

AMERICAN COLLEGE OF HEALTHCARE

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CATALOG

JULY 31 - DECEMBER 31, 2012

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MISSION STATEMENT

The AMERICAN COLLEGE OF HEALTHCARE offers industry driven health education programs to individuals that are seeking to establish a foundation that leads to a rewarding career or to enhance the continued development of an existing career in a health related field

The college believes that long-term career success relies on continued education **and** personal enrichment. To achieve this goal, the college provides a quality and **holistic (whole person)** educational opportunity to a diverse student body - a student body which understands that a commitment to achieve one's goals begins with a continuous and progressive process of self-improvement.

Therefore, we offer an educational approach which culminates in students who:

- are committed to a health related career
- are able to apply skills and knowledge acquired to excel in both their professional and personal lives
- are loyal to self and each other
- are prepared to assume leadership roles
- understand the importance of continued education as a means to upward mobility and personal enrichment

The AMERICAN COLLEGE OF HEALTHCARE aims to provide its students with a competitive edge in the healthcare industry by providing quality educational programs with industry driven curricula for industry demanded professions. Our students, faculty, staff and advisors are all involved in an interwoven pattern which demonstrates the positive effects to be gained from teamwork, professionalism, and a desire for ethical career advancement. By providing quality services, **our goal is to develop graduates who have the knowledge and skills along with the insight and wisdom which allows them to maintain:**

- long-term career success in a health related field
- high self esteem
- a tolerance for difference
- community involvement
- the desire and the ability to be the very best that they can be

STATEMENT OF OWNERSHIP

THE AMERICAN COLLEGE OF HEALTHCARE (ACH), Riverside is owned and operated by American Education Systems, Corp.

INSTITUTION OFFICERS

Amir Baniassad, President, CEO
Siavash Badiei, Vice-President, CFO

APPROVAL TO OPERATE

The AMERICAN COLLEGE OF HEALTHCARE (ACH), at 11801 Pierce St., Riverside, CA 92505 is a private institution and was granted institutional approval to operate from the Bureau for Private Postsecondary Education, pursuant to California Education Code, relating to private postsecondary education. Approval to operate means compliance with state standards as set forth in the Ed. Code.

THE FOLLOWING PROGRAMS ARE OFFERED:

PROGRAM CODE	PROGRAM NAME	CIP	CLOCK HOURS	WEEKS	CREDIT UNITS
ST	Surgical Technology	51.0909	1804	71	119
PTA/MT	Physical Therapy Aide/Massage Therapist	51.0806	900	35	56
MAA	Medical Administrative Assistant	51.0716	744	29	47
MA	Medical Assistant	51.0711	900	35	56
MBC	Medical Billing and Coding	51.0714	900	35	56
PT	Pharmacy Technician	51.0805	900	35	56

Students, who successfully complete programs of study, will be awarded appropriate diplomas verifying that fact as required by California Statute. Prospective enrollees are encouraged to visit the physical facilities of the college and discuss personal educational occupational plans with staff prior to enrolling or signing an enrollment agreement. The College participates in private, state and federally funded student financial aid programs that provide grants and loans that pay for portions of tuition and fees if the student is eligible. Students are provided a school catalog either in writing or electronically prior to signing an enrollment agreement.

This catalog covers the July 31, 2012 – December 31, 2012 school year

All information in the content of this school catalog is current and correct and is so certified as true by Amir Baniassad, Chief Executive Officer.

The catalog is reviewed prior to each class start for accuracy. Any revisions or updates will be added to the catalog as an addendum or reprint of the catalog including the date of revision.

STATE LICENSE / ACCREDITATION

The Bureau for Private Postsecondary Education granted approval to American College of Healthcare to operate as an accredited institution under the terms of California Education Code (CEC) section 94890(a)(1) per CEC section 94890(b). Approval to operate means compliance with state standards as set forth in the Ed. Code.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
P.O Box 980818, West Sacramento, CA 95798
Tel: (916) 574-7720

American College of Healthcare, Riverside is **institutionally** accredited by ABHES for non-degree programs and **programmatically** accredited by ABHES for the Surgical Technology Program:

(ABHES)
ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS
7777 Leesburg Pike, Suite 314 North, Falls Church, VA 22043
Tel: (703) 917-9503

The Accrediting Bureau of Health Education Schools (ABHES), is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7489 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site: www.bppe.ca.gov.

The American College of Healthcare is approved by the California State Approving to enroll veterans & other eligible persons.

The American College of Healthcare is eligible to participate in the Department of Defense Tuition Assistance program.

PROGRAM INTRODUCTION

The American College of Healthcare educational programs were created to meet the specialized needs of the healthcare industry. Our institute offers industry standard facilities, equipment, dedicated instructors & administrative personnel.

The AMERICAN COLLEGE OF HEALTHCARE does not provide English as a second language instruction. All programs are taught in English only.

Students document proficiency in English language by means of successfully passing a standardized entrance examination prior to enrollment and signing an enrollment agreement. The entrance examination is given in English only.

All programs are residential and no distance education is offered. A combination of lecture, demonstration, lab and clinical/internship experience are used as types of instruction.

HISTORY AND PHILOSOPHY

The AMERICAN COLLEGE OF HEALTHCARE was founded in January, 1993, as a learning institution specializing in health education. Over the years, the need for well qualified, technical healthcare professionals has grown and expanded due to the ever increasing regulatory requirements for all medical providers. The current healthcare environment is demanding multi-skilled employees who can work effectively in teams.

The staff and advisors of AMERICAN COLLEGE OF HEALTHCARE have responded by developing a specialized, industry oriented curricula, resulting in excellent training programs for the career minded student. We believe that applied learning is the best way to increase the students' retention and comprehension rate. It is for this reason that we combine an externship/directed clinical program in addition to lab work.

The AMERICAN COLLEGE OF HEALTHCARE changed ownership in May 2009 and since then is operating with its new directors, faculty and staff members.

The AMERICAN COLLEGE OF HEALTHCARE is in the business of growing people - people who are stronger, more autonomous, more self-reliant, more competent and self-directed. We expect the best from people and believe that all people have aspirations and potential to succeed. We believe that, given an opportunity desired, coupled with assistance in opening employment doors that allow for application of training, individuals will take the opportunity and excel.

It is our educational goal to open doors and assist in creating access to opportunity for individuals who have the desire, aspirations and the level of commitment necessary for succeeding in a new career.

STATEMENT OF NON-DISCRIMINATION

The AMERICAN COLLEGE OF HEALTHCARE provides equal opportunity to all applicants and no persons shall be denied admission, graduation, supportive services or any other rights or privileges of the programs offered because of race, national origin, sex, sexual orientation, age, physical challenges or religious affiliation.

ACADEMIC FREEDOM

The AMERICAN COLLEGE OF HEALTHCARE is dedicated to ensuring that all faculty enjoy academic freedom during the education process. In keeping with the desire to foster inquiry and critical thinking, the faculty are free to address significant issues, provided that the opinions offered are clearly presented as those of the individual, not those of American College of Healthcare. Students have the freedom to explore any field or hold any belief without interference from an instructor.

FACILITIES

The AMERICAN COLLEGE OF HEALTHCARE Main Campus is located at 11801 Pierce St., #100, Riverside, CA 92505.

Additional classrooms are located in close proximity to the Main Campus at the following addresses:

4181 Flatrock Drive, #100 Riverside, CA, 92505,

4187 Flatrock Drive, #200, Riverside, CA, 92505 &

11850 Pierce St., #100, Riverside, CA 92505

The facilities and the equipment utilized fully comply with all federal, state and local ordinances and regulations, including fire, building and health and safety codes. Equipment is owned by the institution. There is necessary equipment used for instructional purposes to enable students to achieve their educational objectives of each program.

The campus contains classrooms that are appropriately furnished with laboratory and instructional furniture for the type of work performed. The Resource Center/Library offers limited reference sources and material related to the college curricula.

An outside area is available for smoking. Parking at no charge is available for students who drive to school and restrooms and classrooms are wheelchair accessible. The facility includes a student lounge area equipped with a microwave. Testing areas, and other support services and administrative offices are also included. The campus is conveniently located near good public transportation and has easy access to the freeway.

HOURS OF OPERATION

OFFICE HOURS:

8:00 AM to 7:00 PM – Monday through Thursday and

8:00 AM to 6:00 PM on Fridays

CLASSROOM HOURS FOR MA, MAA, MBC, PT & PTA/MT PROGRAMS:

Morning Classes: 8:00 AM to 1:00 PM - Monday through Thursday and
8:00 AM to 12 noon on Fridays

Afternoon Classes: 1:00 PM to 6:00 PM - Monday through Thursday and
1:00 PM to 5:00 PM on Fridays

Evening Classes: 6:00 PM to 11:00 PM - Monday through Thursday and
6:00 PM to 10:00 PM on Fridays

CLASSROOM HOURS FOR THE ST PROGRAM ONLY:

Morning Classes: 8:00 AM to 2:00 PM - Monday through Thursday

Afternoon Classes: 2:00 PM to 8:00 PM - Monday through Thursday

Note: Surgical Technology students are on the same schedule with other students until they enter the Surgical Technology portion of their program.

Externship/Clinical Rotation:

Externships/Clinical Rotations are offered during various time-frames according to the needs of the specific program. Hours are set by the host site and will vary.

OBSERVED HOLIDAYS

Holiday	2012
Winter Recess	January 1, 2
Martin Luther King, Jr.'s Birthday	January 16
President's Day	February 20
Memorial Day	May 28
Independence Day	July 4
Labor Day	September 3
Thanksgiving Day	November 22 & 23
Winter Recess	December 24, 2012 thru January 1, 2013

CLASS SIZE

The maximum number of students in a typical classroom lecture setting is 30 students.
The typical number of students in a laboratory practical application setting is 20 students.
The Surgical Technology program laboratory maximum is 12 students.

ADMISSIONS

ENROLLMENT

The college has open enrollment and students may enroll at any time; however, scheduled class start dates in each program are the only days that students may begin classes. Program tentative start and end dates are listed at the back of the catalog as an insert. Enrollment is limited and the college will maintain a waiting list according to eligibility date.

REQUIREMENTS AND PROCEDURES

An individual should apply for admission as soon as possible to be officially accepted for a program and starting date. Applicants may apply for enrollment by contacting Admissions at AMERICAN COLLEGE OF HEALTHCARE, completing an enrollment application and receiving a program presentation and facility tour. Applicants and their families are encouraged to participate in the program presentation, so that they may have an opportunity to ask questions.

The applicant must follow admission procedures and meet the following criteria in order to be considered eligible for consideration of enrollment into a program:

- Be at least 18 years of age (under 18 must have parent approval)
- Possess a High School Diploma, GED, CHSPE or be accepted as an ATB Student
- Attain a passing score on the Wonderlic Entrance (SLE) test***
- complete an interview questionnaire
- complete a personal interview with Admissions
- complete and sign a Statement of General Health

Note: Students applying for enrollment in the Surgical Technology program with a felony or misdemeanor conviction should be aware that they may not be eligible for clinical rotation assignment due to facility required background checks. Students who do not complete clinical rotation are not eligible for graduation.

** Admission requirements are based on an individual's ability to succeed in the program. A commitment to learning and the desire to pursue a career are important considerations.

The American College of Healthcare does not sponsor visa to students from other countries.

ABILITY-TO-BENEFIT STUDENTS

A student is considered an ability-to-benefit (ATB) student when they are accepted for enrollment but do not have a high school diploma or GED. The college will allow a student without a high school diploma or GED certificate to enroll in the following training programs (Medical Assistant, Medical Administrative Assistant, Medical Billing & Coding, Physical Therapy Aide/Massage Therapist & Surgical Technology), provided the prospective student meets all other admissions criteria, including attaining the minimum score of 200 on the verbal exam and 210 on the quantitative exam on the Wonderlic Basic Skills Test (which is an approved ability to benefit examination), depending on the program of study, AND is interviewed individually by the Director and/or designee.

The Wonderlic Test must be independently administered, i.e. administered by someone other than a school employee, owner, or one having a personal or business relationship to an employee or owner. Students who are accepted under the ability to benefit policy will be given a list of places for GED classes and tests.

The institution doesn't admit ability-to-benefit (ATB) students in the Pharmacy Technician program. Students admitted as Ability-to-Benefit students are not eligible for Title IV funding on or after July 1, 2012.

ADMISSIONS PROCEDURE

Upon completion of an application for enrollment, interview questionnaire, passing a nationally recognized standardized ability to benefit test and completing an interview with an admission representative and touring the facility; satisfactory arrangements will be made for the full payment of tuition.

ACCEPTANCE TO THE PROGRAM

Once the admission process is completed, Administration reviews the admissions criteria to determine eligibility. The applicant will be notified of the determination within seven days. The program reserves the right to reject any applicant that it determines will not benefit from the training. Upon approval from Administration, the student will sign an enrollment agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).

CREDIT FOR PREVIOUS TRAINING

The Director of Education will evaluate previous education and training that may be applicable to an educational program offered at AMERICAN COLLEGE OF HEALTHCARE. Students applying for advanced standing must submit an official transcript with catalog class descriptions to the college for review prior to beginning their program of study.

Credit may be given if the education and/or training were completed at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) where classes and credit values are comparable to those offered at AMERICAN COLLEGE OF HEALTHCARE and a grade of C or 70% or better was attained. Students may be required to demonstrate competency in requested transfer classes. Transfer credits are not used in determining grade point averages.

Recognition of credits earned at another postsecondary institution is limited to no more than 50 percent of the total hours required for completion of a designated program. The AMERICAN COLLEGE OF HEALTHCARE does not grant credit for experiential learning. The institution will conduct an evaluation of previous education and training for all eligible persons, grant appropriate credit, shorten the training period proportionately, reduce cost proportionately and notify the student accordingly. The American College of Healthcare has not entered into an articulation or transfer agreement with any other college or university.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at American College of Healthcare is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending American College of Healthcare to determine if your credits or diploma will transfer.

LICENSURE

PHARMACY TECHNICIAN

Requirements to be licensed for Pharmacy Technician by the California State Board of Pharmacy are as follows:

You must satisfy all requirements for licensure at the time of submitting your application to the State Board of Pharmacy. To be licensed as a pharmacy technician in California, you must qualify under A, B, or C as listed below and be a high school graduate or possess a GED certificate.

- A. If you are qualifying by one of the following methods, and Affidavit of completed course work or graduation for pharmacy technician must be submitted with your application.
 - An Associate Degree in Pharmacy Technician
 - Any other course that provides at least 240 hours of instruction as specified in Title 16 California Code section 1793.69C).
 - A training course accredited by the American Society of Health-System Pharmacists; or
 - Graduation from a school of pharmacy accredited by the Accreditation Council for Pharmacy Education (ACP)
- B. If you are certified by the Pharmacy Technician Certification Board (PTC), you must submit certified true copy of your PTCB certificate or the original certificate with your application.
- C. If you are qualifying by training provided by a branch of the federal armed services, you must submit a copy of you DD214 with you application.

All Applicants are required to have their fingerprints processed via Live Scan if you reside in California. The fingerprints are electronically submitted to the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI) for a criminal background check.

All applicants are required to complete a NPDB-HIPDB Self Query Report. This report is governed by US Department of Health and Human Services. The report shall be submitted in the original sealed envelope with the Pharmacy Technician application.

All applicants are required to produce an official high school transcript or GED to the California State Board of Pharmacy.

For more information on the process for applying for a pharmacy technician license and application may be obtained on the California State Board of Pharmacy website at www.pharmacy.ca.gov.

ACADEMIC SCHEDULE

Students may enroll at any time; however, scheduled program start dates are the only days that students may begin classes. Start dates and end dates are listed as an insert at the back of the catalog. The program has limited enrollment and will maintain a waiting list of eligible students according to eligibility date. However, due to the request and demand for such training, we anticipate steady growth and would therefore have to add additional start dates. In order to meet the needs of the industry, we reserve the right to change or cancel class start dates at our discretion in order to better serve and meet the needs of the industry and prospective students.

PROGRAM CHANGES

The AMERICAN COLLEGE OF HEALTHCARE reserves the right, at its discretion, to make changes in program content, materials and/or schedules in the interest of improving the quality of the student's training or where deemed appropriate due to industry changes. The college also reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate.

ADMINISTRATIVE POLICIES

ACADEMIC ACHIEVEMENT

GRADING STANDARDS

A grading system of letter grades, percentages and quality points measures the progress and retention of the student's knowledge and skills.

