



## **American Institute**

**3190 North State Road Seven  
Lauderdale Lakes, Florida 33319**

**2008-2009 School Catalog**  
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# GENERAL INFORMATION

## MISSION STATEMENT

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

### To support our mission our objectives are to:

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

## HISTORY

Since 1992, American Institute formerly School of Health Careers, Main Campus has provided training in growing allied health professions including Medical Assistant, Medical Office Administration, Dental Assistant and its newest program, Diagnostic Medical Sonography. In 2006, the campus formed a Branch campus via an acquisition of American Institute, a twenty-four year old institution specializing in Massage Therapy, Esthetics, and Cosmetology.

## LICENSURE/ACCREDITATION/APPROVALS/MEMBERSHIPS

American Institute (the Main Campus) is licensed by the Commission for Independent Education, Florida Department of Education. License #: 1530

American Institute (the Branch Campus) is licensed by the Commission for Independent Education, Florida Department of Education. License #: 3221

Additional information regarding the licensure of these institutions may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400.

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American Institute (the Main Campus) and the American Institute (the Branch Campus) are accredited by the Accrediting Commission of Career Schools and Colleges of Technology. Additional information regarding this institution may be obtained by contacting ACCSCT at 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201. The school is approved by the United States Department of Education to offer Title IV – Student Financial Assistance programs to eligible students.

The Main Campus also possesses the following membership: Florida Association of Post Secondary Schools and Colleges (FAPSC)

## **PROFESSIONAL CREDENTIALS**

The National Association of Health Professionals<sup>®</sup> (NAHP<sup>®</sup>) and National Competency Center of Testing<sup>®</sup> (NCCT<sup>®</sup>) are an independent organizations that administers examinations and awards credentials in the areas of Medical Assisting, Medical Office Administration and Dental Assisting (NAHP only), as well as Phlebotomy and EKG technology. NAHP<sup>®</sup> or NCCT<sup>®</sup> credentials document personal achievement of recognized professional standards. Credentials awarded by either organization are nationally accepted in the medical community as an attestation to your technical skills and knowledge but are not mandatory to practice your chosen profession.

The American Registry for Diagnostic Medical Sonography<sup>®</sup> (ARDMS<sup>®</sup>), is an independent, nonprofit organization that administers examinations and awards credentials in the areas of diagnostic medical sonography. ARDMS<sup>®</sup> credentials document personal achievement of recognized professional standards. Credentials awarded by ARDMS<sup>®</sup> are widely accepted in the medical community by ultrasound and vascular professional organizations.

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

All programs have been designed to cover the materials necessary to prepare graduates for the NCMA, NCMOA, and NCDA, ARDMS RDMS or ARDMS RDCS registry examination. Individual success on the examination will be dependent upon the graduate and the institution does not guarantee that graduates will pass the respective examinations.

## **CATALOG AND POLICIES**

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

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## **SCHOOL FACILITIES**

American Institute (the main campus) is conveniently located at the corner of State Road Seven (441) and Oakland Park Blvd.

**3190 North State Road Seven**

**Lauderdale Lakes, Florida 33319**

Our main building consists of 5000 square feet and is situated on the southeast section of the shopping plaza. An additional classroom facility is located approximately 2500 feet directly across Oakland Park Boulevard. Convenient public transportation and ample parking facilities are available adjacent to the institution.

There are administrative and education offices, a reception area, five spacious classrooms for instruction, laboratory areas for demonstrating dental, medical office administration and the hands-on medical and sonography skills necessary for employment. There is library resource center available for students as well as a cyber-lounge with internet access to online study materials as well as for the completion of student projects. There are two storage areas and a student lounge equipped with vending machines, microwave ovens, toaster and refrigerator and several bathroom facilities that are handicapped accessible.

American Institute (the branch campus) is located at

**416 E. Atlantic Boulevard,**

**Pompano Beach, Florida 33060.**

## **STATEMENT OF OWNERSHIP AND CONTROL**

The Institution is owned by The School of Health Career, Inc. a corporation formed under the laws of the State of Florida. The School of Health Career, Inc. is a wholly-owned subsidiary of AI Holdings, Inc. AI Holdings, Inc. through its parent company, American Institutes Holdings LLC is governed by its Board of Directors. Primus Capital Fund VI, LP owns approximately 63% of the common voting stock of American Institutes Holdings, LLC. The members of the Board of Directors for American Institutes Holdings, LLC are Scott B. Harper – Chairman of the Board, Randy Proto - President/CEO and Director and Arthur E Benjamin – Director.

## **PROGRAM ADVISORY COMMITTEE**

American Institute has cultivated and maintains a current and active group of individuals who serve in the capacity of a Program Advisory Committee. The group consists of employers and clinical site personnel who hire and work with our current student body. The purpose of the group is to exchange ideas, seek technical assistance and to make certain that the equipment, study materials and techniques taught in all programs at the campus will provide the skills necessary to meet employer expectations upon graduation. These meetings are held twice during each year

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whereby a thorough review of American Institute facility, curriculum and faculty can be reviewed and whereby suggestions can be made for ongoing improvement in the delivery of our academic product.

## **ADMISSIONS POLICIES**

### **ADMISSIONS REQUIREMENTS**

The Institution encourages the applications of qualified students regardless of race, sex, color, religion or national origin.

Applicants who are applying to the school in the programs of **Medical Office Administration, Medical Assistant and Dental Assistant** must:

- Possess a high school diploma or GED or demonstrate an ability to benefit from the school's training program. Applicants without a high school diploma or a GED may be accepted after achieving a federally mandated passing score on a standardized test proctored by an independent certified test administrator approved by the Department of Education for determining a student's ability to benefit from a program offered by the school. High school diplomas in languages other than English must be translated.
- Be 17 years of age or older

Applicants who are applying to the school in the programs of **Diagnostic Medical Sonography Programs** with General or Cardiac concentration must:

- Possess Bachelor's Degree in any major – or – be a graduate of the equivalent of a single 2-yr allied health patient care related program that is a minimum of 24 calendar months, 60 semester credits or 84 quarter credits
- Must complete the following course in either High School or College:
  - Algebra
  - Biological Science
  - Communication Skills

Admissions applications are reviewed by the Director of Admissions and/or the Campus Executive Director.

Upon acceptance by the school, students are required to complete a physician's form which must be signed by a licensed physician indicating that the student is in good health. The cost of this process is paid by the student.

### **ADMISSIONS PROCEDURES**

All applicants are required to complete a personal interview with an admissions representative. The interview enables school administrators to determine whether an applicant is a qualified candidate for enrollment into the program. Parents, children and/or significant others are encouraged to participate in the admissions interview and

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tour the facility. This process provides an opportunity for an applicant to ask questions relating to the school's curriculum and career objectives and to learn about the school's equipment and facilities.

The following items are required to complete the application process:

- Application for Admission
- Application Fee
- Enrollment Agreement
- Possession of a High School diploma, GED, or qualified ATB score (where applicable for medical and dental students only)
- Documentation providing evidence of required education
- Satisfactory personal interview
- Statement of general good health
- Completed Financial Aid forms (for those wishing to apply and when applicable)

The school reserves the right to reject applicants if the items listed above are not successfully completed.

## **CRIMINAL BACKGROUND CHECKS AND DRUG TESTING**

Agencies and institutions that accept students for clinical rotations and employment upon graduation may conduct criminal and/or personal background checks as well as random drug testing. The student is responsible for any costs associated with these additional requirements. AI expects that students in all programs can meet the criminal background check and random drug test requirements of clinical affiliates.

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

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

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

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## **HEALTH SCREENING AND IMMUNIZATIONS**

A statement of health for all medical programs other than DMS should be completed by a health care provider within 60 days of the program start. For Diagnostic Medical Sonography students a statement of health also known as a "Form B" must be signed by a healthcare practitioner and proof of immunization from diphtheria, pertussis, and tetanus (DPT) and measles, mumps, and rubella (MMR) must be submitted within 60 days of the program start. Tuberculosis testing must be done no sooner than 3 months prior to the first day of Term II.

For all programs completion of these items and the costs incurred are the responsibility of the student. No student will be allowed to participate in any invasive lab sessions and will not be assigned to a clinical rotation without submission of Statement of Health or Form B and documentation validating required immunity and testing.

## **CARDIO-PULMONARY RESUSCITATION (CPR) TRAINING**

All Diagnostic Medical Sonography students that are attending clinical rotations must maintain valid CPR certification. Satisfactory completion of the American Heart Association Basic Life Support for Healthcare Providers course is required. If at any time during the program, the student's CPR card is near expiration, the student must re-train and provide the school with proof of satisfactory completion of a new course. The student should submit evidence of CPR certification 30 days prior to Term II. Any expense related to attainment of CPR training is the responsibility of the student.

All other medical student will obtain their CPR certification during the course of their programs (MA, MOA, DA)

## **CONDITIONAL ACCEPTANCE**

The school may conditionally accept an applicant who is a high school graduate but who does not have proof of graduation immediately available. Proof of graduation must be provided within 60 days of class start by conditionally accepted students. Students who fail to provide such proof within 60 days will be required to take and pass the ATB exam (medical and dental students only) or be dismissed from the program. No Title IV aid will be disbursed to students who are conditionally accepted until proof of graduation or successful ATB scores have been provided.

## **INTERNATIONAL STUDENTS**

The American Institute is authorized under federal law to enroll nonimmigrant students. All applicants must meet the same admission requirements as U.S. citizens.

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## **TRANSFER OF ACADEMIC CREDIT FROM OTHER SCHOOLS AND WORK EXPERIENCE CREDIT**

Unless otherwise approved by the Director of Education, all requests for credit must be made prior to the start of the student's program of study.

