AMERICAN COLLEGE OF HEALTH & SCIENCES

ACHS

COLLEGE CATALOG
2014
VOLUME NUMBER I

ACHS
2800 N. STATE ROAD 7
MARGATE, FL 33063
TEL. (954) 968-8500 FAX (954) 957-8700

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WELCOME TO ACHS
PRESIDENT'S MESSAGE

We are so pleased that you have made the decision to become an ACHS student. You are about to begin an important journey as you prepare for a new career. The next month will be challenging, exciting, and intense as you learn new skills.

ACHS offers valuable programs, excellent faculty and competitive student services in an energized and multi-cultural environment. We are dedicated to providing you with the knowledge and skills necessary for your dreams to be fulfilled.

Your success is a shared goal. Your success is the accomplishment that brings great pride to the faculty, staff, and fellow students. We will work with you to build a college experience that will take your career to greatness. Our values are excellence, community, celebration of differences, and relentless commitment to academic and professional success.

We invite you to share our values with enthusiasm for the achievement of your personal and professional endeavors. Again, welcome and I congratulate you on choosing ACHS for your educational pursuits and career development.

Yours truly,

Delilah Bartolome
Delilah Bartolome, President

HISTORY OF ACHS

American College of Health & Sciences, LLC was established in July 2011 by a group of health care professionals with a desire to impact the quality of workers entering into the health care industry. The desire began twenty years ago when Delilah Bartolome, founding President, experienced firsthand the special needs of patients suffering from renal disease. Since 1996, Delilah Bartolome served as a nursing supervisor in renal centers in various locations in America. Because of her experiences, she has made a personal and professional commitment to establish a school for allied health careers. The dream came into existence with the establishment of American College of Health Sciences. In collaboration with a group of health professionals with over 20 years of experience, the college was designed to offer the Florida community the best in allied health education.

EDUCATIONAL PHILOSOPHY

At ACHS, we believe that every learner is unique and warrants learning in a secure, caring, and stimulating atmosphere. The ultimate purpose of learning is to provide an individual with information, activities and resources where he or she can evolve from basic to mastery in knowledge, skills and thinking processes. Learning is dynamic and impacts the growth of an individual emotionally, intellectually, physically and socially. ACHS has a desire to support the best teaching and learning experiences for all stakeholders to achieve the fullest potential in these areas. For this reason, ACHS follows professional industry and government guidelines for cutting edge education featuring a culturally diversified body of faculty and students. Collectively, we focus on the practice of continuing improvement, institution wide development and long term planning.

The faculty at ACHS believes it is the role of the educator to facilitate learning for the acquisition and expansion of knowledge and skills that is meaningful for long term applications. The best practices are adopted in classroom and curriculum management. The forum is designed to establish a community of learners, exchange of ideas, and sustain high standards and be motivational for the continuity of progressive learning. Therefore, the faculty holds the responsibility of being prepared, goal centered, and outcome driven, creative and reliable for the achievement of the best results for the individual learner. The philosophy is a reflection of the faculty's interest to uphold the standard of educational excellence and a relentless commitment to professional success and regard for industry standards.

Nonetheless, there are expectations for the learner to respond to the ideals and principles of the study. The philosophy is adopted to drive an openness and willingness for instruction. The learner will be measured as an active participant in the community of learners, who reflect similar yet different opinions and, likewise, possess the capacity to meet the requirements for progressive study. The learner's capacity will be measured in several aspects including; intellectual ability, critical thinking, emotional balance, maturity, self-actualization as well as professional ethics and personal responsibility.

Furthermore, the philosophy will be deemed successful in accordance with the extent of faculty-learner exchanges, the achievement of known benchmarks, placement and passing rates on licensure and certification examinations.

MISSION STATEMENT

To do business as American College of Health & Sciences mission is to prepare qualified individuals to succeed in a competitive and demanding health care industry and prepare experts in Cloud Computing.

VISION STATEMENT

American College of Health & Sciences will be recognized as one of South Florida's leading educational facilities with excellent program-completion and placement rates; and its annual compliance statistics will meet or exceed every specified standard.

OBJECTIVES

The primary objectives of ACHS are to:

- Provide and maintain an excellent educational environment that is intellectually stimulating.
- Offer courses and programs that prepare graduates to immediately enter the workforce.
- Foster teaching effectiveness and high ranking learning outcomes.
- Assure the sustainability of the school.

SCHOOL OWNERSHIP & MANAGEMENT

American College of Health & Sciences is an LLC company established in the State of Florida to do business as American College of Health & Sciences.

BOARD OF DIRECTORS

Delilah Bartolome, President
Elmo Bartolome, Chief Financial Officer
Sepalika Wassanthalal, Chancellor
Irene Calibjo Roman, Member

ADVISORY BOARD

Sepalika Wassanthalal, MD; Medical Director, Universal Kidney Centers
Irene Roman, MSN-Ed, RN; Program Director
Nemia Schulte, ESQ; Legal Counsel
Delilah Bartolome, CHN, RN, Universal Kidney Centers, Administrator
Jean Baptiste D. Pierre, MD; Director, Lauderdale Birthing Center

STAFF

Delilah Bartolome, Chief Executive Officer
Elmo Angelo Bartolome, Chief Financial Officer
Irene Roman, Director of Academics
Marie Tyson, Bursar
Dwayne Kuchar, Registrar
Jean Michael Roman, Admissions Rep

LOCATION

ACHS is located at 2800 N. State Road 7 Margate in Broward County along the coast of the Atlantic Ocean just to the west of Fort Lauderdale. ACHS shares its physical space within the medical complex of Holy Cross Hospital and Universal Kidney Center. The facility is easily accessible via Interstate 95 (2 miles west), and the Florida Turnpike. In addition, the Metro bus stop is also located ½ blocks from the school on the east side of street and also across the street, on the west side. The address is 2800 N. State Road 7, Margate, Fl. 33063; telephone number is (954) 968-8500 and fax number is (954) 957-8700.

PHYSICAL FACILITY

ACHS is a two-story building, approximately 12,000 square feet of air-conditioned space. Parking is available for students, staff and faculty. The ACHS environment is highly conducive to learning with a facility consisting of 5 clinical areas, 25 workstations, 8 classrooms, and 8 restrooms with 2 ADA restrooms, a high technological Learning Resources Center and lounges for staff, faculty, and students. The building is located close to public transportation.

All programs at ACHS are facilitated on-ground. At the present time, there is no distance education infrastructure in place, and the instruction occurs within a traditional framework that supports the continual interaction between students and faculty. The average class size is 10 students per course.

ACCREDITATION

American College of Health & Sciences is currently not an accredited institution.

HOURS OF OPERATION

Office Hours:
Monday through Thursday: 9:00am – 5:00 pm

School Hours:
Monday through Thursday 8:00am – 10:00pm
Friday 8am – 6:00pm; Saturday 8:00am – 6:00pm

HOLIDAYS

ACHS is closed on the following holidays:

July:	Independence Day- July 4, 2014
September:	Labor Day – September 1, 2014
October:	Columbus Day – October 13, 2014
November:	Veteran's Day – November 10, 2014
	Thanksgiving Day– November 27-28, 2015
December:	Christmas Day= December 25, 2014
January:	New Year's Day- January 1, 2015
	Martin Luther King Jr. Day – January 19, 2015
February:	President's Day – February 16, 2015
April:	Good Friday – April 3, 2015
May:	Memorial Day – May 25, 2015

ACHS reserves the right to amend, add, or delete classes, programs, policies, equipment, tuition, fees, and/or facilities. Students will be notified of any administrative or policy changes. Reasonable accommodations will be made for students impacted by such a change.

ENROLLMENT START AND END DATES

A student may enroll in the school to start classes for a particular program and/or course.
Every program has a particular enrollment period to start and end courses. Enrollment is open in accordance with the availability of course requirements and class scheduling.

GENERAL ENTRANCE REQUIREMENTS

The applicant must be 18 years old by the completion of their program. Applicants under the age of 18 may be admitted with the consent of their parent or legal guardian.
A high school diploma or high school equivalent certificate
Passing scores on the entrance test to assess academic readiness in reading, writing, math and language
Submission of transcripts from high school and all schools attended
Provide at least two (2) character references
Medical clearance and drug testing
L-2 criminal background check
Completion of the Student Enrollment Agreement
Admission Interview

ANTI-DISCRIMINATION POLICY

ACHS does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and termination of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

ACADEMIC POLICIES & PROCEDURES

GENERAL DISMISSAL

A student may be dismissed, at the discretion of the Director, for insufficient progress, inability to complete payment of costs, or failure to comply with the school policies.

ATTENDANCE POLICY

Attendance is mandatory. Students are expected to attend scheduled class meetings and to arrive on time.

MAKE-UP WORK

Attendance is mandatory. Make up work may be available for excused absences only and the content is at the discretion of the instructor. Students who have been absent from class for more than 10% of the required hours or habitual tardiness may not be eligible to make up missed work and classes. In addition, these students may be subject to a failing grade in the course.

TARDINESS

Students are required to attend class at the scheduled time. The instructor has the discretion to lock the door at the scheduled start time. A tardy student may be required to meet with the instructor in order to continue with the course.

AUDITING A CLASS

Students may enroll and audit a course with the understanding that a final grade will not be given for his/her course work. A separate audit fee will be required to register and audit a course.

LEAVE OF ABSENCE

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA is a specific time period when a student is not in attendance as specified by his or her academic calendar. A LOA is not required during institutionally scheduled breaks (i.e. academic holidays, spring break). However, a scheduled break may occur during a student's LOA. An approved LOA cannot exceed a total of 180 days in any 12-month period. A student may be permitted one LOA, on a case-by-case basis, if it does not exceed 180 days and ACHS determines that it is necessary due to unforeseen circumstances. Additional leaves are permitted for jury duty, military reasons, or circumstances related to the Family and Medical Leave Act of 1993. A student granted a LOA is not considered to be withdrawn from American College of Health & Sciences. Before a LOA can be granted, American College of Health & Sciences must have a reasonable expectation that the student will return from the leave. All students must return to ACHS at the expiration of the LOA. Failure to return from an approved leave will result in the student being reported to the National Student Loan Data System if applicable. The Registrar will use the start date of the LOA as the student's official withdrawal date. All approved Leave of Absences must meet the following conditions:
Student must be officially enrolled as an ACHS student.

The student must have an acceptable reason to request a leave such as illness, injury, and a death in the family or loss of employment.

WITHDRAWAL PROCESS

It is strongly recommended that a student discuss his or her intent to withdraw with the Program Director prior to submitting the withdrawal form to the Registrar's Office. Staff will make every effort to assist students in completing the course.

PROGRAM CHANGES

ACHS reserves the right to amend, add, or delete classes, programs and schedules. Reasonable accommodations will be made for students impacted by such a change. Students will be notified of any administrative or policy changes.

SCHOOL EMERGENCY SITUATIONS

On rare occasions, the President of ACHS determines that severe weather and/or hazardous conditions make it necessary to temporarily cancel classes. When classes are cancelled, the announcement will be made through the school's email, phone greeting, or a message will be sent to the instructor to advise the students. Classes that are subject to this action may not be rescheduled. In case of impending danger, such as hurricanes, tropical storms, flooding, etc., Code RED of Broward County will notify ACHS. As a member of Code RED, the school will be notified by the emergency system and deliver a recorded message to a live person, answering machine or voicemail at the school. Students will be informed about the impending danger, and depending upon the danger will be sent home or kept in the school as a safety precaution. Any expense attached to the emergency medical assistance shall be at the expense of the student and not the school. Students should carry emergency information at all times, as well as any medical insurance card(s).

ACADEMIC PROGRESS

The "Academic Progress" is established as a formal process through which the administration and faculty of ACHS will identify and provide assistance to students who experience academic difficulty. Students who experience academic difficulty are alerted through the standards of any academic weaknesses so that they may be corrected at an early point in the student's school career. The standards are not intended to   discourage or penalize students who are sincerely trying to make good use of the school's instructional services. Rather, the standards reflect the commitment of ACHS faculty and administration to provide students with as much assistance as possible to ensure success in achieving their educational goals. The overall objective of the standards is to improve performance by students having academic difficulty.

ACADEMIC STANDARDS

At the end of each increment, the cumulative grade average will be determined and documented in each student's Academic Progress Report Form. Students achieving the averages specified below will be considered to be making satisfactory academic progress: a grade average of 70% or 2.0 GPA at the 25%, 50%, 75% and 100% point of the published length of the program selected. For example, if attending a 600 clock hour program, the 25% will be 150 hours attended, 50% will be 300 clock hours attended, 75% will be 450 clock hours attended and 100% will be 600 clock hours attended. See below:

Accumulative GPA	Results
0.0 to 0.99	Academic Suspension
1.0 to 1.49	Academic Probation
1.5 to 1.99	Academic Warning

Student must have a minimum of 2.0 overall GPA to graduate.