Tests, quizzes and final exams are administered for each course to monitor progress. The final grade for the entire program will be determined by averaging the final grades for each course.

Final Grades are made up of the following components:

For programs that include a lab is as follows:

Final Exam	25%
Tests and Quizzes	20%
Professional Performance Standards	15%
Lab Skills	30%
Homework	10%
Total	<u>100%</u>

For programs that do not include a lab, the evaluation scale is as follows:

Final Exam	40%
Tests and Quizzes	35%
Professional Performance Standards	15%
Homework	10%
Total	<u>100%</u>

Students will be informed of their progress in each course by grades given on tests, papers, final exams and other assignments. Quality points, which contribute to the student's grade point average (GPA), are outlined as follows: The GPA is determined by dividing the total of courses attempted into the number of quality points earned. Calculation is done on both a quarterly and cumulative basis. Withdrawal Passing (WP), Withdrawal Failing (WF) Test Outs (TO) and Transfers (T) and (I) incompletes are not included in the GPA Calculation.

QUALITATIVE MEASUREMENTS

The meaning of each grade and its equivalent percentage or quality point value is as follows: Students must achieve a grade of 70 percent (2.0 GPA) or higher in each course.

GRADE POINT VALUE	MEANING	SKILL STANDARD	PERCENTAGE	QUALITY
A	Excellent	Consistently exceeds competencies	90 – 100	4.0
B	Above Average	Meets and often exceeds competencies	80 – 89	3.0
C	Average	Generally meets competencies	70 – 79	2.0
F	Failing	Does not meet competencies - Skills not acquired	69 or lower	0.0
I	Incomplete	Class not completed - Skills not acquired		
T	Transfer	Transfer credits accepted from other institutions		
TO	Test Outs	Credit given for courses that students have challenged through a passing test grade		
WP	Withdrawal Passing			
WF	Withdrawal Failing			

GRADUATION REQUIREMENTS

To be eligible for graduation, students must:

- successful completion of the program of study with a minimum of 70% in each course.
- successfully complete 67% of units attempted.
- complete all required program check-offs.
- fulfill all financial obligations to the program and attend the graduate/financial aid exit interview.

Diplomas will be awarded to each student who fulfills the graduation requirements.

Diplomas will reflect the achievement of those students who graduate with honors.

HONORS

HONORS AND PRESIDENT'S LIST

Honors and President's Lists are formal recognitions of superior academic achievement. Students who earn a term grade-point average from 3.25 to 3.74 are named to the Honors List. Students who earn a term grade-point average from 3.75 to 4.00 are named to the President's List. Only full-time students in graded courses ("A"- "C") who earn no grade lower than a "C" and maintain 95% attendance may qualify for these honors. All students named to the Honors and President's Lists are eligible to receive Honors and President's Lists certificates.

GRADUATION WITH HONORS

Students who meet the requirements for graduation and whose cumulative grade-point averages meet the following criteria are graduated with the honors indicated.

<u>HONOR</u>	<u>MINIMUM GRADE POINT AVERAGE</u>	<u>ATTENDANCE</u>
Cum Laude (with praise)	3.50	85 – 90%
Magna Cum Laude (with great praise)	3.75	90 – 95%
Summa Cum Laude (with highest praise)	4.00	95 – 100%

REQUIRED STUDY TIME

In order to successfully complete the required course assignments, a student is expected to spend time studying off-site. The amount of time will vary according to the individual students' abilities and course load. Students are responsible for reading all study materials issued by their instructor and must turn in assignments at the designated time.

EXTERNSHIP / DIRECTED CLINICALS

Students may be requested to pass a drug screening test and background check prior to their clinical or externship placement. Host sites for Surgical Technology clinical rotation require background checks prior to placement. Failure to pass background checks will prevent students from being assigned to clinical rotation. Students that do not complete their clinical or externship experience will not be eligible to graduate. Students must be current with required immunizations, course work, and tuition planning arrangements and paperwork to be eligible for externship/clinical.

The clinical and externship experience is scheduled by the program for the student. A student performs his/her clinical or externship hours at a program specified site, and according to the times set by the host site. Students should expect the hours and days to vary depending on the host site. Students are required to arrange and pay for their own transportation to and from their assigned clinical or externship experience.

A student can benefit several ways by completing their clinical or externship experience successfully. The clinical or externship experience gives the student the opportunity to receive industry-related, real-life, hands-on training experience. Potential employment contacts can be made and the experience can be included on a resume. Students are encouraged to treat their clinical or externship experience as if it were a permanent full-time job. A positive clinical or externship experience could lead to potential employment. Policies listed in this catalog and additions made by Administration apply to all students during their clinical or externship experience also.

In order to participate in a clinical or externship experience, a student must sign and accept 100% of the terms and conditions in the "Conditions for Externship/Clinical Rotation Agreement". The agreement outlines specific terms and conditions that apply to the externship/clinical rotation. Students who do not sign and accept 100% of the terms and conditions of the agreement will not be allowed to enter into clinical rotation or externship and will be terminated from the program.

Students who are terminated from an externship or clinical rotation site due to work behavior issues (i.e. unprofessionalism, misconduct, insubordination, attendance, tardiness, leaving early, no-show no-call, failure to follow policy and procedure etc.) may be terminated from the college.

NOTE: ALL STUDENTS SHOULD BE AWARE THAT THE EXTERNSHIP COMPONENT OF THEIR PROGRAM IS ALMOST ALWAYS OFFERED DURING 'DAYSHIFT' OFFICE HOURS.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

MINIMUM ACADEMIC (QUALITATIVE) ACHIEVEMENT

On a 4.0 scale, students must obtain a minimum grade point average of at least 1.25 at the end of the first 25% of the program length; a 1.50 grade point average at midpoint of the program length; 1.75 at 75% of the program length and achieve a 2.0 cumulative grade point average upon graduation.

MINIMUM QUANTITATIVE ACHIEVEMENT

As a measure of quantitative achievement for successful class completion students must complete 67% of attempted units at each stated evaluation point.

APPLICATION OF STANDARDS

These satisfactory progress standards apply to all students regardless of enrollment status.

MAXIMUM PROGRAM LENGTH

The length of time it takes a student to complete a program must not exceed one and one half times the length of the program normally required to complete the program. A student who does not complete a program in one and one half times the length of the program normally required (minus any approved LOA days, scheduled holidays, in-service days, other scheduled school days off), may be subject to termination. Students should be aware that a student, who is terminated for non-completion by the maximum program length, may not be eligible for re-enrollment. Re-enrollment is on a case by case basis.

ACADEMIC PROBATION

Students will be placed on academic probation if the students' cumulative GPA at the evaluation points is less than that required at each evaluation point and/or the students' successful class completion rate falls below the minimum standard of 67%. Students will be notified in writing that he/she has been placed on academic probation. Students on academic probation will remain eligible to receive financial aid during the probation period.

Students who are placed on academic probation will be given 15 Weeks to raise their cumulative GPA and/or class completion ratio to the required level. If, at the end of the probationary period, the required cumulative GPA and/or class completion ratio has not been achieved, the student will not be eligible to receive financial aid and may be terminated from the College.

Students will be removed from academic probation by meeting one or more of the following policy criteria for satisfactory academic progress, based on the reason for academic probation:

- raise his/her successful class completion ratio to the minimum standard of 67% or better and/or
- raise his/her cumulative GPA to the minimum required for the applicable evaluation point.

All students placed on probation will be counseled to determine if any available support services would aid in helping them improve their academic progress and will be given tutoring if requested. A student will be considered to be making satisfactory progress during their probationary period and will be eligible for financial aid. Every effort will be made to ensure that a student is able to successfully complete the program.

APPEAL PROCEDURE

Students who are placed on a probation and or termination status for failure to maintain satisfactory academic progress may appeal. A written statement describing the extenuating circumstances must be submitted to the Campus Director. The Campus Director will determine the date of re-entry if applicable.

1. Students must submit their signed and dated appeal to Administration within 21 calendar days from the date of the notification of loss of eligibility.
2. Students must include a written statement explaining the extraordinary circumstances their control and for which they could not plan that resulted in unsatisfactory academic progress and the reason for appeal.
3. A student must also document how these circumstances impacted their studies along with the corrective action to be taken, as applicable.
4. Non-returnable copies of supporting documentation must accompany the appeal form to support the student's case.
5. Undocumented appeals will be returned to the student unprocessed.

A student will be notified in writing within 10 days of the appeal determination. All appeal determinations are final. Reinstatement or continuation of financial aid will only be granted for extraordinary circumstances. If the appeal is approved, the student will be placed on "Extended Probation" status for a period of 4 weeks. Students who do not meet minimum Satisfactory Academic Progress standards by the end of the Extended Probationary period will be terminated. A student is allowed one appeal.

CONTINUATION AS A NON-REGULAR STUDENT

If a student fails to meet the minimum academic achievement standards described above at the end of the probationary period or extended probationary period, the student may no longer continue at AMERICAN COLLEGE OF HEALTHCARE as a regular student and is no longer eligible for federal and state student aid. However, if approved by the Campus Director or Designee, the student may continue as a non-regular student for a period of time not greater than one term and will not be eligible for federal and state student aid in order to retake classes or to practice skills which the student was previously unsuccessful. During this period (not greater than 4 weeks) the student will be charged tuition consistent with stated tuition fees.

REINSTATEMENT AS A REGULAR STUDENT

Students who are terminated for not meeting the minimum requirements of the Satisfactory Academic Progress Policy may be reinstated as a regular student if a student demonstrates, after retaking classes or practicing skills over a period of at least 8 weeks, that he/she is academically and motivationally prepared to continue in the program, the student may be reinstated as a regular student. The Campus Director or Designee must approve reinstatement and the reinstatement is based on evaluations made by instructors who are familiar with the work of the student. If reinstated as a regular student, the student will be placed on probation for 4 weeks.

NON-MATRICULATING STUDENTS

Students wanting to attend class(es) of study that do not constitute a complete program of study for purposes of professional enhancement or personal development are considered non-matriculating. Students attending ACH as non-matriculating students must comply with all policies, rules, standards and regulations of the college. A non-matriculating enrollment agreement must be signed. Upon successful completion of a class(s) of study, the student will receive a certificate of completion for the specific class(s) completed. Job placement assistance is not offered to non-matriculating students.

CLASS REPEAT POLICY

Students may repeat a failed class. If repeating the failed class(es), the length of the program must not exceed one and one half times the length of the program normally required to complete the program. Additionally, students may be charged the current rate for the repeated class(es).

MAKE-UP HOURS POLICY AND INCOMPLETES

The opportunity to make up work is not automatic. It is considered a privilege and shall not be used in the place of the attendance policy. Make-up work requires approval by the instructor and is documented as a part of the student's permanent record.

A successful student recognizes the importance of classroom attendance and student participation. Enrollment in College programs assumes maturity, seriousness of purpose, and self-discipline. Regular class attendance is critical to successful completion of each course and program. Attendance is recorded daily for each class and monitored by the instructor.

Nothing replaces in-school student-to-teacher contact (residential model). However, we are cognoscente of the fact that life happens and wish to provide every opportunity for student learning and success. Students are encouraged to make up missed classroom hours.

This policy is the exception and not the rule. In order to continue offering quality programs with integrity we highly recommend that make-up hours not exceed 25% of any one course. Students using make-up hours do not meet criteria to be awarded perfect attendance.

Make up hours are to be documented by using Make-Up Hours Log. Hours will be made up hour for hour, day for day. One log sheet will be required for each day of make-up opportunity.

RETESTS

Students who are not in attendance on the day of or do not pass a test, quiz or final exam with 70% or better may have to retest. Approval by the instructor is required for retesting. Students that retest will have their test score reduced by 10% of the total retest grade.

NON-CREDIT, REMEDIAL COURSEWORK

Students enrolled at AMERICAN COLLEGE OF HEALTHCARE are not offered non-credit or remedial coursework. Non-punitive grades (pass-fail) are not counted towards the student's GPA, but are considered in the program's maximum timeframe.

COURSE WITHDRAWALS

Week 1

Students who wish to withdraw from a course during the first five school days will be considered a cancel. The students name will cease to appear on any class roster or grade report and grades will not be recorded.

Week 2 through completion of Program

A student is considered to have withdrawn from the program when:

- the student's withdrawal is in writing (no particular format required) to the school at their address. Written notice sent by mail shall have an effective date of mail deposit for notices properly addressed and postage prepaid.
- the student is terminated by the program.
- after the student fails to attend school for 14 calendar days. The date of withdrawal will be considered the last date of recorded attendance.

Students contemplating withdrawal should be aware of the following:

- the course of study they are currently enrolled in is counted in their maximum program completion time;
- they will have to wait until another program start date to repeat the course and this may cause them to exceed their maximum program completion time;
- they may have to repeat the course from which they withdrew prior to receiving a final grade;
- tuition costs may be affected.

READMISSION REQUIREMENTS

Students who have withdrawn from classes or have been terminated from the program will not be allowed automatic readmission. Any student who wishes to be considered for readmission must submit a written request to the Campus Director and/or designee explaining the reasons for requesting readmission.

ATTENDANCE POLICY

A successful student recognizes the importance of classroom attendance and student participation. Enrollment in College programs assumes maturity, seriousness of purpose, and self-discipline. Regular class attendance is critical to successful completion of each course and program. Attendance is recorded daily for each class and monitored by the instructor. All classes will follow at least a minimum attendance policy as follows:

Class absences or tardiness may result in a reduced grade, regardless of academic performance on tests, quizzes, or assignments.

Absences of ten (14) calendar days without contact may result in termination of enrollment from the College. The Director of Education will make a determination as to whether the student's enrollment may be considered for extenuating circumstances under appeal. A student that has been terminated for attendance may qualify for reinstatement to the College by the School Director and Director of Education's. The student must wait until the start of the next regularly scheduled session or next available course to re-enter the program. A student wishing to re-enter must be able to complete the program of study within the required maximum timeframe for completion and must also meet the requirements for satisfactory academic progress.

Students who show up for 15 minutes late for class will receive a tardy. Excessive tardiness will be noted and may result in disciplinary action by the instructor. Therefore, all students are expected to attend the entire class session each day and arrive and leave on time.

Under no circumstances will an absence release a student from completing all work assigned in a given course. After an absence, it is the student's responsibility to check with the instructor about the completion of missed assignments.

COURSE REPETITION, INCOMPLETE AND WITHDRAWAL

Students may be required to repeat a module in order to satisfy graduation requirements. Students receiving a final grade of "F" for a module will be required to repeat the module. If a student fails the module a second time, he/she will be dropped from the program. Once a student repeats a module in which he/she received a grade, the final grade replaces the original grade, and is recomputed in the cumulative module grade point average. The original grade is maintained in the student's transcript but not calculated in the new grade point average.

Students earning a grade of Incomplete ("I") will have a period of time not to exceed four (4) weeks (one module) in which to complete the requirements of the module and receive a letter grade.

Failure to submit the required work in the prescribed time will result in a grade of "F". A grade of "I" or the number of credits attempted will not be considered in the calculation of the student's grade point average until it is changed to a letter grade. Any course within a module from which a student has withdrawn prior to its completion may result in the student repeating the module in its entirety.

DEFINITION OF AN ACADEMIC YEAR

The AMERICAN COLLEGE OF HEALTHCARE Academic Year is based upon the quarter system. The Academic Year is defined as 36 quarter units and 30 weeks.

LEAVE OF ABSENCE ON SATISFACTORY ACADEMIC PROGRESS

The Campus Director or the Director of Education may grant leaves of absences and/or waive interim satisfactory standards for certain circumstances. At the time of a request for an LOA, a student must be satisfactorily progressing academically.

Students who find it necessary to take a leave of absence must make a written request to administration and approval is granted on an individual basis. LOA's that are properly approved will be maintained in the student's permanent file. LOA's approved for students receiving Title IV funding may not exceed 180 consecutive days in one 12 month period. Students returning from leave of absence may have to wait for the appropriate course to be offered, which may cause them to exceed their maximum program completion time. Tuition cost may be affected. Failure to return from a leave of absence will result in termination from the program. Standards of satisfactory progress will not be affected during an approved leave of absence. If the student is a Title IV loan recipient, prior to granting the LOA, the effects that the student's failure to return from an LOA may have on the student's loan repayment terms, including the expiration of the student's grace period will be explained.