An applicant or student may receive transfer credit for a course previously taken, if the request is made prior to the start date of the course for which credit is sought. The School will review transcripts from previous institutions for what credit, if any, will be granted. Students petitioning for transfer credit must request an official transcript (or American Council on Education Registry Transcript) from the institution where transfer credit originates. The School may require the transcript be accompanied by a catalog of the institution that describes the courses for which transfer credit is being sought. Transcripts from foreign institutions must be accompanied by an evaluation for equivalence to coursework taken in the United States. Hours will be considered for transfer credit toward graduation if a grade of C or better was achieved and the course is judged as comparable.

Work experience credit shall only be given against the externship portion of a program, based upon an interview with Director of Education and/or the appropriate program director and submission of an attestation of prior relevant work experience from employers. All work experience must be documented in such a manner where all the duties performed are listed in detail with specification of hours for each task/duty.

In either work experience or transfer credit situations, decisions are made on a case-by-case basis and may require some testing and/or clinical/scanning assessments. The exam will be administered by the Education Department.

A student who receives transfer or work experience credits will have the program tuition charge pro-rated based upon the remaining number of hours the students must earn in order to graduate. Students who receive transfer credit may be required to audit portions of those courses for which credit is given.

## **FINANCIAL INFORMATION**

### **TUITION AND FEES**

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

The tuition and fee schedule by program is as follows:

PROGRAM	1 <sup>ST</sup> ACADEMIC YEAR TUITION*	2 <sup>ND</sup> ACADEMIC YEAR TUITION*	APPLICATION FEE*	TOTAL FEES*
MEDICAL ASSISTANT	\$ 13,970.00	\$ 3,000.00	\$ 25.00	\$ 16, 995.00
DENTAL ASSISTANT	\$ 13,970.00	\$ 3,000.00	\$ 25.00	\$ 16, 995.00
MEDICAL OFFICE ADMINISTRATION	\$ 13,970.00	\$ 3,000.00	\$ 25.00	\$ 16, 995.00
DIAGNOSTIC MEDICAL SONOGRAPHY w/GENERAL OR CARDIAC CONCENTRATION	\$14,250.00	\$14,250.00	\$100.00	\$28,600.00

**\* SUBJECT TO CHANGE WITHOUT NOTICE**

## FEDERAL STUDENT FINANCIAL ASSISTANCE

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

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

A student must apply for admission and be accepted by the school prior to applying for financial aid. Financial aid is awarded based upon need. In order to assist applicants to complete their financing prior to beginning classes, the school makes available individual appointments for each applicant with a Financial Aid Advisor who will assist with form completion and answer questions that may arise.

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

- Is enrolled as a regular student in the school's programs
- Is a U.S. citizen or eligible non-citizen
- Is not in default on any federally guaranteed student loan
- Does not owe a repayment on any federal grant
- Possesses a high school diploma, its equivalency, or has demonstrated an ability to benefit from the school's programs
- Has demonstrated selective service registration (males only)
- Has not been convicted of a drug offense.

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

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1. Federal Pell Grant: This is a grant to assist under-graduates who have not earned a bachelor's or professional degree with education expenses. It does NOT have to be paid back.
  2. Federal Family Education Subsidized Stafford Loan: This is a low interest variable rate loan for students attending school at least half time. It MUST be paid back. Interest is non-bearing while students are attending school and during their grace period.
  3. Federal Family Education Unsubsidized Stafford Loan: This is a low interest variable rate for independent students enrolled at least half-time. It MUST be paid back Interest will accrue on this loan and can be paid while the student is in school.
  4. Federal Family Education PLUS Loan: this is a low interest variable rate loan for parents who want to borrow to help for their child's education. This loan is available only to parents with good credit histories. It MUST be paid back.

## **FEDERAL AID APPLICATIONS**

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

## **CORRECTION OF INFORMATION**

If, as the result of verification (described below) or another documentation process, it becomes necessary to correct any of the information on an ISIR, the Financial Assistance office will note the corrections on the current ISIR and submit the corrections to the Central Processor electronically. A new ISIR, showing the corrected information, is then generated.

If the applicant becomes ineligible for a Federal Pell Grant or other Title IV aid as the result of corrections in his/her information, the applicant will be so informed by the Financial Assistance office. If corrections result in a change in eligibility, the Financial Assistance Office will complete an updated financial plan with the student.

## **DEFINITION OF FINANCIAL NEED**

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

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**COST OF ATTENDANCE minus EXPECTED FAMILY CONTRIBUTION = FINANCIAL NEED**

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

## **COST OF ATTENDANCE**

The School's Financial Assistance office estimates the student's Cost of Attendance for aid eligibility determination purposes only, using nationally approved living expense guidelines. An average cost of attendance for a student attending school consists of allowances for room, board, personal, transportation and miscellaneous expenses, plus one academic year's tuition and fees. A sample cost of attendance for a 7-month period of attendance is as follows:

	<b>MA/MOA/DA PROGRAMS</b>	<b>DMS PROGRAM</b>
First Academic Year Tuition (as indicated per Enrollment Agreement)*	\$ 13,970.00	\$ 14,250.00
Fees (as indicated per Enrollment Agreement)*	\$ 25.00	\$ 100.00
Room and Board **	\$ 6,370.00	\$ 6,370.00
Personal	\$ 2,567.00	\$ 2,567.00
Miscellaneous	\$ 525.00	\$ 525.00
Transportation	\$ 931.00	\$ 931.00
Total Estimated Cost of Attendance***	\$ 23,388.00	\$ 24,743.00

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

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

\*\*\*The Total Estimated Cost of Attendance listed above is a sample used for illustration purposes only, and does not necessarily represent an actual cost of attendance for any particular student or program. Furthermore, financial aid available does not typically cover the entire cost of attendance. Students are expected to personally fund the difference. The Cost of Attendance should not be assumed to reflect all of the student's costs of coming to school.

## **EXPECTED FAMILY CONTRIBUTION**

The student's Expected Family Contribution is calculated by the Central Processor and is a function of the information entered on the Free Application for Federal Student Aid. An Expected Family Contribution (EFC) figure is included in the ISIR that is produced by the Central Processor when the student's application is processed. The expected family contribution may be more or less than the student and/or family funds.

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## **REQUIREMENTS FOR FINANCIAL VERIFICATION**

A certain portion of FAFSA's submitted are subject to a process called Verification. Verification means that the applicant is asked to "verify" that the information on the application is correct.

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

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

## **CONSEQUENCES OF FAILURE TO PROVIDE THE INFORMATION WITHIN 30-DAY PERIOD**

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

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

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

Each applicant has the following rights and responsibilities in regard to verification:

1. The right to be informed that (s) he has been selected for verification, what the responsibilities of such selection are, and the consequences for not meeting those responsibilities. Each applicant may request these responsibilities in writing.
2. The applicant will be informed of his/her right to appeal aid decisions. Such appeals must be in writing, made to the Campus President within 10 calendar days of the date of the decision. The School will inform the applicant of the results of the appeal within 30 calendar days of the receipt of the appeal.

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3. Information must be correct as of the date of verification or as of the date the student signs the Free Application for Federal Student Aid.

## **REQUIREMENTS FOR FINANCIAL AID TRANSCRIPTS**

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

## **REQUIREMENTS FOR CITIZENSHIP VERIFICATION**

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

If either match is unsuccessful, the student must resolve his or her citizenship status. The Financial Aid office will assist any applicant in this situation on the steps necessary to verify citizenship.

Financial aid disbursements will not be made until citizenship status has been confirmed.

## **DISBURSEMENT PROCEDURES FOR TITLE IV AID**

Title IV aid is disbursed in two equal payments during each academic year using the following definitions and calculations: An academic year is defined as 36 quarter credits and at least 30 weeks.

Federal Family Education Loans are disbursed by means of Electronic Funds Transfer. A student's first loan disbursement is made at the first day of attendance, where applicable. The student's second loan disbursement is scheduled for the midpoint of the academic year.

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

If a credit balance occurs on a student's account, the student may request that the excess funds be retained by the school to pay for future charges, returned to the student for living expenses, or refunded to the student's lender to reduce his/her loan balance. Credit balances will be paid within 14 days.

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## **HOW STANDARDS OF ACADEMIC PROGRESS AFFECT STUDENT AID**

In order to qualify for student aid under Title IV programs, a student must meet the standards of satisfactory academic progress. Satisfactory Academic Progress (SAP) is discussed in detail in this [Catalog](#). Please refer to the section on Satisfactory Academic Progress for requirements.

If students are placed on academic probation, they remain eligible for financial aid disbursements during the first and second periods of probation. If students fail to meet the conditions of their probation by the end of the second probationary period, they are suspended from financial aid eligibility. Students who are suspended from financial aid eligibility must make arrangements for cash payments with the School's Financial Assistance Office.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

All students have the right to know:

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

All students have the following responsibilities:

- To review and consider all aspects of the School program before enrolling
- To complete financial aid applications accurately and truthfully
- To provide additional documentation, verification, correction, etc. as requested by the School or agency
- To read, understand and keep copies of all forms received
- To notify the School of any change in their financial circumstances
- To notify the School and the lender of a name or address change
- To understand the School's satisfactory academic progress policy

- 
- To understand the School's refund policies
  - To sign all required certification statements
  - To repay all loans according to the promissory notes signed

If a student re-enrolls following withdrawal or termination, financial aid will not be disbursed until credits previously paid for have been completed and the student is again maintaining satisfactory academic progress.

## **RETURN TO TITLE IV AND REFUND POLICIES**

If a student is unable to complete his or her training due to termination or withdrawal from school, the school will calculate both how much Title IV funds received or earned are returned and how much of the tuition cost is refunded. These calculations are computed as of the student's last date of physical attendance in class using the policies described below.

All refunds due will be paid within forty five (45) days of the school's date of determination.

