report or complaint, the School will make reasonable efforts to protect the privacy interests of persons involved in a manner consistent with the need for a careful assessment of the allegation and reasonable steps available to eliminate the reported conduct, prevent its recurrence, and address its effects. The School prohibits retaliation against any person who exercises any rights or responsibilities under this policy. Any act of retaliation may be a separate violation of this policy and is subject to disciplinary action.

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. Should satisfaction not be obtained by the decisions or directives of the administrators, students may file formal complaints with the corporate administration. Please send complaints to Erika Winans, Vice-President of Academic Services at the New Haven Office:

Trigram Education Partners
565 Long Wharf Dr., 5th Fl
New Haven, CT 06511
Tel: (203)672-2300

7. 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 for Continuing Education & Training (ACCET). 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 for Continuing Education and Training
1722 N Street NW
Washington, DC 20036
Tel: (202) 955-1113



Programs of Study

Professional Credentials for the 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 ARDMS website directly for further information at www.ardms.org.

Graduates of the Associate of Science Degree 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.

Graduates from this program are eligible to sit for the ARRT Exam. After graduates take and pass the ARRT exam they will be eligible to sit for the ARDMS exam.

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 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 with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains required of an entry-level sonographer

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 three (3) 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)
- 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					Semester Credits
Introductory Courses		Lecture Hours	Lab Hours	Extern Hours	Semester Credits
Term I	BIO311: 2D/3D Anatomy and Basic Physiology for the General Sonographer	45	-	-	3.0
	IMG313: Introduction to Sonography	45	-	-	3.0
	IMG319: General Sonography Lab I	-	50	-	1.0
	General Education	45	-	-	3.0
Core Courses		Lecture Hours	Lab Hours	Extern Hours	Semester Credits
Term II	DMS321: Doppler Physics and Hemodynamics for the General Sonographer	45	-	-	3.0
	DMS323: Physiology and Pathology for the General Sonographer	45	-	-	3.0
	DMS328: Patient Care Practicum	-	-	45	1.0
	DMS329: General Sonography Lab II	-	50	-	1.0
	General Education	45	-	-	3.0
Term III	DMS430: Ultrasound Physics & Instrumentation I	45	-	-	3.0
	DMS434: General Sonography I	45	-	-	3.0
	DMS438: General Sonography Practicum I	-	-	170	3.0
	DMS439: General Sonography Lab III	-	60	-	2.0
Term IV	DMS440: Ultrasound Physics & Instrumentation II	23	-	-	1.5
	DMS444: General Sonography II	45	-	-	3.0
	DMS448: General Sonography Practicum II	-	-	260	5.0
	DMS 449: General Sonography Lab IV	-	60	-	2.0
	General Education	45	-	-	3.0
Term V	DMS450: Ultrasound Physics & Instrumentation Review	23	-	-	1.5
	DMS454: General Sonography III	45	-	-	3.0
	DMS458: General Sonography Practicum III	-	-	315	6.5
	DMS459: General Sonography Lab V	-	15	-	0.5
	General Education	45	-	-	3.0
Term VI	DMS461: General Sonography Review	45	-	-	3.0
	DMS462: General Sonography Emerging Technologies	15	-	-	1.0
	DMS468: General Sonography Practicum IV	-	-	320	7.0
	General Education	45	-	-	3.0
Total Hours & Credits		691	235	1,110	75.0

*General Education courses will be selected based on the school's schedule rotation

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.

Diploma in Dental Assisting with Expanded Functions		Lecture Hours	Lab Hours	Extern Hours	Semester Credits
Term I	DA 102: Dental Office Procedures	20	40	-	2.5
	DA 103: Dental Communications	30	-	-	2.0
	DA 104: Microbiology, Infections Control & Hazard Communications (HIV/AIDS)	60	-	-	4.0
Term II	DA 105: Preventative Dental Education	20	40	-	2.5
	DA 106: Dental Materials & Lab	20	40	-	2.5
	DA 108: Pharmacology	30	-	-	2.0
Term III	DA 107: Dental Anatomy	45	15	-	3.5
	DA 109: Dental & Medical Emergencies	15	15	-	1.5
	DA 200: Chairside Dental Assisting I	-	60	-	2.0
Term IV	DA 203: Dental Radiology	30	60	-	4.0
	DA 202: Chairside Dental Assisting II	-	60	-	2.0
Term V	DA 201: Dental Specialties	30	-	-	2.0
	DA 204: Chairside Dental Assisting III	-	60	-	2.0
	110 CD: Career Development	15	15	-	1.5
	DA 206: Dental Certification Preparation	30	-	-	2.0
Term VI	DA 207: Dental Assisting Externship	-	-	330	7.0
Total Hours & Credits		345	405	330	43.0

Professional Credentials for the Medical Assistant

Graduates of the Medical Assistant program offered at American College for Medical Careers are to take the NCCT and are eligible to sit for Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). The NCCT & RMA are 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 NCCT & 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

33 Weeks - Day

(externship is 40 hours a week)

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.