LIABILITY

All personal property is the sole responsibility of the student, and AMERICAN COLLEGE OF HEALTHCARE does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

RECORD RETENTION

All records are kept and maintained for a period of not less than 5 years & transcripts are kept indefinitely. Upon proper request, student records are available to students or to their legally designated representatives. All records that the school is required to maintain, in accordance to the Private Postsecondary and Vocational Education Reform Act of 1989, are available during business hours for inspection by the Council, the Attorney General, and District Attorney or City Attorney, Accrediting Bureau for Health Education Schools, and the Student Aid Commission.

CODE OF CONDUCT

The AMERICAN COLLEGE OF HEALTHCARE strives to provide a professional learning atmosphere that emulates the daily working environment. Students are required to follow rules of conduct that are typically expected in the working world. Students may be placed on probation, or terminated for violation of conduct rules. The following list is not meant to be all inclusive, but rather examples of certain actions that would be considered in violation:

- dishonesty
- use of profanity
- insubordination/failure to follow directives
- violation of safety rules
- use or sales of alcohol and/or drugs on program property
- smoking in areas designated as "non-smoking"
- unprofessional conduct
- vandalism of program property or equipment
- positive drug screening tests
- duplicating school software programs and/or materials without approval
- removing school property from school premises without approval
- threats or acts of violence
- arriving to school under the influence of any chemical substance
- carrying firearms or knives on school property
- refusal to take tests, finals or complete projects, assignments, presentations and/or attend scheduled lab time.
- utilizing school equipment and/or supplies not assigned or checked out to the student or improper use of equipment and/or supplies
- failure or refusal to adhere to the policies and/or procedures set forth in this catalog.

A student will be removed from probation if, in the opinion of the Program Director/ Executive Director and/or designee, the student demonstrates an adherence to the conduct rules. Students who repeat code of conduct violations will be terminated.

HONOR CODE

Classes and activities at AMERICAN COLLEGE OF HEALTHCARE are conducted under the assumption that students are responsible individuals and will follow generally accepted social standards which prohibit plagiarism, cheating, dishonesty, theft, abuse or defacement of property, and drug and/or alcohol abuse. Individuals found to be in violation of these standards are subject to disciplinary actions that may include dismissal from the school.

MEALS

The student lounge has been provided for eating and drinking, and is the only area in the facility to be utilized for eating and drinking. Eating and drinking is not allowed in the classrooms or lab areas.

DRESS CODE

The AMERICAN COLLEGE OF HEALTHCARE is deeply interested in setting the stage for all students to assure success in their career endeavors. Many of our employers visit our facility to interview students for jobs, to give special lectures, as well as to instruct certain courses; so it is important that the students convey a professional image at all times.

The uniform is provided by the college. A list of items to be purchased will be supplied to the student by the school. The uniform is to be worn by all students from the beginning of the program through externship/clinical rotation. Each student will receive instruction during orientation as to how the ensemble is to be worn. Students are expected to maintain their uniforms in good condition and not substitute any of the garments in the ensemble for personal clothing without prior approval.

ADVISORY COUNCIL

It is the intent of AMERICAN COLLEGE OF HEALTHCARE to maintain a high level of community involvement. An advisory council comprised of healthcare professionals and prospective employers has been organized to achieve this objective.

Members of this council are appointed by management and/or at the suggestion of the faculty. The council functions under independent guidelines. The Council convenes no less than two times annually. The function of this council is to assist the faculty with keeping curriculum content consistent with current technology and to facilitate with job placement opportunities.

PHYSICAL EXAMINATION/HEALTH STATEMENT/ IMMUNIZATIONS

All students will be required to complete and return to the school a health statement and provide written evidence of a T.B. (Mantoux) test, along with required immunizations prior to externship. The T.B. test must not be over 12 months old by graduation. Due to the increased risk of Hepatitis B exposure to allied health professionals, the school strongly recommends that students in non-patient care programs also be inoculated for Hepatitis B prior to externship. The hepatitis B vaccine is a series of three (3) inoculations with recommended intervals of 0, 1 & 6 months. Students will have to sign a Hepatitis B waiver and hold harmless agreement until written proof of inoculation is provided.

In addition to the required health examination and T.B. (Mantoux) test, all students enrolled in the Surgical Technology program are required to provide proof of vaccination for the following: Rubella, Rubeola Mumps, Varicella, Hepatitis B, & Tetanus.

Students will not be eligible for clinical rotation assignment until written evidence of the above vaccinations; health examination and T.B. test are received by the college. Failure or refusal to provide the above requirements will be grounds for termination.

Students will not be eligible for clinical rotation or externship assignment until all immunizations are complete, financial obligations are current, financial aid paperwork is complete and current, all required course work and/or make-up work is complete. Students should also be aware that delayed clinical rotation or externship assignment will also change their anticipated graduation date, increasing the length of their program of study.

HEALTH / MEDICAL CARE

Students must take proper care of their health if they are to do the best in school. This means regular hours, plenty of sleep, sufficient exercise and nutritious food. Students who become seriously ill or contact a communicable disease should stay home and recover. Always remember to notify the school immediately. All medical and dental appointments should be made after school hours. The school will not be responsible for rendering any medical assistance but will refer students upon request to a medical facility.

BACKGROUND CHECKS AND DRUG SCREENING TESTS

Students may be required to pass a background check and random drug screening test prior to clinical rotation assignment. Failure to pass the background check and/or drug screening test will result in non-assignment to a clinical site and termination from the college. Students are responsible for paying for the background check and random drug screening test.

Note for Pharmacy Technician students:

If you have ever been convicted or pled no contest to a violation of the law in any state you must disclose this information to the Board of Pharmacy in your pharmacy technician application, include a full explanation of the type of violation, misdemeanor or felony and provide certified copies of all documents or arrest reports relating to the conviction. The Board of Pharmacy may deny an application for registration as a Pharmacy Technician based on criminal background. The board requires the applicant to have their fingerprints submitted via Live Scan at the time a pharmacy technician application is submitted.

LIBRARY POLICIES

Students are encouraged to use the reference books in the AMERICAN COLLEGE OF HEALTHCARE Library. Always use care with these materials and equipment. Additionally, students also have access to a virtual library. Students utilizing computers for non-program related purposes, will be disciplined and may be placed on probation, or terminated.

Students are allowed to remove books or magazines from the Library. They must be signed out through a staff member for a period not to exceed 1 day. No transcripts or diplomas will be issued while the student has Library materials. CD-Roms and Videos cannot be removed from the school premises.

EMERGENCIES

The school reserves the right to close during weather emergencies or other unusual circumstances. Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire course. Attendance on make-up days scheduled as a result of closure is mandatory.

FIRE AND SAFETY PRECAUTIONS

No smoking is allowed in the buildings. Smoking is permitted outside the building in designated smoking areas only. A receptacle is placed in the smoking area for you to discard your cigarettes.

The facility is equipped with a sprinkler system in case of fire.

In case of fire, immediately exit the building. From a safe location, away from any fire danger, call the fire department by using "911" emergency access. Be certain you know how to direct the fire department to these buildings: 11801 & 11850 Pierce St., Riverside, CA 92505 & to the 4181 & 4187 Flatrock Drive, Riverside, CA 92505.

First aid supplies will be found in the medical assistant laboratory and at the reception desk & are clearly marked as such.

Evening students will be required to park in the lighted front parking lot and leave the building together. Care must be taken that all cars start and each student is safely on their way.

MAINTENANCE OF SCHOOL ENVIRONMENT

Each student is responsible for maintaining their personal belongings in an orderly manner.

Books and clothing are to be kept in designated areas.

Food is not allowed in the classrooms. Only water in containers with lids is acceptable in the classroom. NO food or beverages are allowed in lab areas.

Students are allowed to place food items (except open containers) in the refrigerator. All items are to be taken home on a daily basis. Items left in the refrigerator at the end of the day will be disposed of.

A microwave oven is also provided for student use. Students are responsible for the microwave clean.

Disregard for the maintenance of cleanliness due to food/beverage consumption will result in the loss of these privileges.

Students will be required to assist in maintaining cleanliness in the classroom and break room. Cleanliness is part of the workplace and this is where habits begin.

CANCELLATION POLICY

You have the right to cancel your enrollment agreement for a program of instruction, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later, without any penalty or obligation, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

- Cancellation may occur when the student provides written notice of cancellation at the following address: 11801 Pierce Street, Riverside, CA 92505. This can be done by mail or hand delivery.
- The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
- The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
- If the enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration fee not to exceed \$100.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

SCHEDULE OF CHARGES

Prior to enrolling and signing an enrollment agreement, students are provided with a schedule of charges for a period of attendance. The schedule is listed under the Refund Example Table of the catalog by program and schedule at 10%, 25%, 50% and 60%.

REFUND POLICY

After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has occurred (including absences), there will be no refund to the student.

A registration fee of \$100.00 is a non refundable item.

Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student, it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay the balance.

Official withdrawal date is on the student's notification or school's determination. Academic credits earned but not paid for would not be released by the institution.

Determination of withdrawal from school: The withdrawal date shall be the last date of recorded attendance.

The student would be determined to have withdrawn from school on the earliest of:

- The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
- The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing. The withdrawal date shall be the last date of recorded attendance.
- The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

Students contemplating withdrawal should be aware of the following:

- The course of study you are currently enrolled in is counted in your maximum program completion time;
- You will have to wait until another program start date to repeat the course and this may cause you to exceed your maximum program completion date;
- You may have to repeat the course from which you withdrew prior to receiving a final grade;
- Tuition costs may be affected

PRO-RATA REFUND FORMULA

Deduct the registration, and from the total tuition charge as they are non-refundable

Divide this figure by the number of hours in the program

The quotient is the hourly charge for the program

The amount owed by the student for purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction

The refund would be any amount in excess of the figure derived in subparagraph (D) that was paid by the student

The refund amount minus the amount required by Return to Title IV, if applicable.

If a student cancels after the period described and has not completed the program, the refund is calculated as follows:

Assume that a student enrolls in a program with 900 clock hours. The total program cost is \$16,135.00 plus registration and CPR fees. The student completed 225 hours (25%) of the 900 clock hours.

1. $\$16,135.00 / 900 \text{ Hours} = \17.92 (Program Hourly Charge)
2. $225 \text{ (Hours Attended)} \times \$17.92 \text{ (Program Hourly Charge)} = \$4,033.75$ (Owed by Student)
3. The refund would be any amount paid towards tuition by the student in excess of \$3,236.225, according to the stated refund distribution order.

Once 60 percent of the enrollment period in the entire program has occurred (including absences), there will be no refund to the student.

STUDENT TUITION RECOVERY FUND (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by a third-party payer such as an employer, government program or unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

REFUND EXAMPLES TABLE

PROGRAM	Surgical Technology <i>1804 Hours</i>	Physical Therapy Aide / Massage Therapist <i>900 Hours</i>	Pharmacy Technician <i>900 Hours</i>	Medical Assistant <i>900 Hours</i>	Medical Administrative Assistant <i>744 Hours</i>	Medical Billing & Coding <i>900 Hours</i>
TUITION	\$32,525.00	\$16,485.00	\$16,485.00	\$16,485.00	\$13,478.00	\$16,485.00
10%	\$29,272.50	\$14,836.50	\$14,836.50	\$14,836.50	\$12,130.20	\$14,836.50
25%	\$24,393.75	\$12,363.75	\$12,363.75	\$12,363.75	\$10,108.50	\$12,363.75
50%	\$16,262.50	\$8,242.50	\$8,242.50	\$8,242.50	\$6,739.00	\$8,242.50
60%	0	0	0	0	0	0

DEFINITION OF A UNIT OF CREDIT

A clock hour is a class period of 50 to 60 minutes of instruction. A quarter credit hour is the equivalent of a minimum of ten (10) class hours of instruction, including appropriate homework and study. Laboratory courses have both practice work and classroom instruction; therefore, these courses require twenty (20) hours of instruction for one quarter credit hour. Externship/directed clinical courses require a minimum of thirty (30) hours of externship / directed clinicals for one quarter credit hour.

GRIEVANCE/APPEAL PROCEDURE

GRIEVANCE

STEP 1

If a student has a question or grievance regarding a program policy or procedure, he/she should direct the question or concern to the instructor first. The instructor will respond to the written question or concern within three (3) days.

STEP 2

If the problem is not resolved to the student's satisfaction by means of open discussion, the student may present the complaint to the Director of Education. The grievance will be reviewed and a response will be given within seven working days.

STEP 3

If the response does not resolve the grievance to the student's satisfaction, a written response should be submitted to the Campus Director. The grievance will be reviewed and a written response will be given within seven working days.

STEP 4

If the written response does not resolve the grievance to the student's satisfaction, a formal meeting will be scheduled after school hours. The meeting will be private and closed to the general student population. The meeting should be scheduled through Administration. The Campus Director, Director of Education and all persons involved in the grievance will be present.

Upon conclusion of the meeting a formal written response will be given to the student within (3) working days which will summarize the meeting's discussions and any resolutions to the grievance. If the resolutions listed in the written response from the formal meeting do not resolve the grievance to the student's satisfaction, he/she is encouraged to contact the following agency:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

P.O Box 980818, West Sacramento, CA 95798

Tel: (916) 574-7720

www.bppe.ca.gov

ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS

7777 Leesburg Pike, Suite 314 North, Falls Church VA 22043

Tel: (703) 917-9503

www.abhes.org

APPEALS

Students to be terminated are notified in writing and may appeal this decision to the Campus Director within one week of receiving their notice of termination. Appeals must be in writing.

SMOKING POLICY

Smoking inside the facility is not allowed. A specific area located on the side of the facility has been designated as the only smoking area. Areas surrounding the facility are not to be used for smoking. Smoking is allowed only before or after class hours and during breaks. Smoking materials must be discarded in appropriate containers.

TEXTBOOKS/EQUIPMENT

Certain textbooks and equipment are the property of AMERICAN COLLEGE OF HEALTHCARE. They are loaned to the students for their use during appropriate portions of the program and are then to be returned to the school. When a student receives a book or piece of equipment on loan, the student will sign a receipt for the book/equipment. Upon return of the book/equipment, the student will receive a release from the program stating that the book/equipment has been returned in usable condition.

If a textbook/equipment is lost or if it has been destroyed or damaged to the point that it is unusable the student must reimburse the school for the cost of the book/equipment. Books/equipment purchased by the student are to be kept by the student and utilized as reference material.

TELEPHONE CALLS

Telephone messages will be relayed to students only in the case of an emergency. Telephones in the offices are for faculty and staff use only.

STUDENT SERVICES

PLACEMENT ASSISTANCE

Placement assistance is offered to all of our graduates. We make every effort to assist our graduates in finding employment and encourage students to maintain satisfactory attendance, conduct and academic progress so they will be viewed favorably by prospective employers. However, it must be understood that placement is not guaranteed.

We devote dedicated time to developing and maintaining contacts in the professional community, where our graduates are referred for potential employment opportunities. Guest lecturers and employers are invited to the school routinely. A Professional Career Development program is provided to students to prepare them for seeking and obtaining employment. The AMERICAN COLLEGE OF HEALTHCARE participates in healthcare organizations and healthcare fairs that are utilized to promote graduate employment opportunities.

ACADEMIC GUIDANCE

Academic guidance is available to all students. If a student is in need of academic guidance he/she should first talk with his/her instructor. The instructor will assist the student when appropriate and will refer the student to administration for further academic guidance when necessary.

TUTORIAL SERVICES

Tutorial services are available to all students. If a student is in need of tutorial services, he/she should talk with his/her instructor.

STUDENT ACTIVITIES

Activities that encourage school spirit, student interaction and leadership development may be offered throughout the program. Student involvement is encouraged.

STUDENT HOUSING

The College does not provide student housing.

TRANSPORTATION ASSISTANCE

The school maintains a list of information on public transportation.

CHILDCARE ASSISTANCE

AMERICAN COLLEGE OF HEALTHCARE is not equipped or staffed to provide child care services to students.

FIELD TRIPS

When appropriate, visits are arranged to visit industry locations to give students the opportunity to observe real-life applications.

GUEST LECTURERS

Guest lecturers are invited throughout the program course to speak to students on current industry topics, career opportunities and to reinforce classroom training.

STUDENT AWARDS

Awards for outstanding achievement are presented to deserving students at graduation based on performance and/or faculty recommendations. Graduates find these awards to be an asset in preparing for future employment. The Education Department can provide information regarding the specific awards presented.

GRADUATION CEREMONY

A formal graduation ceremony is conducted three times each year. Participants include all eligible graduates.

SUBSTANCE ABUSE PREVENTION

The AMERICAN COLLEGE OF HEALTHCARE supports a "drug free" environment and has information available on drug abuse prevention for all students and employees.

