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AMERICAN MEDICAL SCIENCES CENTER

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School Catalog 2019

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Constitution Day observance commemorates the anniversary of the signing of the U.S. Constitution on Sept. 17, 1787, and honors and celebrates the privileges and responsibilities of U.S. citizenship. AMSC College will observe Constitution and Citizenship Day with a voter registration drive. Voter registration will be available for non-registered citizens who wish to Vote. The Financial Aid office will have a voter registration table in the Campus foyer, and Student Ambassadors will be distributing free copies of the U.S. Constitution.

WELCOME TO AMERICAN MEDICAL SCIENCES CENTER

It is our pleasure to introduce you to American Medical Sciences Center. Our goal is to focus on career training for an applicant's successful professional and academic future. We will always strive to present the most up-to-date learning materials in order to give our graduates the necessary tools for placement in the workforce.

STATEMENT OF HISTORY AND OWNERSHIP

American Medical Sciences Center, is a private educational California corporation, was acquired in March of 1996. Institutional approval from the Bureau for Private Postsecondary and Vocational Education was received pursuant to California educational Code 94915 and granted in May 1997. Mr. Vardan Karagezian owns the 100% of American Medical Sciences Center. The owner possesses a Master's Degree in Electronic Technology and Medical Cybernetics and has more than 20 years of experience in the field of Sonography and ultrasound.

MISSION STATEMENT

The Mission of American Medical Sciences Center is to provide innovative, quality programs that are sound in concept, implemented by a highly skilled faculty and designed to serve the needs of students to achieve their educational, professional and personal goals. Our values center on a commitment to a diverse student body and in turn the field of health care and the communities we serve. The final goal of the AMSC College is to empower its students to succeed in obtaining an entry to mid-level positions and to advance within the healthcare Industry by maintaining strong long-term employment.

OBJECTIVES

Education and training at American Medical Sciences Center are directed toward preparing students to:

- Develop technical skills, knowledge and understanding of their application;
- Develop professional attitudes and behaviors related to study and work habits;
- Develop interpersonal communication skills, self-discipline and confidence;
- Utilize modern equipment;
- Provide the most reliable job placement assistance to our graduates;
- Render continuous active participation in national, state, and legal professional organizations;
- Continue to develop courses to meet the changes in the modern technology.

LEGAL CONTROL

American Medical Sciences Center is a private postsecondary school. It is organized and operated as a California corporation known as the American Medical Sciences Center. The College is in compliance with all local, state, and federal laws and regulations. AMSC does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

STATEMENT OF NON-DISCRIMINATION

AMSC does not discriminate on the basis of sex, age, physical handicap, race, or religion in its admissions to or treatment in its programs including training, placement and employment. The school's Associate Director is the coordinator of Title IX, the Educational Amendments Act of 1972, which prohibit discrimination on the basis of sex in any education program or activity receiving Student financial assistance.

APPROVAL DISCLOSURE STATEMENT

The **American Medical Sciences Center** is a private institution, licensed and approved to operate by the Bureau for Private Postsecondary Education (BPPE) pursuant to California Educational Code 94915 in 1996. Approval to operate means compliance with state standards. Students who successfully complete a course of study are awarded an appropriate diploma or degree. This school voluntarily undergoes periodic accrediting evaluations by teams of qualified examiners including subject experts and specialists in occupational education and private school administration. 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 (License)
2535 Capital Oaks Drive, Ste. 400
Sacramento, CA 95833
Phone (916) 431-6959
www.bppe.ca.gov

The **American Medical Sciences Center** is institutionally accredited by the Accrediting Bureau of Health Education Schools.

The Accrediting Bureau of Health Education Schools
7777 Leesburg Pike Suite #314 N.
Falls Church, Virginia 22043
Phone (703) 917-9503
www.abhes.org

The **American Medical Sciences Center** is approved by

The Student and Exchange Visitor Program
Department of Homeland Security and Department of State
Phone (202)305-2346
www.ice.gov

The **American Medical Sciences Center** is approved by

The Board for Vocational Nurses and Psychiatric Technicians (BVNPT)
2535 Capitol Oaks Dr., Suite 205
Sacramento, CA 95833-7859
Phone (916) 263-7800
www.bvnpt.ca.gov

American Medical Sciences Center is also recognized by the United States Department of Education (USDE) as an eligible participant in the federal student financial aid (SFA) programs.

American Medical Sciences Center does not provide English as a Second Language (ESL) instruction.

Prospective enrollees are required to visit the physical facility of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling, attending class or signing the enrollment agreement.

American Medical Sciences Center participates in Title IV Programs to assist students to meet educational expenses. For information on those programs, see the financial aid section of this catalog.

I certify that all contents in this catalog are current, true and correct to the best of my knowledge.

Sincerely,

Vardan Karagezian
President – Director

VOCATIONAL PROGRAMS OFFERED

DIAGNOSTIC MEDICAL SONOGRAPHY

Associate of Applied Science (AAS) Degree Program
2,290.0 CLOCK HOURS / 104.0 WEEKS
101.0 SEMESTER CREDIT HOURS

VOCATIONAL NURSING

Diploma Program
1,624 CLOCK HOURS / 67 WEEKS
90.5 QUARTER CREDIT HOURS

INSTRUCTIONAL FACILITIES

American Medical Sciences Center, holds all its classes at 225 West Broadway, Suite 410, Glendale, CA, near the 134 freeway and easily accessible by several surface streets. More than 5,516 square feet of classroom, laboratory and office space is available. Each classroom and laboratory contains sufficient equipment and supplies to meet the needs of each curriculum and student. The building is equipped with heating and air conditioning systems. Entrances and exits are conveniently located so that the building can be cleared quickly and safely in an emergency. AMSC physical library is co-located with examination preparation room between the emergency exit and two DMS laboratories. All enrolled students may access the library during the regular hours of operation. The hours of library operation are 9:00 am to 5:00 pm Monday through Friday. Also, AMSC is a part of virtual library called LIRN. All new students upon signing their enrollment agreement, must see admissions department to obtain their password and may access the virtual library from anywhere with their electronic device. For more information on LIRN please see the front desk.

EQUIPMENT

DIAGNOSTIC MEDICAL SONOGRAPHY-The Diagnostic Medical Sonography Program has lecture classrooms and laboratory rooms equipped with 7 ultrasound machines. 4 “ACUSON SEQUOIA 512”, 3 “GE” logic's with multi-frequency probes, and more than 35 modern computers with appropriate 2D/3D software, TV(s), VCR(s), video sceneries, books, anatomical charts, white board, chairs and tables.

VOCATIONAL NURSING- The Vocational Nursing Program has lecture classroom with computers with appropriate software and laboratory room equipped with electric bed, medication and isolation carts, dummies, oral and rectal thermometers, scale and blood pressure instruments, IV pumps, IV pools and more necessary instruments for educational purpose more than 20 computers with appropriate software, wide-ranging TV for video presentation, also, books, anatomical charts, white board, chairs and tables.

TUITION POLICY

Tuition is the major part of the cost of study and is agreed upon at the time of enrollment. The Enrollment Agreement reflects the tuition, other fees that may be applicable, and the terms of the agreement. Some part of the tuition is due and payable on the first day of class unless other arrangements have been made with the Administration. It is expected that the agreed upon terms will be honored by each student; i.e. payments will be made consistently and on time.

REGULATIONS

In attempt to reduce carbon footprint, at AMSC, during the enrollment and orientation, each student receives a guide how to find the electronic catalog at AMSC website upon enrollment. General rules and regulations for AMSC concerning attendance, which are applicable to all students of the school, can be found in this Catalog. Students must be aware of all of the school's rules and regulations; i.e. student conduct, dress code, attendance, make-up hours, etc. Students should be aware that criteria for admission and/or graduation might differ depending upon the individual program. Students are responsible for familiarizing themselves with all rules and regulations.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The practices and procedures employed by the American Medical Sciences Center comply with the confidentiality and record availability laws of the Family Educational Rights and Privacy Act of 1974 and the Buckley Amendment. Students, parents of minors and guardians of "tax dependent" students have the right to inspect and challenge the information contained within the records for these students. Confidentiality of student and staff records is strictly protected. The school complies with Title IX of the 1972 Education Amendments, Equal Opportunity Act of 1972 (Title VII of the Civil Rights Act of 1964), Section 504, Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1993. Student information is not available to anyone without (a) a written request or release from the student, (b) a court order or appropriate government agency requirements.

STUDENT RIGHTS/GRIEVANCE PROCEDURE

Most problems or complaints that students may have with the school or its administration can be resolved through a personal meeting with the school staff. Grievances must go through chain of command; 1) school personnel, 2) Director of Programs, 3) School Associate Director/Director. The chain of command will make every reasonable effort to resolve a grievance to the satisfaction of the student. Answers to grievances will be given no more than ten days after submission of grievance. The written complaint should contain (1) the nature of the problem(s), (2) approximate date(s) that the problem(s) occurred, (3) name(s) of the individual(s) involved in the problem(s) - staff and/or other students, (4) copies of important information regarding the problem(s), (5) evidence demonstrating that the institution's complaint procedure was followed prior to this point in time.

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 or by completing a complaint form, which can be obtained on the bureau's Internet web site www.bppe.ca.gov

The Bureau for Private Postsecondary Education
2535 Capital Oaks Drive, Ste. 400
Sacramento, CA 95833-7859
Toll-free telephone (888)370-7589
www.bppe.ca.gov

OCCUPATIONS TO WHICH THE COURSE OF INSTRUCTION LEAD

The Students who graduate from the DMS courses are qualified to apply for positions as Ultrasound Technologists, who perform the procedures related to General Sonography, including Vascular and Echocardiographic procedures. AMSC graduated may apply for following certification granting organizations; American Registry of Radiologic Technologists (ARRT), American Registry for Diagnostic Medical Sonography (ARDMS), and Cardiovascular Credentialing International (CCI). Vocational Nursing Graduates will meet the requirements to take the licensing exam (NCLEX-PN) and seek entry level positions in hospitals, clinics, patient care settings.

PROGRAMS SCHEDULE

#	PROGRAMS	TOTAL CLOCK HOURS	TOTAL CRED HOURS	# OF WEEKS
1	DIAGNOSTIC MEDICAL SONOGRAPHY Associate of Applied Science (AAS) Program	2,290.00	101.00 Semester	104.0 (20.0 Lecture Hours Weekly) (40.0 Clinical Hours Weekly)
2	NURSING VOCATIONAL Diploma Program	1,624.00	90.50 Quarter	67.0 (26.0 Hours Weekly Incl. Clinical)

FEES/CHARGES AND EXPENSES

#	PROGRAMS	REGISTRATION FEE Non Refundable	INITIAL ASSESMENT	TEXTBOOKS OTHER LEARNING MEDIA	STRF FEE Non Refundable	UNIFORMS AND OTHER FEE(S)	TUITION FEE	EST. TOTAL CHARGES FOR ALL PROGRAM
1	DIAGNOSTIC MEDICAL SONOGRAPHY Associate of Applied Science (AAS) Program	\$75.00	\$25.00	\$950.00	\$0.00	\$125.00	\$36,675.00	\$37,850.00
2	VOCATIONAL NURSING(Diploma)	\$75.00	\$25.00	\$1,800.00	\$0.00	\$613.50	\$31,486.50	\$34,000.00

ENROLLMENT AGREEMENT

No student may attend class without a valid student enrollment agreement. However, all tuition and other charges for the time the student was in attendance, under a valid enrollment agreement, will be honored as due or owing. The Enrollment Agreement protects the students from tuition increases for the period covered by the Agreement. It is the student's responsibility to maintain a current and valid Enrollment Agreement with the school.

DESCRIPTION OF FACULTY AND QUALIFICATIONS

Each faculty member employed by the American Medical Sciences Center must be a qualified educator. The instructor must have the necessary education in the field in which she/he is conducting instruction; i.e. possess three years of education or experience or both which will qualify the candidate for hiring consideration.

GRADUATION REQUIREMENTS

Graduation from all programs of study is accomplished by satisfactory completion of all course requirements, maintaining satisfactory attendance and a minimum grades point. Upon graduation, a student will receive a diploma in his/her program of study.

Other entities may charge additional fees (estimated)

Estimated Charges for DMS Programs: CPR - \$45, Background check - \$60, Mask fit test (hospitals only) - \$45

Estimated charges for VN Program: ATI Assessment fee - \$30, Background check - \$60 NCLEX test fee - \$200 Application fee - \$150,

SCHOLASTIC LEVEL EXAM POLICY

The American Medical Sciences Center administers the Scholastic Level Exam (SLE) test to all its students. The test is designed to measure the student's ability to be successfully trained to perform the tasks associated with the occupations to which the program of instruction is represented to lead. All students must take and pass this test. If a prospective student fails a test, a retest will be given in seven days (only two attempts are permitted within six months). The test is administered in accordance with the test's instructions, rules and time limits.

STUDENT SERVICES

The College assists students by providing them with access to programs outside the classroom. Students are provided with tutoring, career advising and placement assistance. Academic advising is available to all students at the college by the instructors. Students are also referred to community professionals for personal, non-academic counseling.

CLASS SIZE

Lecture classes will not exceed a ratio of one instructor/lecture to 25 students. Laboratory classes will have a ratio of one instructor to 25 students.

SCHEDULE OF CLASSES

American Medical Sciences Center classes start frequency is based on the amount of desired students interested in them (at least 10) for DMS and for LVN, per approved start date by BVNPT (two or three times a year).

COPYRIGHT POLICY

The school will comply with United States copyright law (title 17, U.S. Code) including sections relating to educational and library use. The person using the reproduction equipment is liable for any infringement. American Medical Sciences Center will respect all copyright rights including:

- The rights of students in all material they create in and for school,
- The rights instructors have in material they created prior to being employed at the school and in material created while employed at the school.

For more information on the laws regarding copyright contact the U.S. copyright office at (202) 707-3000

PROGRAM DELIVERY

Residential only

HANDICAPPED FACILITIES

The American Medical Sciences Center does provide access and accommodations for the disabled.

HOURS OF OPERATION

Monday through Friday 9:00am-10:00pm Saturdays 9:00am-1:00pm

AMSC CALENDAR

AMSC observes the following holidays during which the school will be closed:

NEW YEAR DAYS	-January	01,02
MARTIN LUTHER KING DAY	-January	21
PRESIDENT'S DAY	-February	18
MEMORIAL DAY	-May	27
INDEPENDENCE DAY	-July	04
LABOR DAY	-September	02
COLUMBUS DAY	-October	14
VETERANS DAY	-November	11
THANKSGIVING DAYS	-November	28 & 29
CHRISTMAS VACATION	-From December 23, 2019 through January 03, 2020	

CLASSROOM RESPONSIBILITY

Each student is responsible for the condition of his or her classroom during the class time. Misuse of equipment will not be tolerated and may result in the student's dismissal and include billing for the damages caused on purpose. However, any accidents or breakdowns must be reported immediately. Students must understand that the condition of the classroom and equipment exists for their convenience and training; therefore, it is in the student's best interest to maintain both in good condition.

PERSONAL PROPERTY

Students are responsible for their books, uniforms and other personal items. AMSC is not responsible for any person's lost or stolen items.

CHANGE OF PERSONAL INFORMATION

Each student is responsible to notify the school of his or her new name, address, phone number, employment information (if applicable) and emergency contact person.

STUDENT RECORDS

Official records are maintained for each student from the time of enrollment. Records must be maintained for a minimum of three (5) years after the end of the institution's most recent fiscal year during which the students were last enrolled. However, student transcripts are maintained permanently. (Accreditation Manual 18th Edition, Appendix E, Records Maintenance).

ENGLISH AS A SECOND LANGUAGE

The American Medical Sciences Center does not provide English as a Second Language programs. No portion of a program's delivered in a language other than English.

HEALTH CARE SERVICES

AMSC does not provide health care services on the premises. Any medical emergency should be reported to the front desk immediately. These reports will be transmitted to the police, fire or emergency medical providers.