Medical Assisting Diploma	Lecture Hours	Lab Hours	Extern Hours	Semester Credits
MA 101: The Administrative Medical Assistant	50	-	-	3.0
MA 102: Applied Medical Office Procedures	-	60	-	2.0
MA 103: Healthcare Communications	50	-	-	3.0
MA 104: Applied Medical Assisting procedures I	-	60	-	2.0
MA 105: Introduction to Clinical Procedures	30	-	-	2.0
MA 106: Applied Clinical Procedures and Infection Control	-	60	-	2.0
MA 121: Principles of Finance	50	-	-	3.0
MA 122: Applied Computerized Billing	-	60	-	2.0
MA 123: Pharmacology and Protective Practices	30	-	-	2.0
MA 124: Applied Medical Assisting Procedures II	-	60	-	2.0
MA 125: Clinical Procedures and Quality Control	30	-	-	2.0
MA 126: Applied Diagnostics and Phlebotomy	-	60	-	2.0
MA 314 Electronic Health Records I	-	60	-	4.0
MA 133: Exam Review and Preparation	30	-	-	2.0
MA315 Electronic Health Records II	-	60	-	2.0
MA 137: Clinical Practicum	-	-	240	5.0
Total Hours & Credits	270	480	240	40.0

Associate of Science in Medical Assisting

64 Credits

64 Weeks - Day / 90 Weeks - Evening

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.

Mode of Delivery: The program is delivered using a hybrid format, a combination of face-to-face training on campus combined with online theory courses delivered via our web-based Learning Management System.

Associate of Science in Medical Assisting	Lecture Hours	Lab Hours	Extern Hours	Semester Credits
General Education Course*	45	-	-	3.0
General Education Course*	45	-	-	3.0
General Education Course*	45	-	-	3.0
General Education Course*	45	-	-	3.0
General Education Course*	45	-	-	3.0
General Education Course*	45	-	-	3.0
AH102: Medical Terminology	45	-	-	3.0
AH160: Medical Law & Ethics	45	-	-	3.0
MA101: The Administrative Medical Assistant	50	-	-	3.0
MA:102: Applied Medical Office Procedures	-	60	-	2.0
MA103: Healthcare Communications	50	-	-	3.0
MA104: Applied Medical Assisting Procedures I	-	60	-	2.0
MA105: Introduction to Clinical Procedures	30	-	-	2.0
MA106: Applied Clinical Procedures and Infection Control	-	60	-	2.0
MA121: Principles of Finance	50	-	-	3.0
MA122: Applied Computerized Billing	-	60	-	2.0
MA123: Pharmacology and Protective Practices	30	-	-	2.0
MA124: Applied Medical Assisting Procedures II	-	60	-	2.0
MA125: Clinical Procedures and Quality Control	30	-	-	2.0
MA126: Applied Diagnostics and Phlebotomy	-	60	-	2.0
MA314 Electronic Health Records I	60	-	-	4.0
MA133: Exam Review and Preparation	30	-	-	2.0
MA315 Electronic Health Records II	-	60	-	2.0
MA137: Clinical Practicum	-	-	240	5.0
Total Hours & Credits	690	420	240	64.0

* General education courses will be selected based on the school's schedule rotation.

Professional Credentials for the Respiratory Therapist

There are two credentials associated with the field of Respiratory Therapy, the Certified Respiratory Therapist (CRT) and the Registered Respiratory Therapist (RRT). Graduates of the Respiratory Therapy Program offered at American College for Medical Careers (ACMC) are eligible to take the Certified Respiratory Therapist (CRT) and Registered Respiratory Therapist (RRT) examinations offered by the National Board for respiratory Care (NBRC). NBRC credentials document personal achievement of recognized professional standards.