## **RETURN OF TITLE IV STUDENT FINANCIAL ASSISTANCE FUNDS**

The school will follow the Return of Title IV Funds Policy required by the U.S. Department of Education for those students who have received Title IV Funds (Federal Financial Aid) and withdraw from the School. Some portion or all of the student's financial aid may be returned if a student withdraws prior to completing 60% of the payment period for which he or she has been funded. Unearned federal funds will be returned in the following order: 1) Unsubsidized Stafford Loan, 2) Subsidized Stafford Loan, 3) PLUS loan, 4) Federal Pell Grant, 5) Student

## **CANCELLATION**

A student may cancel his enrollment within three business days of signing the Enrollment Agreement. In the event that a student cancels his enrollment, all monies paid will be refunded. If a student cancels his enrollment after three business days but prior to the first day of class attendance, the student will receive a refund of all monies paid, except for the non-refundable application fee. Students are asked to submit requests for cancellation in writing to the school.

## **REFUND POLICY**

If the school rejects a student application, all payments will be refunded. Refunds will be calculated by academic year as a percentage of academic year completed as of student's last date of attendance. Completion percentage for credit hour programs is calculated on the number of weeks completed to the number of weeks in the academic year.

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Withdrawal or termination after attendance has begun but prior to 30% completion of the academic year, will result in a 70% refund of the academic year tuition. Withdrawal or termination at 30% completion to 60% completion of the academic year will result in a 40% refund of the academic year tuition. Withdrawal or termination after 60% completion of the academic year will result in no refund.

In the event a student needs to withdraw from school, the students is required to report to the Education Office where they will submit a written requests for withdrawal to the Registrar and/or Vice President of Education.

## **PROGRAM TERMINATION/CANCELLATION**

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

# **ACADEMIC AND ATTENDANCE POLICIES**

## **ATTENDANCE POLICY**

The technical nature of the training and graduate employability goals of the programs offered requires that students attend classes on a regular basis. Acquisition of the skills needed for success in classes can only be mastered with regular class participation.

Consequently, the following are the school's attendance policies:

1. Students must attend 75% of the scheduled hours in each on campus academic module to receive a satisfactory grade for the modular coursework.
2. In the event of documented extenuating circumstances, students who exceed 25% of scheduled class time in absences may be eligible for excused absence status.

Excused absences must follow the guidelines set forth in the school's attendance policy (see Table 1). They need to be supported by proper documentation that clearly states the dates that are excused and the original must be turned into the Education Department.

**Table 1: Excused Absences that are Documented**

Agency/Caseworker Appointment	Illness (self or immediate family)
Bereavement	Jury Duty
Court Appearances	Military Duty
Employer Mandated Work	School sponsored field training trips
Employment Interviews	

An excused absence **is not** factored into the attendance standard. However, a student **will be withdrawn** if the student incurs the following:

- a) **seven (7) consecutive** absences (whether in 1 module or across 2 modules).  
**On the 8<sup>th</sup> day following 7 consecutive absences** the student will be withdrawn from the school. In the event of extenuating circumstances and to avoid withdrawal (termination) from the program student may qualify for Leave of Absence.  
Refer to page 24 in the catalog entitled “Leave of Absence” for details.

3. Students are expected to complete 100% of their externship hours. However, in the event of an unforeseen absence, students may not be required to make up the absence as long as total absences do not exceed 10% of the clinical externship requirement.
4. Students who are absent for seven consecutive class days may be terminated from the program.

Students who demonstrate poor attendance performance may receive warnings and/or be required to complete a performance improvement plan to demonstrate their ability to succeed.

Students in violation of the attendance policies stated above will receive a grade of “W” for the courses within the academic module or an “I” if make up time is pending at the time grades are issued.

### GRADING SYSTEM

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

The school uses the following grading system for **Medical Assistant, Medical Office Administration and Dental Assistant programs (Table 1):**

LETTER	PERCENTAGE	DESCRIPTION	GPA
A.	90-100	Excellent	4.0
B.	80-89	Above average	3.0
C.	75-79	Average	2.0
D.	70-74	Acceptable minimal	1.0
F.	Below 70	Fail	0.0
P.	Pass	Pass	Not effective
W.		Withdrawn	Not effective
I.		Incomplete	Not effective

The school uses the following grading system for **Diagnostic Medical Sonography Programs (Table 2):**

LETTER	PERCENTAGE	DESCRIPTION	GPA
A.	93-100	Excellent	4.0

<b>B.</b>	<b>86-92</b>	<b>Average</b>	<b>3.0</b>
<b>C.</b>	<b>80-85</b>	<b>Acceptable minimal</b>	<b>2.0</b>
<b>F.</b>	<b>79 - Below</b>	<b>Fail</b>	<b>0.0</b>
<b>P.</b>	<b>Pass</b>	<b>Pass</b>	<b>Not effective</b>
<b>W.</b>		<b>Withdrawn</b>	<b>Not effective</b>
<b>I.</b>		<b>Incomplete</b>	<b>Not effective</b>

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

A student may be issued a “W” grade for courses if the student withdraws prior to completing the module, begins a leave of absence during the module, or does not achieve satisfactory attendance performance for the module.

Instructors will issue grades at the end of each module. Students will receive a copy of their grade from their instructor or the registrar.

If a student receives a grade of “F” or “W” for courses in any module, that module must be repeated in its entirety. Student can not repeat the course more than once. Second failure or incompleteness of the same course will result in automatic withdrawal from the program.

For the students enrolled in Diagnostic Medical Sonography Program all Laboratory Courses are Pass/Fail. The final grade will be determined by compiling a weighted average of grades awarded throughout the course. If the weighted grade is 80% or above, the Student will be awarded a grade of PASS.

Clinic Courses are Pass/Fail. If all workbook exercises, assigned protocols and clinical training hours have been successfully completed, the Student will be awarded a grade of PASS.

## **SATISFACTORY ACADEMIC PROGRESS (SAP)**

All students are expected to maintain satisfactory progress toward graduation. At the time a student begins his or her program of study, the student is considered to be making satisfactory academic progress (SAP). Satisfactory

academic progress is measured in terms of successful course completion (qualitative measures) and GPA standards (quantitative measures) and on the basis of the maximum timeframe for the program.

**Successful course completion**

A course successfully completed is any course in which a grade of D for MA/MOA/DA programs and grade of C for DMS programs or above has been earned. The successful course completion percentage is calculated as the cumulative number of hours (quality points earned x credits for each course) completed divided by the cumulative number of hours attempted. Any course for which the student has class attendance is counted as attempted for purposes of satisfactory academic progress. The minimum successful course completion percentages at each evaluation point are detailed in the chart below.

**GPA Standards**

Students are required to achieve a cumulative grade point average of at least 2.0 to graduate from their respective programs of study. The minimum GPA standards at each evaluation point are detailed in the chart below.

**Maximum Time Frame**

The maximum time allowed for a student to complete the program is the period of time during which a student attempts 1.5 times the number of clock hours required to complete the program. Periods of non-enrollment are not considered in the calculation of maximum time frame. The requirements for rate of progress are to assure that the student is progressing at a rate that will allow them to meet the graduation requirements within the maximum time frame allowable.

**MINIMUM STANDARDS OF SATISFACTORY PROGRESS**

<b>REQUIRED EVALUATION POINTS</b>	<b>MINIMUM CGPA</b>	<b>MINIMUM SUCCESSFUL HOURS COMPLETION % OF HOURS ATTEMPTED</b>
<b>25% OF THE 1<sup>ST</sup> ACADEMIC YEAR WITHIN THE PROGRAM*</b>	<b>1.0</b>	<b>50%</b>
<b>50% OF THE 1<sup>ST</sup> ACADEMIC YEAR WITHIN THE PROGRAM**</b>	<b>1.5</b>	<b>67%</b>
<b>100% OF THE 1<sup>ST</sup> ACADEMIC YEAR WITHIN THE PROGRAM***</b>	<b>2.0</b>	<b>67%</b>
<b>100% OF THE PROGRAM (END OF EXTERNSHIP)****</b>	<b>2.0</b>	<b>67%</b>

\* -End of the second module

\*\* -End of the fourth module

\*\*\* -Prior to externship

\*\*\*\* -Students receive Pass/Fail, so CGPA remains at 2.0

Incomplete grades “I” are not included in the calculation of the GPA but are counted in the successful course completion percentage as courses attempted but not successfully completed. Upon resolution of the incomplete grade, the student’s academic progress will be re-evaluated.

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

A failing grade of “F” will be included in the GPA until the course is repeated and a passing grade is achieved.

When a passing grade is earned for a course, only the passing grade will be used to determine the GPA. However, both attempts are used in the calculation of the successful course completion percentage.

## **ACADEMIC PROBATION**

A student who fails to meet the minimum standards of satisfactory academic progress as previously stated is placed on academic probation until the next evaluation period. At the next evaluation period, the student’s progress is re-evaluated. If the student has met the minimum standards for satisfactory academic progress and any written conditions of probation, the student will be removed from probation and returned to a satisfactory status.

If a student on probation does not meet satisfactory academic progress standards at the next evaluation period, the student’s probation may be extended to the next evaluation period provided that the student has met the minimum standards during the most recent grading period and that the student can achieve the minimum standards required for graduation by the student’s expected graduation date.

A student who still does not meet the satisfactory academic progress requirements at the end of the second probationary period(s) will be dismissed from school.

Students dismissed from school may appeal on the basis of mitigating or special circumstances by following the student appeal process section of this catalog.

During both probationary periods, students are considered to be making satisfactory academic progress and remain eligible for financial aid.

## **REINSTATEMENT AFTER SUCCESSFUL APPEAL OF TERMINATION**

A student who successfully appeals being dismissed from the program due to failure to maintain satisfactory academic progress is reinstated under an extended probationary period.

## **GRADUATION REQUIREMENTS**

A diploma will be presented to a student who has:

- Successfully completed all required courses in their program of study within the maximum required time frame which is no more than 1.5 times the normal program length
- Attended all required program hours

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- Earned a minimum of a 2.0 GPA
  - Fulfilled all financial obligations to the institution

## **EXTERNSHIP/CLINIC/CLINICAL ROTATION**

Clinical externships are designed to be instructional by nature by providing students with hands-on experience. Clinical training is a cooperative effort between the school, student and the extern site. Students, who successfully complete the didactic portion of their program and receive instructor approval, will be placed on a clinical externship at a local facility. Students enrolled in the diagnostic medical sonography program participate in clinical training courses concurrent with theory and laboratory course enrollment. The school maintains liability insurance on all students and faculty while attending clinical sites.