PLACEMENT SERVICES

AMSC maintains job placement assistance and will make every effort to supply employment leads to all graduates. The school receives many calls from employers requesting its graduates for career openings. **No guarantees are made concerning job placement as an inducement to enroll, nor can promises be made that placement is assured upon graduation.**

PAYMENT PLANS

The following payment plans apply to all students. The non-refundable \$75 registration fee is due on or before the first day of class. The balance for the remaining charges of the program of study is paid in equal monthly installments during the student's enrollment period per arranged enrollment agreement timeline. Once the loan is obtained, the student has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If any part of the tuition has been paid by the student, he/she is entitled to a refund (if applicable) of the amount not paid from federal student financial aid program funds.

ADMISSIONS REQUIREMENTS

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. All applicants are required to complete an application form, take and pass the school's test which attempts to measure the applicant's aptitude to successfully complete the educational program for which she/he has applied and have complete an oral interview with the admission representative of the school. AMSC does not discriminate towards an applicant based on sex, religion, race, ethnic origin, age, natural origin or handicap. A handicapped applicant will be assessed according to his or ability to perform the essential functions required of a graduate of any particular program of study, with or without reasonable accommodations. AMSC reserves the right to refuse admission to any applicant who does not meet the school's established criteria for admission.

Prior to enrollment, any material circumstance that may adversely impact an applicant's ability to complete a program or gain employment in the field for which they are trained (e.g. criminal record, credentialing requirements for employment, etc.) are disclosed to a student thereby ensuring the future complications in starting the training or securing employment in the medical field.

AMSC does not accept Ability-to-Benefit (ATB) students.

The general provisions for admission to the AMSC for Associate of Applied Sciences in Diagnostic Medical Sonography program (AAS) as follows:

- Applicants must have a high school diploma or the equivalent.(presented within 90 days from start)
- Take and pass the standardized test
- Must take part in mandatory school orientation.
- Interview with the program director after the essay is ready for submission.
- Pass a physical examination which indicates that the student is physically able to perform as a Diagnostic Medical Sonography student.

The general provisions for admission to the AMSC for Vocational Nursing program applicants must:

- Applicants must have a high school diploma or the equivalent.(presented within 90 days from start)
- Interview with the program director after the essay is ready for submission.
- Must take part in mandatory school orientation.
- Pass a physical examination which indicates that the student is physically able to perform as a vocational nursing student and a vocational nurse. Further:
 - Students must have a negative Tuberculosis Skin Test or PPD (**Par**aphenylenediamine) or furnish chest X-ray results and furnish proof of vaccinations
 - Write and submit an essay outlining why the applicant desires a career in the healthcare field and why the applicant wants to enroll in AMSC Vocational Nursing program.
 - Submit Live Scan fingerprints in order to establish clearance of a criminal background.

ADMISSIONS PROCEDURES

The following procedures are established for admission to AMSC

- The applicant will make an appointment with an Admissions Representative.
- The prospective student will be given a copy of this catalog. (other resources www.amsc.edu)
- Prior to meeting with the admission representative, the applicant will;
 - a) Complete an admissions application and take the admissions entrance test.
 - b) If passing score is achieved 21 or better, the student will be scheduled for a personal interview. The interview will include disclosure of the completion and placement rates, tour of the facility, and discussion of tuition payment plans and the applicant's professional, educational and personal goals. The applicant will be asked to submit a high school diploma, or equivalency certificate, a transcript or other necessary documentation.
 - c) Refer to Vocational Nursing Admission Policy (for VN Program only)

FINANCIAL AID ELIGIBILITY REQUIREMENTS

The AMSC is eligible to participate in the Federal Student Aid (FSA) programs. Prior to enrolling at the AMSC, all applicants are encouraged to explore the availability of financial aid program. The financial aid officer provides financial aid information and application assistance to ensure that students clearly understand their eligibility status. The free application for Federal Student Aid (FSA) asks a series of questions that will determine your eligibility and dependency status. The eligibility requirements include:

- Being an U.S. citizen, or permanent resident in the United States.
- Being enrolled in an eligible program.
- Having a valid social security number
- Making satisfactory academic progress
- Being registered for the draft with Selective Service, if you are a male who is at least 18.
- Not being currently enrolled in high school
- Not having previously received a bachelor's degree (FSEOG AND FEDERAL Pell programs)
- Students who want receive aid from FSEOG must first be eligible for the Pell Grant, then, the amount of his/her award will be based on a timely submission of the FAFSA form, financial need, availability of FSEOG funding, and Expected Family Contribution (EFC). Students with remaining needs are awarded FSEOG funds are based on the Colleges annual award amount.

CYBER SECURITY POLICY

The American Medical Sciences Center (AMSC) maintains an electronic environment that includes a network, telephones, voicemail, and computers for faculty, staff and students. There were no occurrences of data breaches at AMSC. Our Title IV financial aid information is managed by the third party (RGM) through on line data base platform with secure network assurances from the third party servicer guaranteeing the security of the information and the company is certified by the U. S. Department of Education.

AMSC currently implements strong security policies and ongoing monitoring for the data management systems databases and processes that support all aspects of the administration of Federal Student Aid policies.

AMSC strongly follows industry standards and best practice in securing PII and managing information systems. Those standards and practices include:

- Assessing the risk and magnitude of harm that could result from unauthorized access, use, disclosure, disruption, modification or destruction of information or information systems;
- Determining the levels of information security appropriate to protect information and information systems;
- Implementing policies and procedures to cost-effectively reduce risks to an acceptable level;
- Regularly testing and evaluation of information security controls and techniques to ensure effective implementation and improvement of such controls and techniques.

All AMSC applicants information is protected from access by or disclosure to unauthorized personnel and functioning under various federal and state laws authorities, including

- HEA;
- The Family Educational Rights and Privacy Act (FERPA)
- The Privacy Act of 1974, as amended
- The Gramm-Leach-Bliley Act
- State data breach and privacy Law
- Other Laws they may be responsible for losses, fines and penalties

AMSC's standards and practice includes collaborating with RGM third party servicer, and utilizing the guidelines of "US- CERT" and other organization dedicated to protection of information systems and the sensitive data.

AMSC maintains passwords on all of its computers and thereby minimizing the risk of unwanted access, security breach or vulnerability of the information stored. In the event of an unauthorized disclosure or an actual or suspected breach of applicant information or other sensitive information (such as PII) AMSC will immediately notify FSA at CPSSAIG@ed.gov.

FERPA and GLB require schools to protect students' PII.

AMSC ensures that any screens displaying PII and printouts containing PII are kept secure.

THE STUDENT TUITION RECOVERY FUND (STRF)

A qualifying institution shall include the following statement on both its enrollment agreement and school catalog: “The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: “It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollecting may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

2535 Capital Oaks Drive, Ste. 400

Sacramento, CA 95833

(916) 431-6959, (916) 263-1897

www.bppe.ca.gov

CAMPUS SECURITY

AMSC is concerned with the security of its students and staff. The campus security is administered in accordance with the law. The school has adopted and implemented Section 668.48 of Public Law 101-542, "The Student Right-to-Know and Campus Security Act" effective September 1, 1992. The following procedure will be followed to insure campus security:

- The staff is trained to be aware of any unusual occurrences/behaviors on or around the campus grounds. Also, the staff is trained in notifying proper authorities.
- Certified instructors monitor all classrooms.
- The School Director, or his designee, secures the building each evening and insures that all students, faculty and staff have properly exited out of the building.

Campus training/awareness is provided to each new student and to newly hired employees during their orientation session. During this orientation session, the following information regarding crime prevention is provided and discussed:

- Each student and employee of the school is responsible for his or her personal belongings.
- Any infraction of the regulation relating to Public Law 101-542 must be reported to the proper school personnel immediately.
- All students and employees are responsible for conducting themselves as professionals at all times while on campus and/or while attending school functions.
- Students are provided with school rules and regulations during orientation and employees receive an employee handbook.
- Any student or employee who is found in possession of, using or selling alcoholic beverages and/or illegal drugs on campus will be suspended or terminated from school.
- All students and employees are provided with information during orientation, regarding the 'Drug Free' status of the school campus.

Any criminal action or emergency situation must immediately be reported to the front desk. Any such reports will be transmitted to the appropriate persons such as the Director, fire department, police, emergency medical services, etc. Unescorted persons have no access to any part of the AMSC facility beyond the reception area except already enrolled students or faculty. The following steps will be taken in the event of a criminal action or other emergencies:

- The School Director, or designated individual in his/her absence, is the first person to be notified in case of criminal action or other types of emergencies occurring on campus. The second contact person would be the Associate Director of the school.
- The school will immediately notify the proper law authorities. A written statement from the victim will be obtained.
- The school will abide by all legal requirements set forth by law enforcement.
- Medical and follow-up treatment services will be made available to the victim if required.

The physical facility goes through periodic inspection as required by the State of California/county as well as the city agencies.

- Students are provided with safety instructions at the time of enrollment.
- Fire department visits on a regular basis and fire escape routes are posted.
- CALOSHA requirements are followed.

Earthquake procedures are routinely reviewed with staff and students.

2018 ANNUAL CAMPUS SECURITY REPORT

Murder	Aggravated Assault	Rape	Burglary	Robbery	Motor/Vehicle Theft
0	0	0	0	0	0

Source: Glendale Police Department

SEXUAL MISCONDUCT/TITLE IX POLICY AND PROCEDURE

Students who report sexual misconduct/Title IX violations will be advised of all options available to them as outlined in this policy. AMSC officials will respect the student's right to confidentiality to the extent permitted under school and legal regulations.

I. STATEMENT AND INTENT OF POLICY

Under Title IX, and as a standard for the Student Code of Conduct, American Medical Sciences Center will not tolerate and prohibits sexual assault and all forms of sexual misconduct including intimate partner violence, stalking, dating violence, sexual violence, sexual harassment, and domestic violence offenses. These acts are also against California State Law.

In publishing this policy, the College is not intending to substitute or supersede related civil and/or criminal law. It should be clearly understood that there is a fundamental difference between the nature and purpose of student discipline and criminal law. California State Law considers gross sexual assault and unlawful sexual contact to be serious crimes that are punishable by imprisonment in jail and/or probation. It also involves creation of a criminal record and may include a monetary fine.

All students, faculty, and staff, as well as members of the public participating in College activities have the right to an environment free from sexual or physical intimidation that would prevent a reasonable person from attaining educational goals or living and working in a safe environment.

If there is reason to believe, that AMSC campus regulations prohibiting sexual misconduct in any form have been violated, on campus, off campus, in person, and even online, the administration will pursue disciplinary action through the appropriate College procedures. This includes any online postings or other electronic communication, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the College's control (e.g. not on college networks, websites or between college email accounts). Regardless of where the violation occurred, the College discipline process will be conducted consistently, in the same manner. AMSC complies with its obligation to investigate and resolve reports of all forms of sexual misconduct regardless of whether a formal complaint is filed.

This policy is intended to provide more detailed information about how AMSC handles these matters and is not intended to replace the AMSC Student Code of Conduct or AMSC Sexual Harassment Policy.

II. DEFINITION OF VARIOUS TERMS OF SEXUAL MISCONDUCT

A. Sexual Assault:

Sexual assault is a general term which covers a range of crimes. For the purposes of this statement by the College, "sexual assault" includes, but is not limited to rape, acquaintance rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery or threat of sexual assault. Rape is generally defined as forced or nonconsensual sexual intercourse. Nonconsensual sexual intercourse may take many forms including, but not limited to, rape by a stranger, an acquaintance, while on a date; rape by multiple perpetrators (often referred to as "gang rape"), and may occur both on and off campus. Rape may be accomplished by fear, threats of harm, and/or actual physical force. Rape may also include situations in which penetration is accomplished when the victim is unable to give consent, or is prevented from resisting, due to being intoxicated, drugged, unconscious, or asleep. It also includes various types of unwanted sexual touching or penetration without consent. Sexual assault includes forced sodomy (anal intercourse), forced oral copulation (oral-genital contact), rape by a foreign object (including a finger), and sexual battery, the unwanted touching of an intimate part of another person for the purpose of sexual arousal.

B. Intimate partner violence:

This term is defined to mean any physical, sexual, or psychological harm against an individual by a current or former partner or spouse of the individual. It would include rape, acquaintance rape, stalking, dating violence, sexual violence, or domestic violence.

C. Sexual Harassment:

Sexual harassment is a form of sex discrimination and a violation of title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. Sexual harassment has two key categories: quid pro quo (loosely translated as “this for that”) and hostile environment. Often sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors becomes a criterion for granting work, study, or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behaviors have a harmful effect on a person’s ability to study or work in an academic setting.

In compliance with federal and state law, AMSC defines sexual harassment as follows:

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: Submission to such conduct is made either explicitly or implicitly as a term or condition of instruction, employment, or participation in other College activity; Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or Such conduct has the purpose or effect of unreasonably interfering with an individual’s performance or creating an intimidating, hostile, or offensive College environment.”

D. Sexual Exploitation:

Sexual Exploitation occurs when a person takes non-consensual, unfair, or abusive sexual advantage of another for his/her own advantage or benefit; or to benefit or advantage anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, presentation or unauthorized viewing of such recordings, going beyond the boundaries of consent (such as letting your friends watch you having consensual sex without the knowledge or consent of your sexual partner), engaging in peeping tommy, and knowingly transmitting an STD or HIV to another student.

E. Consent:

“Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is given by both parties to sexual activity. Moreover, it is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. Any consent that is given is invalid when the exchange involves unwanted physical force, coercion, intimidation, and/or threats. If an individual is mentally or physically incapacitated or impaired such that one cannot understand the fact, nature or extent of the sexual situation, and the incapacitation or impairment is known or should be known to a reasonable person, there is no consent. This includes conditions resulting from alcohol or drug consumption, or being asleep or unconscious.

E. Sexual violence:

A term that is used to refer to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

F. Stranger rape:

Rape perpetrated by someone unknown.

G. Acquaintance rape:

The most prevalent form of sexual assault on a College campus is between two people who know each other. The acquaintance may be a date, partner, or someone known casually from a residence hall, class, club, or through mutual friends.

H. Bystander intervention:

A course of action that may be carried out by an individual to prevent harm or intervene where there is a risk or an act of violence.

III. WHAT TO DO IF YOU ARE VICTIM OF SEXUAL MISCONDUCT

Any individual who is a victim of sexual misconduct is strongly encouraged to reach out immediately to someone s/he trusts such as a family member, friend and/or campus counselor for support. Experiencing sexual misconduct is not only difficult but can be very confusing. There are resources available on and off campus to the victim to provide the support s/he needs and help cope with the difficulties.

Recognizing that victim's response to the sexual misconduct may differ, if you have been physically assaulted or raped, there are other important steps you can take right away:

- Go to a safe place.
- Do not hesitate. If on campus, contact appropriate authorities and if during off hours, call 911.
- Call a friend, a campus advocate, a family member or someone else you trust and ask her or him to stay with you.
- It is important for the victim to preserve the evidence if s/he intends to pursue criminal charges. Do not shower, bathe, douche, or brush his/her teeth, and save all clothing worn at the time of the assault. Put each item of clothing in a separate paper bag. Do not use plastic bags. Do not disturb anything in the area where the assault occurred.
- Go immediately to see medical personnel at the local hospital emergency department. If you suspect that you may have been given a rape drug, ask the hospital or clinic where you receive medical care to take a urine sample. The urine sample should be preserved as evidence. Rape drugs, such as Rohypnol and GHB, are more likely to be detected in urine than in blood.
- If you have not seen the medical personnel at the time of the complaint, you are immediately advised to do so. The College will provide the transportation to the hospital if needed.
- Write down as much as you can remember about the circumstances of the assault, including a description of the assailant.
- Talk with a counselor who is trained to assist rape victims about the emotional and physical impacts of the assault. You can call a hot line, a rape crisis center, or a counseling agency to find someone who understands the trauma of rape and knows how to help.