REQUIRED COMPLETION RATE

In addition to the cumulative grade average listed above, students must also be progressing toward successful completion of the program within a maximum time frame. The maximum time frame for program completion may not exceed 150% of the published length of the program measured in academic years, terms, credit hours attempted, or clock hours completed. For example, if an academic program published length is 600 clock hours the maximum time frame to complete the program is 900 clock hours.

PROGRESS REPORTS

Academic progress is measured and analyzed throughout their program on a quarterly basis. The instructor completes student Progress Reports Forms at the quarter (¼), midpoint (½), three-quarter (¾) and at the completion points of the program. The analysis is also conducted at the quarter (¼), midpoint (½), three-quarter (¾) and at the completion points of the program. The Registrar receives these reports for evaluations. These reports are kept in the student's file as permanent record.

ACADEMIC WARNING

A student will receive an academic warning if the student fails two (2) or more consecutive examinations during the same measurable point in the program. If a student fails a 3rd time, the student will be place on academic probation.

ACADEMIC PROBATION

Students on "Academic Probation" will be measured at the applicable points of the program. The applicable points are the 25%, 50%, 75%, and 100% of the total length of the program.

RE-ESTABLISHING ACADEMIC PROGRESS

A student may regain eligibility only by taking actions that will bring the student in compliance with all the academic progress standards.

ACADEMIC DISMISSAL / WITHDRAWAL

"Academic Dismissal" represents a separation of students from ACHS for at least twelve (12) months. "Academic Dismissal" occurs after students fail to meet the minimum requirements during academic probation. If, after being readmitted following probation the student fails to meet minimum standards, which is maintaining a 2.0 GPA, he/she will be terminated from ACHS.

The student may voluntarily withdraw from ACHS. The last physical date of attendance is considered the withdrawal date. The final grade given at the point of withdrawal will be grade used for the GPA and accumulative GPA.

Students are eligible to re-apply for enrollment to ACHS after the dismissal period. This request will be on a petition basis. In order for re-enrollment to be approved, the petition must present evidence of some change in the student's circumstance.

GRADUATION REQUIREMENTS

The student must comply with the following requirements in order to receive a diploma.

Meet all financial obligations incurred with the institution.
Complete the total course requirements for the program and have an overall GPA of 2.0 or greater.

STANDARDS OF CONDUCT

Students enrolling in ACHS assume an obligation to conduct themselves in a manner compatible with ACHS's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, ACHS retains the power to maintain order within the school and to exclude those who are disruptive of the educational process. Generally, prohibited conduct for which a student is subject to discipline is defined as follows:

Physical or sexual assault of any person on ACHS's ground, or conduct which threatens the health or safety of any such person or the physical or sexual assault of any ACHS student, faculty member or employee.

Substantial damage to ACHS-owned or leased property or to property of a ACHS student, employee, faculty member or visitor occurring on ACHS-owned or leased property or at the residence of any student, faculty member or employee or unauthorized entry into or occupation of ACHS's facilities, which are locked, closed to student activities, or otherwise restricted as to use.

Any activity that may be construed as **hazing** ("hazing" is defined as: any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of ACHS).

Dishonesty, including but not limited to the following: Cheating, plagiarism, or other forms of academic dishonesty. The term "cheating," includes but is not limited to copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor; looking at text, notes or another person's paper during an examination when not permitted to do so. Cheating also includes the giving of work or information to another student to be copied and/or used as his or her own. This includes but is not limited to, giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student. The term "plagiarism" includes, but is not limited to, an attempt of an individual to claim the work of another as the product of his or her own thoughts, regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one's own work. Plagiarism also includes handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own.

SANCTIONS

The Director depending upon the gravity of the offense may impose one or more of the following sanctions for prohibited conduct:

- *Admonition* An oral statement to a student that he or she is violating or has violated institution rules;
- *Warning* Notice, in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action;
- *Reprimand* A written censure for violation of the specified standards of conduct placed in the student's record, including the possibility of more severe disciplinary sanctions should another violation occur within a stated period of time;
- *Disciplinary probation* Exclusion from participation in privileged or extracurricular activities as set forth in the notice of probation for a period of time not exceeding two academic terms;
- *Restitution* Reimbursement for damage to or misappropriation of property.

- *Suspension* Exclusion from classes and other privileges or activities or from ACHS, as set forth in the notice of suspension, for a definite period of time. Upon the student's request, any student so suspended shall be entitled to preliminary review within 24 hours before the Director or designee. If the student is unavailable, such review may be postponed by the Director until he or she is able to attend, or for other good reason. Any student so suspended who thereafter enters upon those areas of the grounds denied him or her by the terms of the suspension, other than with the permission of or at the request of ACHS officials for purposes of a hearing, is subject to further discipline and prosecution thereafter by civil authorities.
- *Expulsion* Termination of student status for any indefinite period, the condition of readmission, if any, shall be stated in the order of expulsion.

GRIEVANCE PROCEDURES

A student, staff or faculty member with a grievance should discuss the grievance with the person with whom the grievance is. If that doesn't satisfy the parties, an appointment must be made with the Director. If still unresolved, the grievance must be taken to the President. A student may notify the Commission of Education for unresolved grievance if deemed necessary. The Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399; Telephone: 1-888-224-6684. A copy of the complaint will be kept in the Director's office.

QUALITATIVE CRITERIA FOR SATISFACTORY ACADEMIC PROGRESS

Under the qualitative criteria, to make Satisfactory Academic Progress, the student must comply with the following two criteria: 1. Demonstrate a minimum overall cumulative grade point average of 2.0 at the end of the student's semester of enrollment, and at the end of each subsequent term thereafter. 2. Demonstrate successful completion of the required percentage of the total cumulative credit hours he or she has attempted in the program of study at the intervals described below.

Minimum Overall Required percentage of completion Cumulative GPA of coursework attempted:

Interval I: End of the second semester:	2.0	66%
Interval II: End of the third semester:	2.0	96%

QUANTITATIVE CRITERIA FOR SATISFACTORY ACADEMIC PROGRESS

As indicated above, a student must maintain a satisfactory overall GPA and successfully complete a minimum percentage of coursework (66% of credits attempted) each academic semester. Additionally, a student must complete his or degree within a maximum timeframe of attempted credit. The timeframes are as follows for the AS Degree.
Associate of Science Degree = 130.5 maximum attempted credit
The Maximum Time Frame for the Completion of any program of study is 150% of the credits designated for the program in the College catalog. A student will not be making Satisfactory Academic Progress if the college determines that the student is unable to graduate from his or her program without exceeding the Maximum Time Frame for Completion. In such case, the student will be terminated from his or her program of study.
The calculation of the Maximum Time Frame for Completion includes all courses taken while the student is enrolled in his or her program of study, if the subject matter of a course or courses in that different program of study is substantially the same as a course in his or her current program of study, or if a course or courses count toward the satisfaction of any of the coursework requirement in the current program.

SATISFACTORY ACADEMIC PROGRESS POLICY

All students are required to meet the standards of academic performance that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours attempted; and, a maximum time frame requirement to successfully complete all required clock hours

for the program. As described below, each student must achieve the minimum CGPA within the maximum time frame established, achieving the required completion rate of 75% at each evaluation point. Failure to meet these standards may result in dismissal from the academic program and in ineligibility to earn the AS in Culinary.

MAXIMUM TIME FRAME (MTF)

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the AS degree program. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 130.5 credits.

The MTF, which is 1.5 times the normal completion time of 87 credits, is computed from the very first semester in which the student enrolled and originally began his or her studies at SIC. Any student who does not successfully complete the AS in Culinary degree program within the 130.5 credits MTF cannot earn AS degree.

The MTF for transfer students will be adjusted individually according to the total number of credits they successfully transferred into the program. The total number of credits the transfer student needs to complete the SIC degree program will be multiplied by 1.5 to determine that student's MTF.

SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION

1. Students are evaluated after the completion of every course and at the end of each academic semester.
2. If a student fails a course before the semester ends, the student is immediately placed on academic probation.
   A. The student will remain on academic probation until:
   (1) The student retakes the failed course when it is next offered and passes it on the next attempt; or,
   (2) The student retakes the failed course and fails it again; or,
   (3) The student takes another course (before retaking the first course) and fails it.
   B. If the student takes the course a second time and passes it, the student is removed from academic probation.
   C. If the student fails the course for a second time, the student is academically dismissed from the college.
   D. If the student takes another course (before retaking the first course) and fails it, the student is academically dismissed.
3. At the end of a semester, any student whose cumulative grade point average (CGPA) is below 2.0 or whose successful completion rate is less than 75% of all credits attempted will be placed on academic probation.
   A. The student will have one semester to raise his or her CGPA to 2.0 or higher and/or their completion rate to 75% or better.
   B. Any student who fails to earn the minimum CGPA or the required completion rate by the end of the probationary semester will be academically dismissed from the college.

APPEALS

Any student who has been placed on academic probation for the first time but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the Academic Director, who, with the Executive Director and Vice President will make the decision whether to accept the student's appeal. If the student's appeal is granted, the student will be considered to be making satisfactory academic progress.

ACADEMIC DISMISSAL

Any student who has been academically dismissed will not be considered for readmission to ACHS until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the institution, and retake any failed classes before proceeding to other courses.

GRADING SYSTEM

The grading system for academic performance appears on the following page. Unless otherwise indicated, each grade earned is calculated into the student's cumulative grade point average (CGPA) and the credits assigned for the course taken are included in the calculation of total clock hours attempted.

Letter Grade			
A			
B+			
B			
C+			
F			
I	-	-	Incomplete*
TR	-	-	Transfer Credit**
W	-	-	Withdrawal**
WP	-	-	Withdraw Passing**
WF	0	0	Withdraw Failing

* Grade not calculated into cumulative grade point average (CGPA) but course hours are included in total credits attempted.

** Grade not calculated in CGPA and course hours are not included in total credits attempted.

Repeated Courses
The new grade for a failed course that has been repeated will not replace the prior grade. Both the grade earned and the credits taken for the repeated course will be included in the SAP calculations.

Incompletes (Grades of I)
At the discretion of the instructor, a student may be assigned a temporary grade of incomplete (I) to allow the student more time to complete missing coursework or to take a required exam. Upon completion of the work or exam, the earned grade replaces the grade of "I" and is calculated into the grade average for the level and for the CGPA. If the missing work or exam is not completed within two weeks from the last day of the course, a grade of "F" will be assigned and computed into the final grade average for the course and into the CGPA.

TR Grade
A grade of TR is assigned for a student's successful transfer of credits earned from an accredited institution. Neither the grade nor the credits are included in the CGPA or credits attempted calculations. The total number of credits transferred is deducted from the total number of credits needed for program completion. The maximum time frame (MTF) for a transfer student will be 1.5 times the total hours needed for program completion.

W Grade
A student who formally withdraws from the institution before the mid-point (50% or half-way point) of a course will be assigned a grade of W for the course. The W grade is not included in the calculation of the CGPA and the credits for the course are not included in the determination of total credits attempted.

WP Grade
A student who formally withdraws from the institution after the mid-point of a course and who had earned an overall score of 2.5 or higher by the time of the withdrawal will be assigned a grade of WP for the course. The WP grade is not included in the calculation of the CGPA and the credits for the course are not included in the determination of total credits attempted.

WF Grade
A student who formally withdraws from the institution or who stops attending after the mid-point of a course and who has earned less than an overall score of 2.5 or higher by the time of the withdrawal will be assigned a grade of WF for the course. The WF grade is included in the calculation of the CGPA and the credits for the course are included in the determination of total credits attempted.

CLASS SCHEDULE

ACHS has open enrollment for all programs. Course and class schedules will be given to students at registration.

ACADEMIC ADVISEMENT

The Academic Advisor or Education Director will help students with their decision of academic advising.

FINANCIAL ADVISEMENT

The Business and Financial Aid Offices will inform students of all options regarding funding and/or payment plans.

JOB PLACEMENT SERVICES

Students are assisted with placement and furnished names and addresses of employment possibilities when available. Inquiries made to the school from potential employers will be posted on the bulletin board. The school will assist the student with employment to the best of its ability, but cannot guarantee employment. This service is provided free of charge.

REGISTRATION

Registration is held in a continuous basis. Students need to register for programs for acceptance into a course.

STUDENT RECORDS

The Registrar's office is the designated custodian of all official student academic records. This office also provides official certifications of student enrollment and academic status to other agencies such as the insurance companies and financial institutions. A hard copy of the students' final grade is provided at the student's request from the Registrar's Office. The Registrar's Office is also responsible for processing applications for diplomas and certificates.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

ACHS complies with the confidentiality and student accessibility provisions of the Family Education Rights and Privacy Act of 1974 (P.L. 93-380, Section 438), commonly known as the Buckley Amendment. Confidentiality of student's records is strictly protected. Information on students is not available to anyone without a written request/release from the student, a court order, or accreditation agency requirements. Parents of minor students and guardians of "tax dependent" students have the right to inspect and challenge the information contained within the records of a specific student.