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession or use of a controlled substance or alcohol within the parameter of the school is strictly prohibited. Employees and students violating this rule could be subject to disciplinary action up to and including termination. A random drug screening test may be performed on students prior to entrance into externship/directed clinicals. Positive drug tests and/or failure to comply with this requirement will result in disciplinary action up to and including termination.

ANTI-DRUG PROGRAM

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (public Law 101-226), AMERICAN COLLEGE OF HEALTHCARE has implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

The program consists of:

- (1) distribution of literatures to students and employees on the health and life threatening risks associated with the use of illicit drugs and alcohol.
- (2) dissemination of information to students and employees on the available drug and alcohol counseling services or rehabilitation programs.

The college strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, staff, and instructors. Any individual associated with American College of Healthcare who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

- **Individual Prevention Services, Riverside Mental Health: (951) 782-2400**
- **Loma Linda University Medical Center: 1(866) 910-1124**
- **Riverside County Substance Abuse Program: 1 (800) 499-3008 or (909) 955-2105**

TUITION PLANNING

AMERICAN COLLEGE OF HEALTHCARE believes that educational cost is primarily the responsibility of students and their families. The Financial Aid Office is responsible for the administration of all student financial aid. It provides information and financial counseling to students, and enforces program policies and regulations.

To receive any assistance under any Title IV, HEA program at an institution for any period of enrollment beginning on or after January 1, 1986, a student (and parent in case of Federal Plus loans) must not be in default or in delinquency on any loan made under the Federal Perkins/ National Direct/ Defense Student Loan Program (Title IV, HEA loan) for attendance at any institution, and must not owe a refund on a grant received under the Federal Pell Grant, Federal SEOG, or Federal CSIG program (Title IV, HEA Grant) for attendance at any institution.

Information contained in the Federal Aid Section of this catalog is current as of the date of printing. Due to the frequency of changes in these programs, the information may not be up-to-date. Current guidelines and regulatory information may be obtained in the Tuition Planning Office at the College. Consumer information given to students includes The Student Guide from the U. S. Department of Education.

Title IV Programs may be categorized as either "GIFT-AID" or "SELF-HELP AID". GIFT-AID consists of grants that are given to a student and it does not have to be repaid. SELF-HELP AID takes the form of loans which must be repaid.

The AMERICAN COLLEGE OF HEALTHCARE is approved by the US Department of Education to participate in the following Title IV Programs:

- Federal Pell Grants
- Federal SEOG
- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Direct PLUS Loan
- Federal Work Study

ELIGIBILITY CRITERIA

- High School Diploma / GED
- Citizen / Eligible Non-Citizen
- Pursuing a Degree / Certificate / Diploma at a participating school
- Demonstrate financial eligibility, if applicable for program
- Statement of educational purpose and Default over payment status
- Not in default / owe refund or repayment
- Not have borrowed in excess of annual or aggregate Title IV loan limits
- Confirmation of registration with selective service (if registration required)
- Maintain Satisfactory Academic Progress
- Possess a valid Social Security Number

FEDERAL PELL GRANT PROGRAM (Gift-Aid)

Federal Pell Grants are available to eligible undergraduate students who have not yet received bachelor's degrees or professional degrees, are enrolled in degree or certificate programs, and meet program eligibility requirements. Eligibility is also determined on the basis of financial need. A Student's Expected Family Contribution (EFC) is used in determining need. The EFC, along with a student's enrollment status and the length of his or her program of study, determine the amount of the student's award. Funds an eligible student receives from this program do not have to be repaid.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) PROGRAM

The Federal Supplemental Educational Opportunity Grant (FSEOG) is for under graduates with exceptional financial need. Pell Grant recipients with the lowest expected family contribution (EFCs) will be considered first for a FSEOG. Just like Pell Grants, the FSEOG does not have to be repaid.

DIRECT STAFFORD LOANS (DL) (Self-Help Aid)

Direct Loans consist of Subsidized Stafford Loans, Unsubsidized Stafford loans, and PLUS Loans. These Loans are made by the federal government to eligible undergraduate and graduate students and their parents through financial aid offices at participating schools. A student must be enrolled at least half time to be eligible for a loan. Direct Loans have to be paid back.

Subsidized loans and Unsubsidized Loans are made to eligible students enrolled in eligible programs of study, and PLUS Loans are made to eligible parents of dependent undergraduate students who are enrolled in eligible programs of study. Borrowers are not charged interest on Subsidized Loans during certain periods, such as when they are enrolled at least half-time and during grace and deferment periods. Borrowers are charged interest on Unsubsidized Loans and Plus Loans throughout the lives of the loans.

Because the federal governments subsidizes the interest on students' Subsidized Loans, students must show financial need to qualify for these loans. The loan amount is determined by the student's cost of attendance (COA), EFC, and the amount of other

aid the student is receiving. Eligibility for Unsubsidized Loan or PLUS Loan is not determined on the basis of financial need. All or a portion of a Unsubsidized Loan or Plus Loan may replace a student's EFC.

Direct Loans are available to eligible students at ACH. The Loans available will be Federal Subsidized Stafford Loans, Federal Unsubsidized Stafford Loans and Plus Loans.

The Federal Stafford Loan is designed to make it possible for students to borrow during each award period of undergraduate study from the Department of Education. This is a low-interest loan. Repayment of principal begins six (6) months after the student graduates, leaves school or drops below half-time.

THE LOANS MUST BE REPAYED.

APPLICATION PROCEDURES

All students are encouraged to apply for financial assistance if unable to meet education costs on their own. Applications and required forms are available in the Financial Aid Office. Applications are considered in chronological order.

AMERICAN COLLEGE OF HEALTHCARE does not have an application deadline. For more detailed information, contact the Financial Aid Office. Application forms include the Free Application of Federal Student Aid, an Internal Application, a Default Statement, a Residency Questionnaire and a Federal Loan Application, if applicable.

All students who are eligible for Federal Pell Grants, or FFELP Loans may receive awards from these sources and must maintain Satisfactory Academic Progress (as described in this catalog) in order to continue to be eligible to receive Federal Student Financial Aid.

Students applying for loans to pay for program costs should be aware of the following:

- A. If you obtain a loan to pay for the course of instruction, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
- B. If you are eligible for a loan guaranteed or reinsured by the state or the federal government and you default on the loan:
 1. The federal or the state government or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
 2. You may not be eligible for any other federal financial assistance for education at a different school or for government housing assistance until the loan is repaid.

OMBUDSMAN NOTIFICATION REQUIREMENTS EFFECTIVE JULY 1, 2000

In keeping with provisions in the 1998 Reauthorization of the Higher Education Act, the U.S. Department of Education (ED) established an Office of the Ombudsman for student loans. The purpose of this office is to receive, review, and attempt to resolve disputes from student loan borrowers that have not been resolved through normal customer services provided by lenders and guarantors. Final regulations, effective July 1, 2000, require that borrowers be provided information, at certain specified times, on the availability of the ED ombudsman.

The ombudsman may be reached by mail at:

Office of the Ombudsman
Student Financial Assistance
U.S. Department of Education
Room 3012, ROB #3,
7th and D Streets,
SW Washington, DC 20202-5144

The ombudsman may also be reached by telephone, toll-free, at (877) 557-2575 or on the Internet at <http://sfahelp.ed.gov> or <http://ombudsman.ed.gov>.

STUDENT RIGHTS

Students have the right to be assured that information provided by them to determine their eligibility for student aid will be held in confidence within the parameters of the Privacy Act of 1974.

Students have the right to equal consideration in the awarding process with other students in the same stage of process.

Students have the right to know the school's disbursement procedure regarding student aid.

Students have a right to know the current satisfactory academic progress policy as described in this catalog.

Students have the right to review their file, including, but not limited to, aid computations, awards, etc. The Financial Aid Office has the right to set the time and date of the file review, no later than ten days from the request date.

STUDENT RESPONSIBILITIES

Students are responsible for making all loan payments as required by the Federal Stafford or Federal Plus promissory note. Students are responsible for notifying the Financial Aid Office of any changes in address, marital status, income, etc. that might affect the student's eligibility for aid.

Students are responsible for maintaining satisfactory academic progress as described in this catalog.

Students are responsible for providing documents to complete the verification process, if applicable.

REFUNDS AND REPAYMENTS

If a student withdraws from school and tuition refund is due, such a refund will be paid in the following order of priority:

1. Direct Loan Program Unsubsidized Stafford Loan
2. Direct Loan Program Subsidized Stafford Loan
3. Federal Pell Grant
4. Federal SEOG
5. Any other Federal Title IV Program
6. Other Programs
7. Student

NOTICE TO APPLICANTS OF TUITION ASSISTANCE

An offer of financial aid is contingent upon receipt of funds from all funding sources. The Financial Aid Office reserves the right to revise offers of aid at any time during the academic year based on availability of funds and procedures mandated by the state or federal authorities. Students' accounts will automatically be credited to satisfy balances owed to the school before credit balances will be issued. Credit balances will be issued within 14 days.

Pursuant to Section 7 of the Privacy Act of 1974, applicants for financial aid are hereby notified that mandatory disclosure of their Social Security Number is required by AMERICAN COLLEGE OF HEALTHCARE to verify the identity of each applicant.

Students enrolled on or after July 1, 2012 without a high school diploma, GED or equivalent, are not eligible for Title IV funding.

The AMERICAN COLLEGE OF HEALTHCARE has several methods of payment for tuition fees. The AMERICAN COLLEGE OF HEALTHCARE also participates in student federal financial aid programs. Students should contact the Financial Aid Office for detailed information and counseling on student federal financial aid programs.

ADDITIONAL FUNDING SOURCES

The AMERICAN COLLEGE OF HEALTHCARE accepts Worker's Compensation Funding, WIA, TAA & VA. Additionally, periodic payment arrangements may also be made. Please contact Admissions for a full review of all payment options. Individual course costs and fees are detailed at the end of this catalog.

R2T4 FUNDS (RETURN OF TITLE IV FUNDS)

SPECIAL NOTE TO STUDENTS RECEIVING UNSUBSIDIZED / SUBSIDIZED / PLUS / PERKINS LOANS, ACG / NATIONAL SMART / PELL / SEOG GRANTS OR OTHER AID:

If you withdraw from school prior to the completion of the equivalent to 60 percent of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned.

Unearned funds would be returned to the program in the order stated below by the school &/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received.

Withdrawal Calculations:

Once the student has been determined by the institution to have withdrawn from the course of study, the institution will determine if the student received or was entitled to receive Federal Funds from the Title IV Financial aid programs available at the institution during the payment period (or enrollment period). If the answer is YES, the institution will conduct two distinctive and different calculations. Those calculations are described as follows:

R2T4 Funds:

This formula determines the percentage of time that the student completed of the payment period or enrollment period in a course at the time of the student's withdrawal. This percentage is then applied to the amount of Federal Funds from the Title IV programs that the student received or could have received in the same payment period or enrollment period. The result of this calculation is defined as earned funds. If the student received more than the earned amount, the overpayment is called unearned funds and must be returned to the programs in the following order:

1. Federal Unsubsidized Loans from Direct Loan
2. Federal Subsidized Loans Direct Loan
3. Federal PLUS (Parent) Direct Loan
4. Federal Pell Grant
5. Federal SEOG

If the calculation shows that the student owes funds to the loan programs, the repayment of those funds will be in accordance to the terms on the promissory note of the respective loans. If the calculation shows that the student owes funds to the grant programs, the liability of the student is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by student. A student does not have to repay a grant overpayment of \$50 or less per program. These funds are due from the student within 45 days. If not paid in that time and if the student has not made arrangements with the Department to pay that amount, the student will be referred to NSLDS, a central system that will show the student ineligible for aid until the matter is taken care of by the student.

Post Withdrawal Disbursement:

If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses. If loan funds are involved in this calculation, the institution will notify the student or parent of the loan amount it wishes to utilize to cover educational charges, the financial aid program where the funds are coming from and the student will be reminded of the responsibilities involved in receiving loan funds. The student or parent in the case of PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The institution will honor late acceptances only at the institutional discretion.

Once this calculation is finalized, the institution will then perform a second and different calculation using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation.

Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.

REFUNDS

If any refunds are due based on the R2T4 calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22.

The order of payment of refunds is:

1. Federal Unsubsidized Loans or Direct Loan
2. Federal Subsidized Loans or Direct Loan
3. PLUS (Graduate Students) Direct Loan

4. PLUS (Parent) Direct Loan
5. Federal Pell Grant
6. Federal SEOG
7. Other Aid

This order would apply in accordance to the aid programs available at the institution.

PROGRAM CANCELLATION

If a program is canceled subsequent to a student's enrollment and before instruction in the program has begun, the school shall at its option:

- a. Provide a full refund of all money paid or
- b. Provide for completion of the program at schools in the neighborhood.

SCHOOL CLOSURE

If the school closes subsequent to a student's enrollment and before instruction in the program has begun, the school shall at its option:

- a. Provide a full refund of all money paid or
- b. Provide for completion of the program at schools in the neighborhood.

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the American College of Healthcare receives a request for access. A student should submit to the registrar, Campus Director or Assistant Director or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the institution discloses Personally Identifiable Information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the American College of Healthcare in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the American College of Healthcare who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the American College of Healthcare.

Upon request, the school also discloses education record without consent to officials of another school in which a student seeks or intends to enroll. American College of Healthcare will make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the American College of Healthcare to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within the American College of Healthcare whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(J)-(a)(1)(i)(B)(2) are met.
- The student's enrollment or transfer, subject to the requirements of §99.34.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to §99.36.
- Information the school has designated as "directory information" under §99.37.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

AMERICAN COLLEGE OF HEALTHCARE



PROGRAM DESCRIPTIONS

AMERICAN COLLEGE OF HEALTHCARE SURGICAL TECHNOLOGY

Program Code: ST

Program Title: Surgical Technology

Length of Program:

1804 Clock Hours 71 Weeks 119 Credits

CIP Code: 51.0909

SOC Code: 29-2055.00

Links to Occupational Profiles: <http://www.onetonline.org/crosswalk>

O*Net Occupational Titles

Surgical Technologist:

Surgical Technologist, Surgical Technician, Certified Surgical Technologist (CST), Operating Room Surgical Technician, Surgical Scrub Technologist, Surgical Scrub Technician, Endoscopic Technologist, Operating Room Technician.

Admission Prerequisites:

High school diploma, a recognized equivalency diploma or passing an ability-to-benefit (ATB) test and satisfactory completion of a nationally recognized, standardized capacity-to-benefit (CTB) test, qualification questionnaire and personal interview with Admissions.

Program Description:

The Surgical Technologist is the operating room's team expert in aseptic (sterile) technique. He/she is responsible for maintaining the integrity, safety, and efficiency of the sterile field throughout the surgical procedure. The Surgical Technologist is qualified to prepare and arrange the instruments and equipment, anticipate, plan for, and respond to the needs of the Surgeon. Other duties require cutting suture material, holding retractors, preparing specimens for pathologic analysis and the application of sterile dressings. Surgical Technologists can also be a part of the Central Processing department team. Teamwork is essential. Therefore, each surgical member makes a unique contribution in reaching the goal of providing the highest level of patient care.

Surgical Team Members:

Surgeon, Anesthesiologist, Registered Nurse, Surgeon's Assistant, Nurse Anesthetist, Surgical Technologist

Program Objective:

The Surgical Technology program is designed to provide students with the knowledge and skills necessary to qualify for entry-level positions in a variety of areas. Principles of bioscience, surgical procedures, patient centered care, aseptic technique, and surgical instrumentation and equipment will be learned. Due to the broad educational background, surgical technologists function well in a number of diverse areas. Their multi-competency is demonstrated in the following positions: Surgical Technologists can be found working for the following various types of organizations:

Surgeons offices, Hospitals, Pharmaceutical Companies, Central Processing Departments, Clinics, Ambulatory (Out Patient) Surgery

SURGICAL TECHNOLOGY PROGRAM CHART

Course Code	Course Name	Ext/Int Hours	Total Credit Hours	Total Contact Hours
GE 480	Computer Basics		7.2	96
ST 100-1	Anatomy & Physiology I		9.6	96
ST 100-2	Anatomy & Physiology II		9.6	96
ST 100-3	Anatomy & Physiology III		9.6	96
ST 200-1	Introduction to Surgical Technology I		7.2	96
ST 200-2	Introduction to Surgical Technology II		7.2	96
ST 200-3	Introduction to Surgical Technology III		7.2	96
ST 300-1	Surgical Procedures I		7.2	96
ST 300-2	Surgical Procedures II		7.2	96
ST 300-3	Surgical Procedures III		7.2	96
HS 130	CPR & First Aid		0.6	8
ST 400	Pre-Clinical Mock Surgery		19.2	288
ST 500	Clinical Rotation / Clinical Conference		24.7	500
	TOTALS	71 WEEKS	500	119
			119	1804

AMERICAN COLLEGE OF HEALTHCARE PHYSICAL THERAPY AIDE / MASSAGE THERAPIST

Program Code: PTA/MT

Program Title: Physical Therapy Aide / Massage Therapist

Length of Program:

900 Clock Hours 35 Weeks 56 Credits

CIP Code: 51.0806 and CIP Code: 51.3501

SOC Code: 31-2022.00

Links to Occupational Profiles: <http://www.onetonline.org/crosswalk>

O*Net Occupational Titles

Physical Therapist Aides:

Physical Therapy Aide, Physical Therapy, Technician, Rehabilitation Aide, Rehabilitation Technician, Clinical Rehabilitation Aide, Physical Therapy Attendant.