IV. REPORTING

AMSC strongly encourages individuals to report all incidents and violations of this nature to the Office of Associate Director, law enforcement officials, and/or a College official in order for these incidents to be properly addressed and for victims to avail themselves of all the services and rights to which they are entitled. Any member of the AMSC community can file a report with the Office of Associate Directory. At AMSC, all AMSC's faculty and staff*, except for the counselor, are designated as 'responsible employees'. This means that if a student or any member of AMSC community reveals potential sexual misconduct/Title IX violations to any AMSC staff or faculty, it is the responsibility of that staff or faculty to report the incident immediately to the Associate Director/Title IX Deputy Coordinator who will then take appropriate actions. If a student wishes to discuss the incident in complete confidence, s/he should report to Associate Director.

In addition, it is the victim's rights to notify law enforcement and to be assisted by College officials in doing so. Thus, it is the victim's right to decide whether or not to involve law enforcement. Declining the involvement of law enforcement does not prevent the victim from receiving assistance from the College. A victim also has the right to use the College's procedures in addition to filing a criminal complaint.

Regardless of whether or not a student decides to report an incident, AMSC strongly encourages students to at least meet with our campus counselor. All conversations with AMSC's Counseling Services are held strictly confidential.

*AMSC staff does not include 3rd party vendor employees such as facilities or dining services staff.

- **REPORTING TIMEFRAME:**

Any individual may file a complaint of sexual misconduct at any time. Early reporting is encouraged to preserve evidence if necessary and provide the victim with information regarding rights, options, and resources available to them by this policy and federal/state laws. However, all complaints will be taken seriously and investigated no matter how much time has passed since the incident.

- **REPORTING OPTIONS:**

1. Official Reporting All AMSC students are strongly encouraged to make an official report of any incident of sexual misconduct to the Office of Associate Director whether the incident occurred on or off campus. All AMSC's staff and faculty (except for the staff of Counseling Service), including resident assistants, are required to promptly report to the Office of Associate Director information they have about possible sexual harassment or sexual misconduct, including but not limited to sexual assault, domestic or dating violence, and stalking. The complaint/report can be filed directly to Associate Director via a written statement or an appointment. Once a complaint/report has been submitted, the Associate Director will conduct intake interviews and fact-finding interviews with appropriate parties. Each complaint will be investigated promptly and appropriate corrective actions will be taken.

2. Confidential Disclosure

AMSC also offers confidential reporting through Counseling Services to

- 1) Weigh options and associated risks,
- 2) Discuss possible next steps, and
- 3) Obtain information about available resources and services.

No one is expected or required to pursue a specific course of action with this option.

Medical Amnesty Clause: The AMSC Administration offers immunity (Amnesty) to students who may have violated the Code of Conduct's Alcohol or Drug Policy at the same time of the incident when he or she became a victim of or is reporting of sexual misconduct. Therefore, no alcohol or drug violations are applied to a student who reports that he or she was under the influence of alcohol and/or drugs at the time of a sexual misconduct.

The purpose of this clause is to encourage reporting. Victims or bystanders (witnesses) should not let his or her use of alcohol or drugs be a deterrent to reporting an incident. When conducting the investigation, the College's primary focus will be on addressing the sexual misconduct violation and not on alcohol/drug violations that may be discovered or disclosed. However, the College may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

Bystander Intervention: The same above mentioned reporting options are available for bystanders as well. These are safe and positive options for bystanders who intervened during an incident in order to prevent harm when there was a risk or an act of violence. AMSC strongly encourages bystanders to step up on behalf of another person's well-being and safety.

Contact Information: LA County Sex Crime Division

V. VICTIM'S RIGHTS PROVISIONS

It is AMSC's responsibility to assure students who report an incident of sexual misconduct that:

- Victims will have the opportunity to request prompt proceedings and that a fair, and impartial investigation and resolution will occur
- College officials will treat the incident seriously and that the incident will be investigated and adjudicated by appropriate College officials.
- Proceedings shall be conducted by officials trained on sexual assault and other intimate partner violence issues. And shall use preponderance of the evidence standard (which is "more likely than not" and the standard used by civil courts in the United States).
- Victims will be treated with dignity, respect, and in a non-judgmental manner.
- College officials will inform victims of their option to notify appropriate law enforcement authorities, including on-campus security and local police, and offer assistance in notifying proper authorities when an individual discloses an incident of sexual misconduct.
- College personnel will not discourage anyone from reporting, nor encourage them to underreport or report the incident as a lesser crime.
- College personnel will cooperate in obtaining, securing and maintaining evidence (including a medical examination) necessary in legal/criminal proceedings.
- College officials will prohibit retaliation and will not only take steps to prevent retaliation but also take strong responsive action if it occurs. They will also follow up with complaints to determine whether any retaliation or new incidents of harassment have occurred.
- Victims will be provided with information on available services for mental health, victim advocacy, legal assistance, and other available community resources on and off campus.
- Victims can obtain no contact/restraining orders to prevent unnecessary or unwanted contact or proximity to an alleged perpetrator when reasonably available.
- Victims will be afforded the opportunity to request immediate on-campus housing relocation or other steps to prevent unnecessary or unwanted contact or proximity to an alleged perpetrator when reasonably available.
- Victims are informed that he/she is entitled to be accompanied to any related meeting or proceeding by an advisor of their choice, knowing that the respondent also has the same opportunity to have others present during any proceeding.
- Victims are informed that he/she is entitled to receive, in writing, the final results of the Conduct & Resolution process within one business day of such outcome being reached.

VI. RIGHTS OF THE PERSON ACCUSED OF SEXUAL MISCONDUCT

The student accused of sexual misconduct (the respondent) may be assured that:

- All sexual misconduct cases will be treated seriously.
- The respondent will be treated with dignity, respect, and in a non-judgmental manner.
- The respondent will be advised of on- and off campus organizations and services that may be of assistance.
- College personnel will cooperate in investigating the case fully for legal and Student Conduct & Resolution process.
- The respondent will be informed of available counseling and psychological services.
- Respondents are informed that he/she is entitled to be accompanied to any related meeting or proceeding by an advisor of their choice, knowing that the victim also is provided with the same opportunity to have others present during any proceeding.
- Respondents are informed that he/she is entitled to receive, in writing, the final results of the Conduct & process within one business day of such outcome being reached.

VII. DISCIPLINARY PROCEDURE

It is the victim's rights to notify law enforcement and to be assisted by College officials in doing so. Thus, it is the victim's right to decide whether or not to involve law enforcement. Declining the involvement of law enforcement does not prevent the victim from receiving assistance from the College. A victim also has the right to use the College's procedures in addition to filing a criminal complaint.

A student accused of sexual misconduct may be prosecuted under the California Criminal Justice System and disciplined through AMSC Student Conduct & process. Even if the criminal justice authorities choose not to prosecute, the accused may be subject to College disciplinary action. College Student Conduct & Resolution process should be considered distinct and independent of any and all criminal procedures. Student Conduct & Resolution process may precede, occur simultaneously, or follow court action. If College's Student Conduct process follows court action, the court proceedings and/or verdict may be considered in the Student Conduct & process. Process shall be conducted by officials trained on all forms of sexual misconduct. Moreover, they shall use the preponderance of the evidence standard (which is "more likely than not" and the standard used by civil courts in the United States). When necessary, temporary action may be taken by the College by suspending or restricting the accused, or officially requesting no contact between the complainant and the respondent. Any of these measures may result in the accused student's restricted access to the College and/or participation in College events, such as attendance at classes.

A. Disciplinary Action:

Any student found by Office of Associate Director to have committed sexual misconduct may be subject to severe disciplinary sanctions, including suspension or dismissal from the College. For information regarding the range of possible sanctions that may be imposed following an institutional disciplinary procedure, please refer to the AMSC's Student Conduct Policy found in the College Catalog, or College website.

The College recognizes that violations of sexual misconduct are not the fault of the individual filing the complaint. The College intends to encourage the report of sexual misconduct and therefore the College generally does not intend to hold complainants accountable for student code of conduct violations that may have occurred along with violations of sexual misconduct. The College will use discretion to ensure the rights of the complainant are preserved.

B. Appeals: Both victim/complainant and the accused student have a right to an appeal. Please refer to the Appeal Process in AMSC's College Catalog.

CONDUCT POLICY

DRESS CODE AND BEHAVIOR- AMSC does not permit tank tops, blouses or shirts that expose the midsection, shorts, sandals, torn jeans, and any clothing that is generally considered unsuitable in the workplace. All students are expected to adhere to the general rules with regards to dress code, and any specific dress code regulation that a certain department may have as a result of type of training offered.

EMERGENCY PROCEDURES- An emergency is to be reported to any staff member or the front desk immediately. In the case of a fire, all students are to evacuate the building as calmly and orderly as possible since this will be the fastest way to get out of the building. In case of an earthquake, students and staff are to take shelter under a desk or a table until it is safe to exit the building.

GROUNDS FOR DISCIPLINARY ACTION- Unsatisfactory academic or attendance performance, frequent tardiness or early leaving, unprofessional behavior and/or conduct that disrupt the learning process are grounds for disciplinary action.

ILLEGAL DRUGS- The use or sale of non-prescription drugs, including but not limited to marijuana, cocaine, any stimulants and or depressants will not be tolerated on the school campus or at any school-sponsored functions off the premises. Any student believed to be under the influence or in possession of a non-prescribed drug will be dismissed from attending classes pending investigation of the matter. All students receive and sign the AMSC "Drug Information Supplement" and are responsible to abide by the material written in it.

FOOD AND DRINKS- No food and drinks (with the exception of water) are allowed in the classroom unless so designated by the Administration.

SMOKING-AMSC maintains a smoke-free environment. Smoking is only permitted in the designated areas outside the school premises. No smoking is permitted in front of the main entrance to the school.

PERSONAL CALLS AND VISITS- Students are not allowed to use the school phones for personal use. The front desk will only take messages for the student to whom a call is made and such message will be delivered to the student at break time unless it is an emergency. Visitors are also welcome only if a prior arrangement has been made and that the visit will not interfere with class time. In addition, since childcare services are not provided on AMSC premises, students, staff and guests are discouraged from bringing young children into the facility.

HARASSMENT- The study environment at AMSC will not be impeded or intimidated by hostile or offensive verbal or physical actions based upon race, sex, age, color, religion, physical limitation, ethnic background, national origin or the like.

SEXUAL HARASSMENT - The American Medical Sciences Center will not tolerate any sexual harassment by students or staff. The school defines sexual harassment as sexual advances made either verbal or physical. The school will not tolerate any hostile or intimidating conduct that interferes with a healthy educational environment or work performance.

DISCIPLINARY PROCEDURES - All disciplinary matters are reviewed by the Administration. The Administrative reviews may include written statements from students and staff and interviews with the parties involved. Decisions by the Administration may result in dismissal, probation, or other appropriate action.

DISMISSAL - After thorough investigation and discussion with regard to academic or conduct issues, AMSC reserves the right to dismiss any student for whom the continuation of his or her attendance would be a detriment to the student himself/herself, fellow students and or the school.

HOUSING- Non-residential. AMSC has no dormitory facilities under its control and does not provide any housing accommodations to its students. AMSC has no responsibility to find or assist a student in finding housing. Below, is the housing cost, and range reasonably near the institution's facilities.

1 BEDROOM	2 BEDROOM	DISTANCE FROM AMSC
\$1,000.00-1,300.00	\$1,300.00-1500.00	2-4 miles

ATTENDANCE POLICY

Attendance is mandatory and records are maintained daily in the form of sign-in sheets. Students are expected to arrive at the classroom and clinical site precisely at the starting time. The AMSC has the following regulations governing attendance.

- Any student wishing to take a leave of absence due to unavoidable absence of more than 7 days must request in writing. Leaves of absence are granted at the discretion of the School's Administration and will not be granted for more than 150% of the length of the program.
- A student who has been terminated from the program for violation of the attendance policy has the right to appeal in writing to the institution per the Student Right/Grievance Policy guidelines.
- There will be a 10 % test score reduction for tests taken after the scheduled time/date.
- Students are required to attend class and clinical for the entire day to receive attendance credit for the day.
- At the end of a term, a student who has missed scheduled class/clinical hours will be placed on attendance probation beginning with the next term.

ABSENCES - Students not present in classroom or at clinical site at the start of class or clinical experience will be considered absent for the day, forfeit any unscheduled quizzes for the absent day, and will be required to make up the theory/clinical hours. Will be considered as excused under the following circumstances: serious illness substantiated by doctor's notes, death or birth in the immediate family. All other absences will be considered as unexcused unless solid reasons are presented in writing verifying mitigating circumstances. Students are advised to notify school officials of their absence.

- Excused absences are absences that cannot be avoided and are supported by documentation. Examples would include but not be limited to emergency medical treatment, communicable illness, temporary disability, court appearances, and family emergencies. The determination of an absence as excused is at the discretion of the Director of Dean.
- All absences must be made up before a student can progress to the next term, whether excused or not. Methods of make-up hours will include independent study assignments that approximate the number of theory hours missed. Clinical hours will be made up in the skills lab at the discretion of the Director of Nursing and will be equal to the number of hours missed. Absences occurring in the last term must be made up before the student is eligible for graduation.
- While on attendance probation, students may not have any unexcused absences in the term. Any student on attendance probation who incurs any unexcused absences from scheduled class/clinical hours has violated the terms of probation and may be terminated from the program.

TARDINESS/LEAVING EARLY- Tardiness are discouraged since it is disruptive to both the instructor and the students. Excessive tardiness may result in probation. There is however, a 10-minute grace period before a student is marked tardy. Three tardiness constitute one absence. Students leaving early will be considered as "left early". Frequent "Left early" without legitimate reasons may be also cause for probation.

UNSATISFACTORY ATTENDANCE - Students with 14 consecutive absences of calendar days will automatically be withdrawn from their program of study.

SKIPPING CLASSES - Such action will be considered as an unexcused absence.

MAKE-UP HOURS AND/OR ASSIGNMENT - Any missed class time or assignment may require physical make-up time on the campus. Students are responsible to make the necessary arrangements with the appropriate school personnel to complete make-up time or assignments. The appropriate academic department must approve make-up of assignments, tests or retests.

LEAVE OF ABSENCE (LOA) - The duration of the leave of absence may be granted for up to 90 days. Requests for leave must be submitted in writing to the School's Associate Director and must include an anticipated return date and be signed by the student. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance. As of the same date, the loan repayment process will be initiated. Any refund due will be made within thirty (30) calendar days from the end of an approved leave of absence. The School's Associate Director may grant more than one leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. Students will not be assessed additional tuition charges while on their Leave of absence. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

ATTENDANCE - The school attendance policy is a minimum of 90% attendance during the course of study, which is calculated on a monthly basis. Breach of the school's attendance policy will result in attendance probation. Students placed on attendance probation will have 30 days to bring their cumulative attendance back up to 90%. For DMS program externship grade "A" (90% or more attendance) will be granted automatically to a student for ARDMS "SPI" exam information only). Final exit interview for externship grades may differ from board SPI exam final grades. If applicable, students may receive Federal Financial Aid while on probation. If this is not achieved at the conclusion of the probationary term, the student may have his/her probationary period continued for an additional 30-day term, or may be placed on active suspension for another 30 days. If during this period, the student fails to comply with the opportunity given, he or she will then be terminated.

TUITION REFUND POLICY

The school realizes that under certain circumstances an enrolled student may not be able to continue his or her educational training. Accordingly, the school has a policy for equitable tuition adjustment. Records are maintained on tuition refunds and enrollment cancellations. Governmental or accrediting agency data is included if applicable. The refund policy of the school is published in the catalog and on the Enrollment Agreement. Both documents clearly state the obligations of the school and the student in cases of cancellation or withdrawal. For students who cancel their contracts prior to class starts, all refunds due will be made within thirty (30) days of the first day of class or the date of cancellation. For enrolled students, all refunds due will be made based upon the last date of attendance and are paid within thirty (30) days from the documented withdrawal date.