DRUG-FREE WORKPLACE

ACHS, Inc. is a drug-free workplace for staff, faculty and students.

HEALTH SERVICES

ACHS is not legally or financially responsible for medical care and does not provide the services of a physician. Should an emergency situation occur, please call 9-1-1. For A non-emergency, the student should visit the nearest Urgent Care Centers. Each student must provide the name of the individual to contact in case of an emergency on the appropriate line of the application form.

HOUSING & TRAVEL

ACHS does not maintain housing for students. ACHS does not provide any accommodations or transportation for clinical sites and it is the student's responsibility to coordinate transportation to and from clinical sites. Students are responsible for all travel, lodging, and meal cost.

IMMUNIZATION POLICIES

ACHS is exempt from Florida Statute 1006.69 Section (2) because the institution is 100 percent commuter and provides no housing for its student population. However, certain allied health programs offered by ACHS may require students to complete a medical health history. This health history will contain results from a physical examination including laboratory test results and immunization records.

STUDENT RIGHTS AND RESPONSIBILITIES

ACHS seeks to maintain an environment where students have the following rights:

- *Expression* - Students can freely examine and exchange diverse ideas in an orderly manner inside and outside the classroom.
- *Association* - Students can associate freely with other individuals, groups of individuals and organizations for purposes, which do not infringe upon the rights of others.
- *Freedom from Discrimination* - Students can expect to participate fully in ACHS's community without discrimination as defined by federal and state law.
- *Safe Environment* - Students can function in their daily activities without unreasonable concerns for personal safety.
- *Discipline* - Students can expect discipline to be implemented through established procedures containing all elements of due process for the adjudication of charges, and the opportunity for continued school involvement (as appropriate) until the resolution of the charges.
- *Privacy* - Students are free of unreasonable intrusions into personal records and/or matters relevant to identity and well-being.
- *Grievance Process* - Students have access to established procedures for respectfully presenting and addressing their concerns/complaints to ACHS.
- *Education* - Students have access to faculty, academic technology, classrooms, learning resources, presentations, and other resources necessary for the learning process.
- *Personal Growth* - Students study in a setting that fosters personal growth.
- *Prompt Responses from Administration* - Students have the right to expect prompt and courteous responses from ACHS's academic and administrative departments.
- *Academic and Administrative Policies* - Students can expect academic and administrative policies that support intellectual inquiry, learning, and growth.

STUDENTS WITH SPECIAL NEEDS

Phone numbers for agencies to assist students with special needs are available and posted in the student bulletin board in the lounge. If students require more assistance, the Campus Director will refer the students to the appropriate agency. ACHS is responsible for any reasonable accommodation of students identified as having special needs.

GRADING & TRANSFER OF CREDIT POLICY

GRADING

Students are graded according to the following Grade Point Average (GPA) system:

Grade	Interpretation	Point Value
A = 90 - 100	Excellent	4.0
B+ = 85 - 89	Very Good	3.5
B = 80 - 84	Good	3.0
C+ = 75 - 79	Above Average	2.5
C = 70 - 74	Average	2.0
D+ = 65 - 69	Poor	1.5
D = 60 - 64	Very Poor	1.0
F = 59 - 0	Failure	0.0

Not Used in the GPA computation: **I = Incomplete; W = Withdrew; X = Classes not taken; P = Pass; NP = Not Pass**

UNIT OF CREDIT

ACHS follows a semester credit hour system for all of our degree programs. One semester hour equals fifteen hours of instruction, plus a reasonable period of time outside of instruction for course material preparation.

CLOCK CONTACT HOUR

Clock Hour means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor with appropriate breaks.

GRADE POINT AVERAGE (GPA)

Each letter grade has a point value. To compute the grade point value for a course, multiply the grade point value by the number of clock hours. For example, a "B" in a 24-hour course is equal to 72 points. To calculate a GPA, add the total grade point values for all courses and divide that figure by the total number of clock hours attempted.

REPEATING COURSES

Students may repeat courses taken at ACHS if they received a "W", or "F" grade. ACHS limits the number of repeated attempts to two (2) of the same course. A third and final attempt may be granted based upon documented major extenuating circumstances, such as death in the family, medical problems. Credit will be given when the students receives a passing grade for the course.

INCOMPLETE "I" GRADE

When a student is unable to complete the requirements of a course by the end of the program, the student may be given an "Incomplete" or "I" grade. The instructor gives the "I" grade if the student has valid reasons for not being able to finish the work. The student and instructor will complete a Student Progress Report form, which stipulates the date and work to be completed for a grade. Students have 30 days from the end of the program to complete the coursework. If the coursework is not completed by the determined date, a failing grade for the course will be assigned. The student must maintain a GPA of 2.0 in all the classes to maintain academic progress and eligibility for financial aid.

TRANSFER of CREDIT POLICY

ACHS reserves the right to accept or deny the transferring in of clock hours/credits received from another school. The granting of credit for prior learning or exams cannot exceed twenty five percent (25%) of any program. Programs and tuition will be adjusted according to the number of hours/credits accepted by ACHS.

Any student, who began a program at ACHS and wishes to transfer into another program at ACHS, will receive credit for courses passed; tuition will be adjusted accordingly. Students who transfer out of ACHS to another institution may receive their transcript reflecting the hours and grade, providing that all financial obligations have been met. Acceptance of the transfer of credit/hours to another institution is up to the accepting institution.

APPEAL PROCEDURES

The responsibility for the academic evaluation and assignment of grades is that of the faculty member teaching the course. A student who believes that he/she has been unfairly graded should first appeal the grade to the faculty member. If satisfaction is not received, the student may make an appointment to see the Program Director and discuss the appeal. If satisfaction is not received, the student may make an appointment with the Program Director to have 1 or 2 impartial instructors to hear the appeal. The student would then need to agree to abide by the decisions of the instructors.

TUITION AND FEE PLANS & POLICIES

RN TO BSN PROGRAM	TUITION & FEES
Registration fee (non-refundable)	$50.00
Tuition	$10, 800.00
Books & Supplies	$568.00
Miscellaneous	$350.00
Total	**$ 11,768.00**

NURSING PROGRAM	TUITION & FEES
Registration fee (non-refundable)	$50.00
Tuition	$15,000.00
Books & Supplies	$768.00
Miscellaneous	$350.00
Certification Fees	$486.00
Total	**$ 16,654.00**

HEMODIALYSIS TECHNICIAN PROGRAM	TUITION & FEES
Registration fee (non-refundable)	$50.00
Tuition	$9,000.00
Books & Supplies	$368.00
Miscellaneous	$250.00
Certification Fees	$250.00
Total	**$9,918.00**

PHYSICAL THERAPY ASSISTANT PROGRAM	TUITION & FEES
Registration fee (non-refundable)	$50.00
Tuition	$9,000.00
Books & Supplies	$368.00
Miscellaneous	$250.00
Certification Fees	$250.00
Total	**$9,918.00**

DIAGNOSTIC MEDICAL SONOGRAPHY	TUITION & FEES
Registration fee (non-refundable)	$50.00
Tuition	$10,800.00
Books & Supplies	$568.00
Miscellaneous	$250.00
Certification Fees	$350.00
Total	**$12,018.00**

CLOUD COMPUTING PROGRAM	TUITION & FEES
Registration	$50.00
Tuition	$9,000.00
Books & Supplies	$368.00
Miscellaneous	$250.00
Certification Fees	$250.00
Total	**$9,918.00**

PAYMENT AND FINANCIAL POLICIES

Collection Fees: In the event that a student's account is sent to collections, ACHS shall be entitled to collect attorney fees and cost on the account thereof.

Final Exam Fee: A non-refundable testing fee will be applied **only** to those students that would like to take the final exam or re-take the final exam after the program's end date. The testing/re-taking fee is $50.00.

Late Tuition Payment Fees: Students late in their tuition payment may be charged a $2.50 non-refundable hourly fee for late payments (e.g., a student making weekly payments and attending 16 clock hours per week will pay a $40 late payment fee). A $5.00 Non-refundable hourly fee for unexcused absences and/or making up hours after contract date has expired may be applied.

Payment Options: The student has the option of paying the tuition cost 1) in full prior to attending the first class; 2) or paying the balance of the Tuition cost in installments as agreed upon with the Business Office. Payments are due on the first class day of each week. In addition to the Registration fee and down payment, a Student Payment Schedule will be given to the student by the Business Office and payments will be as stated in the Student Payment Schedule. Students must pay all applicable fees by the established deadline. A student may be dropped from classes for failure to provide tuition payment by the established deadlines. Payments can be made using cash, credit card (VISA & MasterCard) or personal check made payable to ACHS. Checks must be drawn on a U.S. bank. No counter (starter) checks will be accepted.

Registration Fee: The Registration fee is due at the time of signing the Enrollment Agreement for admissions. The Registration fee is non-refundable if you voluntarily withdraw. If the school cancels classes, the Registration fee will be completely refunded.

Returned Check Fee: Additional fees with this attempt are from FARS, a collection service used by our banking institution and not affiliated in any way with ACHS. After the 2nd attempt a designated depository as uncollected returns the bounced check; the check will then be returned to the Business Office of ACHS. In accordance with Florida Statutes, Chapter 832.05, a returned check fee of $25.00 will be assessed. In the event of collection agency or legal action for recovery, the maker or drawer may be **additionally liable for** court costs, collection fees and reasonable attorney's fees as prescribed by law. ACHS is not responsible for other collection fees imposed by the bank.

Transcript and Diploma Replacement Fees: The student will receive ONE unofficial and official copy of their academic transcript free of charge. If more than ONE transcript is requested, a non-refundable fee of $5.00 will be charged. The non-refundable diploma replacement fee is $10.00.

CANCELLATION AND REFUND POLICY

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

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

LEARNING RESOURCE SERVICES

ACHS has a spacious Learning Resources Center where students and faculty perform research, study, and prepare for classes and complete assignments. The center currently has public wireless capabilities for personal computers to be used anywhere in the school. The center also has computers with Internet access, laser printers, and copiers for educational use. In addition, the center has reference books, general books, magazines, various other publications, journals and periodicals relating to their field of study. The center is opened to students, faculty, and, staff during school hours. Information will be provided regarding public libraries and online resources.

CAMPUS SECURITY

ACHS ensures a safe and secure facility. All students, employees, and visitors are required to enter and exit the facility through the main doors. All visitors, including the family members of staff, must enter and exit the building through the main entrance. Any person on school property without authorization is trespassing. Back exit doors are not to be opened, unless there is an emergency. There are 3 exits for escape. ACHS has an automated smoke and security alarm system throughout the school.

ACHS is a subscriber of the Code RED emergency notification system. This system comes into play when inclement weather or other emergency, whether natural or man-made, affects our community. The Code RED emergency notification system is an extremely high-speed telephone communication service that can deliver customized pre-recorded emergency messages directly to businesses at the proven capacity of millions of calls per day. As a Code RED subscriber, ACHS can control our emergency from anywhere in the world via the secure Code RED website. Code RED subscribers have the fastest and most accurate communication system available. Emergency Communications Network (ECN) provides

ACHS has a calling database for our community. We will notify all personnel, students, and guests of any immediate impending danger.

SCHOOL SAFETY

The physical facility complies with all state and federal fire, safety, and health code laws. Exit signs are placed above the entrance and exit doors to the facility. In addition, there are emergency lights conspicuously placed in common areas throughout the facility. Every classroom and office area has an evacuation plan visibly on display. Procedures for exiting the building in case of an emergency are clearly posted. It should also be noted that students, faculty, and staff are regularly informed and reminded how to proceed in case of unforeseen emergencies as stipulated in the student and faculty handbooks. ACHS also has a Business Emergency Disaster Plan that is distributed to personnel every year at the beginning of Hurricane season, which is June 1st.

In addition, the school adheres strictly to safety and health standards to guarantee high levels of hygiene in all its laboratory and operational areas. Instructors play an essential role in observing such practices, and they supervise compliance with existing safety and cleanliness procedures continually. A current inventory of existing and dispensed supplies for each program is kept and regularly updated in the school's supply room.

FACILITY IMPROVEMENT PLAN

The institution expects to expand its scope of training 2014, and anticipates that the space will be able to accommodate the continual growth. The intended goal is to increase the number of career development and educational opportunities for students and provide related services to the community.

COURSE NUMBERING SYSTEM

ACHS follows an independent course numbering system to assign courses in accordance with program and degree requirements. The system is designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title.