SOC Code: 31-9011.00

Massage Therapist:

Massage Therapist, Licensed Massage Therapist, Certified Massage Therapist, Licensed Massage Practitioner, Registered Massage Therapist, Bodywork Therapist, Integrated Deep Tissue Massage Therapist, Therapeutic Massage Technician.

Admission Prerequisites:

High school diploma, a recognized equivalency diploma or passing an ability-to-benefit (ATB) test and satisfactory completion of a nationally recognized, standardized capacity-to-benefit (CTB) test, qualification questionnaire and personal interview with Admissions.

Program Description:

Physical Therapy Aides work under the direction of Physical Therapists and Physical Therapy Assistants as a Physical Therapy Aide or they work under Chiropractors as a Chiropractic Assistant. They can also perform support services in Sports Medicine or Orthopedic clinics/hospitals. Physical Therapy Aides can provide aid during administration of treatments, and provide the following routine treatments: assists patients to dress, undress, and put on and remove supportive devices, such as braces, splints, and slings, before and after treatments. They also secure patients into or onto therapy equipment. They may safeguard, motivate and assist patients practicing exercises and functional activities under direction of Physical Therapist or Chiropractor. Physical Therapy Aides provide routine treatments, such as diathermy, hydrotherapy, hot and cold packs; massage therapy and paraffin bath. They take and record patients' temperature and blood pressure, assists in x-ray procedures, answer telephones, schedule appointments and transport patients to and from treatment areas. They may be in charge of cleaning work area and equipment after treatment.

Massage Therapists can use massage for medical benefit or for relaxation purposes, and there is a wide range of massage treatment available to meet these distinct needs. Massage therapy that aims to improve physical health typically differs in duration and technique from massage that is intended to simply relax or rejuvenate clients. The training background of those who perform the two types of massage therapy differs as well. This program prepares students for both forms of therapy.

Additional duties may also include the following: record treatment given and equipment used, inventory and requisition supplies and equipment, adjust supportive devices for patients, as instructed. Massage Therapists may be assigned to specific types of treatment or patient service and perform routine administrative tasks to keep the office running smoothly. The duties of a physical therapy aides and massage therapists vary from office to office, depending on size and location of the practice.

Program Objective:

The objective of the Physical Therapy Aide/Massage Therapist program is to prepare the students with the knowledge, skills and work habits required for entry-level positions in the field of physical therapy or massage therapy. The program provides students with the basic skills necessary to perform directed routine treatments under the supervision of a licensed physical therapist or chiropractor. Students also learn basic skills for entry-level massage therapist positions. Physical Therapy Aides and Massage Therapists typically work in the physical therapy departments of hospital clinics, chiropractor offices, sports medicine or orthopedic clinics. Massage Therapists may also choose to work in a health spa or have their own business.

Physical Therapy Aides work in the following positions: Physical Therapy Aide, Chiropractic Assistant, Orthopedic Assistant, Massage Therapist.

Physical Therapy Aides can be found working for the following various types of organizations: Physicians Office, Hospitals, Clinics, Medical Groups, Sport Medicine Clinics, Rehabilitation Centers, Sports & Fitness Centers, Orthopedic Clinics, Pain Treatment Centers, Extended Care Facilities.

PHYSICAL THERAPY AIDE / MASSAGE THERAPIST PROGRAM CHART

Course Code	Course Name	Ext/Int Hours	Total Credit Hours	Total Contact Hours
HS 410	Medical Terminology		7.2	96
PMA 420	Fundamentals of Therapeutic Massage		7.2	96
PMA 430	Anatomy & Physiology		7.2	96
PMA 440	Patient Management		7.2	96
PMA 450	Therapeutic Modalities		7.2	96
PMA 460	Introduction to Physical Medicine & Rehabilitation		7.2	96
PMA 470	Sports Massage Therapy		7.2	96
HS 490	CPR & First Aid		0.6	8
PT 400	Externship	220	7.3	220
	TOTALS	220	56	900
	35 WEEKS			

AMERICAN COLLEGE OF HEALTHCARE PHARMACY TECHNICIAN

Program Code: PT

Program Title: Pharmacy Technician

Length of Program:

900 Clock Hours 35 Weeks 56 Credits

CIP Code: 51.0805

SOC Code: 29-2052.00

Links to Occupational Profiles: <http://www.onetonline.org/crosswalk>

O*Net Occupational Titles

Pharmacy Technician:

Pharmacy Technician, Certified Pharmacy Technician (CPhT), IV Certified Pharmacy Technician, Pharmacy Clerk, Pharmaceutical Care Associate.

Admission Prerequisites:

High school diploma, a recognized equivalency diploma and satisfactory completion and passing of a nationally recognized, standardized capacity-to-benefit (CTB) test, qualification questionnaire and personal interview with Admissions.

Program Description:

Pharmacy Technicians work directly under the supervision of a Registered Pharmacist. They typically transcribe physicians' orders, hospital charts; assist in quality management procedures & security measures. Pharmacy Technicians may be in charge of drug product selection, medicine preparation & dispersion, & the preparation of unit dose medications. They also prepare intravenous admixtures & sterile irrigations.

Program Objective:

The objective of the Pharmacy Technician program is to prepare the student with the knowledge, skills and work habits required for entry-level positions in the pharmacy field.

Pharmacy Technicians can be found working in various types of organizations and positions:

Chain Drug Stores, Drug Wholesale Companies, Chemotherapy Technician, Health Clubs, Closed Door Pharmacy Technicians, Retail Technician, Home Healthcare Organization, Drug Manufacturing Companies, Hospitals, Inventory Technician, Mail Order Pharmacy Technicians, Pharmaceutical Billing, Purchasing, Pharmacy Help Desk, Pharmacy Clerk.

PHARMACY TECHNICIAN PROGRAM CHART

Course Code	Course Name	Ext/Int Hours	Total Credit Hours	Total Contact Hours
GE 480	Computer Basics		7.2	96
PT 410	Pharmacy Law & Regulations		7.2	96
PT 420	Pharmacology & the Nervous/Absorption Systems		7.2	96
PT 430	Antibiotic Antifungal Antivirals & Asepsis		7.2	96
PT 440	OTC Brands Generic & Motor Systems		7.2	96
PT 450	Pharmacology and Vascular / Integumentary System		7.2	96
PT 460	Vitamins Minerals & Alternative Medicines		7.2	96
HS 490	CPR & First Aid		0.6	8
PT 400	Externship	220	7.3	220
	TOTALS 35 WEEKS	220	56	900

AMERICAN COLLEGE OF HEALTHCARE MEDICAL ASSISTANT

Program Code: MA

Program Title: Medical Assistant

Length of Program:

900 Clock Hours 35 Weeks 56 Credits

CIP Code: 51.0711

SOC Code: 31-9092.00

Links to Occupational Profiles: <http://www.onetonline.org/crosswalk>

O*Net Occupational Titles

Medical Assistant:

Medical Assistant, Certified Medical Assistant, Medical Office Assistant, Optometric Assistant, Clinical Assistant, Ophthalmic Technician, Optometric Technician, Out-patient Surgery Assistant, Doctor's Assistant.

SOC Code: 43-6013.00

Medical Secretaries:

Medical Secretary, Receptionist, Unit Support Representative, Office Manager, Medical Receptionist, Patient Relations Representative (PRR), Front Office Manager, Health Unit Coordinator, Medical Office Specialist, Patient Coordinator.

Admission Prerequisites:

High school diploma, a recognized equivalency diploma or passing an ability-to-benefit (ATB) test and satisfactory completion of a nationally recognized, standardized capacity-to-benefit (CTB) test, qualification questionnaire and personal interview with Admissions.

Program Description:

Medical Assistants help physicians examine and treat patients and perform routine tasks to keep offices running smoothly. The duties of medical assistants vary from office to office, depending on size and location of the practice, as well as the physician's specialty. Medical Assistant's have become an important part of the healthcare team and their responsibilities continue to expand as the industry focuses on out-patient treatment. Phlebotomy certification will also be received.

Program Objective:

This program is designed to provide graduates with the basic front office (basic administrative) and back office (basic clinical assisting) skills necessary to qualify for entry-level positions in a variety of out-patient medical facilities. Students will learn Computer Basics, Medical Terminology, Anatomy and Physiology, Phlebotomy, Medical Office Procedures, assisting with diagnostic procedures and administration of medications. Worksite learning in a medical facility is a component of this program.

Medical Assistants work in various types of positions such as:

Medical Assistant, Claims Clerk I, Chiropractic Assistant, Insurance Clerk, Medical Clerk, Phlebotomist, Out-patient Admitting Clerk, Podiatric Assistant, Ward/Unit Clerk, EKG Technician, Medical Record Clerk, Blood Donor Unit Assistant

Medical Assistants can be found working for the following various types of organizations:

Physicians Office, Hospitals, Clinics, Medical Groups, Nursing Homes, Home Health Agencies, Insurance Companies, Pharmaceutical Companies, Laboratories, Ambulatory Surgery Centers, Urgent Care Centers, Health Maintenance Organization, Government Agencies.

MEDICAL ASSISTANT PROGRAM CHART

Course Code	Course Name	Ext/Int Hours	Total Credit Hours	Total Contact Hours
GE480	Computer Basics		7.2	96
HS410	Medical Terminology		7.2	96
HS420	Anatomy & Physiology		7.2	96
HS430	Medical Office Procedures		7.2	96
HS440	Introduction to Billing & Coding		7.2	96
MA450	Medical Assistant Back Office Procedures		7.2	96
MA460	Clinical Laboratory Procedures		7.2	96
HS490	CPR & First Aid		0.6	8
MA400	Externship	220	7.3	220
	TOTALS	220	56	900

AMERICAN COLLEGE OF HEALTHCARE MEDICAL ADMINISTRATIVE ASSISTANT

Program Code: MAA

Program Title: Medical Administrative Assistant

Length of Program:

744 Clock Hours 29 Weeks 47 Credits

CIP Code: 51.0716

SOC Code: 43-6013.00

Links to Occupational Profiles: <http://www.onetonline.org/crosswalk>

O*Net Occupational Titles

Medical Secretaries:

Medical Secretary, Receptionist, Unit Support Representative, Office Manager, Medical Receptionist, Patient Relations Representative (PRR), Front Office Manager, Health Unit Coordinator, Medical Office Specialist, Patient Coordinator.

SOC Code: 29-2071.00

Medical Records and Health Information Technicians:

Medical Records Clerk, Health Information Clerk, Medical Records Technician, Office Manager, File Clerk, Medical Records Coordinator, Medical Records Analyst, Medical Records Director, Receptionist, Biller, Coder.

Admission Prerequisites:

High school diploma, a recognized equivalency diploma or passing an ability-to-benefit (ATB) test and satisfactory completion of a nationally recognized, standardized capacity-to-benefit (CTB) test, qualification questionnaire and personal interview with Admissions.

Program Description:

Medical Administrative Assistants help physicians perform routine tasks to keep offices running smoothly. The duties of Medical Administrative Assistants vary from office to office, depending on size and location of the practice, as well as the physician's specialty. Duties can include medical insurance verification, medical billing and coding, preparing correspondence, assisting physicians with reports, articles and conference proceedings, bookkeeping and banking procedures, answering phones, triaging appointments and filing. Medical Administrative Assistants have become an important part of the healthcare team and their responsibilities continue to expand as the industry focuses on out-patient treatment

Program Objective:

This program is designed to provide graduates with the basic front office (basic administrative) skills necessary to qualify for entry-level positions in a variety of out-patient medical and dental facilities. Students will learn medical terminology, medical office management and basic medical billing and coding, dental terminology and HR management. Worksite learning in a medical or dental facility is a component of this course.

Medical Administrative Assistants work in various types of positions, such as:

Medical Administrative Assistant, Claims Clerk I, Out-patient Admitting Clerk, Chiropractic Assistant, Insurance Clerk, Medical Record Clerk, Ward/Unit Clerk, Outpatient Biller, Medical Receptionist, Dental Administrative Assistant.

Medical Administrative Assistants can be found working for the following various types of organizations:

Physicians Office, Hospitals, Clinics, Medical Groups, Nursing Homes, Home Health Agencies, Insurance Companies, Pharmaceutical Companies, Laboratories, Ambulatory Surgery Centers, Urgent Care Centers, Health Maintenance Organization, Government Agencies and dental front office.

MEDICAL ADMINISTRATIVE ASSISTANT PROGRAM CHART

Course Code	Course Name	Ext/Int Hours	Total Credit Hours	Total Contact Hours
GE480	Computer Basics		7.2	96
HS410	Medical Terminology		7.2	96
HS430	Medical Office Procedures		7.2	96
HS440	Introduction to Billing & Coding		7.2	96
MAA450	Dental Terminology Vitals & Patient Processing		7.2	96
MAA460	HR Management		7.2	96
HS490	CPR & First Aid		0.6	8
MAA400	Externship	160	5.3	160
	TOTALS	160	47	744
	29 WEEKS			

AMERICAN COLLEGE OF HEALTHCARE MEDICAL BILLING & CODING

Program Code: MBC

Program Title: Medical Billing & Coding

Length of Program:

900 Clock Hours 35 Weeks 56 Credits

CIP Code: 51.0714

SOC Code: 43-6013.00

Links to Occupational Profiles: <http://www.onetonline.org/crosswalk>

O*Net Occupational Titles

Medical Secretaries:

Medical Secretary, Receptionist, Unit Support Representative, Office Manager, Medical Receptionist, Patient Relations Representative (PRR), Front Office Manager, Health Unit Coordinator, Medical Office Specialist, Patient Coordinator.

SOC Code: 29-2071.00

Medical Records and Health Information Technicians:

Medical Records Clerk, Health Information Clerk, Medical Records Technician, Office Manager, File Clerk, Medical Records Coordinator, Medical Records Analyst, Medical Records Director, Receptionist, Biller, Coder.

SOC Code: 43-9041.02

Insurance Policy Processing Clerks:

Account Manager, Account Administrator, Customer Service Technician, Insurance Analyst, Processing Clerk, Billing.

Admission Prerequisites:

High school diploma, a recognized equivalency diploma or passing an ability-to-benefit (ATB) test and satisfactory completion of a nationally recognized, standardized capacity-to-benefit (CTB) test, qualification questionnaire and personal interview with Admissions.

Program Description:

Medical Billers and Coders play an important behind-the-scenes role in the health care system. They use the patient diagnosis and procedures and translate them into numeric code. They then complete and submit claims to insurance companies to speed up the payment for the professional services patients receive. By following policies, procedures and guidelines they assure consistent quality billing and coding.

Program Objective:

This program is designed to provide graduates with the skills necessary to qualify for entry-level positions in billing and coding positions in a variety of inpatient and outpatient medical facilities. Students will learn medical terminology, anatomy and physiology, medical office management and medical billing and coding. Worksite learning in a medical facility is a component of this course.

Medical Billers and Coders work in various types of positions such as:

Insurance Verifier, Collector, Biller, Medical Receptionist, Fiscal Clerk I & II, Cashier (Medical), Claims Processor, Patient Service Rep, Administrative Assistant, Office Assistant, Information Clerk, Patient Account Rep, Reconciliation Rep, Claims Adjuster, Data Entry Clerk, Complaint Clerk, Appointment Clerk, Credit Clerk, Claims Clerk, Front Office Coordinator, HMO Coordinator, Receptionist, Insurance Clerk, Coordinator, Managed Care Rep, Reconciliation Rep, Coder, Insurance Support Rep, Medical Records Clerk, Customer Service Rep, Medical Secretary, Scheduling Coordinator, Appointments scheduler.