All students on externship or enrolled in clinic courses are supervised by approved facility staff. As a simulated work environment, the clinical site expects the student to obey all rules and regulations regarding the site and clinical assignment. This includes punctuality and reliability of attendance. Students are expected to complete 100% of the required externship/clinic hours. The clinical site has the right to remove any student who demonstrates disregard for program and/or clinical site policies and procedures.

Although it is our intention to accommodate our students' schedule and time preferences, most externship hours are attended during the daytime as most offices, clinics, and other medical sites generally operate during daytime hours. All students; day and evening will be required to make necessary arrangement to complete their externship hour during the day.

With the exception of the diagnostic medical sonography program, externship is completed upon conclusion of all student's didactic portion of the program. The start date of a student's externship will typically be within thirty days of the date the student completes the didactic portion of the program. The school will attempt to assign sites that are within a thirty (30) mile radius of the school and that are convenient for the student although this might not always be possible. Based on clinical site availability, students may be required to complete their externship at more than one (1) site. Some clinical sites may require a criminal background check and drug testing prior to commencement of the student's externship the site.

Students who decline two (2) externship sites may be required to withdraw from the program. In this event, the school makes no assurances as to when or if other sites will be available. Students enrolled in the diagnostic medical sonography program are assigned to clinical rotations concurrent with theory and laboratory courses so withdrawal from the program due to declination of a clinical rotation assignment requires withdrawal from theory and laboratory courses as well.

## **LEAVE OF ABSENCE**

Students who experience an interruption in their studies due to a medical emergency or to extenuating circumstances may request a Leave of Absence from the school. A request for leave of absence must be in writing and must specify the beginning and ending date of the requested leave. Only one leave of absence may be granted during a

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twelve (12) month period and must not exceed 180 calendar days. Approval of a request for a leave of absence is granted on a case by case basis.

The following circumstances may qualify a student for a leave of absence:

- Military Duty
- Medical (including pregnancy)
- Jury Duty
- Financial
- Family Care (loss of childcare and medical care of family)

Students who fail to return to class on the scheduled date will be withdrawn from the school.

## **RE-ADMISSION**

A student who withdraws in good standing may be readmitted to the school provided that all required paperwork is completed, and the student is current with his or her financial obligation to the school. Students are allowed a combination of no more than two interrupts. To re-enter a second time, a student will only be re-admitted in those circumstances where a verifiable emergency existed. This written verification along with an appeal letter must be presented to the Director of Education for review. If the Director of Education determines that re-admittance is justifiable, he/she may re-admit after meeting with the student. This signed document must remain in the student's file. A student may not be re-admitted a third time.

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

Education will determine if the student must participate in an assessment based on the following scale:

- Students who apply to reenter more than 3 years after interrupting will be required to perform a “test-out” for previously credited courses.
- A student who withdraws in good standing may be readmitted to the school provided that all required paperwork is completed, and the student is current with his or her financial obligation to the school.
- A student who has been terminated and desires to re-enter the program of study must request re-admittance to the institution in writing. Such request must be in the form of a letter and must set forth valid reasons for granting the request. The school reserves the right to readmit a student on a probationary basis. Readmitted students will be assessed \$25.00 readmission fee, must sign a current Enrollment Agreement and must pay tuition at the prevailing rate subject to academic and financial credit received for previous training by the school.

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# STUDENT SERVICES

## STUDENT SERVICES OVERVIEW

At American Institute, meeting the needs of our student population extends to situations outside of the classroom. By raising the bar of student service delivery, American Institute endeavors to create a learning environment which is interactive, supportive and nurturing. The methodology of student service delivery is centered on three points of purpose.

### ROOTS

By creating a “home away from home” environment on our campus, students at American Institute establish roots and a tangible institutional investment. Through a variety of seminars, cultural and social events, the School strives to encourage a family atmosphere and social cooperation between students, staff and faculty. We encourage students to share their personal issues and challenges with us so that we can assist them in and out of the classroom.

The school has been designed with students in mind. Ideas and suggestions for social events or organizations are always welcome, and help to create student roots at the American Institute. Extracurricular events are a vital component in enhancing the learning and social environment within the School.

Examples of student service programming that facilitate the establishment of student roots are:

- ***Sounds of Success:*** *The Vocal Ensemble of American Institute*
- ***Cultural Programs:*** *Women’s History Month, Caribbean Flag Days, International Food Fairs*
- ***Student Leadership:*** *Additional Comprehensive Education (ACE) Student Leadership Program*
- ***Social Events:*** *Student Appreciation Day, Graduate Salute Brunch*
- ***Community Service:*** *Stand Up! Community Outreach Initiative*

### RESOURCES

At the American Institute we recognize that many of our students endure personal challenges that require intervention from outside sources to intervene in order to bring closure to those challenges. By supplying resources that provide solutions for student issues, we have created a supportive atmosphere that affords the student the opportunity to focus on academic goals while receiving assistance which addresses their personal needs.

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The school has amassed a vast array of resources for our students who require assistance in their personal and academic lives. From classroom resources that facilitate the learning dynamic, to social resources that address the personal needs of our students, American Institute places a premium on providing a variety of resources for student support.

**Academic resources include:**

- *S.O.S Student Retention Program*
- *Learning Resource Center*
- *Basic Skills Tutorials*
- *Curriculum-based Tutorials*

**Social/Community Resources include:**

- *Childcare Referrals*
- *Part Time Job Placement Assistance*
- *Legal Assistance Referrals*
- *Housing Assistance Referrals*
- *Medical and Mental Health Referrals*

## **REINFORCEMENT**

The education process at American Institute is enhanced by the reinforcement dynamic of student services. In an effort to reinforce the concepts being taught in the classroom, the School provides co-curricular opportunities for our students. Through field trips, guest speakers and seminars, we reinforce academic concepts in interactive forums

Examples of co-curricular reinforcement programs are:

- *Quarterly Bloodmobile visits sponsored by Community Blood Centers of South Florida*
- *Student participation in community health fairs*
- *Onsite and offsite Career Fairs*
- *Sickle Cell Awareness Day*
- *HIV Awareness sponsored by Positive Images*

## **EMPLOYMENT ASSISTANCE**

The School provides job search assistance for graduates in good standing for as long as the graduate cooperates with the School. The School cannot and does not promise or guarantee employment upon graduation.

Job search assistance will be in the form of some or all of the following:

- Interviewing Skills Seminars
- Resume Preparation Seminars
- Interviewing Scheduling

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- Job Search Techniques Seminars

Securing employment requires a cooperative effort between the graduate and the School. Attendance and participation at the above mentioned seminars and approaching job opportunities with a positive attitude are important factors in finding employment. Maintaining weekly contact with the School's placement department is critical in the job search as is an understanding that this search can take an undetermined period of time. Potential employers may consider attitude, grades, attendance, personal performance and an interview in making a final hire decision. The programs at the school are designed to prepare students for entry-level positions. This typically entails additional training to further learn skills specific to that position. Graduates must understand and adopt "foot in the door" approach by being flexible with starting salaries, hours and location.

## **ADVISING**

The staff and faculty at school are available for advising and consultation at anytime. Those students who may need specialized counseling in a particular area will be referred to qualified counselors. Lists of available counseling facilities are available in any Admissions office or posted in student lounge.

## **LEARNING RESOURCE CENTER AND SERVICES**

The School's Mission is to provide quality education which enables students to develop and exhibit the professional skills, personal behaviors and track record of reliability necessary to successfully obtain entry-level employment in the respective healthcare fields for which they are trained.

In support of this mission, the institution's learning resources are customized to fit the profile of our programs of study; Medical Assistant, Dental Assistant, Medical Office Administration and Diagnostic Medical Sonography. The publications entail reference materials, text books, lab manuals, dictionaries, various testing preparatory material, as well as Internet accessible information.

The materials of the Learning Resource Center (LRC) support the diploma programs offered at the American Institute. The collection of books consists of over 100+ items organized in Dewey Decimal library classification order. As is appropriate for the courses of study, the collection consists mostly of items in the areas of human anatomy and physiology, the promotion of health, diseases and disease prevention, pharmacology, medical terminology, medical specialties, sonographic science, physics, and medical careers /technology. Other books available in the LRC cover computer software, job search and interviewing skills, self help/improvement and basic math and reading.

In addition to the hard copy collection, the room is equipped with a computer station with Internet access and a separate area is dedicated to the computer/Internet research and is marked "Cyber Café". The cyber café is equipped

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with fully operational PCs with Internet access. In the Cyber Café students also have access to medical journals and publications, as well as an Internet guide, listing Internet sites relevant to the programs of study. A computer with Internet access is also available in the center for research and tutoring purposes.

The school subscribes to LIRN (Library and Information Resource Network) that all students can access via the Internet from on campus, their home computers or anywhere they have Internet access through a log in provided to them by the institution. Online databases covering health and other related topics can be readily accessed through this network. The collections of databases are comprised of medical/health related subjects, business, legal, and psychology information.

In addition to having 24/7 access to the resources of LIRN through their home computers, students enrolled in distance education programs access the resources of the Learning Resource Center when they attend their weekly on campus laboratory courses.

Audio books, DVDs and videos are available for listening and viewing in the classrooms and the diagnostic medical sonography laboratory is equipped with Internet access and links to relevant ultrasound sites.

## **DISTANCE EDUCATION TUTORIALS**

Students enrolled in distance education programs have access to tutorials to assist them with the technologies associated with their online theory courses.

## **DISTANCE EDUCATION TECHNICAL SUPPORT**

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

## **DISTANCE EDUCATION FACULTY OFFICE HOURS**

Students enrolled in distance education programs have access to faculty during the regularly scheduled Office Hours 15 minutes prior to each online theory class. Faculty is also available via email and phone to answer both technical and content questions related to the course.