HEMODIALYSIS TECHNICIAN DIPLOMA PROGRAM

Course Number	Course Title	Clock Hours
HLTH001	Introduction to Health Care: (Includes instruction in HIV/AIDS)	45
HEMD001	Principles of Hemodialysis	45
HEMD001L	Basic Clinical Procedures	30
HEMD002	Pre and Post Patient Assessment	45
PATH001	Diseases of the Human Body	45
PHRM001	Pharmacology	45
HEMD003	Dialysis Delivery Systems	45
HEMD004	Fundamentals of Renal Nutrition	45
HEMD005	Dialysis Treatment of Renal Disease	45
HEMD005L	Dialysis Quality and Safety Procedures	45
HEMD00C	Advanced Dialysis Procedures	45
MADM001	Medical Office Practice	30
HEMD007C	Hemodialysis Externship	135

HEMODIALYSIS TECHNICIAN DIPLOMA PROGRAM PLAN

Program totals 645 Contact Hours

Program Totals 600 Theory Hours, 60 Lab Hours, 135 Externship Hours (Total Contact Hours: 795)

PROGRAM OBJECTIVE:

Upon completion of this program, the graduates will:
Demonstrate proper knowledge and skills in the role of hemodialysis technician
Qualify for employment as a hemodialysis technician
Be equip to sit for the national certification
Work as a member of the health care team
Seek lifelong learning

PROGRAM DESCRIPTION:

The program is designed to prepare the student in the role and function of a Hemodialysis technician. Students will learn to a) demonstrate knowledge of the renal system, renal failure and the impact of renal failure on other systems b) identify treatment options for renal failure c) demonstrate knowledge of principles of Hemodialysis and operation of the Hemodialysis machine d) identify complications of Hemodialysis and appropriate interventions e) demonstrate knowledge of professional protocol.

ADMISSION REQUIREMENTS

PROGRAM LENGTH:

The program completion time is 7 Months/ 28 Weeks

HEMODIALYSIS PROGRAM COURSE DESCRIPTIONS

HLTH001 – Introduction to Health Care   45 Clock Hours
Knowledge of the health care delivery system and health occupations, oral and written communications skills, professional ethics and legal responsibilities, understanding the concept of applying wellness and diseases concepts, emergency situations response, infection control, employability skills, resume writing, blood borne disease, four hour of HIV/AIDS training, basic math skills, critical thinking skills and leadership skills within the health team.

HEMD001- Principles of Hemodialysis   45 Clock Hours
This course focuses on the theoretical and clinical aspects of hemodialysis, including the duties and responsibilities essential to the delivery of patient care in the chronic outpatient setting. The course covers the processes across membranes and reviews the regulation of fluid and electrolytes and acid/base balance in normal kidney functioning. Classification and causes of acute and chronic renal failure as well as diagnostic procedures and findings in renal disease will also be covered. Prerequisite: ANAP02; ANAP02L

HEMD001L - Basic Clinical Procedures   30 Clock Hours
This is a laboratory course focuses on universal precautions in the medical environment, including understanding blood borne pathogens, HIV/AIDS and hepatitis, infection control, collecting and handling specimens and an introduction to microbiology. In addition, the student will gain proficiency in medical asepsis in a simulated setting. Also covered will be emergency procedures. Prerequisite: ANAP02; ANAP02L

HEMD002 - Pre and Post Patient Assessment   45 Clock Hours
Patient assessment before the initiation of treatment, treatment procedures, intradialytic monitoring, termination of treatment and post treatment assessment, and blood work are discussed. The coverage of peritoneal dialysis (PD) includes the anatomy and physiology of the peritoneal membrane and patient selection criteria. The types of PD access, methods of insertion, care of the access, and access complications are included as well. Additionally, the elements of the PD prescription are discussed. Patient care, documentation, complications of treatment, and measures of treatment adequacy are considered. The use of infection control strategies is stressed. The coverage of transplantation will include initial work up, donor selection, and recipient matching with both living related and cadaveric donors. Patient care in the pre and postoperative periods will be covered to include the immune reaction, immunosuppressive therapy, and long-term complications. The psychological adjustment for the patient and family will be a point of focus.

PATH001- Diseases of the Human Body   45 Clock Hours
This course is a scientific study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment. Prerequisite: ANAP02; ANAP02L

PHRM001- Pharmacology   45 Clock Hours
Various aspects of clinical pharmacology will be discussed including a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method. Included in the course are common abbreviations used in prescription writing, interpretation of prescriptions, and legal aspects of prescriptions. In addition, dosage calculations and administration will be taught and practiced. Prerequisite: none; Lecture Hours: 30; Lab Hours: 30.

HEMD0O3 - Dialysis Delivery Systems   45 Clock Hours
This course discusses hemodialysis treatment and the complications of hemodialysis. The principles related to solute and fluid removal, measures of clearance, and determination of adequacy will also be considered. The components of the hemodialysis system are covered, including the dialyzer, the blood circuit, the dialysate solution, the heparin pump, the ultra filtration controller, and variable sodium options. Methods of preparing dialysis quality water for dialysate are considered as well. Supplemental Lab Fee Required. Prerequisite: HEMD01; Lecture Hours: 30; Lab Hours: 30.

HEMD0O4 - Fundamentals of Renal Nutrition   45 Clock Hours
This course details the pharmacokinetics and pharmacodynamics of drugs and how these are significantly different for the renal patient. Patient drug profiles are used as examples. The problem of polypharmacy and the use of drugs in special populations of CRF patients are discussed as well. This course provides an overview of the principles of nutrition throughout all stages of kidney disease. The course covers nutritional assessment considerations and guidelines for the patient with renal disease. Measures to minimize risk of malnutrition and promote optimal intake are discussed for both adult and pediatric patients. Vitamin supplementation, specialized diets, (diabetic etc.) and patient education are examined with sample diets being previewed for their adequacy.

HEMD005- Dialysis Treatment of Renal Disease   45 Clock Hours
This course discusses the phases of illness from pre-dialysis assessment and conservative care to deterioration to CRF and further long term and palliative care. Finally, the decision to withdraw from treatment will be discussed along with the significant psychosocial implications for family, patient, and staff. The development of acute renal failure (ARF) will be discussed in terms of its causes, symptoms, treatment, and recovery. Vascular access (both temporary and long term/permanent) will be covered along with access care and trouble-shooting. The components of the dialysis prescription will be covered, including anticoagulation. The complications of dialysis will be an important focal point.

HEMD005L- Dialysis Quality and Safety Procedures   45 Clock Hours
The course presents safety issues including safe handling and mixing of dialysate. The student will learn how to monitor the water treatment system, and why water quality is maintained, along with learning how to monitor a variety of filters, meters and the devices used to remove microorganisms, sediment, heavy metals, chemicals, and ions before drinking water can be used for dialysis. Common contaminants and how they affect patients are discussed. The course also covers the benefits and risks for patients receiving dialysis. The course addresses risk management, safety regulations, and guidelines for handling, labeling, reprocessing, inspecting, and storing dialyzers.

HEMD006C - Advanced Dialysis Procedures   45 Clock Hours
This course provides information about the effects of kidney failure and its treatment options: hemodialysis, peritoneal dialysis, and renal transplantation, including medications, potential complications, and expected goals of treatment. Topics include the Protective Equipment and dialysis procedures and devices, monitoring of patients being treated for acute/chronic renal diseases, and a discussion of selected renal pharmacology. Upon completion of the course, students will demonstrate the clinical skills necessary for care of patients with specialized dialysis treatments in a chronic care setting. Lecture Hours: 30; Lab Hours: 30.

MADM001- Medical Office Practice   30 Clock Hours
This course introduces the student to the administrative functions of the medical office or clinic. Emphasis is placed on written and oral communication, scheduling, medical records, documentation and filing. In addition, telephone techniques, etiquette and management/human resource skills will be covered.

HEMD007C Hemodialysis Externship   135 Clock Hours
This clinical course includes application of theoretical concepts and laboratory techniques learned in the classroom. Under professional supervision, the student will practice in a dialysis setting on patients who are receiving dialysis processing. Prerequisite: HEMD006C.

ASSOCIATE OF SCIENCE IN NURSING

Program Totals 72 credits

PROGRAM OBJECTIVE: The purpose of this program is to prepare students for employment as a Nurse; the student can apply to the Florida Board of Nursing to take the RN-NCLEX exam to acquire a Florida Nursing License. This will allow students to work at a professional level of nursing. The student will be able to seek employment in hospitals, clinics, home health centers, schools, and doctor's offices.

PROGRAM DESCRIPTION: This program will prepare the student in the following subjects: fundamentals of nursing, medical, surgical, obstetric, pediatric, geriatric nursing. Theoretical Instruction and clinical experiences will take place in acute care, long term & in the community setting. Theoretical instruction and concepts include

nutrition, human growth and development over the lifespan, body structure and functions, interpersonal relation skills, family relations, mental health concepts, pharmacology and administration of medication, legal aspects and practice. The program entails clinical & simulation experiences, skills laboratory and nursing theory.

ADMISSION: Refer to the general admission requirements on page 8; in addition, the applicant will be required to receive a score of 68% or better on the Wonderlic test. The student must also received a pass score on the Kaplan entrance exam. Proof of the following will be required: medical and drug clearance, active BLS Certification, Level II background screening. Evidence of flu shot may be required to meet clinical agency guidelines.

PROGRAM LENGTH: Full-time students will complete this program in 24 months.

ASSOCIATE OF SCIENCE IN NURSING PROGRAM PLAN

*General education requirements are denoted below with an asterisk

Course Number	Course Title	Credit Hours
MICRO11	Microbiology*	3
MICRO11L	Microbiology Lab*	1
ANAP001	Human Anatomy & Physiology I	3
ANAP001L	Human Anatomy & Physiology I Lab	1
ANAP002	Human Anatomy & Physiology II	3
ANAP002L	Human Anatomy & Physiology II Lab	1
MATH010	College Algebra*	3
NUTR012	Nutrition	2
SPCC001	Growth and Development*	3
PSYC011	General Psychology*	3
ENGC011	English Composition*	3
NURG001	Fundamentals of Nursing/Nursing Process Include instructions for HIV/AIDS	4
NURG002	Introduction to Nursing	3
NURG003	Nursing Communication	2
NURG004	Gerontology Nursing	2
NURG005	Medical Surgical Nursing I	3
NURG005CL	Medical Surgical Nursing I Clinical	3
NURG006	Pharmacology & Nursing Process	4
NURG007	Psychiatric/Mental Health Nursing	3
NURG008	Obstetrics and Pediatric Care Theory	3
NURG008CL	Obstetrics and Pediatric Care Clinical	2
NURG009	Reproductive Nursing and Women's Health	2
NURG010	Community Based Nursing	3
NURG011	Medical Surgical Nursing II Theory	3
NURG011CL	Medical Surgical Nursing II Clinical	3
NURG012	Nursing Leadership and Management	2
NURG012CL	Nursing Leadership and Management Clinical	2
NURG013	Medical Surgical Nursing III	2
	TOTAL:	72

DISCLOSURE: Students are required to pass the NCLEX exam to before working as a registered professional nurse.

NURSING PROGRAM COURSE DESCRIPTIONS

PSYC011 - General Psychology*   3 credits
This course provides the student with a general overview of the field of psychology including the scientific approach to basic principles of human behavior. Emphasis is placed on topics such as learning motivation, perception, feeling and emotion, intelligence, and personality.

ANAP001 - Anatomy and Physiology I*   3 credits
ANAP001L - Anatomy and Physiology I Lab*   1 credit
This course provides an introduction to the structure and function of the human body with emphasis on the organ and systems levels. The basic sciences of anatomy and physiology are integrated and presented with practical applications.

NUTR012 – Nutrition*   2 credits
This course will teach the student how to evaluate and create a diet for patients with specific needs. The student will understand the type a diet a person should be on to promote healthy living. The student will learn the relationship of nutrition and medication therapy.

MATH010 - College Algebra*   3 credits
This course is an introduction to algebra covering operations using signed numbers, operations on polynomials, algebraic expressions, factoring, exponents, ration and radical expressions, linear and quadratic equations, and inequalities, graphs, and an introduction to systems of equations. The course also covers ratios and proportions.

SPCC001 - Human Growth & Development*   3 credits
This course is designed to provide students with fundamental training and practical experience in interpersonal development, business, and professional situations. Topics include: audience analysis, anxiety, critical listening, and preparation.

MICRO11 – Microbiology*   3 credits
MICRO11 – Microbiology*   1 credit
This course focuses on the introduction to the study of prokaryotic and eukaryotic microorganisms with emphasis on morphology, growth, metabolism, genetics, host-parasite relationships and infectious diseases.

ANAP002 - Anatomy and Physiology II*   3 credits
ANAP002L - Anatomy and Physiology II Lab*   1 credit
The basic concepts of anatomy and physiology previously learned in ANAP001 are applied to the study of the cardiovascular, immune, respiratory, urinary, digestive and reproductive systems. Partial applications are integrated.

ENGC011 - English Composition*   3 credits
A university parallel course in which the student writes expository themes in various modes. Research methods and library skills are introduced and a documented paper is required. Each student is required to use the writing lab to strengthen writing skills. Placement in ENGC011 is determined by the assessment tests completed upon admission.