RETURN OF TITLE IV FUNDS - If the student has received Title IV student financial assistance funds, a "Return of Title IV Aid" calculation is used to determine the amount of Title IV funds a recipient is allowed to retain towards their educational costs. . If you obtained loan you are obligated to repay the full amount of loan plus interest less the amount of any refund. If the student has received federal student financial aid, the student is entitled to a refund of the money not paid from federal student financial aid funds. The Percentage of Title IV Aid earned is calculated by determining the scheduled calendar days completed in the payment period divided by the total calendar days in the payment period. Excluded are scheduled breaks of 5 days or more and days that the student was on an approved leave of absence. If this amount is greater than 60%, the earned percentage is 100%. The Amount of Title IV Aid Earned by the student is the Percentage of Title IV Aid earned times the total Title IV Aid disbursed plus the Title IV Aid that could have been disbursed for the payment period. All credit balances over \$1.00 will be issued to students within 30 days after the credit balance occurs.

REJECTION OF AN APPLICANT BY THE SCHOOL - Should the school reject an applicant for admission for any reason; the applicant will be entitled to a refund of monies paid.

STUDENT ACADEMIC PROGRESS

The students are expected to maintain Satisfactory Academic Progress (SAP) to remain in the program. SAP is cumulative, applied to all students equally, and measured throughout each term of the program regarding both classroom and clinical performance. The college employs the following procedure for unsatisfactory progress cases: If a student's grade point average is unsatisfactory for a calendar month or module, the student is counseled. If a grade point average is unsatisfactory for an additional month or module, the student will be placed on academic probation and be given a maximum of two months to bring their cumulative grade point average to 70% or be terminated from the course of study. Unless all modules are satisfactory completed, student will not be considered graduated. Should mitigating circumstances be present, the student will be placed on active suspension for a maximum of one month and be given a last opportunity to comply with the 70% grade point average or termination. The institution does not offer non-credit or remedial courses.

RE-ENTRYS - Students must go through re-entry procedures from an inactive/withdrawn status. Students on a dismissed or terminated status may appeal to the administration in writing for re-entry consideration. If the appeal is approved by the administration; i.e. the administration within five business (5) days determined that there were mitigating circumstances or valid reasons were presented by the student, then the student could re-enter in his or her program and lost time would be added to the initial scheduled graduation date.

MAXIMUM TIME FRAME - All students must complete their programs of study within one and one-half time the period specified on their enrollment agreement. This timeframe takes into consideration the session for which the student is enrolled; i.e. morning, evening, afternoon or weekends. To ensure quantitative progress within each program, the school will assess such progress at midpoints of the academic year. At such time, the school will be able to determine whether the student can successfully complete the program within the established timeframes. If for any reason the program is not completed within the one and one half time period the student will be terminated from the school.

INCOMPLETE GRADES - Incomplete grades will revert to failing grades if not completed prior to graduation or prior to the commencement of any externship training if applicable.

SUBJECT WITHDRAWALS - The school does not allow subject withdrawals in a program of study.

COURSE REPETITIONS - Should a student need to repeat a course/class due to non-credit, non-punitive, or remedial reasons, it will be allowed and counted as course/class attempted and the higher grade will be calculated in computing the grade point average.

PROBATION - Is a status that may result due to an academic, financial or conduct problem-requiring correction. The student on probation will be permitted to attend classes. She/he must remedy the condition for probation within a specified time period. Failing to do so may result in continuation of probation, suspension or dismissal.

BRUSH-UP CLASSES - The school provides brush-up classes for the graduates to improve their already existing skills. Students can always let the school know that they need to come back for brush-up skills and the school will arrange a schedule for their attendance.

TRANSFERRING STUDENTS

CREDIT FOR PREVIOUS EDUCATION/WORK - The institution publishes and follows a policy for transfer of credit that requires consideration of credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). AMSC does not allow credit for advanced placement or experiential learners.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION - The transferability of credits you earn at AMSC College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or degree you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If diploma or degree that you earn at this institution are 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 AMSC College to determine if your diploma or degree will transfer. AMSC makes no guarantees of transferability of credits you earn.

Students transferring from other colleges or schools to AMSC must take a test prior to any credit transfer. A score of 70% or better is required for each such exam in order to receive credit for that particular course or module. The student's training period will be reduced proportionately but not to exceed 30% of the course content. Tuition will be prorated based on the number of credits accepted due to the transfer. Students who are granted such credit may have their tuition reduced on a pro rata basis.

FROM ONE PROGRAM TO ANOTHER - Should a student wish to transfer from one program to another, she/he must notify the administration with a written notice. There are no charges for a transfer based on the program of study. Transferring Students must take a test prior to any credit transfer. A score of 70% or better is required for each such exam in order to receive credit for that particular course or module. The student's training period will be reduced proportionately but not to exceed 30% of the course content. Students who are granted such credit may have their tuition reduced on a pro rata basis.

TRANSFERRING FOR VOCATIONAL NURSING PROGRAM - Official Transcripts must be sent directly from the other schools or the armed forces to AMSC College for review and evaluation.

- If requested, prospective students may be required to supply course descriptions, syllabi or other supporting materials as proof for the equivalency for any course in question.

The Program Director or the School Director will conduct the transfer evaluations. An evaluation sheet is completed during the review of the documentation.

- If a student wishes to appeal the determination of credits granted, they may do so in writing and by supplying any other supporting documentation for their claim. The School Director will review the additional information and has final authority to grant or deny any transfer credits.
- Units you earn in AMSC programs in most cases will not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, if you earn a degree, diploma, or certificate in our programs, in most cases it will not serve as a basis for obtaining a higher level degree at another institution.
- Students are encouraged to contact colleges or universities that offer bridge programs for VN to RN, to confirm if AMSC College credits will be accepted for transfer. AMSC has entered into an articulation or transfer agreement with Lincoln University in Oakland California for Bachelor of Science (BS) in Diagnostic Imaging.

CANCELLATION / WITHDRAWALS POLICY

CANCELLATION: - The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation will occur when the student submits written notice of cancellation to the school at the specified address noted in the Enrollment Agreement.

WITHDRAWALS:

OFFICIAL WITHDRAWAL

A student will automatically be withdrawn from the program for the following reasons:

- Failure to return from an approved leave of absence on the scheduled return date.
- Failure to maintain satisfactory progress for two consecutive modules.
- Failure to fulfill financial agreements.
- Failing any course in the program twice during the one enrollment period

UNOFFICIAL WITHDRAWAL

If the student fails to attend school for more than 14 consecutive days, the school will consider the student a drop and automatically withdraw him/her from the program.

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later following the first class the student attended, the school will remit a refund, less a registration fee not to exceed \$75.00, within 30 days following their withdrawal. The student is obligated to pay only for educational services rendered and for unreturned books or equipment. The refund shall be the amount they paid for instruction multiplied by a fraction, the numerator of which is the number of clock hours of instruction which they have not received but for which they have paid, and the denominator of which is the total number of clock hours of instruction for which they have paid. No refund is due after student completes the 60% of the program. If they obtain books or equipment, as specified in the enrollment agreement as a separate charge, and return them in good condition within 30 days following the date of their withdrawal, the school shall refund the charge for the books or equipment paid by them. If they fail to return books or equipment in good condition within the 30-day period, the school may offset against the refund the documented cost for books or equipment exceeding the prorated refund amount. For a list of these costs, see the list on the front of the enrollment agreement.

IF THE AMOUNT THAT IS OWED IS MORE THAN THE AMOUNT THAT HAS ALREADY PAID, STUDENTS WILL HAVE TO MAKE ARRANGEMENTS TO SATISFY THE BALANCE.

Any controversy or claim arising out of or relating to AMSC and students Agreement, or breach thereof, not addressed by California Law or Regulation, shall be settled by arbitration in accordance with the Commercial Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator(s) may be entered in any court having Jurisdiction, except for non-payment of tuition and fees which shall be Settled through a small claims court action.

SAMPLE REFUND CALCULATION

Assume that a student, upon enrollment in a 400-hour course, pays \$2000.00 for tuition, \$75.00 for registration and \$150.00 (documented cost to school) for equipment as specified in the Enrollment Agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$1,500 based on the calculation stated below.

Tuition Paid 100%	Refund 10%	Refund 25%	Refund 50%	No refund Beyond 60%
\$2,000	\$200.00	\$500.00	\$1,000	\$0.00

VISA PROCEDURES

AMSC is approved by the Student and Exchange Visitor Program (SEVP) authorized under Department of Homeland Security (DHS) and Department of State as an institution of higher learning for non-immigrant M-1 visa students. Students attending another institution in the United States on an M-1 visa may enroll in AMSC by completing the admissions process filing a Form I-539. It is also possible for prospective students in the United States on some other type of visa to apply to the Immigration and Naturalization Service for change to an M-1 visa. Most classes of nonimmigrants can begin studying while their application is pending. The exceptions are currently in B-1, B-2, or F-2 status. These nonimmigrants cannot begin a program of study prior to approval of their change of status. Before international students may be considered for admission, they must:

- Complete the application form; enclose a \$75.00 processing fee.
- Provide evidence of completion of high school or equivalent diploma.
- Take the admissions entrance SLE test with a score of least 21 for the diagnostic sonography program and 17 for the vocational nursing program.

Applicants not currently in the U.S. may demonstrate proficiency reading, writing, and speaking English in several ways and should include the documentation with their application.

- a TOFEL score of at least 450 or
- High school or college transcripts documenting English language skills or
- Completion of an appropriate English as a Second Language (ESL) course or
- Other equivalent verification of communication skills.

I-20 CERTIFICATION

After the application process has been completed and all relevant materials have been submitted, the file is reviewed by the admissions committee. If the student fully meets the criteria for admission and has adequate funds to meet the expenses of the program of study, the school obtains specific biographical and financial information about the student which will be necessary to issue a Form I-20, "Certificate of Eligibility for Nonimmigrant Student." Applicants will be notified in a timely manner and will be mailed a Certificate of Eligibility (I-20) along with further information regarding registration and helpful visa information.

APPLYING FOR A STUDENT M-1 VISA

Prospective nonimmigrant students who are not in the U.S. must apply to the local U.S. consulate for an M-1 visa. This requires a visa interview. The student must bring several items to the interview. The consular officer will need to verify the student's I-20 record electronically in order to process the student visa application. The potential student must pay a SEVIS I-901 fee to the Department of Homeland Security prior to applying for a visa and may prove payment of the fee through the internet at <http://www.fmjfee.com> with a credit card and printed receipt as evidence that the fee has been paid. For this case you need the information from your I-20 form to fill out the Form I-901. All applicants should be prepared to provide:

- Form I-20, signed by the Designated School Official (DSO);
- Receipt as evidence that the fee for Form I-901 has been paid;
- Diploma of completion of high school or the equivalent;
- Scores from standardized SLE test and documentation of English language skills;
- Program Outline with starting and ending date
- Financial evidence that shows the student or parents who are sponsoring have sufficient funds;
- Completed Form(s) for the Application for Nonimmigrant Visa;
- Valid Passport for travel and admission to the United States with a validity date at least six months beyond the applicant's intended period of stay in the United States;

PROGRAMS OF STUDY

DIAGNOSTIC MEDICAL SONOGRAPHY

Diagnostic Medical Sonography program prepares individuals, under the supervision of physicians, to utilize medical ultrasound techniques to gather sonographic data used to diagnose a variety of conditions and diseases. Includes instruction in obtaining, reviewing, and integrating patient histories and data; patient instruction and care; anatomic, physiologic and pathologic data recording. Sonographers typically work in health care facilities for a variety of departments and, license is not required. However, most employers prefer credentialing or registration with organizations such as the American Registry for Diagnostic Medical Sonography (ARDMS), Cardiovascular Credentialing International (CCI), or the American Registry of Radiologic Technologists (ARRT). Some employers allow applicants to obtain certification after hire.

Estimated Employment and Projected Growth Diagnostic Medical Sonographers					
SOURCE: EDD/LMID PROJECTIONS OF EMPLOYMENT BY OCCUPATION					
Geographic Area (Estimated Years)	Estimated Employment	Projected Employment	Numeric Change	Percent Change	Additional Openings Due to Replacements
California(2012-22)	4,700	6,700	2,000	42.6	700

VOCATIONAL NURSING (VN) - (DIPLOMA)

The philosophy of American Medical Sciences Center Vocational Nursing program is derived from the mission, vision, and values of the American Medical Sciences Center and is expressed in terms of faculty beliefs regarding Man/Client, Health, Nursing, Culture, Environment, Nursing Education, and the Teaching/Learning process. Health is recognized as a state of physical, mental, and social well-being demonstrated by a spectrum of wellness to illness. The Nursing is recognized as the art and science of providing supportive, preventive, therapeutic, and restorative care for individuals in both instructional and community settings. In the Vocational Nursing program, there is an emphasis on the emotional, physical, social, and spiritual wellness and illness needs of the individual, family, and society as a whole. Graduates will meet the requirements to take the licensing exam (NCLEX-PN) and seek entry level positions in hospitals, clinics, and patient care settings.

Estimated Employment and Projected Growth Licensed Vocational Nurses					
SOURCE: EDD/LMID PROJECTIONS OF EMPLOYMENT BY OCCUPATION					
Geographic Area (Estimated Years)	Estimated Employment	Projected Employment	Numeric Change	Percent Change	Additional Openings Due to Replacements
California(2012-22)	60,700	76,300	15,600	25.7	14,800

ASSOCIATE OF APPLIED SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM
D.O.T. CODE 078.364-010; CIP CODE 51-0910

Total Clock Hours (2,290.00); Total Weeks (104.00); Semester Credit Hours (101.00)

In Class Clock Hours per week (20.00); In Class Clock Hours per Day (4.00):

PROGRAM OBJECTIVES -The objective is to provide the didactic and clinical skills needed to enable the student to perform the Abdominal, Gynecological, Vascular, and Echocardiographic requirements published or supported by nationally recognized professional organizations. AMSC graduated may apply for following certification granting organizations; American Registry of Radiologic Technologists (ARRT), American Registry for Diagnostic Medical Sonography (ARDMS), and Cardiovascular Credentialing International (CCI). Candidates should consult the ARRT website (www.ARRT.ORG) for downloadable copy of their handbook and application. For ARDMS and CCI prerequisites information please visit the ardsm.org or www.cci-online.org/websites.

PROFESSIONAL DUTIES - Graduates will function as an integral part of the diagnostic medical imaging team, providing patient services efficiently and in a professional, sensitive manner. Duties may include ultrasound scans of abdominopelvic, superficial structural, Gynecological and Echovascular parts.

GRADUATION REQUIREMENTS - Graduates must successfully complete all courses of the program with a minimum grade of 70% and all other curriculum requirements for their course of study. The school attendance policy is a minimum of 90% attendance during the course of study, which is calculated on a monthly basis. Students must perform the clinical portion of their training in an approved medical facility and receive a satisfactory evaluation.