The NBRC CRT and RRT credentials are nationally recognized, and the CRT is the minimum requirement for employment. The Respiratory Therapy Program has been designed to cover the materials necessary to prepare graduates for the NBRC credentialing examinations. Individual success on the examinations will be dependent upon the graduate, and the College does not guarantee that graduates will pass the exam. Additionally, graduates will need to obtain a license to practice from the state in which they seek employment. Licensure requirements include, but are not limited to; certification from the NBRC, criminal background check, and licensure fee. Direct links to each state licensing agency are available on the NBRC website.

Important Information Regarding the Respiratory Therapy Program

The Respiratory Therapy Program at the Orlando campus holds Programmatic Accreditation from the Commission on Accreditation for Respiratory Care (www.coarc.com). This status signifies that a program that has been granted an approval and has demonstrated sufficient compliance to provide a program in accordance with the Standards set by the CoARC Board. It is recognized by the National Board for Respiratory Care (NBRC) toward eligibility to the Respiratory Care Credentialing Examination(s). Enrolled students completing the program are considered graduates of a CoARC accredited program.

Commission on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, Texas 76021-4244
Tel: (817) 283-2835

Associate of Science in Respiratory Therapy

97 Credits - 20 Months

Program Description: The Respiratory Therapy Associate of Science program is 80 weeks in length, the first 30 weeks of which focuses on the acquisition of the knowledge, skills and behaviors suitable for the clinical patient care environment. Students earn an Associates of Science degree and may enter the field of Respiratory Therapy upon graduation and the successful completion of the entry-level credentialing exam (CRT) The student is additionally eligible for the advanced level RRT exams. The graduate may also be required to obtain a state professional license in order to begin work in the profession.

Program Objective: To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by Respiratory Therapists.

Mode of Delivery: The program is delivered using a hybrid format, a combination of face-to-face training on campus combined with online theory courses delivered via our web-based Learning Management System.



Associate of Science in Respiratory Therapy		Lecture Hours	Lab Hours	Extern Hours	Semester Credits
Term I	BIO130: Anatomy & Physiology	60	-	-	4.0
	AHI180: Introduction to Respiratory Care	60	-	-	4.0
	HCS115: Health Sciences Lab	-	30	-	1.0
	General Education Course*	45	-	-	3.0
Term II	ACS120: Respiratory Care Sciences	60	-	-	4.0
	RT120: Cardiopulmonary Anatomy & Physiology	45	-	-	3.0
	RT121: Basic Equipment and Monitoring	45	-	-	3.0
	RT226 Respiratory Care Lab - Part I	-	60	-	2.0

Associate of Science in Respiratory Therapy		Lecture Hours	Lab Hours	Extern Hours	Semester Credits
Term III	BIO161: Medical Pharmacology	45	-	-	3.0
	RT122: Assessment and Diagnosis	45	-	-	3.0
	RT230: Arterial Blood Gases	45	-	-	3.0
	RT233: Airway Management	15	-	-	1.0
	RT235: Airway Management Lab	-	30	-	1.0
	RT236: Respiratory Car Lab - Part II	-	30	-	1.0
	RT237: Clinical Practicum	-	-	200	4.4
Term IV	BIO162: Medical Pharmacology II	15	-	-	1.0
	RT231: EKG and PFT	45	-	-	3.0
	RT240: Cardiopulmonary Pathophysiology	45	-	-	3.0
	RT241: Mechanical Ventilation	45	-	-	3.0
	RT245: Mechanical Ventilation Lab	-	60	-	2.0
	RT247: Clinical Practicum II	-	-	200	4.4
Term V	RT250: Advanced Equipment and Monitoring	45	-	-	3.0
	RT262: Advanced Life Support	15	-	-	1.0
	RT266: Advanced Life Support Lab	-	15	-	0.5
	RT261: Special Services & Techniques	45	-	-	3.0
	RT255: Advanced Equipment and Monitoring Lab	-	15	-	0.5
	General Education Course*	45	-	-	3.0
	RT267: Clinical Practicum IV	-	-	165	3.6
Term VI	RT251: Pediatrics	45	-	-	3.0
	RT256: Pediatrics Lab	-	30	-	1.0
	RT260: Advanced Pediatrics	30	-	-	2.0
	RT265: Advanced Pediatrics Lab	-	30	-	1.0
	RT257: Clinical Practicum III	-	-	200	4.4
	General Education Course*	45	-	-	3.0
Term VII	RT270: Respiratory Seminar	15	-	-	1.0
	RT275: Respiratory Seminar Lab	-	15	-	0.5
	RT271: Pulmonary Simulations	15	-	-	1.0
	RT276: Pulmonary Simulations Lab	-	15	-	0.5
	RT277: Clinical Practicum V	-	-	100	2.2
	General Education #4 (8wks)	45	-	-	3.0
	General Education #5 (8wks)	45	-	-	3.0
Total Hours & Credits		1,005	330	865	97.0

* General education courses will be selected based on the school's schedule rotation.