NURG001 - Fundamental of Nursing /Nursing Process   4 credits
This course is an introduction to fundamentals of nursing concepts and issues related to care of clients based on Maslow's Hierarchy of Needs. The course content will be presented with the framework of the health-wellness continuum, and normal physiological, psychological, and socio-cultural needs of the client. It will also acquaint the student with the nursing process components such as assessment, nursing diagnosis, planning, implementation, and evaluation. Included in the course is a discussion about clients multiple needs. Include instructions for HIV/AIDS. Critical thinking concepts are integrated in the course to enable the student to make appropriate nursing judgments.

NURG002 - Introduction to Nursing   3 credits
This course is an introduction to the philosophy of nursing, nursing history, Maslow's Hierarchy of Needs, and legal and ethical issues in nursing. Concurrent with theory, the nursing student will have beginning client-care experiences in the skills lab and hospital setting.

NURG003 - Nursing Communication   2 credits
This course is designed to acquaint the student to the elements of the communication process and how communication is affected by culture. Included in the course is a discussion on how the student can meet the client's communication needs, which will require the application of nursing process and critical thinking. Content related to the nurse-client relationship, therapeutic/non-therapeutic communications, self-concept, anxiety, assertiveness, homeostasis, stress, adaptation, crisis intervention, and loss and grief will be discussed.

NURG004 - Gerontology Nursing   2 credits
This course focuses on nursing care of the older adult patient with common health and wellness needs. Emphasis will be on classroom and clinical application of critical thinking and caring therapeutic nursing interventions in acute, chronic and community health settings for the older adult population. Concepts and issues examined include: Impact of cultural beliefs and ethnic diversity of the older adult, legal, ethical and social issues, nurse-client relationships, biological, social and psychological theories of aging, pharmacological issues in aging, physical assessment of normal aging changes and functional consequences, common chronic illness, implications, and risk factors affecting the older adult patients' health and wellness, and end-of-life care issues.

NURG005 - Medical Surgical Nursing I   3 credits
This course focuses on the nursing care of the adult patient with common disorders. Emphasis will be placed on nursing care of the patient with integumentary, endocrine, gastrointestinal, cardiac, respiratory, urinary, and musculoskeletal disorders. Problems associated with fluid and electrolytes, acid base balance, infections and the stress response will be addressed. Working as an effective member of the health care team and beginning leadership skills will be presented. Emphasis will be placed on classroom and clinical application of critical thinking and caring therapeutic nursing interventions in chronic and community health care settings. Basic concepts and issues will be examined including the recognition of the impact of cultural and ethnic diversity of the client.

NURG005CL - Medical Surgical I Clinical   3 credits
This is the clinical course that provides observational and hands on experience to the student. The course is a co-requisite with NURG005 Medical Surgical I.

NURG006 - Pharmacology & Nursing Process   4 credits
This course focuses on the effects of drug therapy on human body systems. The body systems include: the central nervous system, autonomic nervous system, cardiovascular, renal, endocrine, respiratory, and gastrointestinal systems. Also included are anti-infective, anti-inflammatory, immune and biological modifiers, chemotherapeutic, hematological, dermatologic ophthalmic and optic agents. In addition this course will cover laboratory practice of medication administration.

NURG007 - Psychiatric/Mental Health Nursing   3 credits
This course focuses on the application of the nursing process, critical thinking, and caring therapeutic interventions in acute, chronic and community-based psychiatric-mental health settings. Basic mental health concepts and issues examined include: cultural beliefs and ethnic diversity of the client and nurse; legal and ethical issues; therapeutic nurse/client relationships; and self-awareness. In addition, the course will examine neurological and bio psychosocial theories and therapies, factors affecting health and wellness of clients who have common psychiatric or mental health needs/disorders across the life span. These include, for example, anxiety, mood, thought, cognition, personality and eating disorders. Emphasis is placed on client advocacy, and collaboration among members of the mental health care team. The course includes 30 hours of clinical experiences in the course.

NURG008 - Obstetrics and Pediatric Care Theory   3 credits
This course will build on the student's understanding of women's healthcare gained in Nursing Science 111 by enhancing comprehension of reproductive nursing, and care during the prenatal and postpartum periods. The course will primarily focus on developing the knowledge and skill necessary to provide nursing care for pediatrics. Assessment of normal growth and development, pediatric assessment, health promotion/maintenance, and nursing

considerations of social and environmental influences will be explored and developed. Care of children with alterations in health status will comprise the remainder of the course

NURG008CL - Obstetrics and Pediatric care Clinical   2 credits
The course is a co-requisite with NURG008 - Obstetrics and Pediatric Care Theory. The student will have observational and hands on experience in the clinical setting.

NURG009 - Reproductive Nursing and Women's Health   2 credits
This course in reproductive nursing and women's healthcare will develop a fundamental understanding of wellness and illness states as they affect women across the lifespan. Students will have the opportunity to learn about nursing care of the sick and well woman from medical, spiritual, and emotional perspectives, promoting women's healthcare in a holistic way. The course includes 15 contact hours of clinical experiences.

NURG010 - Community Based Nursing   3 credits
This course focuses on nursing care of clients in the community. The course identifies and defines the context for community health nursing, along with approaches to community health nursing as it impacts the care of clients in special populations, specialized settings, and addresses population health issues.

NURG011 - Medical Surgical Nursing II Theory   3 credits
This intermediate level Medical/Surgical nursing course focuses on nursing care of adult clients with high acuity problems within hospital and community settings. Emphasis will be placed on assessment of risk factors affecting client's health and wellness. Students will implement the nursing process and utilize Maslow's Human needs concepts to prioritize client needs for the following diseases/disorders: integumentary, endocrine, renal, cardiovascular, gastrointestinal, musculoskeletal, and central nervous system, sleep and malignancies. Related fluid and electrolytes and acid base balance needs will be addressed. Issues regarding client advocacy, spiritual and cultural diversity as well as communication and collaboration with members of the health care team and intermediate level leadership skills will be emphasized.

NURG011CL- Medical Surgical Nursing II Clinical   3 credits
Students will gain observational and clinical experiences in acute care and long term care settings for the implementation of the nursing process and utilization of Maslow's human needs concepts to prioritize client needs for the following diseases/disorders: integumentary, endocrine, renal, cardiovascular, gastrointestinal, musculoskeletal, and central nervous system, sleep and malignancies. Related fluid and electrolytes and acid base balance needs will be addressed. Issues regarding client advocacy, spiritual and cultural diversity as well as communication and collaboration with members of the health care team and intermediate level leadership skills will be emphasized.

NURG012 - Nursing Leadership and Management   2 credits
This course provides theoretical and clinical concepts for the transitional role of the graduating nurse as a provider of care, manager of care, and member of the profession. Concepts of effective leadership styles, advanced therapeutic communication, delegation, conflict resolution, time management, nursing ethics, and professional issues will be addressed. Utilizing the nursing process and advanced critical thinking, the learner/student implements the role of the nurse as a coordinator of care. The course will address issues of clinical accountability and quality care in various environments.

NURG012CL - Nursing Leadership and Management Clinical   2 credits
This course focuses on the leadership role of the nurse as a provider of care, manager of care, and member of the profession within a variety of settings.   The learner/student will build on experiences to demonstrate competencies in the practice of professional nursing.

NURG013 - Medical Surgical Nursing III   2 credits
This transitional course will focus on strengthening the learner/student competencies in the management of patients with medical surgical conditions in a variety of settings. Competencies will highlight higher levels of knowledge, skills, critical thinking and leadership in managing complex patient care, systems and technology. The course includes 30 contact hours of clinical experiences.

RN TO BSN PROGRAM

Totals 60 credits; 120 credits earned in the Associate Degree in Science

PROGRAM OBJECTIVE: The purpose of the RN to BSN program is to prepare practicing nurses for leadership and higher levels of accountability in nursing practice, education and other related fields.

PROGRAM DESCRIPTION: The program is designed to prepare graduates of approved nursing programs to advance in knowledge, skills, critical thinking and leadership to assume higher responsibility and accountability in the role of the registered nurse. The program provides a basis for advanced roles and responsibilities in nursing practice.

*General Education Courses

Course Number	Course Title	Credit hours
	Credits transferrable from the completion of the pre-licensure requirement to become a registered nurse from an approved associate degree program.	72
ENGL300	English*	3
SOC1300	Social Science*	3
HUMA300	Humanities*	3
ARTS100	Fine Arts*	3
COMP001	Computer Literacy*	1
SCIE300	Science*	3
NURG300	Nursing Law & Ethics	2
MATH300	Introduction to Statistics	3
NURG301	Cultural Diversity in Nursing	2
NURG302	Nursing Theory	3
NURG303	Nursing Informatics	3
NURG304	Health Issues Across the Life Span	3
NURG400	Evidence Based Nursing Care	3
NURG401	Nursing Management	3
NURG402	Leadership and Contemporary Issues in Nursing	3
NURG403	Nursing Research	3
NURG404	Capstone	4
	RN to BSN PROGRAM TOTAL:	48
	BSN Total	120

ADMISSION:

Refer to page 8 for information on the general admission requirements. In addition, the successful candidate must be a graduate of an approved nursing program with a minimum of 60 credits completed at the associate of science level and an unencumbered license to practice nursing. A total of 60 credits must be additionally completed in the bridge program for a total of 120 credits. A total of 120 credits are required to achieve the Bachelor of Science in nursing that will comprise at least 37 credits in general education courses. The student must receive a score of 70% or better on the Wonderlic entrance exam and a pass score on the Kaplan entrance exam. Proof of the following will be required: medical and drug clearance, active BLS Certification, Level II background screening. Evidence of flu shot may be required to meet clinical agency guidelines.

PROGRAM LENGTH:

The average completion length of full time study is 24 months.
 Upon completion, the student will receive a Bachelors of Science Degree in Nursing.

RN TO BSN PROGRAM COURSE DESCRIPTIONS

ENGC011 - English Composition*   3 credits
A university parallel course, in which the student writes expository themes in various modes. Research methods and library skills are introduced and a documented paper is required. Each student is required to use the writing lab to strengthen writing skills. Placement in ENGC011 is determined by the assessment tests completed upon admission.

SOC1300 Social Science   3 credits
Social Science is the scientific study of human activity. It is the study of social life, societal change, and the causes and consequences of human behavior in society. This course will survey the field of sociology, identifying social problems and theoretical perspectives pertinent to their causes. Particular attention will be given to the discipline of sociology as it relates to the resolution of potential social problems.

HUMA 300 Humanities   3 credits
The course focuses upon Western culture in its attempt to interpret human experience and identity. The course examines basic human values as exemplified in the arts, philosophy and history. Emphasis is on the Greeks, the Romans, and the Judeo-Christian tradition up to the end of the Middle Ages.

ARTS100 Intro to Art   3 credits
An interactive discussion of art and visual literacy using related texts that focuses on works from around the world, from ancient times to the present. During this course the student will be introduced to, and gain an appreciation of, the major forms of the visual arts. Students will gain an understanding of the various media and techniques associated with painting, sculpture, the graphic arts and architecture. These elements will be studied by examining the history of art from the prehistoric period through contemporary art, with an emphasis on western art.

COMP001 Computer Literacy   1 credit
This course introduces a historical perspective of computing, hardware, software, information systems, and human resources and explores their integration and application in business and other segments of society.

SCIE300 Science   3 credits
This course presents basic principles of physics and chemistry unifying the theme of energy. The major emphasis will be in the areas of electricity, magnetism, thermodynamics and the electromagnetic spectrum as well as chemical bonding, atomic structure and electrochemistry. The topics covered in the course will provide a basis for informed discussion of contemporary societal issues related to energy use and to applications of physics and chemistry in everyday life.

NURG300 Nursing Law & Ethics   3 credits
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MATH300 Introduction to Statistics   3 credits
The course is a study of fundamental concepts and methods of statistics with emphasis on interpretation of statistical arguments. An introduction to design of experiments, data analysis, correlation and regression, concepts of probability theory, sampling errors, confidence intervals, and hypothesis tests. Prerequisites: MATH010 - College Algebra or equivalent

NURG301 Cultural Diversity in Nursing   3 credits
The course is a study of theoretical models of culture and behavioral manifestations of cultural diversity. The focus is on the multicultural nursing aspects of practice and methodologies for nursing care across the life span. The course will focus on culture, social determinants of health and health disparities in groups commonly found in the United States. Students will be encouraged to reflect on their own culturally diverse communication styles.

NURG302 Nursing Theory   3 credits
This course explores the philosophies, theories and history of the science of nursing. Nursing theory and other theories are applied to practice using evidence-based innovations with focus on global setting. The course will include a study of major nursing theorists and their theoretical concepts such as Dorothea Orem's Self Care Theory, Imogene King's Goal Attainment Theory, Betty Neuman's Systems Model, Matha Roger's Unitarian Theory, Sister Calista Roy Adaptation theory, Jean Watson 's Caring Theory Madeleine Leininger Theory On Transcultural Nursing, to name a few. The theories are evaluated and analyzed for their usefulness and applicability to nursing practice, education, and administration.