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# **SCHOOL REGULATIONS AND INFORMATION**

## **DEFINITION OF A CREDIT HOUR**

The school offers all programs in credit hours. A credit hour is defined as follows:

- One quarter credit hour for at least 10 hours of classroom contact; or
- One quarter credit hour for at least 20 hours of supervised laboratory/shop instruction; or
- One quarter credit hour for 30 hours of externship.

## **CLASS SIZES**

At American Institute maximum class size is 24 students for sonography program and 30 for medical and dental students. The student/teacher ratio for lecture classes will typically not exceed 30:1 for medical and dental students and 24:1 for sonography students. The student/teacher ratio for lab classes will not typically exceed 20:1. Due to nature of the patient care environment, in clinic courses, students typically interact with their clinical instructor on a one to one basis or occasionally in very small teams

## **HOURS OF OPERATION**

Regular school business hours are:

Monday through Thursday from 7:30am – 10:10pm

Friday 8:00 am – 3:00pm

Saturday 9:00am – 1:00pm

## **NEW STUDENT ORIENTATION**

Orientation is conducted prior to the beginning of each new program as a means of introducing new students to the school. At this time, members of the faculty and staff familiarize students with the facility, the scope of the program offered and various academic and school policies. Family members are welcome to attend.

## **STUDENT DRESS CODE**

The Institution maintains a professional dress code for all students for reasons of safety as well as appearance. The dress code is designed so that students convey a message of professionalism, discipline and pride. You are to wear the following whenever you are participating in school activities unless notified otherwise by your instructor or program director. This includes all times when you are coming to school for scheduled classes, unscheduled

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tutoring times when you are coming for extra scanning practice or review either with or without instructor guidance, and all clinic and externship courses.

- Scrub top and bottom (provided by the school)
- White turtle neck or white T-shirt may be worn underneath the scrub top, if you are more comfortable, but it must be tucked into the scrub bottoms and at no time is to be seen hanging beneath the scrub top
- White sox
- Robber sole shoes that tie with closed toes and closed heels
- Hair must be no longer than neck length or is to be tied back with an elastic or hair tie or is to be “put up” on top of head.
- Single pierced earring in ears only. Earrings are to be very small hoop earring style or stud style, preferably gold or silver appearance.
- Nails are to be kept short and groomed.
- Jewelry is limited to wedding bands or single ring.
- Watch is required at all times.
- White lab coat will be provided by the school for clinical training.

## **ELECTRONICS AND CELL PHONE USAGE**

All electronic devices, iPods, cell phones, pagers, etc. are to remain in the “OFF” position during class time. Cell phones and pagers should be in “SILENCE/VIBRATE” mode and may be checked during breaks and only in the lobby area or cafeteria area. If you have a special circumstance that requires that you be reached immediately, please see your instructor.

## **STUDENT CONDUCT**

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

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

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

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## **STUDENT APPEAL PROCEDURE**

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

## **GRIEVANCE PROCEDURE**

A student with a grievance is encouraged to resolve the grievance, whenever possible, through normal administrative channels. If the student is unable to satisfactorily resolve the grievance with the appropriate individual or department head, the student is encouraged to address his or her grievance with the Campus President. Staff and faculty who are approached with a student grievance are to notify the Campus President immediately so that the problem can be properly and expeditiously addressed.

A grievance may also be directed to the school's Accrediting agency or to the Commission for Independent Education listed below:

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

**Accrediting Commission of  
Career Schools and Colleges of Technology**  
2101 Wilson Blvd. Suite 302  
Arlington, VA 22201  
(703) 247-4212

### **ACCST STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools and Colleges of Technology**  
**2101 Wilson Blvd. / Suite 302**  
**Arlington, VA 22201**  
**(703) 247-4212**

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A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting (Campus Executive Director).

## **DRUG AND ALCOHOL POLICY**

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

## **PREGNANCY POLICY**

Pregnancy does not preclude attendance for any one in Medical Assistant Program, Medical Office Administration Program, Dental Assistant Program, and Diagnostic Medical Sonography Program unless the student has been counseled otherwise by her physician. The American Institute does not endorse the repeated scanning of pregnant students.

## **COMMUNICABLE DISEASE POLICY**

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

## **SEXUAL HARASSMENT POLICY**

The school is committed to treating its students and employees with dignity and respect. All students and employees have the right to be free from unwanted verbal, physical or sexual advance that is prohibited by law. Sexual harassment violates both Federal and State laws.

If a student or employee has been determined to have harassed another, appropriate disciplinary action will be taken up to and including expulsion from school or termination of employment.

Any incident of expected harassment should immediately be reported to the Campus Executive Director.

## **STUDENT'S RIGHT TO PRIVACY AND ACCESS TO RECORDS AND PROCEDURE TO INSPECT EDUCATIONAL RECORDS**

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

1. Each student enrolled at American Institute shall have the right to inspect and review the contents of his/her educational records, including grades, records for attendance and other information. Students are

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not entitled to inspect and review financial records of their parents. Parental access to a student's records may be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.

2. A student's educational records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records. A school official is defined as a person employed or engaged by the school in a administrative, supervisory, academic or support staff position ( including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, consultant or collection agent); a trustee serving on a governing board; or a person assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility or commitment to the school.
3. Students may request a review of their educational records by submitting a written request to the Campus President. The review will be allowed during regular school hours under appropriate supervision.
4. Students may request that the institution emend any of their educational records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request must be made in writing and delivered to the Campus President or Vice President of Education, with the reason for the request. Grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or the administrator involved will review the request, if necessary meet with the student, and then determine whether to retain, change, or delete the disputed data. If the student requests a further review, the Campus President or Vice President of Education will conduct a hearing, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the final decision. Copies of student challenges and any written documentation regarding the contents of the student's records will be retained as part of the student's permanent record.
5. Directory information is information on a student that the school may release to third parties without the consent of the student. American Institute has defined directory information as the student's name, address(es), telephone number(s), e-mail address(es), birth date and place, program of study, dates of enrollment, attendance, and graduation, grades, honors and awards as well as credential awarded. If student does not want his or her directory information to be release to third parties without the student's consent, the student must present such a request in writing to the Registrar.
6. The written consent of the student is required before personally identifiable information from educational records of that student may be released to the third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.
7. A student who believes that American Institute has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of Education.

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## **ANNUAL SECURITY REPORT**

The school publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations and on the public property surrounding the campus. The annual report is published each year by October 1 and contains statistics for the three (3) most recent years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report is available in any Admissions office during regular business hours.

## **COMPLETION, GRADUATION AND TRANSFER-OUT RATE REPORT**

The school publishes a report annually which details the completion, graduation and transfer rates by program. A copy of the most recent report is available in Education Department during regular business hours.

## **TRANSCRIPTS**

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

## **TRANSFERABILITY OF CREDIT**

### **Transfer of Credit to Other Schools**

Programs at the school are oriented towards job preparation, not continuing education. The school does not imply or guarantee that coursework completed at the school will be accepted by or transferable to any college, university, or other institution. It should be assumed that any credit for any courses described in this catalog **cannot** be transferred to another institution, unless the student has personally obtained written assurance from the other institution that they will accept the school's credit. Each institution has its own policies governing the acceptance of credit from other institutions. Students should inquire as to policies on credit transfer at any institution to which they seek admission.

<h2><b>PROGRAM INFORMATION</b></h2>
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## **MODULES**

The school delivers its programs in a modular format. The length of a module may vary by program. A module may contain one or more complete courses. Grades are issued for each course within the module at the end of the module.

## **COURSE NUMBERING SYSTEM**

Course numbers are composed of a two to four letter alphabetic identifier of the subject area followed by a three-digit numeric course number. Numeric course numbers in the 100's identify basic courses typically taken in the first year of study. Course numbers in the 200's identify more advanced courses typically taken after the completion of 100 level courses, in the first or second year of study. Within a given set, i.e. 100's or 200's there are no prerequisites unless indicated in the individual course descriptions.

## **PROFESSIONAL CERTIFICATIONS**

Professional certifications not required for employment may be available through independent agencies.

American Institute (AI) cannot and does not promise that AI graduates will be eligible to take these certification exams upon graduation or at any time in the future or will be capable of passing such certifications. The qualifications required to take these exams is determined solely by the issuing agency. Other than in Diagnostic Medical Sonography, certification, registration or licensure is not required for employment in any profession in which students are trained. However, in some cases, certifications and/or registration may enhance employment opportunities.

Diagnostic Medical Sonography programs have been designed to cover the material necessary to prepare graduates for the registry exam. Individual success on the exam will be dependent upon the graduate.

## **DISTANCE EDUCATION PROGRAMS**

### **READINESS ASSESSMENT FOR A DISTANCE EDUCATION PROGRAM**

Students applying to distance education programs complete a self assessment to determine readiness for a distance education program as part of the application process. The institution reserves the right to deny admission to applicants who are deemed unsuitable for the distance education mode of delivery, based upon the results of this self assessment. Applicants have the right to appeal the decision.

### **DISTANCE EDUCATION MODE OF DELIVERY**

#### **WEEKLY ONLINE THEORY CLASSES**

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The theory courses are delivered using a combination of distance technologies. The primary distance technology is a live, online classroom that the students will access per their class schedule by logging into a URL via the World Wide Web. The advantage of this platform is that the student can access the classroom from anywhere there is Internet access as long as the computer being used has met the requirements described below.

#### **PERSONALIZED STUDENT WEB PAGES**

Students will have 24/7 easy access to all of their course documents, course calendars, links to important websites, tests, grades, instructor emails, assignment drop boxes, and discussion board postings through a learning resource web portal. Students have usernames and log-ins that direct them to personal web pages. This allows students to always have their course materials close at hand even when they are not at home. As long as they can access the Internet, they can access their course materials.