CREDIT/CLOCK HOUR CONVERSIONS

For DMS programs of study, the conversion from clock hours to credit hours is as follows:

15 Lecture	Clock Hours	=	1 Semester Credit Hour
30 Laboratory	Clock Hours	=	1 Semester Credit Hour
45 Externship	Clock Hours	=	1 Semester Credit Hour

PROGRAM DELIVERY

Residential only

EVALUATION METHODOLOGY

COMPONENT	FORMULA
Attendance	10%
Class Participation and Professionalism	10%
Quizzes	10%
Home/Outside work	10%
Course Final Tests	60%
Totals	100%

SAMPLE OF GRADING SYSTEM

GRADES AND SCALES			EXAMPLE STUDENT TRANSCRIPT				
LETTER GRADES	PERCENTS	SCALES	COURSES	GRADES	CREDITS	GRADE POINTS	G.P.A.
A (Excellent)	90%-100%	4.0	SPLEEN	A	3.0	12.0	4.0
B (Good);	80%-89%	3.0	ULTRASOUND PHYSICS II	B	3.0	9.0	3.0
C (Average)	70%-79%	2.0	LIVER	C	4.5	9.0	2.0
F (Not Passing)	<70%	0.0	DISEASE STATE IDENT.....	F	2.0	0.0	0.0

**DETAIL- RANGING PROGRAM PROFILE GRID
PROGRAM OUTLINE**

Course Number	Course Titles	Lecture Clock Hours	Labor. Clock Hours	Outside Clock Hours	Extern Clock Hours	Total Clock Hours	Total Credits Hours
DMS-1.1	Medical Terminology Career and Professional Development	48.00	00.00	22.50	00.00	48.00	3.0
DMS-1.2	Medical Law, Medical Ethics, Communications Skills, Sonographer Safety, Patient Care	48.00	00.00	22.50	00.00	48.00	3.0
DMS-1.3	Algebra, Basic Mathematics, Physics	48.00	00.00	22.50	00.00	48.00	3.0
DMS-1.4	General Anatomy, Physiology and Pathology	90.00	00.00	45.00	00.00	90.00	6.0
DMS-2.1	Ultrasound Physics-I	56.00	00.00	26.25	00.00	56.00	3.5
DMS-2.2	Abdominal Vasculature Peritoneal Cavity	48.00	48.00	33.75	00.00	96.00	4.5
DMS-2.3	Liver	48.00	48.00	33.75	00.00	96.00	4.5
DMS-2.4	Ultrasound Physics-II	48.00	00.00	22.50	00.00	48.00	3.0
DMS-2.5	Gallbladder, Biliary Tree	40.00	40.00	26.25	00.00	80.00	3.5
DMS-2.6	Pancreas	40.00	40.00	26.25	00.00	40.00	3.5
DMS-2.7	Spleen	32.00	32.00	22.50	00.00	64.00	3.0
DMS-3.1	Ultrasound Physics-III	56.00	00.00	26.25	00.00	56.00	3.5
DMS-3.2	Urinary Tract	48.00	48.00	33.75	00.00	96.00	4.5
DMS-3.3	Male Genital and Superficial Structure	36.00	36.00	26.25	00.00	72.00	3.5
DMS-4.1	Ultrasound Physics-IV	56.00	00.00	26.25	00.00	56.00	3.5
DMS-4.2	Gynecology	48.00	48.00	33.75	00.00	96.00	4.5
DMS-4.3	Obstetrics	48.00	48.00	33.75	00.00	96.00	4.5
DMS-4.4	Breast	32.00	48.00	26.25	00.00	80.00	3.5
DMS-5.1	Ultrasound Physics-V	48.00	00.00	22.50	00.00	48.00	3.0
DMS-5.2	Cerebral and Upper extremity Vessels	48.00	48.00	33.75	00.00	80.00	4.5
DMS-5.3	Abdominal Vessels	16.00	24.00	11.25	00.00	40.00	1.5
DMS-5.4	Lower Extremity Vessels	32.00	48.00	26.25	00.00	80.00	3.5
DMS-6.1	Cardiac Fundamentals, Principles of Cardiac Pharmacology	24.00	36.00	18.75	00.00	60.00	2.5
DMS-6.2	Pathological Mechanism and Non-Invasive Diagnostic Tests	24.00	36.00	18.75	00.00	60.00	2.5
DMS-6.3	Hemodynamics and Practical Application	24.00	36.00	18.75	00.00	60.00	2.5
DMS-6.4	Disease State Identification	24.00	36.00	18.75	00.00	60.00	2.5
DMS-7.1	Externship	0.00	0.00	00.00	480.0	00.00	10.5
TOTAL		1110.0	700.00	678.75	480.00	2290.00	101.00

PROGRAM PERFORMANCE FACT SHEET

Diagnostic Medical Sonography "AAS" Program (Completion Rates)

Calendar Year	Beginning Enrollment	New Starts	Ending Enrollment	Graduates	Retention Rate
2017-2018	0	0	0	0	0

Diagnostic Medical Sonography "AAS" Program (Placement Rates)

Calendar Year	Number Of Graduation	Number Placed in Field	Number Placed in Related Field	Number Placed Out of Field	Placement Rate
2017-2018	0	0	0	0	0

PROGRAM AGENDA

GENERAL EDUCATION PRE-REQUISITE COURSES (NON CORE COURSES)

General Education pre-requisite courses within a Diagnostic Medical Sonography diploma program is intended to create a well-rounded individual with good general knowledge of several areas outside the specific major field of the graduate. At American Medical Sciences Center, the general education component is made up of the following courses:

DMS-1.1 MEDICAL TERMINOLOGY, CAREER AND PROFESSIONAL DEVELOPMENT

DMS-1.2 MEDICAL ETHICS, MEDICAL LAW, COMMUNICATIONS SKILLS, SONOGRAPHY SAFETY, PATIENT CARE

DMS-1.3 ALGEBRA, BASIC MATHEMATICS, PHYSICS

DMS-1.4 GENERAL ANATOMY, PHYSIOLOGY, PATHOLOGY

ABDOMINAL ULTRASOUND (CORE COURSES)

In this module, students will gain an understanding of the normal anatomy, anatomic variants, normal physiology and pathological conditions of the organs of the abdominal-pelvic cavity. At American Medical Sciences Center, the General Ultrasound component is made up of the following courses:

DMS-2.1 ULTRASOUND PHYSICS-I

DMS-2.2 ABDOMINAL VASCULATURE PERITONEAL CAVITY

DMS-2.3 LIVER

DMS-2.4 ULTRASOUND PHYSICS-II

DMS-2.5 GALLBLADDER, BILIARY TREE

DMS-2.6 PANCREAS

DMS-2.7 SPLEEN

UROGENITAL ULTRASOUND (CORE COURSES)

This module will provide the student with a theoretical and practical knowledge of the genital and superficial organs including anatomy, normal anatomic variants, physiology and pathologic conditions of the Reproductive organs (Scrotum, Prostate) and anatomy, physiology and pathological conditions of the superficial structures. Also, module focuses on the development of the student's ability to scan accurately the Thyroid and Parathyroid glands. Classroom instruction will be coordinated with laboratory activities.

DMS-3.1 ULTRASOUND PHYSICS-III

DMS-3.2 UROGENITAL TRACT

DMS-3.3 MALE GENITAL AND SUPERFICIAL STRUCTURE

OBSTETRICAL AND GYNECOLOGICAL ULTRASOUND (CORE COURSES)

In this module, students will gain an understanding of the normal anatomy, anatomic variants, normal physiology and pathological conditions of the organs of the abdominal-pelvic cavity. In this module, students will gain an understanding of the normal breast structures includes clinical indications, pathological conditions of the organs imaging techniques and report writing. At American Medical Sciences Center, the Obstetrical and Gynecological Ultrasound component is made up:

DMS-4.1 ULTRASOUND PHYSICS-IV

DMS-4.2 GYNECOLOGY

DMS-4.3 OBSTETRICS

DMS-4.4 BREAST

VASCULAR TECHNOLOGY

This module is designed for students to gain knowledge in ultrasound imaging of the upper and lower extremity. It includes a brief anatomical review of the systemic arteries and systemic veins. The students will be able to identify of extra and intra cranial Cerebra-Vascular systems. Cross-sectional anatomy of these structures and their appearance on the sonogram will also be discussed. Classroom instruction will be coordinated with practical activities.

DMS-5.1 ULTRASOUND PHYSICS-V

DMS-5.2 CEREBRAL AND UPPER EXTREMITY VESSELS

DMS-5.3 ABDOMINAL VESSELS

DMS-5.4 LOWER EXTREMITY VESSELS

CARDIAC ULTRASOUND

The purpose of this module is to explore in detail the construction and dynamics of the cardiovascular system. Topics include anatomical and physiological considerations, cardiac pumping action and its regulation, basic hemodynamics, and systemic and pulmonary circulation. Classroom instruction will be coordinated with certain lab activities.

DMS-6.1 CARDIAC FUNDAMENTALS, PRINCIPLES OF CARDIAC PHARMACOLOGY

DMS-6.2 PATHOLOGICAL MECHANISM AND NON-INVASIVE DIAGNOSTIC TESTS

DMS-6.3 HEMODYNAMICS AND PRACTICAL APPLICATIONS

DMS-6.4 DISEASE STATE IDENTIFICATION

CLINICAL

Students participate in a clinical externship where they will gain hands-on training. The program provides students with actual hands-on experience in diagnostic care to patients of all ages and stages of disease in doctor/imaging clinics.

DMS-7.1 EXTERNSHIPS

COURSE DESCRIPTIONS

COURSE NAME: MEDICAL TERMINOLOGY, CAREER AND PROFESSIONAL DEVELOPMENT

COURSE TITLE: DMS-1.1

PREREQUISITE: NONE

LECTURE HOURS: 48.00

LABORATORY HOURS: 00.00

TOTAL IN CLASS HOURS: 48.00

OUTSIDE CLOCK HOURS: 22.50

TOTAL CREDITS HOURS: 3.0

This course is designed to provide a comprehensive foundation for basic medical terminology to be used in health care careers. It Includes Greek and Latin word roots, prefixes, suffixes, combining forms, special endings, plural forms, abbreviations and symbols. The course introduces concepts and application of reading, writing and interpreting common medical formats. The course demonstrates knowledge of the careers in sonography and professional development. Students are introduced to professional organizations, certifications and credentialing, continuing education, memberships, essentials for employment, interviewing, and employment search.

SUBJECTS:

- ☒ Structure of medical words (roots, prefixes, suffixes)
- ☒ Medical abbreviations, signs, symbols
- ☒ Sonography specific terminology
- ☒ Reading, writing, spelling and pronunciation
- ☒ Careers in sonography
- ☒ Professional development.

COURSE NAME: MEDICAL ETHICS, MEDICAL LAW, COMMUNICATIONS SKILLS, SONOGRAPHIC SAFETY, PATIENT CARE

COURSE TITLE: DMS-1.2

PREREQUISITE: NONE

LECTURE HOURS: 48.00

LABORATORY HOURS: 00.00

TOTAL IN CLASS HOURS: 48.00

OUTSIDE CLOCK HOURS: 22.50

TOTAL CREDITS HOURS: 3.0

This course familiarizes the students with an understanding of the specific laws and regulations that impact the healthcare environment, patient bill of rights, fundamental medical ethical decision-making, patient confidentiality pertinent legal principles. Emphasis is placed upon the basic elements of workplace effectiveness. The students demonstrate knowledge understanding of ergonomics, physical stress factors and repetitive stress injuries. This sequence will provide the student with a Sonographer – Patient interaction, Patient safety practices, Infection control and universal precautions, principles of emotional and psychological support, patient transfer and transportation.

SUBJECTS:

- ☒ Ethical decision-making
- ☒ Legal principles
- ☒ Patient bill of right
- ☒ Patient communications
- ☒ Staff communications, telecommunications
- ☒ Writing technical reports
- ☒ Legal issues of patient confidentiality

COURSE NAME: ALGEBRA, BASIC MATHEMATICS, PHYSICS

COURSE TITLE: DMS-1.3

PREREQUISITE: NONE

LECTURE HOURS: 48.00

LABORATORY HOURS: 00.00

TOTAL IN CLASS HOURS: 48.00

OUTSIDE CLOCK HOURS: 22.50

TOTAL CREDITS HOURS: 3.0

SUBJECTS ;

- ☒ Basic Algebra, calculations, metric conversions
- ☒ Linear equation and inequalities
- ☒ Principles of motion work and heat
- ☒ Principles of acoustic and light waves
- ☒ Principles of Ultrasound Physics
- ☒ Sound production and propagation
- ☒ Transducer architecture and selection
- ☒ Bio-effects, Artifacts, and safety

This course is designed to provide students with an understanding of the general principles and theories underlying algebra, mathematics and fundamental physics. This course builds on the principles of linear equations, graphing, functions, rational expressions, radicals and systems of equations. Emphasis is placed on critical thinking and problem-solving skills. This course is designed to provide students with an understanding of the general principles and theories underlying Ultrasound Physics.

(Course Description cont.)

COURSE NAME: GENERAL ANATOMY,
PHYSIOLOGY, PATHOLOGY

COURSE TITLE DMS-1.4
PREREQUISITE NONE
LECTURE HOURS: 90.00
LABORATORY HOURS: 00.00
TOTAL IN CLASS HOURS: 90.00
OUTSIDE CLOCK HOURS: 45.00
TOTAL CREDITS HOURS: 6.0

SUBJECTS:

☒ Cardiopulmonary/cardiovascular systems
☒ Central Nervous system
☒ Gastrointestinal system
☒ Musculoskeletal system
☒ Reproductive systems
☒ Urinary system
☒ Endocrine system
☒ Hematopoietic system
☒ Immune system

The students will be introduced to the fundamentals of chemistry and human anatomy, physiology, and pathophysiology. The course includes the ability to recognize and identify all major body systems and understanding the primary physiological reactions of the human body.

COURSE NAME: ULTRASOUND PHYSICS-I

COURSE TITLE: DMS-2.1
PREREQUISITE: DMS-1.3
LECTURE HOURS: 56.00
LABORATORY HOURS: 00.00
TOTAL CLOCK HOURS : 56.00
OUTSIDE CLOCK HOURS: 26.25
TOTAL CREDITS HOURS: 3.5

SUBJECTS:

☒ Continuous Wave
☒ Pulse Wave
☒ Sound Attenuation
☒ Sound Intensity
☒ Impedances and Angles

This course will provide the student with theoretical understanding of the principles of ultrasound physics as it applies to diagnostic medical imaging. The course material will focus on physical principles of sound energy, sound production, transmission and reflection. This course provides an introduction to and an overview of the principles of ultrasound physics as it applies to diagnostic medical imaging. Emphasis will be placed on physical principles of sound waves, and its categorization.

COURSE NAME ABDOMINAL VASCULATURE,
PERITONEAL CAVITY

COURSE TITLE: DMS-2.2
PREREQUISITE: DMS-1.4
LECTURE HOURS: 48.00
LABORATORY HOURS: 48.00
TOTAL CLOCK HOURS : 96.00
OUTSIDE CLOCK HOURS: 33.75
TOTAL CREDITS HOURS: 4.5

SUBJECTS:

☒ Abdominal Cavities
☒ Abdominal Vascular System
☒ Cross-Sectional Anatomy
☒ Clinical Indications
☒ Normal and Abnormal Conditions
☒ Imaging Techniques
☒ Report Writing

This course will introduce the student to ultrasound imaging of the abdominal vascular system. It includes a brief anatomical review of the systemic arteries, systemic veins, and portal veins.

The course provides students with an understanding of the peritoneal cavity and potential spaces the pelvic-pelvic cavity where fluid collections and pathologies may be located. Also, this course will give the student a comprehensive understanding of the pathological processes that may affect the abdominal vascular organs. Cross-sectional anatomy of these structures and their appearance on the sonogram will also be discussed. Classroom instruction will be coordinated with practical activities.

(Course Description cont.)

COURSE NAME:	LIVER	SUBJECTS:
COURSE TITLE	DMS-2.3	☒ Gastrointestinal Organs
PREREQUISITE:	DMS-2.2	☒ Anatomy of the Liver
LECTURE HOURS:	48.00	☒ Physiology and Pathophysiology
LABORATORY HOURS:	48.00	☒ Vascular system of the Liver
TOTAL CLOCK HOURS :	96.00	☒ Cross-Sectional Anatomy
OUTSIDE CLOCK HOURS:	33.75	☒ Clinical Indications
TOTAL CREDITS HOURS:	4.5	☒ Normal Conditions and Abnormal Conditions
		☒ Abnormal Conditions Imaging Techniques
		☒ Imaging Techniques Report Writing
		☒ Report Writing

This course will introduce the student to ultrasound imaging of the abdominal gastrointestinal organs. It includes a comprehensive anatomical review of the Liver, cross-sectional anatomy of these structures and their appearance on the sonogram. Classroom instruction will be coordinated with practical activities. This course will give the student a complete understanding of the pathological processes that may affect the Liver.