NURG303 Nursing Informatics   3 credits
This course focuses on understanding the fundamentals of information technology to support nursing practice. It emphasizes the use of computer applications for research, data analysis and reporting. In addition, the course will include technological systems used to enhance the nursing practice.

NURG304 Health Issues across the Life Span   3 credits
This course will focus on health and illness for clients across the life span. Alterations in pathophysiological functions of cells and in the interrelationships of body systems are explored. The student will gather client data, identify nutritional and nursing care needs, and review nursing care plans across the life span. This course focuses on alterations of selected physiological functions that occur in response to a disease process or compensate for common stressors like inflammation or pain. The content builds upon previous understanding of anatomy, physiology, microbiology, basic chemistry, and the usual manifestations of common diseases. Physiological theory and treatment modalities are discussed.

NURG400 Evidence Based Nursing Care   3 credits
This course will focus on current review of nursing research literature and research utilization through evidence-based practice. This course prepares the student to employ the nursing process within an appropriate evidence-based framework across the life span. Theoretical foundations are reinforced as the nursing process is applied within the context of evidence-based care.

NURG401 Nursing Management   3 credits
This course focuses on management theory followed by nursing leaders in the clinical setting. The student will explore the skills and knowledge needed to be successful in a managing a diverse healthcare environment. This course provides the students with the opportunity to explore organizational structures that enhance the delivery of client care. Specific content includes planning and evaluating care delivery systems, strategic planning, governance, budgeting, reimbursement, technological systems, human resources issues, risk management and safety management.

NURG402 Leadership and Contemporary Issues in Nursing   3 credits
The course is designed to develop the registered nurse as leader. The student will explore different leadership styles and theories. Professional issues that are critical to the delivery of nursing care in the US will be addressed. A major emphasis will be placed on the leadership role of the baccalaureate prepared nurse in an interdisciplinary approach to delivering high-quality healthcare. The course will explore policies and trends that impact nursing practice and perspectives from national nursing authorities.

NURG403 Nursing Research   3 Credits
This course is designed as an introduction to the role of evidence-based nursing practice within the profession. The two goals of this course are: a) to increase nurses' awareness, understanding and appreciation of the principals involved in nursing research and b) to prepare nurses to better understand and utilize research findings in the continued effort to improve nursing practice. Students will be prepared to read reports of nursing research and to critically assess their value in practice. To make this learning more meaningful, students will be encouraged to apply the knowledge gained to their own practices. Prerequisite: MATH300 Introduction to Statistics.

NURG404 Capstone   4 credits
This final course provides the student with the opportunity to construct a project for the improvement of a practice area. The students will research and analyze a problem relevant to patient care then formulate a plan of improvement. The plan will demonstrate an application of theories and concepts acquired in the program. The project will be presented and shared with peers.

ASSOCIATE OF SCIENCE IN PHYSICAL THERAPY ASSISTANT

Program Totals 60 credits

DISCLOSURE: For all program cost and related fees please see Catalog Supplement.

PROGRAM OBJECTIVE: To prepare and train students for employment as Physical Therapy Assistant. This program prepares students for employment in hospitals, rehabilitation centers, nursing homes, private practices or other qualified health agencies. Graduates will work under the supervision of a physical therapist in the promotion of optimal human health and function through the application of scientific principles.

PROGRAM DESCRIPTION: The student will learn College Algebra, English Composition, and Communications as general study courses in addition to Introduction to physical therapy assistant, disabilities and therapeutic procedures, pharmacology, wellness, physical and geriatric rehabilitation, disabilities and therapeutic procedures to prepare students for employment as Physical Therapy Assistant.

PRE-REQUISITES: The student must have a copy of their health diploma, certificate or official transcript on file to determine the equivalency of hours to determine of the Health Science Core to be transferred in. These documents must be in the student's file before the completion of their program. Student must be 18 years old at the point of entrance and hold a High School Diploma or GED in addition to passing the Level 2 criminal background check.

PROGRAM LENGTH: Full-time students will complete this program in 24 months.

DISCLOSURE: The Physical Therapy Assistant must take and pass the State of Florida Board Examination. Technicians are required to pass the Level 2 criminal background check prior to starting a clinical rotation.

PHYSICAL THERAPY ASSISTANT PROGRAM PLAN
General education requirements are denoted below with an asterisk

Course Number	Course Title	Credits
MATH001	College Algebra*	3
ENGC005	English Composition*	3
PSYG008	General Psychology*	3
COMP003	Introduction to Computer Science*	1
PHYS001	Applied Physics*	3
PHYS001L	Applied Physics Laboratory*	2
Total General Education Credits		**15 credits**
HLTH001	Introduction to Health Care: *Includes instruction in HIV/AIDS*	3
ANAP001	Anatomy and Physiology I	3
ANAP001L	Anatomy and Physiology I Laboratory	1
ANAP002	Anatomy and Physiology II	3
ANAP002L	Anatomy and Physiology II Laboratory	1
PHTA010	Introduction to Physical Therapy Assistant	3
PHTA110	Disabilities and Therapeutic Procedures	3
PHTA120	Neurological Rehabilitation	3
PHTA130	Patient Education in Rehabilitation	3
PHTA140	Physical Therapy Laboratory Practice I	2
PHTA150	Physical Therapy Clinical I	3
PHTA160	Geriatric Rehabilitation	3
PHTA170	Physical Therapy Laboratory Practice II	2

PHTA180	Clinical Practice II	2
PHTA190	Physical Agents used in Rehabilitation	3
PHTA200	Physical Therapy Management	3
PHTA210	Physical Therapy Laboratory Practice III	2
PHTA220	Clinical Practice III	2
Total Concentration Credits		**45 credits**
Total Program Credits		**60 credits**

Disclaimer: Until the Physical Therapist Assistant (PTA) program receives accreditation status from the Commission on Accreditation in Physical Therapy Education (CAPTE); graduates are not eligible to sit for the National Physical Therapy Examination (NPTE) for PTAs or to work in the field of physical therapy in Florida. The American College of Health and Sciences is following the CAPTE process, if and only after we are granted candidacy from CAPTE can our students can begin their core courses in Jan 2015. In 2018 CAPTE will send an on-site review team, then after the 1st cohort graduates, CAPTE will make its accreditation decision regarding our program. If we are granted accreditation, our graduates can sit for the NPTE exam. CAPTE does not make accreditation decisions until after to the 1st cohort graduates

PHYSICAL THERAPY ASSISTANT PROGRAM COURSE DESCRIPTIONS

MATH001   College Algebra*   3 credits
The student will learn whole numbers, fractions, decimals, ratios, rates, and proportions, percentages, units of measure, geometry, statistics, signed numbers, and introduction to algebra.

ENGC005 English Composition*   3 credits
This course will teach the student, the writing process, editing skills, problems with verb usage, verb agreement and consistency, paragraph creation, sentence creation, writing an essay, compound sentences, common sentences error, spelling errors, modifiers, mistakes with modifiers, and run on sentences.

PSYG008 General Psychology*   3 credits
This well teach the science of psychology, the biological perception, learning, memory, cognitive psychology, thinking, intelligence and language, motives and emotions, sexuality and gender, stress and health, social psychology, theories of personality, psychological disorders, and psychological therapies.

COMP003 Introduction to Computers*   1 credit
This course will teach the student how to create and save a new document, navigate in word for windows, add a graphic to a document, how to use the spell check, use the Microsoft help system, format and organize text, change paragraph and text layout, create and modify list, insert and format headers, how to use graphic and tables, setting tab stops, how to modify text and boxes and shapes, how to create and format a table, cut and paste text and pictures, insert hyperlinks, creating mailing labels, create a merge mail list and create and insert columns.

PHYS001 Applied Physics*   3 credits
The course is designed to introduce the student to the dynamics of mechanics, electricity, and magnetism. (Must be taken with PHYS001L)

PHYS001L Applied Physics Laboratory*   2 credits
This lab will meet for two hours a week for the purpose of demonstrating and verifying the theories of mechanics, electricity and magnetism. The concept of heat is introduced and experiments are performed to illustrate the concept

HLTH001 Introduction to Health Care   2 credits
Knowledge of the health care delivery system and health occupations, oral and written communications skills,
professional ethics and legal responsibilities, understanding the concept of applying wellness and diseases concepts,
emergency situations response, infection control, employability skills, resume writing, blood borne disease include
HIV/AIDS, basic math skills, critical thinking skills and leadership skills within the health team.

ANAP001 Anatomy & Physiology I   3 credits
ANAP001 Anatomy & Physiology I Laboratory   1 credit
Describe the relationships of body systems in providing client care. Describe the structure and function of the
various body systems. Understand the diseases that affect this body system. This course will teach the following
systems: respiratory system, cardio-vascular system, muscular-skeletal systems, nervous system, skin, and sensory
systems. Teaching the client how the body functions. Understanding the human development process and the
different stages of human growth.

ANAP002 Anatomy & Physiology II   3 credits
ANAP002 Anatomy & Physiology II Laboratory   1 credit
Describe the relationships of body systems in providing client care. Describe the structure and function of the
various body systems. Understand the diseases that affect this body system. This course will teach the following
systems: reproductive system, urinary systems, digestive systems, and endocrine system. Teaching the client how
the body functions. Understanding the human development process and the different stages of human growth.
Prerequisite – ANAP001 Anatomy & Physiology I; ANAP001 Anatomy & Physiology I Laboratory

PHTA010 Introduction to Physical Therapy Assistant   3 credits
The student will learn about the development of the physical therapy profession, the physical therapist Assistant as a
member of the healthcare team, physical therapy practices, musculoskeletal physical therapy, neurological and
cardiopulmonary physical therapy, pediatric, geriatric and integumentary physical therapy, ethical and legal issues,
and communication as a physical therapy assistant, patient care, and proper body mechanics.

PHTA110 Disabilities and Therapeutic Procedures   3 credits
This program covers the history of OT, OT and physical disabilities, aspects of physical disabilities, documentation
of OT, assessment of joints range of motion, assessment of motor control, assessment of muscle strength, teaching
and learning in physical therapy, activities and occupations in daily living, work, interventions for performance
skills and client factors, and clinical applications procedures.

PHTA120 Neurological Rehabilitation   3 credits
The student will learn basic concepts in neurology, what is normal motor control, abnormalities of muscle tone and
movement, plasticity, motor neuron disease, brain injury, stroke, peripheral nerve injuries, Parkinson's disease,
multiple sclerosis, spinal cord injury, disorders of childhood, cerebral palsies and motor learning disorders, spinal
bifida and hydrocephalus, muscles disorders of childhood, muscle balance and specific treatment techniques.

PHTA130 Patient Education in Rehabilitation   3 credits
The student will learn the significance of patient education in the healthcare and rehabilitation field, predictors of
effective patient education, patient education variables, teaching and learning theories, ethical and legal and cultural
variables in patient education, and adult learning.

PHTA140 Physical Therapy Laboratory Practice I   2 credits
The student will practice basic physical therapy assistant skill in the laboratory setting. The focus will be on the safe
operation of equipment and exercises for strengthening across the life span.

PHTA150 Physical Therapy Clinical   3 credits
The student will practice basic physical therapy assistant skill in the clinical setting. The student will demonstrate
skills learned in the lab in the acute care, long term care and home health setting.

PHTA160 Geriatric Rehabilitation   3 credits
This course will teach the demographics of aging, comparing and contrasting the theories of aging, geriatric
pharmacology, age related changes in physiology, exploring nutritional needs, patient evaluation, and functional
assessment.

PHTA170 Physical Therapy Laboratory Practice II   2 credits

The student will practice intermediate physical therapy assistant skill in the laboratory setting. The focus will be on the physical therapy needs of the aged patient, chronic illness and degenerative diseases.

PHTA180 Clinical Practice II   2 credits

The student will practice intermediate physical therapy assistant skill in the external clinical setting. The focus will be on the physical therapy needs of the aged patient, chronic illness and degenerative diseases.

PHTA190 Physical Agents used in Rehabilitation   3 credits

This course will teach the approach of physical agents such as the skin, the circulatory system, wound management, edema, pain, electromagnetic spectrum, the thermal agents, electrotherapy, mechanical agents, photochemical agents, additional clinical applications and clinical cases and laboratory experiments.

PHTA200 Physical Therapy Management   3 credits

The student will learn the dynamic and nature of the management in healthcare organization, human resource management in physical therapy settings, physical therapy reimbursement and financial management, legal and ethical management issue, information, quality and risk management, and quality management.

PHTA210 Physical Therapy Laboratory Practice III   2 credits

The student will practice advance physical therapy assistant skill in the laboratory setting.
The focus is on the complex medical and surgical patient related to musculoskeletal rehabilitation across the life span.