The background of the page features a close-up, slightly blurred view of several open books. The pages are white and stacked, creating a sense of depth. Two bright yellow ribbon bookmarks are visible, one in the middle book and another in the bottom book, adding a pop of color to the scene.

Course Descriptions

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, DMS321

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.

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.

Prerequisites: 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 Lab II **1.0 Credits/50 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: IMG319

DMS438 General Sonography Practicum I **3.0 Credits/170 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 Lab III **2.0 Credits/60 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 II **5.0 Credits/260 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 Lab IV
2.0 Credits/60 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: DMS439

DMS458 General Sonography Practicum III
6.5 Credits/315 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 Lab V
0.5 Credits/15 Contact Hours

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

Prerequisite: DMS449

DMS468 General Sonography Practicum IV
7.0 Credits/320 Contact Hours

Hands-on course in which students gain scanning fluency (quality plus speed) while applying good ethical practices. 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: DMS458, DMS459

IMG319 General Sonography Lab I
1.0 Credits/50 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.

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 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.

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.

Respiratory Therapy

ACS120 Respiratory Care Sciences **4.0 Credits**

The study of microbiology, chemistry and physics as they pertain to the practice respiratory care. Topics focus on gas laws, fluid dynamics, hemoglobin biochemistry and the classification, physiology and pathophysiology of microorganisms.

Prerequisites: BIO130, AH180

AH180 Introduction to Respiratory Care **4.0 Credits**

An introduction to the field of respiratory care and how it encompasses a broad range of topics that may include medical law and ethics, medical terminology, communications, patient care and rights, basic math, and personality types.

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.

BIO161 Medical Pharmacology I **3.0 Credits**

The study of the most common pharmaceuticals used in the practice of respiratory care. Emphasis is placed on the classification of drugs and their effects.

Prerequisite: AH180, BIO130

BIO162 Medical Pharmacology II **1.0 Credits**

The study of pharmaceuticals used in the advanced practice of respiratory care. Emphasis is placed on the classification of drugs, their effects, and hazards of medication used in cardiopulmonary medicine.

Prerequisite: BIO161, RT122, RT230, RT233

HCS115 Health Sciences Lab **1.0 Credits**

An introduction to the basics of health sciences as they relate to the delivery of healthcare. Topics may include scientific information documented in patient charting, principles of ergonomics and patient transport, the science behind oxygen delivery systems, vital signs monitoring, and ICU equipment operations.

RT120 Cardiopulmonary Anatomy & Physiology **3.0 Credits**

Course includes study of anatomy and physiology primarily of cardiac and pulmonary systems, but includes renal and nervous system components. Emphasis is placed on the principles involved in ventilation, perfusion, circulation and gas transport.

Prerequisite: AH180, BIO130

RT121 Basic Equipment and Monitoring **3.0 Credits**

This course covers respiratory care procedures and equipment. Emphasis is on basic respiratory care equipment, function, maintenance, and use. Students can also learn respiratory care procedures and practices including medical gas therapy, delivery systems, monitoring systems, humidity and aerosol therapy, bedside ventilator assessment, and artificial airways.

Prerequisite: AH180, BIO130

RT122 Assessment and Diagnosis **3.0 Credits**

This course introduces basic cardiopulmonary assessment and diagnostic procedures and practices, including aseptic technique, physical exam, arterial blood gases, and chest x-ray interpretation. Classroom and guided laboratory practice prior to clinical experience are provided.

Prerequisite: ACS120, RT120, RT121

RT226 Respiratory Care Lab I **2.0 Credits**

This course provides students the opportunity to perform laboratory procedures related to basic assessments to demonstrate the concepts learned in RT 122 Assessment & Diagnosis.

Prerequisites: AH180, BIO130

RT230 Arterial Blood Gases
3.0 Credits

This course presents the principles and practices of arterial blood gases. Emphasis is placed on interpretation of data and application to patient care.