Medical Billers and Coders can be found working for the following various types of organizations:

Physicians Office, Hospitals, Clinics, Medical Groups, Nursing Homes, Home Health Agencies, Insurance Companies, Pharmaceutical Companies, Laboratories, Ambulatory Surgery Centers, Urgent Care Centers, Health Maintenance Organizations, Government Agencies.

MEDICAL BILLING & CODING PROGRAM CHART

Course Code	Course Name	Ext/Int Hours	Total Credit Hours	Total Contact Hours
GE480	Computer Basics		7.2	96
HS410	Medical Terminology		7.2	96
HS420	Anatomy & Physiology		7.2	96
HS430	Medical Office Procedures		7.2	96
HS440	Introduction to Billing & Coding		7.2	96
MBC450	Computerized Billing		7.2	96
MBC460	Advanced Billing & Coding		7.2	96
HS490	CPR & First Aid		0.6	8
MBC400	Externship	220	7.3	220
	TOTALS		56	900
	35 WEEKS	220		

COURSE DESCRIPTIONS

SURGICAL TECHNOLOGY

GE 480 – COMPUTER BASICS (No Pre-Requisites)

This course is designed to help the student create greater success in college and in life. We review and teach many proven strategies for creating greater academic, professional, and personal success. We will use guided journal writings to explore these strategies, and as a bonus, the students will be taught to express themselves more effectively in writing. This course provides an overview of proper keyboarding technique, business document formatting, and current software packages in word processing, spreadsheets, databases, graphics, and integrated software.

This course will provide an opportunity for the student to develop the following skills:

documents, Demonstrate speed and accuracy-building techniques, Demonstrate the ability to format basic business documents from unarranged material, Identify emerging technologies, Identify types of communications hardware/software and explain their functions, Discuss how and why the Internet is utilized by individuals and businesses, Access, navigate, and use Internet service providers, Master procedures for sending/receiving e-mail, Prepare simple spreadsheets and graphs using available software, Use database software to plan, create, update, add and delete records, Create graphics and integrate into computer applications, Use publishing software to design, create, import, format and produce publications, Transfer data among different computer applications. Apply touch control of the keyboard, using correct techniques, Demonstrate the ability to use proofreading skills in editing.

ST 100-1 – ANATOMY & PHYSIOLOGY I (No Pre-Requisites)

The first of three modules in the Anatomy and Physiology rotation introduces students to the structure and function/dysfunctions of the body systems. Pathology is studied with correlation to procedures performed. Terminology is incorporated throughout to enhance student understanding of disorders and diseases. The topics include the organization and general body plan, tissues and membranes, body temperature and metabolism, the integumentary system, skeletal system and muscular systems.

ST 100-2 – ANATOMY & PHYSIOLOGY II (Pre-Requisite: ST 100-1)

The second of three modules in the Anatomy and Physiology rotation introduces students to the structure and function/dysfunctions of the body systems. Pathology is studied with correlation to procedures performed. Terminology is incorporated throughout to enhance student understanding of disorders and diseases. The topics include the structure and function of the endocrine system, some basic chemistry, the urinary system, fluid electrolyte and acid-base balance, the reproductive system, human development and genetics, and the respiratory system.

ST 100-3 – ANATOMY & PHYSIOLOGY III (Pre-Requisite: ST 100-2)

The third and final module of the Anatomy and Physiology rotation introduces students to the structure and function/dysfunctions of some of the body systems. Pathology is studied with correlation to procedures performed. Terminology is incorporated throughout to enhance student understanding of disorders and diseases. The topics include the digestive system, the nervous system, the senses, the lymphatic system and immunity, blood, the heart and the vascular system.

ST 200-1 – INTRODUCTION TO SURGICAL TECHNOLOGY I (Pre-Requisite: ST 100)

The first of the three modules in the Introduction to Surgical Technology rotation. Students are introduced to the field of surgical technology. Topics include the roles of the surgical technologist, standards of the professional conduct, the surgical patient and special patient populations. Additionally, students learn the basic principles of sterile technique and their relevance when creating a sterile field. Emphasis is placed on the students' understanding of the field they will one day be a member of, as well as the needs of the patients they will encounter.

ST 200-2 – INTRODUCTION TO SURGICAL TECHNOLOGY II (Pre-Requisite: ST 200-1)

The second of the three modules in the Introduction to Surgical Technology rotation. Students are introduced to the field of surgical technology. Topics include the physical environment and safety standards, biomedical sciences, asepsis and sterile technique, as well as hemostasis and emergency situations. Additionally, students learn to create a sterile and organize a sterile field, perform a preoperative count, handle medications within the sterile field and load sharps. Emphasis is placed on the students' understanding of the environment they will one day work in and the basic sterile technique used to create a sterile field including safety measures when handling medications and sharps.

ST 200-3 – INTRODUCTION TO SURGICAL TECHNOLOGY III (Pre-Requisite: ST 200-2)

The final module of the Introduction to Surgical Technology rotation. Students introduced to the field of surgical technology. Topics include surgical pharmacology and anesthesia, instrumentation, equipment and supplies, wound healing, sutures, needles and stapling devices, and surgical case management. Additionally, students learn to drape, arrange the operating room furniture, connect the suction and bovie properly, pass instruments, maintain the sterile field, initiate the instrument cycle, break down the set-up postoperatively, secure sharps, as well as remove the gown and gloves. Emphasis is placed on the practical aspects of the perioperative routine inherent to the field of surgical technology; students will learn to anticipate the needs of the patient and surgical team.

ST 300-1 –SURGICAL PROCEDURES I (Pre-Requisite: ST 200-3)

The first of three modules in the Surgical Procedures rotation. Students are introduced to surgical procedures. Topics include diagnostic procedures and the various surgical specialties, including general surgery, obstetric and gynecologic surgery, and ophthalmic surgery. Additionally, students perform mock surgeries, including herniorrhaphy, D&C, appendectomy.

ST 300-2 –SURGICAL PROCEDURES II (Pre-Requisite: ST 300-1)

The second of the three modules in the Surgical Procedures rotation. Students are introduced to surgical procedures. Topics include various surgical specialties, including otorhinolaryngologic surgery, oral and maxillofacial surgery, plastic and reconstructive surgery, and genitourinary surgery. Additionally, students perform mock surgeries, including tonsillectomy, cholecystectomy, and appendectomy.

ST 300-3 –SURGICAL PROCEDURES III (Pre-Requisite: ST 300-2)

The final module of the Surgical Procedures rotation. Students are introduced to surgical procedures. Topics include various surgical specialties, including orthopedic surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgery. Additionally, students perform mock surgeries, including carpal tunnel release, laparoscopic surgery and appendectomy, as well as cholecystectomy and herniorrhaphy review.

ST 400 – PRE-CLINICAL MOCK SURGERY (Pre-Requisite: ST 300)

This rotation reinforces the students' practical skills. Students learn relevant topics and perform mock surgeries, including herniorrhaphy, cholecystectomy, and appendectomy. In addition, students obtain their CPR/BLS certification from the American Heart Association.

ST 500 – CLINICAL ROTATION / CLINICAL CONFERENCE (Pre-Requisite: ST 400)

The students participate in advanced observation and performances of surgical technology skills while "scrubbed-in" on procedures under –minimal faculty supervision in the clinical setting. The students continue the task of performing the 125 cases required to complete the entire Surgical Technology Program. According to ABHES Standards and Guidelines, student surgical technologists may not receive remuneration (payment) while performing in the role of student surgical technologist. Students will also attend Clinical Conferences, intended to provide CST exam review.

HS 490 – CPR & FIRST AID (No Pre-Requisites)

This course will introduce the student to First Aid and how it can help within the medical field. The student will be able to assist patients throughout a hospital, clinic, or facility.

This course will provide an opportunity for the student to develop the following skills: To demonstrate ability to respond to emergencies (check , call, care), the initiation of emergency medical system, demonstrate how to call 911 and what information a person should have in order to make the call, (observation/skills check list). The students will develop an overall knowledge and demonstrate methods of self protection (Good Samaritan laws, scene inspection, obtaining consent, preventing disease transmission, utilization of universal precautions and standards for blood borne pathogens (OSHA REGULATIONS - written exam). They will develop an overall knowledge of life saving and life sustaining skills (rescue breathing, management of choking victims, cardiopulmonary resuscitation, first aid, and automated external defibrillator)(observation), with skills check list and written exam. Student will recognize, identify and apply appropriate first response to medical emergencies (heat, cold, sudden illness, poisoning, allergic reactions, muscular skeletal injuries and open or closed wounds). (Observation/skills check list and written exams.)

PHYSICAL THERAPY AIDE / MASSAGE THERAPIST

HS 410 – MEDICAL TERMINOLOGY (No Pre-Requisites)

It provides an understanding of medical terminology to the students through step by step methods that create an easy way to learn medical terminology. The students will learn how to decipher the meaning of useful medical terms by breaking them down into word parts. Through this format the students will reinforce the terms they have learned and improve their communication for success in the medical field.

This course will provide an opportunity for the student to develop the following skills: To utilize medical terminology with competency, to analyze, pronounce and spell medical terms using common combining forms, suffixes and prefixes. The students will be able to name the body systems and their functions while identifying body cavities and specific organs within them.

PMA – 420 FUNDAMENTALS OF THERAPEUTIC MASSAGE (No Pre-Requisites)

This course provides training in Swedish massage theories, techniques and practice. Technique classes are supplemented by lecture, videos and software on stress reduction, anatomy and physiology, body alignment, and other effects of massage on the body.

The student will be able to recognize health problems and know what is under a therapist scope of care. They will learn all body parts of a human being, and how they work. Medical terminology is included to assist them with the language that they will hear throughout their new career. Advanced forms of massage, including deep tissue massage, sports massage, chair massage, and pre-postnatal massage will be covered, along with draping, posture and stance.

PMA 430 – ANATOMY AND PHYSIOLOGY (No Pre-Requisites)

This course will introduce the students to the physiology and common pathologies of all systems & health problems. With the aid of videos and software on anatomy and the connection with different procedures, it shows how physical therapy plays an important part.

PMA 440 – PATIENT MANAGEMENT (No Pre-Requisites)

The students will be introduced to office skills, including record management, laws and ethics, communication skills, medical math, health insurance and medical billing and prevention of medical errors. They will be able to handle all kinds of patients and clients. They will also learn the four reasons why quality service is important, how to handle complaints and difficult customers. The students will learn how to chart when needed & how to answer the phone with a purpose.

PMA 450 THERAPEUTIC MODALITIES (No Pre-Requisites)

This course will introduce the students to how treatment to patients and clients with different types of injuries. They will learn how to perform hot rock treatment, deep tissue treatment and TNS Unit treatment for patients who need rehabilitation treatment.

PMA 460 - INTRODUCTION TO PHYSICAL MEDICINE & REHABILITATION (No Pre-Requisites)

The students will learn the basic information about common medical conditions, safety standards, client assessment and proper technique for draping. They will be introduced to the field of physical therapy and rehabilitation, will learn transfer and lifting techniques, safety, basic wheelchair management and ambulation aids, along with basic exercises and positioning techniques.

PMA 470 - SPORTS MASSAGE THERAPY (No Pre-Requisites)

The student will be introduced to advanced forms of massage including deep tissue massage, sports massage, chair massage, and pre-postnatal massage. Draping, posture and stance will be covered.

HS 490 – CPR & FIRST AID (No Pre-Requisites)

This course will introduce the student to First Aid and how it can help within the medical field. The student will be able to assist patients throughout a hospital, clinic, or facility.

This course will provide an opportunity for the student to develop the following skills: To demonstrate ability to respond to emergencies (check, call, care), the initiation of emergency medical system, demonstrate how to call 911 and what information a person should have in order to make the call, (observation/skills check list). The students will develop an overall knowledge and demonstrate methods of self protection (Good Samaritan laws, scene inspection, obtaining consent, preventing disease transmission, utilization of universal precautions and standards for blood borne pathogens (OSHA REGULATIONS - written exam). They will develop an overall knowledge of life saving and life sustaining skills (rescue breathing, management of choking victims, cardiopulmonary resuscitation, first aid, and automated external defibrillator)(observation), with skills check list and written exam. Student will recognize, identify and apply appropriate first response to medical emergencies (heat, cold, sudden illness, poisoning, allergic reactions, muscular skeletal injuries and open or closed wounds). (Observation/skills check list and written exams.)

PMA 400 – EXTERNSHIP (Pre-Requisites: Completion of all courses)

The course is designed to provide practical on-the-job experiences that augment the student's in-class experiences. The students will be assigned a work site connected with their field of study. Clinical externships are supervised work experience activities.

PHARMACY TECHNICIAN

GE 480 – COMPUTER BASICS (No Pre-Requisites)

This course is designed to help the student create greater success in college and in life. We review and teach many proven strategies for creating greater academic, professional, and personal success. We will use guided journal writings to explore these strategies, and as a bonus, the students will be taught to express themselves more effectively in writing. This course provides an overview of proper keyboarding technique, business document formatting, and current software packages in word processing, spreadsheets, databases, graphics, and integrated software.

This course will provide an opportunity for the student to develop the following skills: documents, Demonstrate speed and accuracy-building techniques, Demonstrate the ability to format basic business documents from unarranged material, Identify emerging technologies, Identify types of communications hardware/software and explain their functions, Discuss how and why the Internet is utilized by individuals and businesses, Access, navigate, and use Internet service providers, Master procedures for sending/receiving e-mail, Prepare simple spreadsheets and graphs using available software, Use database software to plan, create, update, add and delete records, Create graphics and integrate into computer applications, Use publishing software to design, create, import, format and produce publications, Transfer data among different computer applications. Apply touch control of the keyboard, using correct techniques, Demonstrate the ability to use proofreading skills in editing.

PT 410 – PHARMACY LAW & REGULATIONS (No Pre-Requisites)

This course orients students to the work of pharmacy technicians and the context in which technicians' work is performed. Students learn the concept of direct patient care and technicians' general role in its delivery, with particular emphasis on the complementary roles of pharmacists and technicians. Students are introduced to the profound influence that medication laws, standards, and regulations have on practice. Upon successful completion, students should be able to explain the concept of quality assurance and its procedures while noting the laws and regulations that govern the practice.

PT 420 – PHARMACOLOGY AND THE NERVOUS AND ABSORPTION SYSTEMS (No Pre-Requisites)

This course will introduce the student to the functions carried out in the Nervous System. Medication side effects, reactions, and names. This course will introduce the student to the functions carried out in the Absorption System.

PT 430 – ANTIBIOTICS, ANTIFUNGAL, ANTIVIRAL AND ASEPSIS (No Pre-Requisites)

This course will introduce the student to precautions, effects and OSHA regulations pertaining to inventory and pharmacy equipment. This course will introduce the student to the different drug types, classifications and schedules. The student will learn medical math and pharmacy calculations.

PT 440 – OCT, BRAND & GENERICS AND THE MOTOR SYSTEM (No Pre-Requisites)

This course will introduce the student to the functions of the retail pharmacy. Students will be able to know the difference between brand and generic medications. The students will be able to assist patients with locating medications over the counter and what they are used for. Students will be able to read the labels and explain them to patients. This course will introduce the student how to communicate to patients and other medical staff. They will learn the importance of good customer service. The students will learn the necessity of correct documentation. The course is an overview of everything they need to be successful in the medical field. This course will introduce the student to psychology. This course explains what psychology is, what the history is. Views of psychologists on behavior and mental processes. How populations are determined, methods of observation, experimental methods, ethics, this course shows learning patterns, perception, what the senses are and how they affect us, factors of learning, memory, motivation and stress.

PT 450 – PHARMACOLOGY AND THE VASCULAR AND INTEGUMENTARY SYSTEMS (No Pre-Requisites)

This course will introduce the student to the functions carried out in the Vascular System. Medication side effects, reactions, and names. This course will introduce the student to the functions carried out in the Integumentary System. Medication side effects, reactions, and names. How to process a prescription properly and what are the steps. How to handle phone in prescriptions. How to handle prescriptions from the floor. How to handle refills, that are phoned in. the student will learn medical math and pharmacy calculations.

PT 460 – VITAMINS, MINERALS AND ALTERNATIVE MEDICINES (No Pre-Requisites)

This course will provide the students the essential mathematical concepts and skills pharmacy technicians use on the job. Students will succeed in learning the skills required for calculating and preparing drug doses in both community pharmacy and institutional pharmacy settings. The alternative medicine portion is a natural approach to using herbals as a treatment for sprains, bruising, and a homeopathic treatment for toxicity.