#### **DISTANCE EDUCATION RESOURCES AND EQUIPMENT**

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

The online platform supports the following commonly used browsers:  
Internet Explorer 5.0+, Netscape 7.0+, Mozilla 1.0+ and Safari 1.1+. (Java and JavaScript enabled)

The online platform supports the following operating systems:  
Windows 2000+, Mac OSX 10.2+ or Linux  
128 MB RAM (256 MB recommended)

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

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## **MEDICAL ASSISTANT - DIPLOMA PROGRAM**

Total instructional hours: 960 include 240 hours of clinical externship\*)

Total quarter credit hours: 59.0\*\*

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Program Length including Externship:

Days – 40-45 Weeks (10 months)

Evenings –55-60 Weeks (15 months)

\*Medical Assistant Externship (clinical) is a full-time commitment of 240 hours. Actual times are set by the externship sites. Students are responsible for transportation to and from the extern site, as well as meals.

\*\*The listing of credit hours is not meant to imply that the credits can be transferred to colleges or other private career school programs. Transfer credits are the sole discretion of the receiving school.

<b>Course Number</b>	<b>Course Title Section</b>	<b>Total Course Hours</b>	<b>Course / Credit Hour</b>
MED100	Patient Relations and Communication	50	5.0 Quarter Credit Hours
MED101	Computer Applications	50	3.5 Quarter Credit Hours
MED102	Medical Office Management	100	7.5 Quarter Credit Hours
MED103	Anatomy and Physiology with Medical Terminology	100	10.0 Quarter Credit Hours
NUR101	Clinical Competencies	100	6.0 Quarter Credit Hours
NUR102	Electrocardiography Techniques with CPR	100	6.0 Quarter Credit Hours
LAB101	Laboratory Procedures	100	6.0 Quarter Credit Hour
LAB102	Phlebotomy Techniques	100	6.0 Quarter Credit Hour
BUS101	Professional Development	20	1.0 Quarter Credit Hour
MA180	Clinical Externship	240	8.0 Quarter Credit Hours
<b>Total</b>		<b>960</b>	<b>59 Quarter Credit Hours</b>

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

### **PROGRAM OBJECTIVE:**

The objective of the Medical Assistant Program is to prepare students with sufficient theoretical knowledge and hands on skills to qualify for an entry level position as a Medical Assistant in a clinic or a physician's office. The duties of a Medical Assistant are very important, varied and interesting. Whether in a physician's office, a clinic or a hospital, the Medical Assistant performs many services on behalf of the physician. These may include admissions, preparing patients for examinations and/or treatment, performing lab work, diagnostic equipment, and performing EKG's. The Medical Assistant is also responsible for patient records. A diploma is issued to students who have successfully completed the program.

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**COURSE DESCRIPTIONS:**

**MED100– Patient Relations and Communication**

**5.0 Credits**

This course provides the student with an overview of the legalities and ethical behavior associated with medical facilities. Topics such as the history of medicine as well as future trends will be discussed. The student is introduced to the standards of licensure, certification/registration, and medical governing organizations. This course introduces the student to personal qualities necessary to function in the clinical environment. It clearly defines the “healthcare team” in various specialty facilities. The students are introduced to the attitudes towards illness and the cultural differences, beliefs and geographical impacts on those attitudes. The course defines the different types of laws that govern physicians/hospitals, and their employees. HIPAA regulations are extensively discussed. Documentation of medical records, maintenance and patient confidentiality are covered, including, but not limited to, drug screening, child and elderly abuse, HIV/AIDS patient, rape, and disabilities as well as the “Good Samaritan Law”.

**MED101– Computer Applications**

**3.5 Credits**

Students in this course will learn how computer operations and software applications, such as word processing, spreadsheet, database, and presentation software work together to increase productivity in the workplace.

**MED102 – Medical Office Management**

**7.5 Credits**

This course provides the student with an overview of the legalities and ethical behavior associated with medical facilities. This course introduces the student to personal qualities necessary to function in the clinical environment. It clearly defines the “healthcare team” in various specialty facilities. The students are introduced to the attitudes towards illness and the cultural differences, beliefs and geographical impacts on those attitudes. The course defines the different types of laws that govern physicians/hospitals, and their employees. This course also provides instruction in the fundamentals of the operation and maintenance of a medical office. The students will learn all skill necessary to manage the medical facility such as telephone techniques, basic financing and accounting procedures, appointment scheduling as well as proper filing techniques and charting procedures. This course is aimed at teaching basic coding and third party billing. The concepts of ICD-9, CPT-4, and HCPCS level II coding systems are covered. The student learns the CMS-1500 claim instructions and is then introduced to managed care, commercial payers and government insurance agencies such as Medicaid, Medicare and workers’ compensation. The student receives practice in preparing claims using the Medisoft program.

**MED103 – Anatomy and Physiology with Medical Terminology**

**10.0 Credits**

This course provides an introduction to the various systems of the body and principles of human Physiology. The course will include the study of the skeletal, muscular, nervous, circulatory, lymphatic, digestive, respiratory, urinary, endocrine, integumentary, and reproductive systems. This course provides instruction on the basic structure of medical words, including prefixes, suffixes, roots and combining forms and plurals. Furthermore, along with learning anatomy and physiology of the above mentioned body systems, the student will learn necessary medical

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terminology related to those systems as well as diagnostic and laboratory testing. Correct pronunciation, spelling and the definition of medical terms will be covered.

**NUR101- Clinical Competencies**

**6.0 Credits**

This course introduces the student to basic clinical and nursing skills such as vital signs, assisting with basic and specialty examinations, and patient preparation. Anatomy, physiology and medical terminology of special senses are discussed and its function in hearing and vision testing. Students receive the practical experience of the patient interview techniques and collecting data for medical history. Emphasis is placed on specialty examination preparation and assistance. Rehabilitation process is also introduced. Students will learn the use and teaching of crutch walking and ambulatory rehabilitation. Principles of radiology are also discussed.

**NUR102- Electrocardiography Techniques with CPR**

**6.0 Credits**

This course teaches the anatomy and physiology of the heart and its relationship to ECG (EKG) procedures. Students learn how to prepare the patient for the procedure and perform the standard 12 lead ECG (EKG). In addition students learn how to recognize and troubleshoot artifacts appearing in the tracing, abnormal rhythms and classify simple arrhythmias and recognize their clinical significance. The student is introduced to variations in ECG (EKG) testing such as exercise ECG (EKG) and ambulatory monitoring. During the course of study, students will also be introduced to clinical pharmacology and different routes of drug administration. At the end of the course the student will receive basic CPR training

**LAB101- Laboratory Procedures**

**6.0 Credits**

This course provides an overview of microbiology concept, immune system anatomy and physiology as well as aseptic techniques with emphasis on aseptic technique proficiency and OSHA and CLIA regulations as they apply to laboratory environment and its impact on transmission of infectious diseases. Sterilization techniques are also discussed, including type of material and instrumentation exposed to sterilization, handling sterile field and assisting with minor surgical procedures. Equipment and proper techniques are demonstrated and practiced. Emphasis is also placed on proper techniques of collecting laboratory specimen other than blood as well as appropriate documentation corresponding with the collection of different samples. At this time the student learns anatomy and physiology of the urinary system and its impact on collecting proper variety of urine samples. Concept of urinalysis is also introduced, including physical, chemical and microscopic examination of urine, normal and abnormal urine components as well as basic collection of various urine samples.

**LAB102- Phlebotomy Techniques**

**6.0 Credits**

This course teaches the fundamentals of blood structures and functions as well as blood chemistry. Emphasis is placed on proper blood specimen collection from adults, children and infants as well as laboratory testing. The students learn how to perform hematological tests to aid in the diagnosis of illness and pathological conditions by using various testing techniques and equipment. A basic overview of blood count and the process of visualizing and performing red blood cell counts are covered. The practice of venipuncture is initiated and the student learns several

techniques and the precautions involved in the proper procedure. The student practices blood collection and the proper handling and storage of samples.

**BUS101- Professional Development**

**1.0 Credits**

This course is designed to assist students to learn the importance of personal skills needed to succeed in chosen profession as well as develop strong skills necessary to determine career path, find a job and succeed in the competitive work place.

**MA180- Clinical Externship**

**8.0 Credits**

The course is designed to provide students with the experience of the working environment in health care facilities. The student will be placed in a physician’s office, clinic, hospital or other suitable facility to practice and enhance their clinical and administrative skills. The student will be supervised by the physician or other qualified health-care practitioners and will experience various aspects of the medical facility.

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## **MEDICAL OFFICE ADMINISTRATION – DIPLOMA PROGRAM**

Total instructional hours: 960 include 240 hours of administrative externship\*)

Total quarter credit hours: 62.0\*\*

Program Length including Externship:

Days – 40-45 Weeks (10 months)

Evenings –55-60 Weeks (15 months)

\*Medical Office Administration Externship is a full-time commitment of 240 hours. Actual times are set by the externship sites. Students are responsible for transportation to and from the extern site, as well as meals.

\*\*The listing of credit hours is not meant to imply that the credits can be transferred to colleges or other private career school programs. Transfer credits are the sole discretion of the receiving school.

<b>Course Number</b>	<b>Course Title Section</b>	<b>Total Course Hours</b>	<b>Course / Credit Hour</b>
MED100	Patient Relations and Communication	50	5.0 Quarter Credit Hours
MED101	Computer Applications	50	3.5 Quarter Credit Hours
MED102	Medical Office Management	100	7.5 Quarter Credit Hours

MED103	Anatomy and Physiology with Medical Terminology	100	10.0 Quarter Credit Hours
NUR101	Clinical Competencies	100	6.0 Quarter Credit Hours
MOA101	Health Records and Claims Management	100	7.5 Quarter Credit Hours
MOA102	Health Information Processing	100	6.0 Quarter Credit Hour
MOA103	Medical Coding and Compliance	100	7.5 Quarter Credit Hour
BUS101	Professional Development	20	1.0 Quarter Credit Hour
MOA190	Administrative Externship	240	8.0 Quarter Credit Hours
<b>Total</b>		<b>960</b>	<b>62.0 Quarter Credit Hours</b>

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

### **PROGRAM OBJECTIVE:**

The objective of the Medical Office Administration Program is to prepare students with sufficient theoretical knowledge and hands on skills to qualify for an entry level position as a Medical Administrative Assistant in a clinic or a physician's office. The duties of a Medical Administrative Assistant are very important, varied and interesting. Whether in a physician's office, a clinic or a hospital, the Medical Administrative Assistant performs many services on behalf of the physician. Having knowledge of the business of healthcare, plus training in computer applications and basic clinical skills, Medical Administrative Assistants will contribute to the smooth functioning of the modern healthcare facility.