COURSE NAME:	ULTRASOUND PHYSICS-II	SUBJECTS:
COURSE TITLE:	DMS-2.4	☒ Transducers Architectures,
PREREQUISITE:	DMS-2.1	☒ Matching Layer
LECTURE HOURS:	48.00	☒ Piezoeffects
LABORATORY HOURS:	00.00	☒ Damping Materials
TOTAL CLOCK HOURS :	48.00	☒ Beam formers (Near, far zones)
OUTSIDE CLOCK HOURS:	22.50	☒ Type of transducers
TOTAL CREDITS HOURS:	3.0	☒ Set up ultrasound system
		☒ Problems and Solution

The course material will focus on physical principles of sound energy, transducers architecture, sound production and beam structural design. This module teaches the student the developmental concept of sonographic appearance; architectures of the modern technology scan heads and potential artifacts. This course provides an introduction to and an overview of the principles of ultrasound transducers as it applies to diagnostic medical imaging. Emphasis will be placed on physical principles construction, beam former, and transducers application.

COURSES NAME:	GALLBLADDER AND BILIARY TREE	SUBJECTS:
COURSE TITLE:	DMS-2.5	☒ Anatomy of the Gallbladder, Biliary Tree
PREREQUISITE:	DMS-2.3	☒ Physiology and Pathophysiology
LECTURE HOURS:	40.00	☒ Cross-Sectional Anatomy
LABORATORY HOURS:	40.00	☒ Clinical Indications
TOTAL CLOCK HOURS :	80.00	☒ Normal and Abnormal Conditions
OUTSIDE CLOCK HOURS:	26.25	☒ Imaging Techniques
TOTAL CREDITS HOURS:	3.5	☒ Report Writing

his course introduces the normal anatomy, anatomic variants, physiology and pathologic conditions and ultrasound evaluation of the Gallbladder. This course will give the student a complete understanding of the pathological processes that may affect the Gallbladder. Cross-sectional anatomy of this structure and their appearance on the sonogram will also be discussed. Instruction will be coordinated with practical activities.

(Course Description cont.)

COURSE NAME: PANCREAS

COURSE TITLE: DMS-2.6
PREREQUISITE: DMS-2.5
LECTURE HOURS: 40.00
LABORATORY HOURS: 40.00
TOTAL CLOCK HOURS : 80.00
OUTSIDE CLOCK HOURS: 26.25
TOTAL CREDITS HOURS: 3.5

SUBJECTS:

☒ Anatomy of the Pancreas
☒ Physiology and Pathophysiology
☒ Cross-Sectional Anatomy
☒ Clinical Indications
☒ Normal and Abnormal Conditions
☒ Imaging Techniques
☒ Report Writing

This course will prepare students to acquire the knowledge the location, anatomy, physiology and pathology of the Pancreas. This course studies basic structures viewed in sectional anatomy. This course will give the student a comprehensive understanding of the pathological processes that may affect these organs. This module also provides development of skills in scanning technique. This course will prepare the student to recognize the pathological processes of the endocrine system.

COURSE NAME: SPLEEN

COURSE TITLE: DMS-2.7
PREREQUISITE: DMS-2.6
LECTURE HOURS: 32.00
LABORATORY HOURS: 32.00
TOTAL CLOCK HOURS : 64.00
OUTSIDE CLOCK HOURS: 22.50
TOTAL CREDITS HOURS: 3.0

SUBJECTS:

☒ Anatomy of the Spleen
☒ Physiology and Pathophysiology
☒ Cross-Sectional Anatomy
☒ Clinical Indications
☒ Normal and Abnormal Conditions
☒ Imaging Techniques
☒ Report Writing

This course will prepare students to acquire the knowledge the location, anatomy, physiology and pathology of the Spleen. This course studies basic structures viewed in sectional anatomy. This course will give the student a comprehensive understanding of the pathological processes that may affect these organs. This module also provides development of skills in scanning technique. This course will prepare the student to recognize the pathological processes of the hematopoietic system. This course will give the student a complete understanding of the pathological processes that may affect the Spleen.

COURSE NAME: ULTRASOUND PHYSICS-III

COURSE TITLE: DMS-3.1
PREREQUISITE: DMS-2.4
LECTURE HOURS: 56.00
LABORATORY HOURS: 0000
TOTAL CLOCK HOURS : 56.00
OUTSIDE CLOCK HOURS: 26.25
TOTAL CREDITS HOURS: 3.5

SUBJECTS:

☒ Doppler Effect
☒ Doppler Equations and Hemodynamics
☒ Circulatory System
☒ Critical Stenosis
☒ Energy, Pressure, Flow resistance
☒ Spectral Instruments

In this course, the students learn the fundamentals of the Doppler physics. This course teaches the student the developmental concept of Sonographic appearance including spectral and color Doppler instruments. Classroom instruction will be coordinated with certain instrumental activities include appropriate adjustment to M-mode, color flow and spectral trace. This course provides an introduction to and an overview of the principles of Doppler shift as it applies to diagnostic medical imaging. Emphasis will be placed on physical principles of artifacts, and its categorization.

(Course Description cont.)

COURSE NAME: URINARY TRACT

COURSE TITLE: DMS-3.2
PREREQUISITE: DMS-2.7
LECTURE HOURS: 48.00
LABORATORY HOURS: 48.00
TOTAL CLOCK HOURS : 96.00
OUTSIDE CLOCK HOURS: 33.75
TOTAL CREDITS HOURS: 4.5

SUBJECTS:

☒ Organ's Anatomy
☒ Physiology and Pathophysiology
☒ Cross-Sectional Anatomy
☒ Clinical Indications
☒ Normal and Abnormal Conditions
☒ Imaging Techniques
☒ Report Writing

This course will provide the student with a theoretical and practical knowledge of the urinary tract, including anatomy, normal anatomic variants, physiology and pathologic conditions of the Kidney(s), Adrenal Glands, and Urinary Bladder. This course includes discussion of the various exam protocols of ultrasound evaluation of the urinary organs. Classroom instruction will be coordinated with practical activities.

COURSE NAME: MALE GENITAL AND SUPERFICIAL STRUCTURE

COURSE TITLE: DMS-3.3
PREREQUISITE: DMS-3.2
LECTURE HOURS: 36.00
LABORATORY HOURS: 3600
TOTAL CLOCK HOURS : 72.00
OUTSIDE CLOCK HOURS: 26.25
TOTAL CREDITS HOURS: 3.5

SUBJECTS:

☒ Organ's Anatomy
☒ Physiology and Pathophysiology
☒ Cross-Sectional Anatomy
☒ Clinical Indications
☒ Normal and Abnormal Conditions
☒ Imaging Techniques
☒ Report Writing

This course teaches normal anatomy, anatomic variants, normal physiology and pathological conditions of the superficial structures. The course focuses on the development of the student's ability to scan accurately the Thyroid and Parathyroid glands. Classroom instruction will be coordinated with laboratory activities This course will provide the student with a theoretical and practical knowledge of the genital and superficial organs including anatomy, normal anatomic variants, physiology and pathologic conditions of the Reproductive organs (Scrotum, Prostate).

COURSE NAME: ULTRASOUND PHYSICS-IV

COURSE TITLE: DMS-4.1
PREREQUISITE: DMS-3.1
LECTURE HOURS: 56.00
LABORATORY HOURS: 0000
TOTAL CLOCK HOURS : 56.00
OUTSIDE CLOCK HOURS: 26.25
TOTAL CREDITS HOURS: 3.5

SUBJECTS:

☒ System's Construction
☒ System's Vital Components
☒ Receiver Functions
☒ Pre and Post Processing
☒ Image Storage and Monitors
☒ Display Modes

This course familiarizes the students with an understanding of fundamental instrumentations, including but not limited to receiver functions, pre and post processing and imaging modes. This course is designed to develop the student's ability to knobology, including physical principles of the Overall gain, Time gain Compensation, depth, Focusing and 2-D gray scale controls. This course will provide the student with a theoretical and concrete knowledge of all components of ultrasound machine.

Course Description cont.)

COURSE NAME:	GYNECOLOGY	SUBJECTS:
COURSE TITLE:	DMS-4.2	☒Anatomy of the Female Pelvis
PREREQUISITE:	DMS-3.3	☒Physiology and Pathology of the Female Pelvis
LECTURE HOURS:	48.00	☒Cross-Sectional Anatomy,
LABORATORY HOURS:	48.00	☒Clinical Indications
TOTAL CLOCK HOURS :	96.00	☒Normal and Abnormal Conditions
OUTSIDE CLOCK HOURS:	33.75	☒Imaging Techniques, Doppler Flow Pattern
TOTAL CREDITS HOURS:	4.5	☒Report Writing

The course teaches and demonstrates knowledge of the normal anatomy, anatomic variants, normal physiology and pathological conditions of the female pelvis. This course will prepare the students to perform sonograms of the female pelvis. It includes a comprehensive anatomical review of the female reproductive organs. This course is designed to provide students with an understanding of the potential complicating conditions of the gravid female pelvis to include uterine and ovarian location, size and vascular changes. Classroom instruction will be coordinated with practical activities.

COURSE NAME	OBSTETRICS	SUBJECTS:
COURSE TITLE	DMS-4.3	☒Normal Trimesters, Placenta, Amniotic Fluid,
PREREQUISITE:	DMS-4.2	☒Fetal Anatomy
LECTURE HOURS:	48.00	☒Fetal Circulation
LABORATORY HOURS:	48.00	☒Clinical Indications (Gestational Age, Well Being)
TOTAL CLOCK HOURS :	96.00	☒Complications-Maternal and fetal
OUTSIDE CLOCK HOURS:	33.75	☒Fetal Abnormalities
TOTAL CREDITS HOURS:	4.5	☒Imaging Techniques, Doppler Flow Pattern
		☒Report Writing

The course teaches and demonstrates knowledge of the normal trimesters, anatomic variants including but not limited to Placenta, Amniotic Fluid, and Fetal Circulation. It includes a comprehensive anatomical review of the clinical indications. This course will give the student a complete understanding of the pathological processes. Vascular Changes, associated cysts of early pregnancy, fluid collections and their appearance on the sonogram will also be discussed. The students learn to identify the various physiological indications of the well-being or distress during appropriate stages of pregnancy to include cardiovascular gastrointestinal, skeletal, genital, urinary, and other biophysical profiles.

COURSE NAME:	BREAST	SUBJECTS:
COURSE TITLE:	DMS-4.4	☒Structures and Cross-Sectional Anatomy
PREREQUISITE:	DMS-4.3	☒Clinical Indications
LECTURE HOURS:	32.00	☒Normal and Abnormal Conditions
LABORATORY HOURS:	48.00	☒Imaging Techniques,
TOTAL CLOCK HOURS :	96.00	☒Doppler Flow Pattern
OUTSIDE CLOCK HOURS:	26.25	☒Report Writing
TOTAL CREDITS HOURS:	3.5	

This course will introduce the student to ultrasound imaging of the normal, abnormal anatomy and physiological indications of the Breast. Course teaches and demonstrates knowledge of the normal structures and cross-sectional anatomy and their appearance on the display. The students learn to identify the various physiological indications during appropriate stages of pregnancy Classroom instruction will be coordinated with laboratory activities.

(Course Description cont.)

COURSE NAME: ULTRASOUND PHYSICS-V

COURSE TITLE: DMS-5.1
PREREQUISITE: DMS-4.1
LECTURE HOURS: 48.00
LABORATORY HOURS: 00.00
TOTAL CLOCK HOURS : 48.00
OUTSIDE CLOCK HOURS: 22.50
TOTAL CREDITS HOURS: 3.0

SUBJECTS:

☒ Physical Principles of the Vascular System
☒ Plethysmographies
☒ Ohm's Law
☒ Doppler Flow Pattern
☒ Artifacts
☒ Performance and Safety
☒ Statistical profile

This course will prepare the student to recognize the specific vascular physical principles, Plethysmography, Ohm's Law, methods of measuring electrical resistance, and advanced of the Hemodynamics. This course will provide the student with a theoretical and practical knowledge of the Artifacts, Performance and Safety. Specific topics to be covered include diagnostic statistical profile.

COURSES NAME: CEREBRAL AND UPPER EXTREMITY VESSELS

COURSE TITLE: DMS-5.2
PREREQUISITE: DMS-4.4
LECTURE HOURS: 48.00
LABORATORY HOURS: 48.00
TOTAL CLOCK HOURS : 80.00
OUTSIDE CLOCK HOURS: 33.75
TOTAL CREDITS HOURS: 4.5

SUBJECTS:

☒ Structural Anatomy
☒ Cross-Sectional Anatomy
☒ Clinical Indications
☒ Normal and Abnormal Conditions
☒ Imaging Techniques,
☒ Doppler Flow Pattern
☒ Report Writing

This course familiarizes the students with an understanding of the Transcranial Cerebrovascular Systems. This course will prepare the student to recognize the pathological processes of the cerebrovascular vascular system. Emphasis is placed on the ability to recognize and identify Cervical/Neck scanning techniques. The student learns to identify and perform extra cranial carotid and vertebral artery exams using duplex imaging, Duplex PW Doppler and Color Doppler with spectral analysis. Emphasis is placed on the ability to recognize and identify upper extremities vascular systems. It includes a brief anatomical review of the systemic arteries and systemic veins.

COURSE NAME: ABDOMINAL VESSELS

COURSE TITLE DMS-5.3
PREREQUISITE: DMS-5.2
LECTURE HOURS: 16.00
LABORATORY HOURS: 24.00
TOTAL CLOCK HOURS : 40.00
OUTSIDE CLOCK HOURS: 11.25
TOTAL CREDITS HOURS: 1.5

SUBJECTS:

☒ Structural Anatomy
☒ Cross-Sectional Anatomy
☒ Clinical Indications
☒ Normal and Abnormal Conditions
☒ Imaging Techniques, Doppler Flow Pattern
☒ Report Writing

This course will introduce the student to ultrasound imaging of the abdominal vascular system. It includes a brief anatomical review of the arteries, veins, and portal system. Cross-sectional anatomy of these structures and their appearance on the sonogram will also be discussed. This course will prepare the student to recognize the pathological processes. Students learn to perform duplex scanning of native arteries and veins of the abdominal vessels. Emphasis will be placed on visceral vessels using PW, CW, Color Doppler instruments with spectral analysis.

(Course Description cont.)

COURSE NAME: LOWER EXTREMITY VESSELS

COURSE TITLE: DMS-5.4
PREREQUISITE: DMS-5.3
LECTURE HOURS: 32.00
LABORATORY HOURS: 48.00
TOTAL CLOCK HOURS : 80.00
OUTSIDE CLOCK HOURS: 26.25
TOTAL CREDITS HOURS: 3.5

SUBJECTS:

✎ Structural Anatomy
✎ Cross-Sectional Anatomy
✎ Clinical Indications
✎ Normal and Abnormal Conditions
✎ Imaging Techniques,
✎ Doppler Flow Pattern
✎ Report Writing

This course is designed for students to gain knowledge in ultrasound imaging of the lower extremity. It includes a brief anatomical review of the systemic arteries and systemic veins. Students learn to perform Segmental Pressure, Plethysmography, Duplex scanning of native arteries and veins of the lower extremities, including but not limited to false aneurysm and arteriovenous fistula identification. This course will prepare the student to recognize the pathological processes of the lower vascular system.

COURSE NAME: CARDIAC FUNDAMENTALS,
PRINCIPLES OF CARDIAC PHARMACOLOGY

COURSE TITLE: DMS-6.1
PREREQUISITE: DMS- 4.3/5.4
LECTURE HOURS: 24.00
LABORATORY HOURS: 36.00
TOTAL CLOCK HOURS : 60.00
OUTSIDE CLOCK HOURS: 18.75
TOTAL CREDITS HOURS: 2.5

SUBJECTS:

✎ Medical Terminology
✎ Cardiac Anatomy and Physiology
✎ Electro cardiology
✎ Principles of Cardiac pharmacology
✎ ADME of Cardiac Specific Drugs
✎ Drugs used for Cardiac Emergency
✎ Imaging Techniques,

The purpose of this course is to explore in detail the construction and dynamics of the cardiovascular system. Topics include cardiac medical terminology and the metric conversions required in cardiac therapy, as well as cardiopulmonary anatomical and physiological considerations, cardiac pumping action and electrocardiography. Student learns its systemic and pulmonary circulations, basic principles of cardiac pharmacology and specific drugs. Classroom instruction will be coordinated with certain laboratory activities.