HS 490 – CPR & FIRST AID (No Pre-Requisites)

This course will introduce the student to First Aid and how it can help within the medical field. The student will be able to assist patients throughout a hospital, clinic, or facility.

This course will provide an opportunity for the student to develop the following skills: To demonstrate ability to respond to emergencies (check, call, care), the initiation of emergency medical system, demonstrate how to call 911 and what information a person should have in order to make the call, (observation/skills check list). The students will develop an overall knowledge and demonstrate methods of self protection (Good Samaritan laws, scene inspection, obtaining consent, preventing disease transmission, utilization of universal precautions and standards for blood borne pathogens (OSHA REGULATIONS - written exam). They will develop an overall knowledge of life saving and life sustaining skills (rescue breathing, management of choking victims, cardiopulmonary resuscitation, first aid, and automated external defibrillator)(observation), with skills check list and written exam. Student will recognize, identify and apply appropriate first response to medical emergencies (heat, cold, sudden illness, poisoning, allergic reactions, muscular skeletal injuries and open or closed wounds). (Observation/skills check list and written exams.

PT 400 - EXTERNSHIP (Pre-Requisites: Completion of all courses)

This course provides students in the skills developed in the didactic and laboratory phases of their training in the practice environment of an ambulatory clinic that provides infusion services. The externship will be completed at a pharmacy, hospital, or other appropriate health care facility under the supervision of qualified pharmacy personnel. At the completion of the externship, students will have performed all duties designated to a pharmacy technician. The pharmacy manager at the extern facility completes a written evaluation of each student's performance.

MEDICAL ADMINISTRATIVE ASSISTANT

GE 480 – COMPUTER BASICS (No Pre-Requisites)

This course is designed to help the student create greater success in college and in life. We review and teach many proven strategies for creating greater academic, professional, and personal success. We will use guided journal writings to explore these strategies, and as a bonus, the students will be taught to express themselves more effectively in writing. This course provides an overview of proper keyboarding technique, business document formatting, and current software packages in word processing, spreadsheets, databases, graphics, and integrated software.

This course will provide an opportunity for the student to develop the following skills:

documents, Demonstrate speed and accuracy-building techniques, Demonstrate the ability to format basic business documents from unarranged material, Identify emerging technologies, Identify types of communications hardware/software and explain their functions, Discuss how and why the Internet is utilized by individuals and businesses, Access, navigate, and use Internet service providers, Master procedures for sending/receiving e-mail, Prepare simple spreadsheets and graphs using available software, Use database software to plan, create, update, add and delete records, Create graphics and integrate into computer applications, Use publishing software to design, create, import, format and produce publications, Transfer data among different computer applications. Apply touch control of the keyboard, using correct techniques, Demonstrate the ability to use proofreading skills in editing.

HS 410 – MEDICAL TERMINOLOGY (No Pre-Requisites)

It provides an understanding of medical terminology to the students through step by step methods that create an easy way to learn medical terminology. The students will learn how to decipher the meaning of useful medical terms by breaking them down into word parts. Through this format the students will reinforce the terms they have learned and improve their communication for success in the medical field.

This course will provide an opportunity for the student to develop the following skills: To utilize medical terminology with competency, to analyze, pronounce and spell medical terms using common combining forms, suffixes and prefixes. The students will be able to name the body systems and their functions while identifying body cavities and specific organs within them.

HS 430 – MEDICAL OFFICE PROCEDURES (No Pre-Requisites)

This course will introduce the students to how to communicate to patients and other medical staff and the importance of good customer service. The students will learn the necessity of correct documentation & electronic health records.

This course will provide an opportunity for the student to develop the following skills: Basic front office and operations, the knowledge of administrative procedures necessary to office operation. They will learn how to prepare day sheets, the elements necessary in creating a patient record, how to check patients in and out of the office, and how to effectively work well with other departments or facilities. The students will learn filing and discussing clinic matters with patients. They will have a basic understanding of office policies, scheduling, cancelling and rescheduling appointments as well as the documentation steps necessary in recording them. Students perform basic skills along with actual exercises and procedures and will be able to handle all kinds of patients and clients.

HS 440 – INTRODUCTION TO MEDICAL BILLING AND CODING (No Pre-Requisites)

This course is designed to introduce the student to basic billing and coding fundamentals, manual and computerized CMS-1500 forms as well as manual and computerized coding. Students will learn how to use the CPT and ICD-9 manuals as well as the ENCODER program to seek codes electronically. In this course, students will also complete a typing course for speed and accuracy and learn advance procedures related to coding, and billing. Medical offices want students with knowledge of the most recent software and most updated coding and billing material. The course teaches to students use different methods of billing. The students will use their knowledge of Medical Terminology and Anatomy and Physiology to help them understand terms related to getting claims paid, and on time.

They will have an opportunity to develop the following skills: the methods used for claims processing Medicare, Medicaid, Tricare, Workers Comp and Commercial health care plans. Students are taught the importance of knowledge of both manual and computerized formats; how to operate CPT Code books for procedure coding and ICD-9 Code books for diagnosis coding. They will be shown the steps to code electronically using ENCODER software, a basic understanding of Medical Office Simulation Software practice and its use in computerized billing. They will be taught the different types of health care plans such as HMO, PPO, EPO, POS, Medicare, Medicaid, Tricare and Workers Compensation. Students will demonstrate the basic steps necessary in claims submission, adjudication, and eventually, reimbursement and they will be introduced to multiple methods of reimbursement, including fee-for-service, modified-fee-for-service, and capitation. Students will be taught the information contained on an Electronic Remittance Advice and the Explanation of Benefits, how to post payments using the information from the Electronic Remittance Advice. Students will have the skills to order supplies for the medical office and give instructions to patients in need and to demonstrate advance office equipment for coding and MOSS software.

Students will also be taught hospital billing and be taught about Medicare, Medicaid, Tricare programs, CHSMPVA programs.

MAA 450 – DENTAL TERMINOLOGY, VITALS & PATIENT PROCESSING

This course is designed to introduce the student to basic dental anatomy and terminology. The student will learn manual and computerized formats used in dental billing as well as manual and computerized coding. Students will master basic anatomy and physiology as it pertains to the dental office. Students will learn dental scheduling and patient processing, as well as vital signs as it pertains to both the medical and dental setting.

MAA 460 – HR MANAGEMENT

This course is designed to introduce the student to all aspects of medical management. The student will understand the objectives to human resources, types of management, employment and medical law, and the skills necessary to operate a medical facility effectively. The student will understand and simulate employee evaluation, correction, delegation, as well as documentation contained in employee files. The student will understand the process of credentialing, managing physician contracts, as well as licenses. The student will understand compliance, and what facilitates a well-run office. The student will simulate Accounts Payable/Receivable and the management of supplies and medications.

HS 490 – CPR & FIRST AID (No Pre-Requisites)

This course will introduce the student to First Aid and how it can help within the medical field. The student will be able to assist patients throughout a hospital, clinic, or facility.

This course will provide an opportunity for the student to develop the following skills: To demonstrate ability to respond to emergencies (check , call, care), the initiation of emergency medical system, demonstrate how to call 911 and what information a person should have in order to make the call, (observation/skills check list). The students will develop an overall knowledge and demonstrate methods of self protection (Good Samaritan laws, scene inspection, obtaining consent, preventing disease transmission, utilization of universal precautions and standards for blood borne pathogens (OSHA REGULATIONS - written exam). They will develop an overall knowledge of life saving and life sustaining skills (rescue breathing, management of choking victims, cardiopulmonary resuscitation, first aid, and automated external defibrillator)(observation), with skills check list and written exam. Student will recognize, identify and apply appropriate first response to medical emergencies (heat, cold, sudden illness, poisoning, allergic reactions, muscular skeletal injuries and open or closed wounds). (Observation/skills check list and written exams.

MAA 400 - EXTERNSHIP (Pre-Requisites: Completion of all courses)

The course is designed to provide practical on-the-job experiences that augment the student's in-class training. The students will be assigned a work site appropriate to their training. Clinical externships are supervised work experience activities.

MEDICAL ASSISTANT

GE 480 – COMPUTER BASICS (No Pre-Requisites)

This course is designed to help the student create greater success in college and in life. We review and teach many proven strategies for creating greater academic, professional, and personal success. We will use guided journal writings to explore these strategies, and as a bonus, the students will be taught to express themselves more effectively in writing. This course provides an overview of proper keyboarding technique, business document formatting, and current software packages in word processing, spreadsheets, databases, graphics, and integrated software.

This course will provide an opportunity for the student to develop the following skills:

documents, Demonstrate speed and accuracy-building techniques, Demonstrate the ability to format basic business documents from unarranged material, Identify emerging technologies, Identify types of communications hardware/software and explain their functions, Discuss how and why the Internet is utilized by individuals and businesses, Access, navigate, and use Internet service providers, Master procedures for sending/receiving e-mail, Prepare simple spreadsheets and graphs using available software, Use database software to plan, create, update, add and delete records, Create graphics and integrate into computer applications, Use publishing software to design, create, import, format and produce publications, Transfer data among different computer applications. Apply touch control of the keyboard, using correct techniques, Demonstrate the ability to use proofreading skills in editing.

HS 410 – MEDICAL TERMINOLOGY (No Pre-Requisites)

It provides an understanding of medical terminology to the students through step by step methods that create an easy way to learn medical terminology. The students will learn how to decipher the meaning of useful medical terms by breaking them down into word parts. Through this format the students will reinforce the terms they have learned and improve their communication for success in the medical field.

This course will provide an opportunity for the student to develop the following skills: To utilize medical terminology with competency, to analyze, pronounce and spell medical terms using common combining forms, suffixes and prefixes. The students will be able to name the body systems and their functions while identifying body cavities and specific organs within them.

HS 420 – ANATOMY AND PHYSIOLOGY (No Pre-Requisites)

This is an intermediate course of instruction about the structure and function/dysfunctions of the body systems. Pathology is studied with correlation to procedures performed. Terminology is incorporated throughout to enhance student understanding of disorders and diseases. In this course students study the structure of the human body. The student will learn to name and describe body planes and demonstrate knowledge of body organization and terms of reference. This course will include an introduction to the organ systems of the body, muscular system, nervous system, skeletal system, integumentary system, body membranes, urinary system and the function and transportation of blood through the body.

This course will provide an opportunity for the student to develop the following skills: To recognize the parts of the body and how they works together to make a person, learn how this will make them understand their job properly. Define terms, identify systems within the body, and understand how they work, be familiar with critical thinking.

HS 430 – MEDICAL OFFICE PROCEDURES (No Pre-Requisites)

This course will introduce the students to how to communicate to patients and other medical staff and the importance of good customer service. The students will learn the necessity of correct documentation & electronic health records.

This course will provide an opportunity for the student to develop the following skills: Basic front office and operations, the knowledge of administrative procedures necessary to office operation. They will learn how to prepare day sheets, the elements necessary in creating a patient record, how to check patients in and out of the office, and how to effectively work well with other departments or facilities. The students will learn filing and discussing clinic matters with patients. They will have a basic understanding of office policies, scheduling, cancelling and rescheduling appointments as well as the documentation steps necessary in recording them. Students perform basic skills along with actual exercises and procedures and will be able to handle all kinds of patients and clients.

HS 440 – INTRODUCTION TO MEDICAL BILLING AND CODING (No Pre-Requisites)

This course is designed to introduce the student to basic billing and coding fundamentals, manual and computerized CMS-1500 forms as well as manual and computerized coding. Students will learn how to use the CPT and ICD-9 manuals as well as the ENCODER program to seek codes electronically. In this course, students will also complete a typing course for speed and accuracy and learn advance procedures related to coding, and billing. Medical offices want students with knowledge of the most recent software and most updated coding and billing material. The course teaches to students use different methods of billing. The students will use their knowledge of Medical Terminology and Anatomy and Physiology to help them understand terms related to getting claims paid, and on time.

They will have an opportunity to develop the following skills: the methods used for claims processing Medicare, Medicaid, Tricare, Workers Comp and Commercial health care plans. Students are taught the importance of knowledge of both manual and computerized formats; how to operate CPT Code books for procedure coding and ICD-9 Code books for diagnosis coding. They will be shown the steps to code electronically using ENCODER software, a basic understanding of Medical Office Simulation Software practice and its use in computerized billing. They will be taught the different types of health care plans such as HMO, PPO, EPO, POS, Medicare, Medicaid, Tricare and Workers Compensation. Students will demonstrate the basic steps necessary in claims submission, adjudication, and eventually, reimbursement and they will be introduced to multiple methods of

reimbursement, including fee-for-service, modified-fee-for-service, and capitation. Students will be taught the information contained on an Electronic Remittance Advice and the Explanation of Benefits, how to post payments using the information from the Electronic Remittance Advice. Students will have the skills to order supplies for the medical office and give instructions to patients in need and to demonstrate advance office equipment for coding and MOSS software. Students will also be taught hospital billing and be taught about Medicare, Medicaid, Tricare programs, CHSMPVA programs.

MA 450 – MEDICAL ASSISTANT BACK OFFICE PROCEDURES

Students will learn processing procedures. Students will learn the blood types, give pregnancy tests, patient information, prepare patients for exam, setting up trays for doctors, perform pediatric exams with nurses and doctors, bandaging, and how to help patients that have walking or speech disabilities. This course offers an introduction to the position of an entry level medical assistant. Students learn the role and function of a medical assistant, interpersonal communication skills, patient care and handling of office emergencies and first aid. Students are introduced to patient rights and OSHA regulations. The students learn all intro skills of the medical assisting field. This course is designed to prepare a student for an EKG patient. The students will learn about the heart and how it functions, students will be able to perform EKG's on their peers. They will be shown how to read EKG's only on a basic level. Students will learn how to prepare a patient for an EKG. The students will be able to instruct a patient and to communicate with doctors about the EKG. The student, upon completion, will receive a certificate in EKG.

This course will provide an opportunity for the student to develop the following skills: basic clinical procedures such as preparing patients for exams, collecting specimens and performing diagnostic tests. Review specifics of anatomy and physiology. This course prepares students for the medical skills that will be performed in the medical office by an MA.

The students will get accustomed to performing in front of staff and patients; they will have check off sheets on specific skill requirements to be completed every day in the laboratory in order to go to externship.

The students will have knowledge of the heart, blood flow and how the circulation in the body works and they will be trained on EKG preparations, how to operate a standard EKG machine and how to identify a basic problem on the printout and alert the doctor or medical staff.

MA 460 – CLINICAL LABORATORY PROCEDURES

This course is designed to prepare a student for handling medications, learn how to perform injections, routes of medication administration and how they are important. Students will learn about medication side effects and how to communicate with patients, will learn patient rights and how to practice confidentiality. The students will use their workbooks to perform basic skills in pharmacology. The student will be able to draw up medications and discuss oral dosages with the medical staff, read prescriptions and call them into a pharmacy. This course prepares students for laboratory procedures, how to prepare patients for collection process. The student learns the common tests and procedures performed in a medical office. Students are provided with the knowledge and skills necessary to send samples out to labs. Students learn how to collect blood in proper collection tubes and send it to outside labs, collect urine samples and prepare them for labs. Students will learn how to use microscopes and look at different slides and be able to identify them and prepare blood for viewing. Students learn how to inform patients on glucose machines and how to collect blood for the machines.

HS 490 – CPR & FIRST AID (No Pre-Requisites)

This course will introduce the student to First Aid and how it can help within the medical field. The student will be able to assist patients throughout a hospital, clinic, or facility.

This course will provide an opportunity for the student to develop the following skills: To demonstrate ability to respond to emergencies (check, call, care), the initiation of emergency medical system, demonstrate how to call 911 and what information a person should have in order to make the call, (observation/skills check list). The students will develop an overall knowledge and demonstrate methods of self protection (Good Samaritan laws, scene inspection, obtaining consent, preventing disease transmission, utilization of universal precautions and standards for blood borne pathogens (OSHA REGULATIONS - written exam). They will develop an overall knowledge of life saving and life sustaining skills (rescue breathing, management of choking victims, cardiopulmonary resuscitation, first aid, and automated external defibrillator)(observation), with skills check list and written exam. Student will recognize, identify and apply appropriate first response to medical emergencies (heat, cold, sudden illness, poisoning, allergic reactions, muscular skeletal injuries and open or closed wounds). (Observation/skills check list and written exams.