PHTA220 Clinical Practice III   2 credits

The student will practice advance physical therapy assistant skill in the clinical setting

ASSOCIATE OF SCIENCE DIAGNOSTIC MEDICAL SONOGRAPHY

Program Totals 72 credits

DISCLOSURE: For all program cost and related fees please see Catalog Supplement.

PROGRAM OBJECTIVE: Upon completion of this program graduates will be able to seek employment as their skills can be utilized in the patient care setting.

PROGRAM DESCRIPTION: The Diagnostic Sonogragpy program is designed to train students in all of the relevant aspects of sonography including working in a hospital setting, community services, and doctor's offices or for an independent business owner. Students in this program will be trained in health science core fundamentals which provide the foundational information needed to function in any healthcare environment.

PRE-REQUISITES: Any completed occupational health career will be considered equivalent to the Health Science Core of 90 hours. The student must have a copy of their diploma, certificate or official transcript on file before the completion of their program and pass the entrance examination. Student must be 18 years old at the point of completion and pass the Level 2 criminal background.

PROGRAM LENGTH**:** Full time students will complete this program in 24 months

DIAGNOSTIC MEDICAL SONOGRAPHY PROGAM PLAN

Course Number	Course Title	Credits
MATH001	College Algebra*	3
ENGC005	English Composition*	3
PSYG008	General Psychology*	3
COMP003	Introduction to Computer Science*	1

PHYS001	Applied Physics*	3
PHYS001L	Applied Physics Laboratory*	2
Total General Education Credits		15 credits
HLTH001	Introduction to Health Care *Includes instruction in HIV/AIDS*	3
ANAP01	Anatomy and Physiology I	3
ANAP01L	Anatomy and Physiology I Laboratory	1
ANAP02	Anatomy and Physiology II	3
ANAP02L	Anatomy and Physiology II Laboratory	1
SONO120	Principle and Protocols of Sonography	3
SONO130	Sonography of the Circulatory System	2
SONO140	Medical Sonographic Physics I	3
SONO150	Abdominal Sonography I	3
SONO160	Obstetrics and Gynecology in Sonography I	3
SONO170	Practical Aspect of Sonography I	2
SONO180	Sonographic Clinical I	2
SONO190	Medical Sonographic Physics II	3
SONO200	Abdominal Sonography II	2
SONO210	Obstetrics and Gynecology in Sonography II	3
SONO220	Practical Aspects of Sonography II	2
SONO230	Sonographic Clinical II	2
SONO240	Small Parts Sonography	2
SONO250	Sonographic Clinical III	2
SONO260	Sonography of Heart/Chest I	3
SONO270	Sonographic Clinical IV	2
SONO280	Neonatal Neurosonology	2
SONO290	Sonography of Heart/Chest II	3
SONO300	Sonographic Clinical V	2
Total Credits		57
Total Credits Including General Ed and Major Courses		72

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM COURSE DESCRIPTIONS

Upon completion of the program students will receive an Associate of Science Degree in Diagnostic Medical Sonography

MATH001 College Algebra   3 credits
The student will learn whole numbers, fractions, decimals, ratios, rates, and proportions, percentages, units of measure, geometry, statistics, signed numbers, and introduction to algebra.

ENGC005 English Composition*   3 credits
This course will teach the student, the writing process, editing skills, problems with verb usage, verb agreement and consistency, paragraph creation, sentence creation, writing an essay, compound sentences, common sentences error, spelling errors, modifiers, mistakes with modifiers, and run on sentences.

PSYG008 General Psychology*   3 credits
This well teach the science of psychology, the biological perception, learning, memory, cognitive psychology, thinking, intelligence and language, motives and emotions, sexuality and gender, stress and health, social psychology, theories of personality, psychological disorders, and psychological therapies

COMP003 Introduction to Computer Science*   1 credit
This course will teach the student how to create and save a new document, navigate in word for windows, add a graphic to a document, how to use the spell check, use the Microsoft help system, format and organize text, change paragraph and text layout, create and modify list, insert and format headers, how to use graphic and tables, setting

tab stops, how to modify text and boxes and shapes, how to create and format a table, cut and paste text and pictures, insert hyperlinks, creating mailing labels, create a merge mail list and create and insert columns.

PHYS001 Applied Physics*   3 credits
A laboratory accompanies this course. The course is designed to introduce the student to the dynamics of mechanics, electricity, and magnetism.

PHYS001L Applied Physics Laboratory*   2 credits
This lab will meet for two hours a week for the purpose of demonstrating and verifying the theories of mechanics, electricity and magnetism. The concept of heat is introduced and experience.

HLTH001 Introduction to Health Care   3 credits
Knowledge of the health care delivery system and health occupations, oral and written communications skills, professional ethics and legal responsibilities, understanding the concept of applying wellness and diseases concepts, emergency situations response, infection control, employability skills, resume writing, blood borne disease include HIV/AIDS, basic math skills, critical thinking skills and leadership skills within the health team.

ANAP001 Anatomy and Physiology I   3 credits
This course will cover the function, and chemistry of the human body considering the following topics: body organization, the cell, membranes, glands, the Integumentary System, the Muscular System, the Nervous System, Respiratory System, and the special senses.

ANAP001L Anatomy and Physiology I Laboratory   1 credit
This Laboratory exercises coordinated with ANAT01 including microscope observation, experimentation, study of anatomical models, and dissection, Dissection exercises included

ANAP02 Anatomy and Physiology II   3 credits
A continuation of the anatomy and physiology sequence, including the following topics; the circulatory system, the respiratory system the digestive system, the urinary system, fluid and electrolytes and reproductive system.

ANAP002L Anatomy and Physiology II Laboratory   1 credit
Laboratory experiments coordinate with ANAT02, including microscope observation, study of anatomical models and dissection. Dissection exercises included.

SONO120 Principles and Protocols of Sonography   3 credits
An introduction to the basic approaches of Sonographic scanning protocols for the abdomen and pelvis.

SONO130 Sonography of the Circulatory System   3 credits
An introduction to the hemodynamics of the circulatory systems and the imaging and Doppler assessment of the cardiac and vascular systems.

SONO140 Medical Sonographic Physics I   3 credits
A study of the principles of diagnostic ultrasound, ultrasonic physics, tissue interactions and interface.

SONO150 Abdominal Sonography I   3 credits
An introduction to the transverse anatomy of the abdominal area and its recognition on Sonographic visualization systems.

SONO160 Obstetrics and Gynecology in Sonography I   3 credits
An introduction to the anatomy of the female reproductive system with and without an existing pregnancy. There will be representation of the normal throughout all terms of pregnancy. The student will develop skill in the diagnostic procedures related to obstetrics and gynecology.

SONO180 Sonographic Clinical I   2 credits
Clinical education requiring application of the knowledge learned. Professionalism and personal interaction are stressed along with technical abilities.

SONO190 Medical Sonographic Physics II   3 credits
A continuation of the study of the properties of diagnostic ultrasound stressing the operation of equipment, the display systems, biological effects, and quality assurance methods.

SONO200 Abdominal Sonography 11   2 credits
An in-depth presentation of sonography of the abdominal area stressing deviations from the norm and the studies to make a diagnostically acceptable study.

SONO210 Obstetrics and Gynecology in Sonography II   3 credits
The detection of anomalies, pathology, deviation from normal, and the planes which must be sonographically imaged for accurate diagnosis.

SONO220 Practical Aspects of Sonography   2 credits
Offering more advanced principles of diagnostic ultrasound, adding knowledge of pathological processes. Further presenting the practical aspects of diagnostic procedures.

SONO230 Sonographic Clinical II   2 credits
A continuation of the learning by doing process where more responsibility in the form of decision making regarding anatomical areas and resultant imaging.

SONO240 Small Parts Sonography   2 credits
A general introduction to the areas of carotid, eye, thyroid, prostrate, scrotum, breast, and other superficial structures.

SONO250 Sonographic Clinical III   2 credits
Application of all the material presented requiring the student to make judgmental choices regarding technical aspects, and to interact in a professional manner.

SONO260 Sonography of Heart/Chest I   3 credits
The study will focus on the diagnostic procedures related to the anatomy of the heart and chest. The student will focus on the diagnostic procedures used in screening.

SONO270 Sonographic Clinical IV   2 credits
Course is designed to add additional clinical competencies to those gained in the specialties mastered in the first year. Emphasis on the specialty of echocardiography with clinical application of classroom material presented. To continue to make judgment decisions regarding the technical aspects of diagnostic Sonographic exams.

SONO280 Neonatal Neurosonology   2 credits
Is an introduction to the Sonographic imaging of the neonatal and infant brain. Emphasis is placed on normal brain anatomy congenital and acquired pathological conditions, as well as Sonographic scanning techniques.

SONO290 Sonography of Heart/Chest II   3 credits
An in-depth presentation of the intricacies of diagnostic ultrasound as it applies to the heart and the chest stressing its capabilities and its limitations.

SONO300 Sonographic Clinical V   2 credits
Course requires the student to interact in a professional manner, to make judgment decisions regarding the technical aspects, and to generally progress to the point where he/she may be accepted as a competent sonographer. Students will learn further mastering of all skills gained, emphasizing echocardiography and cardiovascular examinations techniques.

ASSOCIATE OF SCIENCE IN CLOUD COMPUTING

Program Totals 60 credits

DISCLOSURE: For all program cost and related fees please see Catalog Supplement**.**

PROGRAM OBJECTIVE: To prepare and train student about the evolution of cloud computing.

PROGRAM DESCRIPTION: This program is designed to prepare students for employment in Cloud Computing.

CURRICULUM OUTLINE: General education requirements are denoted below with an asterisk.

PRE-REQUISITES: Any completed computer programming class may be considered. The student must have a copy of their diploma, certificate or official transcript on file to determine transferability of the course. These documents must be in the student's file before the completion of their program.

PROGRAM LENGTH: Full-time students will complete this program in 24 months.

CLOUD COMPUTING PROGRAM PLAN

General education requirements are denoted below with an asterisk

Course Number	Course Title	Credits
MTFD01	College Algebra*	3
ENGC05	English Composition*	3
PSYG08	General Psychology*	3
COMP03	Introduction to Computer Science*	2
PHYS01	Applied Physics*	3
PHYS01L	Applied Physics Laboratory*	1
Total General Education Credits		**15 credits**
CLDC100	Principles of Cloud Computing	3
CLDC110	Cloud Computing Applications	3
CLDC120	Data Structure	3
CLDC130	Understanding Cloud Comp Architect	3
CLDC140	Computer Programming 1	4
CLDC145	Computer Programming 11	4
CLDC150	Web Conferencing & Collaboration	3
CLDC160	Basic Google Applications	3
CLDC170	Networking & Processing	3
CLDC180	Data Security & identity Management	3
CLDC200	Analytical Design	3
CLDC210	Smart IT Manager	3
CLDC220	WBEM, DMFT, SMI-5, SMASH, HTTP	3
CLDC230	Server Management	4
Total Concentration Credits		**45 credits**
Total Program Credits		**60 credits**

CLOUD COMPUTING PROGRAM COURSE DESCRIPTIONS

MATH001 College Algebra*   3 credits
The student will learn whole numbers, fractions, decimals, ratios, rates, and proportions, percentages, units of measure, geometry, statistics, signed numbers, and introduction to algebra.

ENGC005 English Composition*   3 credits

This course will teach the student, the writing process, editing skills, problems with verb usage, verb agreement and consistency, paragraph creation, sentence creation, writing an essay, compound sentences, common sentences error, spelling errors, modifiers, mistakes with modifiers, and run on sentences.

PSYG008 General Psychology*   3 credits
This well teach the science of psychology, the biological perception, learning, memory, cognitive psychology, thinking, intelligence and language, motives and emotions, sexuality and gender, stress and health, social psychology, theories of personality, psychological disorders, and psychological therapies

COMP003 Introduction to Computer Science*   2 credits
This course will teach the student how to create and save a new document, navigate in word for windows, add a graphic to a document, how to use the spell check, use the Microsoft help system, format and organize text, change paragraph and text layout, create and modify list, insert and format headers, how to use graphic and tables, setting tab stops, how to modify text and boxes and shapes, how to create and format a table, cut and paste text and pictures, insert hyperlinks, creating mailing labels, create a merge mail list and create and insert columns.

PHYS001 Applied Physics*   3 credits
A laboratory accompanies this course. The course is designed to introduce the student to the dynamics of mechanics, electricity, and magnetism.

PHYS001L Applied Physics Laboratory*   1 credits
This lab will meet for two hours a week for the purpose of demonstrating and verifying the theories of mechanics, electricity and magnetism. The concept of heat is introduced and experiments are performed to illustrate the concept.

CLDC100 Principles of Cloud Computing   3 credits
This course provides a hands-on comprehensive study of Cloud concepts and capabilities across the various Cloud service models. This course will teach students to incorporate network and security architecture to fully understand the complexity of the cloud system itself.