Prerequisites: ACS120, RT120, RT121, RT226

RT231 EKG and PFT
3.0 Credits

This course presents the principles and practices of electrocardiography and pulmonary function testing. Emphasis is placed on equipment, interpretation of data, patient diagnosis and treatment.

Prerequisites: BIO161, RT122, RT230, RT233

RT233 Airway Management
1.0 Credits

This course presents the procedures and practices of caring for patients with compromised and/or artificial airways.

Prerequisites: ACS120, RT120, RT121, RT226

RT235 Airway Management Lab
1.0 Credits

This course presents students the opportunity to perform and practice lab procedures related to airway management equipment and practices to demonstrate the concepts learned in RT 233 Airway Management classes.

Prerequisites: ACS120, RT120, RT121, RT226

RT236 Respiratory Care Lab II
1.0 Credits

This course provides students the opportunity to perform laboratory procedures related to basic techniques used in delivering respiratory care.

Prerequisite: RT226

RT237 Clinical Practicum I
4.4 Credits

Students receive an orientation to the hospital. Emphasis is placed on medical ethics, patient's rights, legal responsibilities, chart review, and basic respiratory care procedures and practices.

Prerequisites: ACS120, RT120, RT121, RT226

RT240 Cardiopulmonary Pathophysiology
3.0 Credits

This course introduces common pulmonary and cardiac diseases. Emphasis is on epidemiology, diagnosis, and management of selected disease states.

Prerequisite: BIO161, RT122, RT230, RT233

RT241 Mechanical Ventilation
3.0 Credits

This course introduces advanced respiratory care procedures and equipment. Emphasis is on respiratory care of critically ill patients, including the function, maintenance, and use of mechanical ventilation.

Prerequisites: BIO161, RT122, RT230, RT233

RT245 Mechanical Ventilation Lab
2.0 Credits

This course provides laboratory opportunities related to advanced assessment, procedures, and equipment to demonstrate concepts learned in RT 241 Mechanical Ventilation.

Prerequisites: RT235, RT236

RT247 Clinical Practicum II
4.4 Credits

Students are provided hospital clinical experience in introductory critical respiratory care procedures and practices.

Prerequisite: RT237

RT250 Advanced Equipment and Monitoring
3.0 Credits

This course introduces advanced cardiopulmonary assessment, diagnostic procedures and practices. Emphasis is placed on hemodynamic and ventilator waveform graphics.

Prerequisite: RT251, RT260

RT251 Pediatrics
3.0 Credits

This course introduces pediatrics and neonatal care to include: embryologic development of the cardiopulmonary system, cardiopulmonary malformations, and lung diseases. The course emphasizes technical aspects of assessment, equipment, and maintenance of pediatric and neonatal mechanical ventilation. Content from NRP and PALS will be introduced.

Prerequisites: BIO162, RT231, RT240, RT241

RT255 Advanced Equipment and Monitoring Lab
1.0 Credits

This course provides laboratory opportunities related to advanced assessment, procedures, and equipment to demonstrate concepts learned in RT241 Mechanical Ventilation.

Prerequisite: RT256, RT265

RT256 Pediatrics Lab
1.0 Credits

This course provides laboratory opportunities related to pediatric and neonatal procedures and equipment to demonstrate concepts learned in RT251 Pediatrics.

Prerequisites: RT266

RT257 Clinical Practicum III
4.4 Credits

Students are provided hospital clinical experience in critical respiratory care procedures.

Prerequisite: RT247

RT260 Advanced Pediatrics
2.0 Credits

This course introduces Advanced Pediatrics and neonatal respiratory care. The course emphasizes technical aspects of equipment, special procedures and PALS.

Prerequisites: RT251, RT256

RT261 Special Services & Techniques
3.0 Credits

This course introduces advanced concepts of patient assessment and education including procedures and practices of specialty areas of respiratory care.

Prerequisites: RT240, RT241, RT255

RT262 Advanced Life Support
1.0 Credits

This course presents Advanced Cardiac Life Support techniques to include airway management, vascular access, arrhythmia recognition, cardiovascular diseases and pharmacology. Activities will include how to assess and treat patients in critical situations while working as a team.

Prerequisites: RT250, RT265

RT265 Advanced Pediatrics Lab
1.0 Credits

Students perform laboratory procedures related to advanced neonatal and pediatric procedures and equipment to demonstrate the concepts learned in the RT260 Advanced Pediatrics lecture class.