MA 400 - EXTERNSHIP (Pre-Requisites: Completion of all courses)

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MEDICAL BILLING & CODING

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This course will provide an opportunity for the student to develop the following skills:

documents, Demonstrate speed and accuracy-building techniques, Demonstrate the ability to format basic business documents from unarranged material, Identify emerging technologies, Identify types of communications hardware/software and explain their functions, Discuss how and why the Internet is utilized by individuals and businesses, Access, navigate, and use Internet service providers, Master procedures for sending/receiving e-mail, Prepare simple spreadsheets and graphs using available software, Use database software to plan, create, update, add and delete records, Create graphics and integrate into computer applications, Use publishing software to design, create, import, format and produce publications, Transfer data among different computer applications. Apply touch control of the keyboard, using correct techniques, Demonstrate the ability to use proofreading skills in editing.

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They will have an opportunity to develop the following skills: the methods used for claims processing Medicare, Medicaid, Tricare, Workers Comp and Commercial health care plans. Students are taught the importance of knowledge of both manual and computerized formats; how to operate CPT Code books for procedure coding and ICD-9 Code books for diagnosis coding. They will be shown the steps to code electronically using ENCODER software, a basic understanding of Medical Office Simulation Software practice and its use in computerized billing. They will be taught the different types of health care plans such as HMO, PPO, EPO, POS, Medicare, Medicaid, Tricare and Workers Compensation. Students will demonstrate the basic steps necessary in claims submission, adjudication, and eventually, reimbursement and they will be introduced to multiple methods of reimbursement, including fee-for-service, modified-fee-for-service, and capitation. Students will be taught the information

contained on an Electronic Remittance Advice and the Explanation of Benefits, how to post payments using the information from the Electronic Remittance Advice. Students will have the skills to order supplies for the medical office and give instructions to patients in need and to demonstrate advance office equipment for coding and MOSS software.

Students will also be taught hospital billing and be taught about Medicare, Medicaid, Tricare programs, CHSMPVA programs.

MBC 450 – COMPUTERIZED BILLING (No Pre-Requisites)

This course will introduce the student to advanced procedures related to coding, and billing. Medical offices want the most recent software and most update coding and billing material. The course teaches students how to combine the coding process with more advances medical and Medicare information. Students will learn how to code surgery and tests that are preformed everyday.

Students will learn how to process claims to various insurance companies. The students learn to manage insurance claims to ensure prompt reimbursement. Students are taught PPO, HMO, IPA, Managed care and conventional third party reimbursement processing of claims. Medicare, Medi-Cal, Workers Compensation, Tricare billing, collection and appeals process will be introduced. Students will use computerized medical billing software. Posting payments and creation of computerized statements, aging, claim forms and transmission reports will be covered. Students will learn basic skills in hospital and physician billing. Students learn basic eligibility criteria for Medicare, Medicaid, Tricare programs relative to active military and CHAMPVA programs for retired or disabled veterans. Policies and regulations are covered. This course is designed to provide advanced inpatient and outpatient billing. Students will become familiar with the basic forms and procedures accepted by private insurance companies, Medicaid, Medicare, Tricare, Workers' Compensation and hospitals.

MBC 460 - ADVANCED BILLING AND CODING (No Pre-Requisites)

Students will study and practice coding principles according to the CPT-4 and ICD-9 coding systems. Students will learn the assignment of appropriate modifiers to CPT, HCPCS codes. Aspects of the Health care environment are included (physician's office, hospital outpatient, extraction of codes from medical records).

This course is designed to provide advanced inpatient and outpatient billing. Students will become familiar with the basic forms and procedures accepted by private insurance companies, Medicaid, Medicare, Tricare, Workers' Compensation and hospitals.

HS 490 – CPR AND FIRST AID (No Pre-Requisites)

This course will introduce the student to First Aid and how it can help within the medical field. The student will be able to assist patients throughout a hospital, clinic, or facility.

This course will provide an opportunity for the student to develop the following skills: To demonstrate ability to respond to emergencies (check , call, care), the initiation of emergency medical system, demonstrate how to call 911 and what information a person should have in order to make the call, (observation/skills check list). The students will develop an overall knowledge and demonstrate methods of self protection (Good Samaritan laws, scene inspection, obtaining consent, preventing disease transmission, utilization of universal precautions and standards for blood borne pathogens (OSHA REGULATIONS - written exam). They will develop an overall knowledge of life saving and life sustaining skills (rescue breathing, management of choking victims, cardiopulmonary resuscitation, first aid, and automated external defibrillator)(observation), with skills check list and written exam. Student will recognize, identify and apply appropriate first response to medical emergencies (heat, cold, sudden illness, poisoning, allergic reactions, muscular skeletal injuries and open or closed wounds). (Observation/skills check list and written exams.

MBC 400 - EXTERNSHIP (Pre-Requisites: Completion of all courses)

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PROGRAM COSTS

BREAKDOWN PER PROGRAM	SURGICAL TECHNOLOGY	PHYSICAL THERAPY AIDE / MASSAGE THERAPIST	PHARMACY TECHNICIAN	MEDICAL ASSISTANT	MEDICAL ADMINISTRATIVE ASSISTANT	MEDICAL BILLING & CODING
Length (TOTAL HOURS) Credits	71 weeks (1804) 119 credits	35 weeks (900) 56 credits	35 weeks (900) 56 credits	35 weeks (900) 56 credits	29 weeks (744) 47 credits	35 weeks (900) 56 credits
TUITION	\$31,995	\$15,995.00	\$15,995.00	\$15,995.00	\$12,995.50	\$15,995.00
STRF (.0025)	\$80.00	\$40.00	\$40.00	\$40.00	\$32.50	\$40.00
(2) Uniforms (3) for Surgical Technology	Included in Tuition	Included in Tuition	Included in Tuition	Included in Tuition	Included in Tuition	Included in Tuition
CREDENTIAL EXAM FEE EQUIPMENT	CST Exam Fee Included in Tuition	CAMTC Exam Fee Massage Kit Included in Tuition	Pharmacy Tech state reg. fee /Live Scan Included in Tuition	Medical Assistant Kit Included in Tuition	N/A	N/A
Optional Cost LAPTOP	\$450	\$450	\$450	\$450	\$450	\$450
CPR	Included in Tuition	Included in Tuition	Included in Tuition	Included in Tuition	Included in Tuition	Included in Tuition
Base Cost + STRF + Optional Laptop Computer Cost	\$32,525.00	\$16,485.00	\$16,485.00	\$16,485.00	\$13,478.00	\$16,485.00
Registration Fee	\$100	\$100	\$100	\$100	\$100	\$100
TOTAL	\$32,625.00	\$16,585.00	\$16,585.00	\$16,585.00	\$13,578.00	\$16,585.00

The charges above include the optional cost of the laptop computer.

Students whose program doesn't include the optional cost laptop computer will be given a schedule of charges and total cost prior to signing an enrollment agreement.

***Contents of the Physical Therapy Aide/Massage Therapist Kit:** Massage table with standard carry case, Grasshopper chair with carry case, Full round bolster, Memory foam face pad, Fleece table & face rest set, 3-piece deluxe flannel sheet set, Hold-all holster, Storage jar, Ribbed lid for jar, Plastic bottle, Bottle pump, Plastic cap bottle, TheraPro multi-purpose cream, TheraPro deep-tissue lotion, TheraPro Swedish effleurage oil, Mini Purell sanitizer, DVD: "The Sanctuary Protocols", CD Sampler: "At Peace", Sporty cart.

***Contents of the Medical Assistant Kit:** Color coordinated Stethoscope, Adult nylon cuff with latex inflation system, Pocket organizer with bandage scissor, diagnostic penlight & 3 color chart pen, Medimeter diagnostic measuring tool, 6" x 9" color coordinated carrying case & calibration warranty.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

ADDITIONAL COSTS NOT INCLUDED IN TUITION:

- Background checks
- Immunizations – TB (Mantoux) test (all students)
Surgical Technology Program – TB (Mantoux), Rubella, Rubeola, Varicella, Hepatitis B, Tetanus
- Drug screening
- Transportation to and from externship and clinical sites
- Certification exam fees other than CST (Certified Surgical Technology), AAPC, which may be included as optional cost.

STUDENT TUITION RECOVERY FUND DISCLOSURES

76215. (a) A qualifying institution shall include the following statement on both its Enrollment Agreement and its current schedule of student charges:

“You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- 1) You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
- 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

- 1) You are not a California resident, or are not enrolled in a residency program, or
- 2) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- 1) The school closed before the course of instruction was completed.
- 2) The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- 3) The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- 4) There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
- 5) An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”



INSERT 2A

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ADMINISTRATION & STAFF

AMIR BANIASSAD	PRESIDENT	
SIAVASH BADIEI	VICE PRESIDENT	
ANTHONY THOMAS	CAMPUS DIRECTOR	FULL-TIME
ALI NEJAD	ASSISTANT DIRECTOR/DOE	FULL-TIME
SUSAN A. KIRTLAND	DIRECTOR OF COMPLIANCE	FULL-TIME
SOUSAN BADIEI	REGISTRAR	FULL-TIME
BAHMAN GHAFIRI	ACCOUNTING MANAGER	FULL-TIME
KIMBERLY WALKER	ADMINISTRATIVE ASSISTANT	FULL-TIME
WILMA STOKES	DIRECTOR OF ADMISSIONS	FULL-TIME
MICHELLE SANCHEZ	ADMISSIONS REPRESENTATIVE	FULL-TIME
MICHAEL MCCLAIN	ADMISSIONS REPRESENTATIVE	FULL-TIME
SAFIEA AZAD	ADMISSIONS COORDINATOR	FULL-TIME
SUNNY MENDEZ	ADMINISTRATIVE ASSISTANT	FULL-TIME
TERI NUNEZ	ADMINISTRATIVE ASSISTANT	FULL-TIME
KEITH RICHMOND	ADMISSIONS REPRESENTATIVE	FULL-TIME
MELINDA SERBAN	DIRECTOR OF FINANCIAL AID	FULL-TIME
GUADALUPE SIMS	FINANCIAL AID OFFICER	FULL-TIME
VERONICA MOREHEAD	DIRECTOR OF CAREER SERVICES	FULL-TIME
DANIELLE VALDEZ	EXTERNSHIP COORDINATOR	FULL-TIME
MARIE ARANDA	EXTERNSHIP COORDINATOR	FULL-TIME
RODELIZA ACAYLAR	CAREER SERVICES SPECIALIST	FULL-TIME
ASHKAN HORMOZFAR	IT SERVICES DIRECTOR / MARKETING	FULL-TIME
KAVEH ABDOLVAND	ASSISTANT TO IT SERVICES DIRECTOR / MARKETING	FULL-TIME
ILDIKO TAKATA	OFFICE ADMINISTRATOR	FULL-TIME
RAFAEL BASILIO	SECURITY GUARD	FULL-TIME



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FACULTY

LORI EDRISI Medical Assistant, CA Paramedical & Technical College	COMPUTER BASICS INSTRUCTOR & LEAD INSTRUCTOR FOR THESE PROGRAMS: Medical Assistant, Medical Billing & Coding Medical Administrative Assistant	FULL-TIME
AVELINA BLACKMAN, A.S., AHI, AMT Associate in Science, City College of San Francisco	INSTRUCTOR, MEDICAL BILLING & CODING, COMPUTER BASICS, MEDICAL TERMINOLOGY	FULL-TIME
JIMMY E. MCGEE, MBA Master in Business Administration, Pepperdine University	INSTRUCTOR, PHARMACY TECHNOLOGY	FULL-TIME
JACQUELINE RANGLE Certified Massage Therapist, Maric College	INSTRUCTOR, PHYSICAL THERAPY AIDE / MASSAGE THERAPY	FULL-TIME
ANNE TIANGCO, B.S. Kinesiology - Physical Therapy, CSUSB CMT, Everest College	INSTRUCTOR, PHYSICAL THERAPY AIDE / MASSAGE THERAPY, ANATOMY & PHYSIOLOGY	FULL-TIME
MICHAEL LANG CAMTC Utah College of Massage Therapy	INSTRUCTOR, PHYSICAL THERAPY AIDE / MASSAGE THERAPY	FULL-TIME
MIRWAIS KHORAM, CST Surgical Technology Diploma, Newbridge College NBSTSA	PROGRAM DIRECTOR & INSTRUCTOR FOR SURGICAL TECHNOLOGY	FULL-TIME
NORMA MONIQUE GARCIA, CST Education B.S., UCLA Newbridge College, Surgical Technology	INSTRUCTOR, SURGICAL TECHNOLOGY	FULL-TIME
ANTONIO HERNANDEZ Medical Degree – Surgeon & Obstetrician The University of Guadalajara, Mexico	INSTRUCTOR, ANATOMY & PHYSIOLOGY	FULL-TIME
VICTOR RUIZ P.O.S.T Certificate	INSTRUCTOR, MEDICAL BILLING/CODING	PART-TIME
LORI TYLER Allied Health Instructor, AMT	INSTRUCTOR, MEDICAL ADMINISTRATIVE ASSISTANT	FULL-TIME
SHANRIKA CUPP Medical Assistant, Paramount Adult Education Center	INSTRUCTOR, MEDICAL TERMINOLOGY, MEDICAL ASSISTANT	FULL-TIME
JUDITH VASQUEZ Associate of Applied Science Southwestern College of Business	INSTRUCTOR, MEDICAL ASSISTANT, ANATOMY & PHYSIOLOGY, CPR / FIRST AID	FULL-TIME
MARGARET SPARKS Medical Assistant, Summit College	INSTRUCTOR, ANATOMY & PHYSIOLOGY	PART-TIME
RHONDA WINDOM, B.S. San Jose State University, Medical Assistant, Summit College	INSTRUCTOR, COMPUTER BASICS, MEDICAL TERMINOLOGY & MEDICAL ASSISTANT	FULL-TIME
CECILIA AMARO Medical Assistant, ITT Certificate	INSTRUCTOR, COMPUTER BASICS & MEDICAL TERMINOLOGY	PART-TIME
TOMMIE OLDS, CST RMA, American Registry of Medical Assistants, Operating Room Specialist, Academy of Health Sciences, FHS, TX, Surgical Technologist, US Army	CLINICAL PRECEPTOR FOR SURGICAL TECHNOLOGY	FULL-TIME



INSERT 3

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Riverside, CA 92505

Tel: (951) 729-5320 Fax: (951) 729-5362

PROGRAM START & END DATES

No school for students on Friday, 06/01/2012 & on Wednesday, 11/21/2012

900 HOURS	PROGRAM	START DATE	MID-POINT	EST. END DATE
	PHYSICAL THERAPY AIDE/MASSAGE THERAPIST	01/12/2012	05/02/2012	09/21/2012
		02/08/2012	05/31/2012	10/19/2012
		03/08/2012	06/29/2012	11/16/2012
		04/05/2012	07/30/2012	12/21/2012
	PHARMACY TECHNICIAN MEDICAL ASSISTANT MEDICAL BILLING & CODING	05/03/2012	08/27/2012	01/18/2013
		06/04/2012	09/25/2012	02/15/2013
		06/29/2012	10/23/2012	03/15/2013
		07/31/2012	11/20/2012	04/19/2013
		08/28/2012	12/21/2012	05/17/2013
09/26/2012		01/30/2013	06/14/2013	
10/24/2012		02/28/2013	07/12/2013	
11/26/2012	03/29/2013	08/09/2013		

1804 HOURS	PROGRAM	START DATE	MID-POINT	EST. END DATE
	SURGICAL TECHNOLOGY	01/12/2012	08/27/2012	06/14/2013
		04/05/2012	11/20/2012	09/06/2013
		06/29/2012	02/28/2013	12/06/2013
09/26/2012		05/24/2013	03/07/2014	

744 HOURS	PROGRAM	START DATE	MID-POINT	EST. END DATE
	MEDICAL ADMINISTRATIVE ASSISTANT	01/12/2012	05/02/2012	08/03/2012
		02/08/2012	05/31/2012	08/31/2012
		03/08/2012	06/29/2012	09/28/2012
		04/05/2012	07/30/2012	10/26/2012
		05/03/2012	08/27/2012	11/30/2012
		06/04/2012	09/25/2012	01/11/2013
		06/29/2012	10/23/2012	02/08/2013
		07/31/2012	11/20/2012	03/08/2013
		08/28/2012	12/21/2012	04/05/2013
		09/26/2012	01/30/2013	05/10/2013
10/24/2012		02/28/2013	06/07/2013	
11/26/2012	03/29/2013	07/05/2013		