Graduates of this program may find entry-level employment as Medical Administrative Assistants in medical or dental offices, health insurance companies, ambulatory care facilities, billing centers, or medical record facilities, as well as clinics and home health agencies.

### **COURSE DESCRIPTIONS:**

#### **MED100– Patient Relations and Communication**

**5.0 Credits**

This course provides the student with an overview of the legalities and ethical behavior associated with medical facilities. Topics such as the history of medicine as well as future trends will be discussed. The student is introduced to the standards of licensure, certification/registration, and medical governing organizations. This course introduces the student to personal qualities necessary to function in the clinical environment. It clearly defines the "healthcare team" in various specialty facilities. The students are introduced to the attitudes towards illness and the

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cultural differences, beliefs and geographical impacts on those attitudes. The course defines the different types of laws that govern physicians/hospitals, and their employees. HIPAA regulations are extensively discussed. Documentation of medical records, maintenance and patient confidentiality are covered, including, but not limited to, drug screening, child and elderly abuse, HIV/AIDS patient, rape, and disabilities as well as the “Good Samaritan Law”.

**MED101– Computer Applications**

**3.5 Credits**

Students in this course will learn how computer operations and software applications, such as word processing, spreadsheet, database, and presentation software work together to increase productivity in the workplace.

**MED102 – Medical Office Management**

**7.5 Credits**

This course provides the student with an overview of the legalities and ethical behavior associated with medical facilities. This course introduces the student to personal qualities necessary to function in the clinical environment. It clearly defines the “healthcare team” in various specialty facilities. The students are introduced to the attitudes towards illness and the cultural differences, beliefs and geographical impacts on those attitudes. The course defines the different types of laws that govern physicians/hospitals, and their employees. This course also provides instruction in the fundamentals of the operation and maintenance of a medical office. The students will learn all skill necessary to manage the medical facility such as telephone techniques, basic financing and accounting procedures, appointment scheduling as well as proper filing techniques and charting procedures. This course is aimed at teaching basic coding and third party billing. The concepts of ICD-9, CPT-4, and HCPCS level II coding systems are covered. The student learns the CMS-1500 claim instructions and is then introduced to managed care, commercial payers and government insurance agencies such as Medicaid, Medicare and workers’ compensation. The student receives practice in preparing claims using the Medisoft program.

**MED103 – Anatomy and Physiology with Medical Terminology**

**10.0 Credits**

This course provides an introduction to the various systems of the body and principles of human Physiology. The course will include the study of the skeletal, muscular, nervous, circulatory, lymphatic, digestive, respiratory, urinary, endocrine, integumentary, and reproductive systems. This course provides instruction on the basic structure of medical words, including prefixes, suffixes, roots and combining forms and plurals. Furthermore, along with learning anatomy and physiology of the above mentioned body systems, the student will learn necessary medical terminology related to those systems as well as diagnostic and laboratory testing. Correct pronunciation, spelling and the definition of medical terms will be covered.

**NUR101- Clinical Competencies**

**6.0 Credits**

This course introduces the student to basic clinical and nursing skills such as vital signs, assisting with basic and specialty examinations, and patient preparation. Anatomy, physiology and medical terminology of special senses are discussed and its function in hearing and vision testing. Students receive the practical experience of the patient interview techniques and collecting data for medical history. Emphasis is placed on specialty examination

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preparation and assistance. Rehabilitation process is also introduced. Students will learn the use and teaching of crutch walking and ambulatory rehabilitation. Principles of radiology are also discussed.

**MOA101- Health Records and Claims Management**

**7.5 Credits**

In this course the student will be introduced to the medical records and their content. Reasons and principles of documentation are also introduced as well as the importance of maintaining accurate records. The equipment and supplies needed in a health record area of the office are presented and students learn how to properly set up files. Students will practice filing rules, techniques and procedures as well as proper correspondence and legal aspects or record request and release. The course also covers techniques of processing payment for services, collection problem solving as well as office and insurance collection strategies.

**MOA102- Health Information Processing**

**6.0 Credits**

This course provides an overview of health insurance industry including private, commercial, and governmental insurance as well as concept of managed care plans. Students will study in details the differences in claim processing for Blue plans, Medicare, Medicaid, Medigap, Tricare CHAMPUS, CHAMPVA, Workers' Compensation and disability insurance.

**MOA103- Medical Coding and Compliance**

**7.5 Credits**

This course is aimed at teaching basic coding for physician office and hospital. The concepts of ICD-9, CPT-4, and HCPCS level II coding systems are covered. The student learns the CMS-1500 and UB-92 claim instruction. Upon completion of this course, students will be able to apply their knowledge and Skills in the use of Current Procedural Terminology(CPT) and International Classification of Diseases (ICD) as well as their use in claims processing and medical procedures coding managed care, commercial payers and government insurance agencies such as Medicaid, Medicare and workers' compensation, different systems of coding and reimbursement as well as diagnosis related groups, ambulatory groups, benefit form, electronic submissions. The student receives practice in preparing claims using the Medisoft program.

**BUS101- Professional Development**

**1.0 Credits**

This course is designed to assist students to learn the importance of personal skills needed to succeed in chosen profession as well as develop strong skills necessary to determine career path, find a job and succeed in the competitive work place.

**MOA190- Administrative Externship**

**8.0 Credits**

The course is designed to provide students with the experience of the working environment in health care facilities. The student will be placed in a physician's office, clinic, hospital or other suitable facility to practice and enhance

their administrative skills. The student will be supervised by the physician or other qualified health-care practitioners and will experience various aspects of the medical facility.

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## **DENTAL ASSISTANT – DIPLOMA PROGRAM**

Total Instructional Hours: 960 include 240 hours of clinical\*)

Total Quarter Credit Hours: 57.0\*\*

Program Length including Externship:

Days – 40-45 Weeks (10 months)

Evenings –55-60 Weeks (15 months)

\*Dental Assistant Externship (clinical) is a full-time commitment of 240 hours. Actual times are set by the externship sites. Students are responsible for transportation to and from the extern site, as well as meals.

\*\*The listing of credit hours is not meant to imply that the credits can be transferred to colleges or other private career school programs. Transfer credits are the sole discretion of the receiving school.

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Course / Credit Hour</b>
DA111	Dental Profession and Dental Office Management	100	6.0 Quarter Credit Hours
DA112	Infection Control Protocols and Dental Sciences	100	6.0 Quarter Credit Hours
DA113	Foundation of Clinical Dentistry	100	7.5 Quarter Credit Hours
DA114	Operative Dentistry and Endodontics	100	7.5 Quarter Credit Hours
DA115	Dental Radiography	100	7.5 Quarter Credit Hours
DA116	Restorative Procedures and Prosthodontics	100	7.5 Quarter Credit Hours
DA117	Dental Health and Pediatric Dentistry	100	6.0 Quarter Credit Hours
BUS101	Professional Development	20	1.0 Quarter Credit Hour
DA170	Dental Externship	240	8.0 Quarter Credit Hours
	<b>TOTAL</b>	<b>960</b>	<b>57.0 Quarter Credit Hours</b>

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Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

### **PROGRAM OBJECTIVE:**

The Dental Assistant Program prepares students for employment as an entry level dental chair side assistant and as dental business auxiliaries. The program is designed to train qualified persons for a new, exciting career, as well as to enhance the skills of persons currently employed in this capacity. The program will provide the students with an overall view of health careers; an understanding of the structure and operation of the dental office; general anatomy and physiology of the human body; specialized anatomy and physiology of the oral structure; dental disease and transmission; dental emergencies/CPR; diagnostic procedures; dental materials and instrumentation; four handed dentistry, OSHA compliance; and all other aspects associated with the clinical applicants in the industry. Additionally, the program will include in depth training in the business aspects of the dental office. The student will be able to understand and implement such duties as answering the telephone effectively, appointment scheduling, development and execution or required forms, record keeping, computer concepts and entry, patient interviews and education, continuing care, risk management and personnel handling of equipment and materials, chair side assisting, training in and application of business skills. The student will gain hands on experience through participation in an externship program at qualified dental offices. After completion, the students will be able to work in the dentist office. A diploma is issued to the students who have successfully completed the program.

### **COURSE DESCRIPTIONS:**

#### **DA111 – Dental Profession and Dental Office Management**

**6.0 Credits**

This course discusses all the recognized specialties of dentistry. Students will be given information on the organizations that represent the many members of the dental team. Students will gain an understanding of the communication required to effectively care for the patients. The client's basic needs and multi-cultural interaction are identified. The importance of understanding human psychology and an individual's belief system is explored in order to improve communication skills. This course covers the many skills necessary to manage a dental office. The student utilizes a computer with database software to register patients and perform other data entry necessary for a dental office. An introduction to bookkeeping, dental insurance, basic accounting, coding and billing procedures is introduced. HIPAA regulations are also discussed.