Prerequisites: RT251, RT266

RT266 Advanced Life Support Lab
0.5 Credits

This course provides laboratory opportunities related to advanced cardiac life support to demonstrate the concepts learned in RT262 ACLS.

Prerequisites: RT256, RT265

RT267 Clinical Practicum IV
3.6 Credits

Students are provided continued critical care experience that builds upon the experience gained during RTA 257 and in addition provides experience in specialty respiratory care areas.

Prerequisite: RT257

RT270 Respiratory Seminar
1.0 Credits

This course provides patient scenarios, case studies, and prepares the student for the CRT and RRT written examinations.

Prerequisites: RT250, RT261, RT262

RT271 Pulmonary Simulations
1.0 Credits

This course provides students, through advanced computer simulations, the opportunity to practice techniques, case studies, and pathologic complications of the pulmonary patient. Emphasis is on the care of the pulmonary, cardiac, and trauma patient focused on preparation for the RRT Clinical Simulation Exam.

Prerequisites: RT250, RT261, RT262

RT275 Respiratory Seminar Lab
0.5 Credits

This course provides practice with patient scenarios, case studies, and mock CRT and RRT written examinations.

Prerequisites: RT256, RT256

RT276 Pulmonary Simulations Lab
0.5 Credits

This course provides advanced computer simulations, provides students practice techniques, case studies, pathologic complications, and the RRT Clinical Simulation Exam.

Prerequisites: RT256, RT266

RT277 Clinical Practicum V
2.2 Credits

Students are provided continued critical care experience that builds upon the experience gained during RTA 267 and in addition provides experience in specialty respiratory care areas.

Prerequisite: RT267

General Education

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.

SOC140 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.

Schedule of Tuition & Fees*

Program	Application Fee	Registration Fee	Books & Supplies	Lab Fees	Tuition	Total Program Cost
Associate of Science in Diagnostic Medical Sonography	-	\$50	-	-	\$31,950	\$32,000
Diploma in Dental Assisting with Expanded Functions	\$20	\$100	\$750	\$750	\$16,500	\$18,120
Associate of Science in Medical Assisting	-	\$50	-	-	\$19,800	\$19,850
Diploma in Medical Assisting	\$20	\$100	\$750	\$750	\$16,000	\$17,620
Associate of Science in Respiratory Therapy	-	\$100	-	-	\$26,950	\$27,050

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

For no additional cost, the Diagnostic Medical Sonography program include textbooks.

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

Start Date	Graduation Date
Dental Assisting with Expanded Functions	
7/6/2020	3/15/2021
8/10/2020	4/19/2021
9/14/2020	5/24/2021
10/19/2020	6/28/2021
11/23/2020	8/2/2021
12/28/2020	9/6/2021
Medical Assisting Diploma	
7/6/2020	2/22/2020
8/10/2020	3/29/2021
9/14/2020	5/13/221
10/19/2020	6/7/2021
11/23/2020	7/21/2021
12/28/2020	8/16/2021

Start Date	Graduation Date
Medical Assisting - Associates	
7/27/2020	10/18/2021
8/24/2020	11/15/2021
9/21/2020	12/13/2021
10/19/2020	1/10/2022
11/16/2020	2/7/2022
12/14/2020	3/7/2022
Diagnostic Medical Sonography	
9/28/2020	3/27/2022
12/28/2020	6/12/2022
Respiratory Therapy	
9/28/2020	5/29/2022
12/28/2020	8/28/2022

Evening

Start Date	Graduation Date
Dental Assisting with Expanded Functions	
7/6/2020	9/6/2021
9/14/2020	11/15/2021
12/28/2020	2/28/2022
Medical Assisting - Associates	
7/27/2020	4/18/2022
8/24/2020	5/16/2022
9/21/2020	6/13/2022
10/19/2020	7/11/2022
11/16/2020	8/8/2022
12/14/2020	9/5/2022

2020 Campus Holidays

New Year's Day	January 1, 2020
Martin Luther King Jr. Day	January 20, 2020
Good Friday	April 10, 2020
Memorial Day	May 25, 2020
Independence Day	July 3, 2020
Labor Day	September 7, 2020
Thanksgiving	November 26-27, 2020
Christmas	December 25, 2020