CLDC110 Cloud Computing Applications   3 credits
The primary purpose of this class is to capture the state-of-the –art in Cloud computing technologies and applications. This class will aim to identify potential research directions and technologies that will facilitate creation of global market-place of cloud computing services supporting scientific, industrial, business, and consumer applications.

CLDC120 Data Structure   3 credits
This course covers the basic aspects of data and applications security including access control mechanism, integrity policy, techniques to enforce security and defenses against major security threats. This course will provide basic understanding of data security tools such as access control mechanism, authentication tools

CLDC130 Understanding Cloud Comp Architecture   3 credits
This course will allow student to gain a real-world understanding of the benefits and challenges associated with cloud computing and how to address them at the design stage of your projects. It will provide practical knowledge around fundamentals.

CLDC140 Computer Programming I   4 credits
This course introduces students to the fundamentals of computer programming to simple control data structure to basic operating system command, and to the text files. This course will teach student about the basic rules of Computer Programming.

CLDC145 Computer Programming II   4 credits
This course will teach about problem solving thinking in a methodical manner.   In this course students will begin the process of designing, writing, testing, debugging and maintaining the source code of the computer programs. Students will learn to create set of instructions that computers use to perform specific operations or to exhibit desired behaviors.

CLDC150 Web Conferencing & Collaboration   3 credits

Virtual communication and collaboration is a key component of any 21st century learning environment. Web conferencing tools like Adobe Connect, Elluminate, or WebEx are being used to hold live, online meetings, interactive presentations, just-in-time training, and remote support. This course introduces students to the fundamental capabilities of this class of Web2.0 tools and best practices for effectively using the key online, real-time meeting features, such as presentations (typically PowerPoint), application sharing, polling, shared white boarding, web tours and other functionality. You will also develop your skills as an e-moderator through individual and group assignments including conducting a live webinar for the final project. The course will be conducted in a blended format using both synchronous class meetings

CLDC160 Basic Google Application   3 credits
This Google Apps training will empower your team to work with the different Apps included in the Google Apps suite for businesses. This course will teach your team how to effectively set up and use Gmail, and Google Docs. After taking this Google Apps course students will be able to leverage the different collaboration tools available in Google Apps that are geared towards making your communication process more effective and productive. This course begins with introductory chapters to help your team migrate from a traditional email environment to the more collaborative environment offered by Google Apps.

CLDC170 Networking & Processing   3 credits
This course covers the spectrum of computer networking in the theoretical and practical framework. Students will learn such topics as computer/network hardware, network media, topologies, the Open System Interconnect or other model, protocols, security, and network architectures. Hands-on-active learning required. This course will include virtualized servers and clients, utilize cloud technologies, create storage solutions and deploy thin applications for large, medium, and small organization networks.

CLDC180 Data Security & Identity Management   3 credits
This course will provide understanding of the security risks of Cloud computing and knows mitigating measures. It will provide the essential elements of security in the cloud (Confidentiality, Integrity and Availability). Students will learn the standard measures for authorized use (Authentication, Authorization and Accountability) and the main security risks for the three types of virtualized environments. This course centers on the safe use of personal computing technology, while also exploring various ethical issues of privacy, safety, security, and copyright issues which arise from the use of such technology. Topics include: protecting your computing devices from malware, backing up data to prevent loss, best practices for online safety, safe wireless computing.

CLDC200 Analytical Design   3 credits
Students will learn data network design issues and applications, point- to-point network design, multipoint network design, data collection and verification and an overview of protocols. This course will include network design tools such as ITGURU and OPNET are used for network design and simulation. Students will make use of simulation results to design a private line or packet switched based data communications network.

CLDC210 Smart IT Manager   3 credits
This course provides a basic introduction to smart grid. It covers the National Institute of Standards and Technology (NIST) Conceptual Model and its domains and interfaces. The various definitions and focus areas of smart grid are described, as well as the current state of smart grid applications and how these drive infrastructure requirements.

CLDC230   WBEM, DMFT, SMI-5, SMASH, HTTP   3 credits
This course will teach students to use web-based user interface creation tools. It will also include integration with Web Services and databases. Students will learn about building a high-availability, high-scalability, and high-performance in a Cloud environment or application.

CLDC230 Server Management   4 credits
This course will provide you with the knowledge and skills to deploy and manage a server virtualization environment using Microsoft technologies. The course provides details on how to deploy and manage Hyper-V and Remote Desktop Services on Windows Server 2008 R2. The course also provides details on how to manage a server virtualization environment by using System Center products such as System Center. The course objectives will include VPN and how to install and configure VPN. Students will learn to control access through authentications and to monitor and troubleshoot VPN.

DISTANCE EDUCATION PROGRAMS

Student and Faculty Orientation:

For Students:

At the beginning of the semester, all distance learning course participants will participate in:
A face-to-face introductory lecture on how our distance-learning platform works:
To help learners solve any queries they may have about strategies or approaches teachers will use.
This introductory lecture is mandatory. Students are able to choose from 6 sessions held at different times.

Tutorials: Video tutorials and student guide will be uploaded for everyone.

Orientation program:
The Blackboard platform has been implemented in our institution and it provides our learners with a tutorial that guides them on the different ways they can interact online.
Uses will be shown a wide variety of activities they could complete once the course starts.
For teachers:

Teacher training course: Teachers are given a 25-hour training course on teacher /student roles while working in the Virtual Classroom.

Online class material:
Online class material is prepared before the semester begins.
Teachers work collaboratively with instructional designers.

Students are informed about the different aspects of the distance-learning course (requirements hardware and technical skills) by means of a "guidebook" handed out at the beginning of the course.

Students must have technical skills to know how to use web browsers and Windows XP.

Students undergo an online trial test to make sure they meet the institutional technological standards

HARDWARE/SOFTWARE REQUIREMENTS FOR STUDENTS:

The material needed for students (syllabus, ppts, pdfs, links, tailor-made activities, etc.) are posted on the platform once the course begins.
The Virtual Classroom facilities are included in the Tuition.
The distance learning platform requires specific features in order to "carry out" different tasks. Thus, students and teachers should have a PC that meets the following standards:

Hardware	Software
Pentium D or higher. 1 GB Memory RAM or higher. [1024x728] Video resolution Fixed or wireless Internet Access (1Mb). Microphone and Audio Headphones.	Web Browser Mozilla Firefox v.22 or more recent. Operating Systems: Windows XP or more recent Mac OSX 10.5 "Leopard®" Acrobat Reader (Free software). Macromedia Flash Player. Microsoft Office or Open Office.

TECHNICAL SUPPORT:

Technical support on the use of the platform at students' and teachers' request is available throughout the course and provides information about course activities and how to use the platform tools. We seek to acknowledge our students inquiries as soon as possible, being 4 hours the maximum time our technical support contacts our students.

In addition, our platform enables users to address any technical concerns they may have related to the Virtual Classroom. Our platform also provides "online support" to make changes or adjustments.
In the event that users were unable to access our platform or cannot complete an activity; they can request technical support by:

Contacting Support via E-mail from Monday to Sunday 24/7 at:

Email: soportevirtual@achs.com

A Technical Support Hotline is available on the institutions webpage, along with a most frequently asked questions page that include the following:

How do I get help if I have a problem?
How do I access the Virtual Classroom?
How do I register for an online program?
Who are my instructors?
How do I view lectures?
How do I get my textbooks?

ACADEMIC SUPPORT:

By accessing our Virtual Classroom, students are in constant contact with teachers and this communication is provided by means of 3 tools:

Forums: All online courses have an enquiry forum to address students' questions about different academic topics
Web Conference Blackboard Collaborative: by using this tool our teachers can provide synchronous tutoring to our learners about any course queries.
 Blackboard Instant Messaging: chatting with teachers and peers provides synchronous interaction. In addition, here students can ask individual questions to teachers and/or tutors regarding some academic or non-academic issues that could be affecting their performance.

STUDENT ASSESSMENT:

The courses syllabi are designed as follows:
1. Every course has a specific assessment system and a time frame that is given once they are registered. This timeframe includes the dates and hours the tasks are due and the weight each task has in the final score. Proctored evaluations are also included and specified in the student's calendar of activities.
2. Interactive activities and autonomous learning projects or assignments designed by the teacher are evaluated and approved by the program coordinators before they are included in the syllabus.

To evaluate the students' success in achieving the online learning goals, they are asked to:
Pass multiple exams.
Submit term papers or assignments online
Conduct research and work collaboratively
Participate in forums / Virtual Classroom (real time) / chat programmed by teacher in advanced
Mid-term and final exams are proctored and take place at the college premises in order to verify the identity of the students who are enrolled in the distance learning courses.

Teachers are responsible for controlling and updating student progress on a regular basis. Distance Learning Platform reporting tools are used to verify students' performance along the course.

Student progress is evaluated by using our virtual classroom tools provided by our Blackboard platform:

Students updated of their accessing to the platform or Forum is provided to the teacher at any time.
Warning System: it enables the teachers to create rules / policies or warning about evaluations due dates and to be informed the latest students log in.
Performance chart: it allows teachers to have student's roll, grades, previous warnings and teachers' general idea of students' performance throughout the course.

PROGRAM FORMAT:
There are 2 types of approaches: Totally online Distance Learning Program (eLearning) and Blended Distance Learning Program (B-learning), which included some face-to-face instruction.

Totally online Distance Learning Program (e-Learning): by using our Virtual Classroom Blackboard and online resources we seek to develop our learners' competences. Our students may work individually and collaborative and will take part of synchronous and asynchronous activities in which the students can choose their own learning pace. The online resources are available to our learners and can be downloaded from our platform.

Blended Distance Learning Program (B-learning): this approach includes face-to-face instruction as well as using our virtual classroom activities. This process combines the use of face-to-face instruction and online activities to help learners fulfill their learning expectation and to achieve the course goals.

ONLINE LIBRARY

Our Institution has an Online Library, which contains updated information on digital books, articles and magazines aimed at promoting learning and research to our academic community.

Our online library is an aid to fulfill our mission: "to shape competent entrepreneurial professionals who are socially responsible and capable of performing successfully, both domestically and internationally".

Access to the Library's data base is available at the following website address http://www.achs.com/library

ONLINE DATABASES

EBSCO

A multidisciplinary content database that covers topics about economics sciences, business administration, marketing, education, arts and architecture, the media, hospitality management and tourism, information and technology management, environment, agriculture, ecology, energy, pollution and waste management, environmental technology; food industry, sports and sports medicine. There are over 20,000 complete text titles in English and Spanish which include academic articles, monographic written studies, dissertations, reports, books chapters, videos and photo stock database, etc.

Ebrary

A source of data that provides access to electronic books in English. It has around 30,000 titles covering topics in the areas of: Education, Psychology, Medical, Nursing, Philosophy, Arts, history, law, political science, marketing, information management, technology, tourism and agriculture, etc.

Proquest

An specialized database on company profiles, Annual Reports, Industry and Market Research, Country Reports, Business Case Studies, Work Papers, Hoover's Company Records, market, industry and regional reports (The Snapshot Series), academic theses and dissertations, conference and symposium speeches.

Vlex

This is a database on jurisprudence and legislative datum of over 140 countries. It is written in more than 13 languages.

GALE-CENGAGE LEARNING

This is a well-known collection on medical and nursing magazines along with medical industry articles and news. Besides, this collection includes a wide variety of recipes and restaurants reviews and cooking related news.

FACULTY

Delilah Bartolome, BSN, CHN, RN
Niagara University
Niagara Falls, New York
Hemodialysis Technician Diploma Program

Irene Roman, MSN-Ed, RN
Western Governors University
Salt Lake City, Utah
Nursing Program

Robin Davenport, MSN-Ed, RN
University of Phoenix
Phoenix, Arizona
Nursing Program

Maxine Ervin-Bigby, MSN-Ed, RN
University of Phoenix
Phoenix, Arizona
Nursing Program

Erica Roberts, MSN-Ed, RN
University of Phoenix
Phoenix, Arizona
Nursing Program

Bridgette Brown, MSN-ARNP
Florida International University
Miami, Florida
Nursing Program

Barbara Blythe Martin, MSN, RN
Florida Atlantic University
Boca Raton, Florida
Nursing Program

Shirley Braddy, MSN, RN
University of Phoenix
Phoenix, Arizona
Nursing Program

Alain Bellevue, MD
Haiti State University
Port-au-Prince, Haiti
Nursing, General Sciences, Medical Diagnostic, SonographyProgram

Felvina Renna, BSPT
Virgen Milagrosa University, Philippines
 Physical Therapy Assistant Program

Jean Baptiste Pierre, MD
University of Haiti, Haiti
Medical Diagnostic Sonography Program

Sepalika Wasanthalal, MD
Columbia University, Harlem, NY
Columbo General Hospital, Sri Lanka
General Sciences and Allied Health Program

Wayne A. Wilson, BSIT
University of Phoenix, Plantation
Cloud Computing Program

Maria Chona Braganza MA in Biology
University of the Philippines
Quezon City Philippine
General Education/ General Sciences