COURSE NAME: PATHOLOGICAL MECHANISM
AND NON-INVASIVE DIAGNOSTIC TESTS

COURSE TITLE: DMS-6.2
PREREQUISITE: DMS-6.1
LECTURE HOURS: 24.00
LABORATORY HOURS: 36.00
TOTAL CLOCK HOURS : 60.00
OUTSIDE CLOCK HOURS: 18.75
TOTAL CREDITS HOURS: 2.5

SUBJECTS:

✎ Structural Anatomy
✎ Sonographic Cross-Sectional Anatomy
✎ Pathology/Pathophysiology
✎ Clinical Indications and Therapeutic Measures
✎ Abnormal Conditions and Congenital Diseases
✎ Imaging Techniques,
✎ Doppler Flow Pattern
✎ Test Procedures and Data Correlation

The course teaches and demonstrates knowledge of the cardiac structural anatomy. Cross-sectional anatomy of these structures and their appearance on the sonogram will also be discussed. This course will prepare the student to recognize the pathological processes and therapeutic measures. The student learns to identify and perform exams using duplex imaging, Duplex PW Doppler and Color Doppler with spectral analysis. The class teaches the student the basic concept of Sonographic appearance, patient position during Sonographic examinations, and interpretation of Sonographic characteristics.

(Course Description cont.)

COURSE NAME: HEMODYNAMICS AND PRACTICAL APPLICATION

COURSE TITLE: DMS-6.3
PREREQUISITE: DMS-6.2
LECTURE HOURS: 24.00
LABORATORY HOURS: 36.00
TOTAL CLOCK HOURS : 60.00
OUTSIDE CLOCK HOURS: 18.75
TOTAL CREDITS HOURS: 2.5

SUBJECTS:

☒ Principles of Flow
☒ Measurements and normal values
☒ Physical Considerations
☒ M-mode and 2-D Echocardiography
☒ Assessment Techniques (Objective, Subjective)
☒ Imaging Techniques, Doppler Flow Pattern
☒ Test Procedures and Data Correlation
☒ Report Writing

The purpose of this course is to explore in detail the construction and dynamics of the cardiovascular system. The student learns to identify and perform Cardiac Atrial and Ventricular Hemodynamics using duplex imaging, Duplex PW Doppler and Color Doppler with spectral analysis. Students learn to perform M-mode, and 2-Dimensional Echocardiography.

COURSE NAME: DISEASE STATE IDENTIFICATION

COURSE TITLE: DMS-6.4
PREREQUISITE: DMS-6.3
LECTURE HOURS: 24.00
LABORATORY HOURS: 36.00
TOTAL CLOCK HOURS : 60.00
OUTSIDE CLOCK HOURS: 18.75
TOTAL CREDITS HOURS: 2.5

SUBJECTS:

☒ Ischemic Heart and Coronary Artery Diseases
☒ Diseases of the Myocardium
☒ Acquired Valvular Disease
☒ Thrombi and Aneurysms
☒ Congenital Heart Disease
☒ Prosthetics Valve

This course will prepare the student to recognize the pathological processes of the cardiovascular system. The following topics will be discussed: Ischemic Heart and Coronary Artery, Myocardial and Pericardial, Valvular and other Heart Diseases. A thorough understanding of normal cardiovascular anatomy and physiology is mandatory in order to comprehend these advanced topics.

COURSE NAME INTERNSHIPS

COURSE TITLE DMS-7.1
PREREQUISITE: ALL
LECTURE HOURS 00.00
PRACTICAL HOURS 480.00
TOTAL CLOCK HOURS 480.0
OUTSIDE CLOCK HOURS: 00.00
TOTAL CREDITS HOURS 10.5

SUBJECTS:

☒ Hands on Training
☒ Manual Analyses
☒ Automated Analyses,
☒ Monitoring and Control Procedures
☒ Evaluation and Reporting

Students participate in a clinical externship where they will gain hands on training. The clinical part of program provides students with actual hand-on experience providing diagnostic care to patient of all ages, stages of disease in doctor/imaging clinics affiliated with American Medical Sciences Center.

VOCATIONAL NURSING

DIPLOMA PROGRAM D.O.T. CODE 079.374-014 C.I.P. 51.1613

90.5 QUARTER CREDIT, 1624 CLOCK HOURS 67 WEEKS.

PROGRAM OBJECTIVE: Nursing education is formal learning and training in the art and science of nursing. This includes functions, duties, and scope of responsibility in the physical, emotional, environmental, and community care of individuals and a combination of different disciplines. Method of instruction includes lecture, demonstration, return demonstration, discussion, visual aids, computer lab, NCLEX review, instruction supervision, and clinical experience. Coursework includes 19 classes.

PROFESSIONAL DUTIES: Graduates will meet the requirements to take the licensing exam (NCLEX-PN) and seek entry level positions in hospitals, clinics, and patient care settings.

GRADUATION REQUIREMENTS: Graduates must successfully complete all courses with a minimum grade of 75% and all other curriculum requirements for the Vocational Nursing Program, including an Exit Exam. Students must perform the clinical portion of their training in an approved medical facility and receive satisfactory clinical evaluations.

PREREQUISITES: There are no prerequisite courses. However, students must fulfill all of the requirements for general admission as outlined in the catalog.

SAMPLE OF GRADING SYSTEM

The school's grading system in Vocational Nursing Program is as follows:

- The school's grading system in all of its programs is as follows:
- A (Excellent) B (Above Average); C (Average) F (Not Passing)
- 90% - 100% 80% - 89% 75% - 79% <75%

CREDIT/CLOCK HOUR CONVERSIONS

For programs of study, the conversion from clock hours to credit hours is as follows:

10 Lecture	Clock Hours	=	1 Quarter Credit Hour
20 Laboratory	Clock Hours	=	1 Quarter Credit Hour
30 Externship	Clock Hours	=	1 Quarter Credit Hour

EVALUATION METHODOLOGY

The Director of Nursing will complete progress evaluation forms on each student at mid-point and at the end of each term. The documents for each progress evaluation include:

- Clinical Competency Evaluation (to be initiated by the clinical instructor)
- Theory Progress Report (to be initiated by the theory instructor)
- Theory Remediation and Plan of Correction Form

EXAMINATION SCHEDULE - After completion of all the courses in each term, graduation is acknowledged by awarding a diploma which allows the students to take the NCLEX-PN exam.

SUCCESSFUL COMPLETION - Students must perform the clinical portion of their training in an approved medical facility and receive satisfactory clinical evaluations. Graduation is acknowledged by awarding a diploma which allows the students to take the NCLEX-PN exam.

PROGRAM PERFORMANCE FACT SHEET

Vocational Nursing Program(Completion Rates)

Calendar Year	Beginning Enrollment	New Starts	Ending Enrollment	Graduates	Retention Rate
2015-2016	17	0	10	6	94%

Vocational Nursing Program (Placement Rates)

Calendar Year	Number Of Graduation	Number Placed in Field	Number Placed In Related Field	Number Placed Out of Field	Placement Rate
2015-2016	6	1	4	1	80%

VOCATIONAL NURSING COURSE OUTLINE

TERMS	COURSES TITLE	COURSE NUMBERS	LECT. CLOCK HOURS	LAB. CLOCK HOURS	CLINIC. CLOCK HOURS	TOTAL CLOCK HOURS	QUARTER CREDITS HOURS
1	Fundamentals of Nursing: <i>Evolution of nursing, Legal/ Ethical</i>	VN 100	10.0	16.0	0.0	26.0	1.8
	Fundamentals of Nursing: <i>Communication; Body mechanics and patient mobility</i>		10.0	16.0	0.0	26.0	1.8
	Fundamentals of Nursing: <i>Safety; Hygiene</i>		15.0	24.0	0.0	39.0	2.7
	Fundamentals of Nursing: <i>Vitals; Physical Assessment</i>		15.0	24.0	0.0	39.0	2.7
	Fundamentals of Nursing: <i>Med/ Surgical Asepsis and Infection Control</i>		10.0	16.0	0.0	26.0	1.8
	Fundamentals of Nursing: <i>Surgical Wound Care; Emergency First Aid nursing</i>		10.0	4.0	0.0	14.0	1.2
	Fundamentals of Nursing: <i>Selected nursing skills</i>		10.0	0.0	16.0	26.0	1.8
	Fundamentals of Nursing: <i>Nursing process; Critical Thinking</i>		10.0	0.0	16.0	26.0	1.8
	Fundamentals of Nursing: <i>Documentation; Culture</i>		10.0	0.0	16.0	26.0	1.8
	Fundamentals of Nursing: <i>Life span</i>		10.0	0.0	16.0	26.0	1.8
	Fundamentals of Nursing: <i>Loss, Grief, Dying, Death; Admission, Transfer and Discharge</i>		10.0	0.0	16.0	26.0	1.8
	Fundamentals of Nursing: <i>Pain management, rest and sleep; Complementary & Alternative Therapy; Specimen collection & Diagnostic Exams</i>		15.0	0.0	32.0	47.0	3.1
	Fundamentals of Nursing: <i>Health promotion Care of the Older Adult</i>		10	0.0	16.0	26.0	1.8
	Fundamentals of Nursing: <i>Home Health; Long Term care; Rehabilitation; Hospice</i>		10	0.0	16.0	26.0	1.8
	Fundamentals of Nursing: <i>Nutrition; Fluids and Electrolytes</i>		10	0.0	16	26.0	1.8
	Fundamentals of Nursing: <i>Math review; Medication Administration</i>		10	16	0.0	26.0	1.8
	Fundamentals of Nursing: Final		10	0.0	16.0	26.0	1.8
2	Language of Medicine: <i>Basic Word Structure, Terms Pertaining to the Body as a Whole, Suffixes, Prefixes</i>	VN 200	10	0.0	16.0	26.0	1.8
	Language of Medicine: <i>Digestive System, Urinary System</i>		10	0.0	16.0	26.0	1.8
	Language of Medicine: <i>Female/Male Reproductive System</i>		10	0.0	16.0	26.0	1.8
	Language of Medicine: <i>Nervous System,</i>		10	0.0	16.0	26.0	1.8
	Language of Medicine: <i>Cardiovascular System, Respiratory System</i>		10	0.0	16.0	26.0	1.8
	Language of Medicine: <i>Blood, Lymphatic and Immune System</i>		10	0.0	16.0	26.0	1.8
	Language of Medicine: <i>Musculoskeletal System, Integumentary System</i>		10	0.0	16.0	26.0	1.8
	Language of Medicine: <i>Endocrine System</i>		10	0.0	16.0	26.0	1.8
Language of Medicine: Final		0.0	0.0	8.0	8.0	0.4	

VOCATIONAL NURSING COURSE OUTLINE (CONT.)

TERMS	COURSES TITLE	COURSE NUMBERS	LECT. CLOCK HOURS	LAB. CLOCK HOURS	CLINIC. CLOCK HOURS	TOTAL CLOCK HOURS	QUARTER CREDIT HOURS
2	Language of Medicine: <i>Endocrine System</i>	VN 201	10.0	0.0	16.0	26.0	1.8
	Language of Medicine: Final		0.0	0.0	8.0	8.0	0.4
	Adult Health Nursing: <i>Care of the Surgical Patient</i>		10.0	0.0	16.0	26.0	1.8
	Adult Health Nursing: <i>Care of the Patient with Integumentary Disorders</i>		10.0	0.0	16.0	26.0	1.8
	Adult Health Nursing: <i>Care of the Patient with Musculoskeletal Disorders</i>		10.0	0.0	16.0	26.0	1.8
	Adult Health Nursing: <i>Care of the Patient with Blood/Lymphatic Disorders</i>		10.0	0.0	16.0	26.0	1.8
	Adult Health Nursing: <i>Care of the Patient with Cardiovascular Disorders</i>		20.0	0.0	32.0	52.0	3.6
	Adult Health Nursing: Final		0.0	0.0	0.0	0.0	0.0
3	Adult Health Nursing: <i>Care of the Patient with Respiratory Disorders</i>	VN 300	20.0	0.0	32.0	52.0	3.6
	Adult Health Nursing: <i>Care of the Patient with Urinary System Disorders</i>		20.0	0.0	32.0	52.0	3.6
	Adult Health Nursing: <i>Care of the Patient with Fluid/Electrolyte Disorders</i>		20.0	0.0	32.0	52.0	3.6
	Adult Health Nursing: <i>Care of the Patient with Cancer and Pharmacological Treatments</i>		20.0	0.0	32.0	52.0	3.6
	Adult Health Nursing: <i>Care of the Patient with Endocrine System Disorder</i>		15.0	0.0	32.0	47.0	3.1
	Adult Health Nursing: <i>Care of the Patient with Gastrointestinal System Disorders</i>		25.0	0.0	40.0	65.0	4.5
	Adult Health Nursing: <i>Care of the Patient with Gallbladder, Liver, Biliary Tract, Exocrine Pancreatic Disorder</i>		25.0	0.0	40.0	65.0	4.5
	Adult Health Nursing: Final		0.0	0.0	16.0	16.0	0.8
4	Foundations of Nursing: <i>Basic Concepts of Mental Health, Care of the Patient with a Psychiatric Disorder, Care of the Patient</i>	VN 400	30.0	0.0	48.0	78.0	5.4
	Adult Health Nursing: <i>Care of the Patient with Sensory System Disorders</i>	VN 401	10.0	0.0	16.0	26.0	1.8
	Adult Health Nursing: <i>Care of the Patient with Neurological Disorders</i>		10.0	0.0	16.0	26.0	1.8
	Adult Health Nursing: <i>Care of the Patient with Immune System Disorders</i>		10.0	0.0	16.0	26.0	1.8
	Adult Health Nursing: <i>Care of the Patient with Reproductive System Disorders</i>		10.0	0.0	16.0	26.0	1.8
	Foundations of Nursing: <i>Professional Roles and Leadership and Supervision</i>		VN 402	16.0	0.0	32.0	48.0
	Foundations of Nursing: <i>Health Promotion and Pregnancy, Labor and Delivery, Care of the Mother and Newborn, Care of the High Risk Mother, Newborn and Family with Special Needs</i>	VN 403	24.0	0.0	48.0	72.0	4.8
	Foundations of Nursing: <i>Health Promotion for the Infant, Child and Adolescent, Basic Pediatrics, Physical Disorders</i>	VN 404	24.0	0.0	48.0	72.0	4.8
	TOTALS		604.0	116.0	904.0	1624.0	111.4

VOCATIONAL NURSING PROGRAM COURSE DESCRIPTIONS

COURSE NAME:	FUNDAMENTALS OF NURSING
COURSE TITLE:	VN 100
PREREQUISITE:	NONE
LECTURE HOURS:	185.0
LABORATORY HOURS:	116.0
CLINICAL HOURS:	176.0
TOTAL CLOCK HOURS:	477.0
TOTAL QUARTER CREDITS HOURS:	33.1

This Level I module introduces the role of the vocational nurse as a provider of care and member of the health care team. Content includes legal and ethical aspects of nursing, concepts of health and wellness, body mechanics, personal hygiene, basic nursing procedures, principles of infection control, emergency care and first aid, nursing assessment and vital signs, principles of nutrition and diet therapy, and cultural and social aspects of nursing. This course discussed the human growth and development, the critical thinking skills, communication, documentation, and the nursing process.

COURSE NAME:	ANATOMY AND PHYSIOLOGY
COURSE TITLE:	VN 200
PREREQUISITE:	VN100
LECTURE HOURS:	80.0
LABORATORY HOURS:	8.0
CLINICAL HOURS:	128.0
TOTAL CLOCK HOURS:	216.0
TOTAL QUARTER CREDITS HOURS:	14.8

This Term II module continues defines the anatomy and physiology of cells, tissue, organs and systems. Content includes basic word structure, suffixes and prefixes, digestive system, urinary system, female and male reproductive system, nervous system, the sense organs, cardiovascular system, respiratory system, blood and lymphatic system, musculoskeletal system, skin, and endocrine system, with emphasis in Anatomy and Physiology. Skills taught are necessary to assist clients with achieving an optimal level of health. The concepts and applications of Foundations of Nursing from previous module are integrated throughout the curriculum.