Staff & Faculty

Faculty Member	Course(s) Taught	Degrees/Diplomas Held & Awarding Institution	Florida Professional Credential(s)		
			Type	License Number	Exp. Date
Katherine DeJesus	DA Instructor	Dental Assisting Diploma New York School for Medical and Dental Assisting	Certified Dental Assistant with Radiology EFDA		
Chasity Fields	DA Instructor	Dental Radiology Valencia College UF School of Dentistry EFDA Certification	Dental Radiology EFDA		
Malcolm Bartlette	General Education Adjunct	State University of New York, College at Cortland, Secondary Mathematics Major, BS, Graduate Study Secondary Mathematics Specialization; Master of Science in Education			
Rosie Branciforte	General Education Adjunct	College of Mount Saint Vincent BA ENG University of Bridgeport MEd UCF EdD			
Leane Pupo	General Education Adjunct	American Public University MS Psychology UCF BS Psychology			
Ronald Speener	Online Coordinator/ Faculty	BA St. Francis DeSales College WI, MA English University Wisconsin			
Daisy Santiago	MCB Instructor	Medical Coding & Billing Central FI College Diploma	CPC		
Linda Miller	MA Instructor	Florida College of Medical Careers MA	NCMA		
Ivelisse Ruiz	MA Instructor	Robert Morris University MA Diploma	AMT		
Marlena Stefanek	MA, MCB Program Director	FMU ASMA	AAMA		
Emily Rios	Program Director RT	BS Cardiopulmonary UCF MBA ST Leo University	RRT	RT6117	5/31/2021
Odell Smith	Director of Clinical Education	BS Cardiopulmonary Sciences UCF	RRT	RT1069	5/31/2021

Faculty Member	Course(s) Taught	Degrees/Diplomas Held & Awarding Institution	Florida Professional Credential(s)		
			Type	License Number	Exp. Date
Leta Curtiss	RT Instructor	BS Cardiopulmonary Sciences UCF MSHSA University St Francis	RRT	RT4002	5/31/2021
Jacklyn Otero	MA Instructor	Bachelor of Science Health Care Administration-Everest University Orlando, FL. Associate in Science Medical Assisting, Everest University, Orlando, FL			
Michael Myer, DO	Adjunct				
Gabrielle Hearn	General Education Adjunct	University of Phoenix MAed Educational Studies Lindenwood University BA Communication Lael College BA Guidance & Counseling			
Michelle Tuck	RT Clinical Instructor	Daytona State College AS Respiratory Care University of Central Florida BA Legal Studies Valencia Community College AA	RRT	RT12231	5/31/2021

Staff Member	Position	Degrees/Diplomas Held & Awarding Institution
Dr. Michael Miller	Campus President	PhD Barry University Education Leadership M.D. SHSU
Amelia Rios	Registrar	MS in Criminal Justice Saint Leo University, St Leo, FL BS in Criminology University of South Florida, Tampa, FL
Justin Clarke	Director of Student Finance	BS in Business Administration University of Central Florida, Orlando, FL
Richard Rizzo	Director of Admissions	
Anissa Mills	Director of Career Services	
Bernell Blackman	Receptionist	
Kimberly Williams	Receptionist	
Tim Silvestri	Admissions Representative	
Victor Penna, MD	Program Director, Diagnostic Medical Sonography	
Emily Rios	Academic Dean Program Director, Respiratory Therapy	MBA Saint Leo University, St. Leo, FL BS in Cardiopulmonary Sciences University of Central Florida, Orlando, FL AAS in Respiratory Therapy Frederick Comm. College, Frederick, VA
Marlena Stefanek	Program Director, Medical Assisting	AS in Medical Assisting Florida Metropolitan University, Orlando, FL Certified Medical Assistant AAMA
Rosalinda Delgado	Diagnostic Medical Sonography Clinical Coordinator	ARDMS, CVT, and OB

Central Services Staff

Dr. Jon Coover	Chief Executive Officer
Michele Sinusas	Chief Information Officer
Michael Kaczynski	VP and General Counsel
Paul Somogyi	Vice President of Information Technology
Ruthann Wolverton	Senior Vice President of Student Outcomes
Celine Carnevale	Vice President of Student Affairs
Erika Winans	Vice President of Academic Services
April Lupinacci	Vice President of Compliance and Licensure
Wade Charlton	Regional Vice President of Operations
Shannon Guida	Executive Student Finance Director