COURSE NAME:	MEDICAL-SURGICAL NURSING I
COURSE TITLE:	VN 201
PREREQUISITE:	VN 200
LECTURE HOURS:	60.0
LABORATORY HOURS:	0.0
CLINICAL HOURS:	96.0
TOTAL CLOCK HOURS:	156.0
TOTAL QUARTER CREDITS HOURS:	10.8

This Term II module continues the role of the vocational nurse as a provider of care and member of the health care team. Content includes care of the Surgical patient, antimicrobial agents, care of the patient with an integumentary disorder, care of the patient with a musculoskeletal disorder, drugs used to treat musculoskeletal system disorders, care of the patient with a blood and lymph disorder, care of the patient with a cardiovascular disorder, and drugs that affect the cardiovascular system, with emphasis in Adult Health medical surgical, pharmacology, nursing process, and patient education. Skills taught are necessary to assist clients with achieving an optimal level of health. Principles of Medical Surgical and the vocational nurses' role in the older adult health care are also included.

COURSE NAME:	MEDICAL-SURGICAL NURSING II
COURSE TITLE:	VN 300
PREREQUISITE:	VN201
LECTURE HOURS:	150.0
LABORATORY HOURS;	0.0
CLINICAL HOURS:	240.0
TOTAL CLOCK HOURS:	390.0
TOTAL QUARTER CREDITS HOURS:	27.0

This Term III module introduces the role of the vocational nurse as a provider of care and member of the health care team. This course discussed the anatomy and physiology of the respiratory and urinary systems, HIV/AIDS, endocrine, GI, GB, liver, pancreas, and body fluids and electrolytes that included disorders of these body systems. The nursing care of clients with those disorders, and the role of the nursing process and nursing care in homeostasis that included pharmacological and nutritional approaches will be discussed in conjunction with prevention and appropriate nursing care interventions. Additionally, it addresses the maintenance of homeostasis and prevention of acid-base imbalance. This module will describes and discusses cancer risks, prevention, development, and detection.

COURSE NAME:	MEDICAL-SURGICAL NURSING III
COURSE TITLE;	VN 400
PREREQUISITE:	VN 300
LECTURE HOURS:	40.0
LABORATORY HOURS;	0.0
CLINICAL HOURS:	64.0
TOTAL CLOCK HOURS:	104.0
TOTAL QUARTER CREDITS HOURS:	7.2

This Term IV module continues the role of the vocational nurse as a provider of care and member of the health care team. Content includes care of the sensory, neurological, immunological, and reproductive disorder, drugs used to treat sensory system disorders, neurological disorders, care of the patient with immune system disorders, and reproductive disorders with emphasis in Adult Health medical surgical, pharmacology, nursing process, and patient education The general principles of pharmacology the application of medication administration are included throughout each system.

COURSE NAME:	LEADERSHIP AND SUPERVISION
COURSE TITLE:	VN 401
PREREQUISITE:	VN400
LECTURE HOURS:	16.0
LABORATORY HOURS:	0.0
CLINICAL HOURS:	32.0
TOTAL CLOCK HOURS:	48.0
TOTAL QUARTER CREDITS HOURS:	3.2

This Term IV module continues the role of the vocational nurse as a provider of care and member of the health care team. Content includes nursing leadership and nursing supervision. Skills taught are necessary to assist clients with achieving an optimal level of health. Clinical sites and/or simulated client laboratory assignments provide hands-on learning experiences that enable the student to apply concepts and skills related to safe and effective care, health promotion, psychosocial, and physiological integrity of the client. Clinical sites and/or simulated client laboratory assignments provide hands-on learning experiences that enable the student to apply concepts and skills related to safe and effective care, health promotion, psychosocial, and physiological integrity of the client.

(Course Description cont.)

COURSE NAME: MENTAL HEALTH
COURSE TITLE: VN 402
PREREQUISITE: VN401
LECTURE HOURS: 30.0
LABORATORY HOURS: 0.0
CLINICAL HOURS: 48.0
TOTAL CLOCK HOURS: 78.0
TOTAL QUARTER CREDITS HOURS: 5.4

This Term IV module builds on the therapeutic communication techniques introduced in VNFN.

The focus of this module is nursing care which emphasizes the promotion and support of the emotional, mental, and social well-being of clients in a variety of settings. Included is the continuum of mental health and current treatment modalities. Clinical sites and/or simulated client assignments provide hands on learning experiences. The student will be able to apply concepts of care for clients experiencing psychosocial needs. The Concepts and Application of Mental Health Nursing are integrated throughout the curriculum.

COURSE NAME: MATERNAL HEALTH
COURSE TITLE: VN 403
PREREQUISITE: VN 402
LECTURE HOURS: 24.0
LABORATORY HOURS: 0.0
CLINICAL HOURS: 48.0
TOTAL CLOCK HOURS: 72.0
TOTAL QUARTER CREDITS HOURS: 4.8

This Term IV module introduces the use of critical thinking skills and the nursing process in caring for the childbearing family. Childbearing health related issues including cultural and spiritual needs are taught as a normal process. Also included is the nursing care for high risk and complications of pregnancy. Emphasis is placed on the childbearing family during the prenatal, intrapartum, and postpartum periods. Nursing care of the neonate is also included. Clinical sites and/or simulated client laboratory assignments provide hands-on learning experiences that enable the student to apply concepts and skills related to the childbearing family. This Term III module introduces the use of critical thinking skills and the nursing process in caring for the childbearing family. Childbearing health related issues including cultural and spiritual needs are taught as a normal process. Also included is the nursing care for high risk and complications of pregnancy.

COURSE NAME: PEDIATRIC HEALTH
COURSE TITLE: VN 404
PREREQUISITE: VN 403
LECTURE HOURS: 24.0
LABORATORY HOURS: 0.0
CLINICAL HOURS: 48.0
TOTAL CLOCK HOURS: 72.0
TOTAL QUARTER CREDITS HOURS: 4.8

This Term IV module introduces the student to nursing care of children builds on progressive mastery of knowledge, skills and abilities, and critical thinking skills taught in Terms I, II& III. . Skills taught are necessary to assist clients with achieving an optimal level of health. The emphasis is placed on growth and development, anticipatory guidance, cultural and spiritual needs and common health care problems of children from infancy through adolescence. Recognition of child abuse and appropriate nursing interventions are taught. The nurse's role in evidence-based nursing practice is reinforced. Clinical sites

DESCRIPTION OF POSITIONS AND RESPONSIBILITIES

NAME	TITLES	POSITIONS	JOB DUTIES AND RESPONSIBILITIES
VARDAN KARAGEZIAN	Director	The Director of the college is the chief executive officer of the company..	➤ Establishes system for all administrative functions of the college. Secures proper staffing of administrative personnel. Maintains liaison with accrediting and approval agencies. Meets regularly with management personnel including department heads.
HAIK ANTONYAN	Associate Director	The Associate Director (AD) of the college is the enforcement officer of the company. All matters of the day-to-day operations of the college fall within the scope of the AD.	➤ Coordinates and supervises all staff to ensure effective and efficient processing of students through the learning process. Oversees administrative and management functions related to all departments. Maintains liaison with all accrediting and approval agencies.
NORMA CERANO	Financial Aid Officer	The Financial Aid Officer reports to the College Director and performs duties focused on college's financial Aid operations, reporting.	➤ Assists in the processes the documentation of new enrollments and the satisfactory progress of current students; engages in student's financial aid and offers administrative assistance when needed and/or requested.
GLORIA ASSATRIAN	Administrative Assistant	The Administrative Assistant is responsible for conducting institution's educational services	➤ Assists in the execution of duties and responsibilities of the clerk; also processes the documentation of new enrollments and the satisfactory progress of current students and offers administrative assistance.
GRIGOR SHAMIRYAN	Students Registrar. Job Placement Officer	Students Registrar Job Placement Officer is responsible for coordinating student placement as well as institution's SAP related educational/administrative services.	➤ Synchronizes and administers all academic progress to ensure effective and efficient processing of students through the learning process. Helps graduates make the right connections by having free resume preparation as well as coordination with employers, posting student resumes at potential job sites and coordinating interviews.
SMBAT MIKAELIAN	DMS Program; Director/ Instructor	The Program Director is the chief program development officer of the Program. The Director is also responsible for conducting one or more classes or components of the institution's educational services.	➤ Establishes academic system for all professional functions of the college. Demonstrate evidence of professional growth and academic currency. Carry out the responsibilities specific department and programs. Contributes to the college community by participation in service activities. Also, required to engage in activities, which demonstrate a pattern of professional development.
LIANA HAKOBYAN	DMS Program; Instructor	The Instructor is responsible for conducting one or more classes or components of the institution's educational services.	➤ Instructors are required to engage in activities, which demonstrate a pattern of academic, professional, and/or technical achievement to updating or currency. She maintains the enforcement of all curriculum related activities as required by College policies
GRIGOR GALADZHYAN	DMS, Program; Instructor,	The Instructor is responsible for conducting one or more classes or components of the institution's educational services.	➤ Instructors are required to engage in activities, which demonstrate a pattern of academic, professional, and/or technical achievement to updating or currency. She maintains the enforcement of all curriculum related activities as required by College policies
PATRIC POGOS	DMS, Program; Clinical Coordinator	The Instructor/clinical coordinator is responsible for coordinating one or more classes/clinical services.	. Clinical Coordinator coordinates and supervises and monitors all externships efficient processing of students through the learning process.
ROBERT SHAKHNAZARYAN	General Education Instructor	The Instructor is responsible for teaching one or more classes or components of the institution's general educational modules/services.	➤ Instructors are required to engage in activities, which demonstrate a pattern of academic, professional, and/or technical achievement to updating or currency. He must maintain the enforcement of all curriculum related activities as required by College policy Procedures.
JONAS JOAQUIN	General Education Instructor	The Instructor is responsible for teaching one or more classes or components of the institution's general educational services.	➤ Instructors are required to engage in activities, which demonstrate a pattern of academic, professional, and/or technical achievement to updating or currency. He must maintain the enforcement of all curriculum related activities as required by College policy Procedures.
KOSALA HETTIARACHI	General Education Instructor	The Instructor is responsible for teaching one or more classes or components of the institution's general educational module services.	➤ Instructors are required to engage in activities, which demonstrate a pattern of academic, professional, and/or technical achievement to updating or currency. He must maintain the enforcement of all curriculum related activities as required by College policy Procedures.
ANNE ANDERSON	VN Program; Director	The Program Director is the chief program development officer. She is responsible for conducting one or more classes or components of the institution's educational services.	➤ Demonstrate evidence of professional growth and academic currency. Carry out the responsibilities specific to a department and programs. Contribute to the College Community by participation in education service activities. The Program Director is also responsible for assuring coordination/management of the overall operations.
CYNTHIA COUTO	VN Program; Instructors	The Instructor is responsible for conducting one or more classes or components	➤ Instructors are required to engage in activities, which demonstrate a pattern of academic, professional, and/or technical achievement to updating or currency.
MIKEY THANTERAPHON.	VN Program; Instructors	The Instructor is responsible for conducting one or more classes or components of the institution's educational services.	➤ Instructors are required to engage in activities, which demonstrate a pattern of academic, professional, and/or technical achievement to updating or currency. He maintains the enforcement of all curriculum related activities as required by College policies
LUSINE GORDILYAN	DMS Program; Instructor,	The Instructor is responsible for conducting one or more classes,	➤ Instructors are required to engage in activities, which demonstrate a pattern of academic, professional, achievement to updating or currency.
GOR SHAMIRYAN	DMS Program; Instructor,	The Instructor is responsible for conducting one or more classes,	➤ Instructors are required to engage in activities, which demonstrate a pattern of academic, professional, achievement to updating or currency.

AMSC FACULTY/STAFF

NAME	INSTITUTION	F/T P/T	DEGREES DIPLOMAS	CREDENTIALS
VARDAN KARAGEZIAN	California School of Medical Sciences, Los Angeles, Ca; Yerevan State University, Armenia	F/T	M.S.	Master Degree. Medical Cybernetics, Sonographer
HAIK ANTONYAN	University of Phoenix, La Mirada, CA Rio-Hondo Community College, Whittier, CA	F/T	B.S.	Human Services Business Management
NORMA CERANO	Roosevelt High School La, Ca East Los Angeles College	F/T	AA	Financial Aid Officer
GLORIA ASSATRIAN	College Andre Chanier, In France	F/T	AA	AA Degree, Pursuing BA
GRIGOR SHAMIRYAN	Los Angeles City College Los Angeles, Ca	F/T	AA	AA Degree, Pursuing BA
SMBAT MIKAEELIAN	Yerevan State Medical University Republic of Armenia.	P/T	M.S.	Doctor of Medicine (Foreign Graduate)
LIANA HAKOBYAN	Yerevan State Medical University Republic of Armenia.	P/T	M.S.	Doctor of Medicine (Foreign Graduate) Registered Sonographer
PATRIC POGOS	South Osetia Medical University Russian Republic	P/T	M.S.	Doctor of Medicine (Foreign Graduate) Registered Sonographer
GRIGOR GALADZHYAN	Los Angeles City College AMSC College LA., CA.	P/T	A.A.	Registered Sonographer
ROBERT SHAKHNAZARYAN	California State University Northridge Ca	P/T	A.A.	Registered Sonographer
JONAS JOAQUIN	De La Salle Health Science Institute Dasarinas, Philippines	P/T	B.S.	B.S. Degree, Pursuing Doctorate
KOSALA HETTIARACHCHI	Moscow 1 Medical University Russian Republic	P/T	M.S.	Doctor of Medicine (Foreign Graduate)
ANNE ANDERSON	Cal State University. Los Angeles, Ca	F/T	M.S.	Master's of Sciences in Nursing
MIKEY THANTERAPHONG	Los Angeles, Ca	F/T	M.S.	Master's of Sciences in Nursing
CYNTHIA COUTO	Los Angeles, Ca	P/T	B.A.	Registered Nurse
LUSINE GORDILYAN	AMSC College Glendale Ca. Yerevan state University Republic of Armenia	P/T	B.S.	Registered Sonographer
GOR SHAMIRYAN	AMSC College Glendale Ca.	P/T	Diploma	Registered Sonographer

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CATALOG EFFECTIVE DATES

This catalog is updated annually and is in effect from January 1, 2019 to December 31, 2019. Special care is given to ensure information in our catalog publication is an accurate description of programs, policies, procedures, facilities, personnel, and other matters relevant to the operation of American Medical Sciences Center (AMSC). It is the intention of American Medical Sciences Center to protect the rights of students with respect to curriculum and graduation requirements. There are times that the catalog requirements may be updated/change. However, students' education plans will not change and will adhere to the catalog which was in effect at the time the student began his/her education at the Institution. American Medical Sciences Center will authorize substitutions for discontinued courses where appropriate (course update or updates due to Federal/State Regulations).

ACCURACY STATEMENT

American Medical Sciences Center (AMSC) has made every effort to make this catalog accurate and may, without notice, change general information, courses, or programs offered. The reasons for change may include student enrollment, level of funding, or other issues decided by the institution. American Medical Sciences Center also reserves the right to add, change, or cancel any rules, regulations, policies and procedures as provided by law.

CATALOG REVISED DATES

COVER DATES	UPDATED DATES
2010 (01/01/2010-12/31/2010)	09/21/2010
2011 (01/01/2011-12/31/2011)	
2012 (01/01/2012-12/31/2012)	03/01/2012
2013 (01/01/2013-12/31/2013)	11/01/2013
2014 (01/01/2014-12/31/2014)	04/09/2014
2015(01/01/2015-12/31/2015)	10/27/2015
2016(01/01/2016-12/31/2016)	06/29/2016
2017(01/01/2017-12/31/2017)	
2018(01/01/2018-12/31/2018)	05/04/2018
2019(01/01/2019-12/31/2019)	07/23/2019