#### **DA112 – Infection Control Protocols and Dental Sciences**

**6.0 Credits**

This course introduces the student to general and dental anatomy and physiology. All the body systems are described in terms of their functions and the head and neck anatomy as it relates to dentistry. The student will learn the landmarks of the head, face and oral cavity. Embryology is covered with specific information covering the human face development and changes during the zygote and embryo phases. Material on the components of the

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periodontium and each fiber group associated with the periodontal ligament and the gingival tissue will be covered. The student will learn the study of the structure and form of teeth. The course will cover the location, eruption schedule and function of each tooth in the primary and permanent dentition. Students will learn how to record conditions in the patient's oral cavity on a dental chart using symbols, numbers, and colors in a shorthand technique. Accurate charting is stressed as part of the patient's legal record that is maintained in the office. This course covers both manual and computer charting. This course covers the Occupational Safety and Health Administration (OSHA) standards pertaining to the dental office and the role of the dental assistant under these with regard to aseptic control. Necessary personal protective equipment will be covered along with other barriers utilized in the dental clinic. In depth content will be provided on disinfectants and types of sterilization and monitors. Skills necessary for infection control will be demonstrated.

**DA113 – Foundation of Clinical Dentistry**

**7.5 Credits**

This section of the course is designed to learn, understand and practice the dental assistant role. This section will provide a level of knowledge of how dental care is delivered, specific instruments and supplies that are used in dental procedures and how to provide the patient with a high level of comfort. The students will learn and perform vital signs and clinical evaluations. This course covers pharmacology and its relationship to dentistry. In addition, the students will be introduced to the skills necessary for the dental assistant to develop preparedness for a dental and medical emergency. Certification in Cardio-Pulmonary Resuscitation (CPR) will be a course component. This course introduces the methods used to manage pain and anxiety related to dental procedures. General, local, topical anesthesia and general sedation/ pre-medication are discussed. Detailed information is discussed on topical and local anesthetic and assistance with the administration of nitrous oxide.

**DA114 – Operative Dentistry and Endodontics**

**7.5 Credits**

This course covers how to prepare and care for the patient during dental procedures. Dental instruments used in the specialty of Endodontics are reviewed. This course also describes various tray systems and color-coding systems for easy use during operative dental procedures. Hands-on learning includes identifying instruments, rotary instruments and handpieces used in diagnostic and operative dental procedures. This also includes handling, sterilization and storage techniques. This course describes the components of a dental office and explains the function and the equipment found in each section. The students learn about different types of dental practices and how the dentist's personality and professional goals affect the office setting. Basic concepts of chairside assisting are explained, including how to prepare the office for patients and how to seat and discharge dental patients. Ergonomic positioning for the assistant and the operator are discussed. This course includes information for the dental assistant to work with patients that have special needs. The students will learn how to transfer instruments to the dentist while chairside assisting and how to maintain the operating field. This includes the use of the dental light, the air/water syringe, the high volume evacuation, saliva ejector and mouth props. The dental assisting student will gain knowledge about the Endodontic team members and pulpal and periapical diseases. Basic Endodontic procedures, such as, root canal treatment, pulpotomy and pulpectomy, and surgical Endodontics is clearly defined and demonstrated. Hands-on training will allow the student the opportunity to master the procedure tray set-ups and the

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sequence of procedure. Chairside procedures are practices, which include: the dental dam, matrix and wedge, placing cavity liners, cavity varnish, cement bases, and suture removal, which are clearly defined and demonstrated. Hands-on training on manikins and student partners will allow the student the opportunity to master chairside functions.

**DA115 – Dental Radiography**

**7.5 Credits**

This course discusses the properties and effects of radiation. The components of a dental x-ray unit are discussed. The function of each component of the x-ray unit is explained as well as the safety precautions. The student will learn how x-rays are produced. This course covers the composition, sizes, types and storage of dental x-ray film. The dental assisting student will learn how to expose quality radiographs on various patients. Both the bisecting and the paralleling techniques for exposing intraoral films will be discussed. This course demonstrates extra oral x-ray techniques, equipment, film, and production. The student will learn normal and abnormal radiographic landmarks and common x-ray production errors. The knowledge and skills to produce special radiographs, such as, occlusal, pediatric, edentulous surveys, Endodontic radiographs and radiographs on special need patients will be covered. Hands-on training on will allow the student the opportunity to master the safety measures, infection control techniques, the exposure, the processing, mounting, and storage of patient x-rays. Knowledge and skills necessary to ensure quality radiographs are integrated into this course.

**DA116 – Restorative Procedures and Prosthodontics**

**7.5 Credits**

This course discusses dental materials used in dental restorative procedures. The students will learn the standards and organizations that regulate dental materials. Properties of dental materials are discussed and applied to restorative materials. This course covers materials used to restore teeth such as dental amalgam and composite. It also identifies dental cements, bases and liners, cavity varnish and bonding agents. To enhance the students learning the steps in cavity preparation are explained. Student knowledge and skills are developed with hands-on learning, by mixing the materials and understanding what is necessary to prepare, place and cleanup dental restorative materials. This course also reviews the many materials utilized in the dental laboratory and during the procedures of removable and fixed prosthodontics. Students will learn how to handle reversible hydrocolloid materials, take impressions, bite registrations and pour dental models. The students will learn the skill of trimming the dental study models. The dental assistant student will gain knowledge and skills in all phases of removable and fixed prosthodontics treatment, including dentures, partials, including cosmetic/esthetic dentistry, dental implant retainers, and core build-ups. Hands-on learning of instruments and tray setups assists the student's learning of this specialty. Students will learn how to handle final impression materials, fabricated temporary crowns, take bite registrations, pack retraction cord, make bleaching trays, and review gingival retraction procedures. The scope of Prosthodontics is discussed to include the patient considerations and case presentations.

**DA117 – Dental Health and Pediatric Dentistry**

**6.0 Credits**

This course discusses the importance of caring for the oral cavity properly. The students will learn the skills necessary to brush and floss teeth, how to maintain healthy teeth and gums and how to motivate patients in the

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proper methods of maintaining optimal oral health. Content covered is patient motivation for different age groups. The course covers the many oral hygiene aids and their uses, the types of toothbrushes and techniques used types of floss along with the oral hygiene skills for patients with special needs. The history of fluoride and its uses in dentistry are covered. Adequate nutrition and the importance of choosing the right foods for optimum dental health are a component of this course. The scope of Pediatric Dentistry, Orthodontic Dentistry is discussed as well as the role of each team member. Common behavior characteristics of children are identified so the dental assisting student will gain the knowledge and skill to understand and manage children of various ages. Hands-on learning of common procedures and equipment in pediatric dentistry is covered. Areas that enhance the role of the dental assistant working with children include how to handle common emergencies and how to work with the parents or guardian of the child patient. The dental assisting students gain the knowledge of coronal polish and place sealants. Hands-on training on manikins and student partners will allow the student the opportunity to master these functions. Students will practice Orthodontic measurement and placement of wires, sizing bands and separators. The students will learn the scope of Orthodontics and the procedures and instruments used in Orthodontic Dentistry. The dental assistant student gains knowledge and skills relating to procedures commonly performed by the Periodontist. Through lectures, demonstrations and various hands-on activities the student will learn how to prepare for the patient, assist the dentist, and perform post-operative responsibilities for various procedures. The section on Oral Pathology will review pathological conditions that may interfere with planned dental treatment and the overall health of the patient. The student will gain information on how the body responds to disease and injury through inflammation.

**BUS101- Professional Development**

**1.0 Credits**

This course is designed to assist students to learn the importance of personal skills needed to succeed in chosen profession as well as develop strong skills necessary to determine career path, find a job and succeed in the competitive work place.

**DA170- Dental Externship**

**8.0 Credits**

The student will be placed in a Dental Office/Clinical to practice and enhance their clinical and administrative skills. The student will be supervised and evaluated by the Dentist or other qualified Health Care practitioner and experience various aspects of the dental facility. Throughout the clinical experience, the student will build confidence and master their skills as an entry-level dental assistant.

# DIAGNOSTIC MEDICAL SONOGRAPHY

## W/GENERAL CONCENTRATION –

### DIPLOMA PROGRAM – WEEKDAY DIVISION

Total instructional hours: 1860 (includes 1050 hours of clinical training\*)

Total quarter credit hours: 95.0\*\*

Program Length including: 18 months time

\*Clinical training courses are integrated throughout the program and hours vary from term to term. Students are responsible for transportation to and from the extern site, as well as meals and parking.

\*\*The listing of credit hours is not meant to imply that the credits can be transferred to colleges or other private career school programs. Transfer credits are the sole discretion of the receiving school.

<b>Course Number</b>	<b>Course Title Section</b>	<b>Total Course Hours</b>	<b>Course / Credit Hour</b>
BIO112	Anatomy, Physiology and General Pathology	60	5.0 Quarter Credit Hours
IMG113	Introduction to Sonography	60	5.0 Quarter Credit Hours
IMB116	Introduction to Sonographic Scan Techniques	120	6.0 Quarter Credit Hours
DMSG121	Doppler physics and Hemodynamics for General Sonographer	60	5.0 Quarter Credit Hours
DMSG122	Abdomino-Pelvic Cross Sectional Anatomy & Imagining Techniques	60	5.0 Quarter Credit Hours
DMSG126	Introduction to Abdominal and Vascular Scan Techniques	80	4.0 Quarter Credit Hours
DMS230	Ultrasound Physics & Instrumentation I	45	4.0 Quarter Credit Hours
DMSG231	Abdomen/Superficial Structure Sonography I	22	2.0 Quarter Credit Hours
DMSG232	Obstetrics/Gynecology Sonography I	22	2.0 Quarter Credit Hours
DMSG236	General Scan Lab I	40	2.0 Quarter Credit Hours
DMSG237	General Clinic I	150	5.0 Quarter Credit Hours

DMS240	Ultrasound Physics & Instrumentation II	22	2.0 Quarter Credit Hours
DMSG241	Abdomen/Superficial Structure Sonography II	22	2.0 Quarter Credit Hours
DMSG242	Obstetrics/Gynecology Sonography II	22	5.0 Quarter Credit Hours
DMSG246	General Scan Lab II	40	2.0 Quarter Credit Hours
DMSG247	General Clinic II	240	8.0 Quarter Credit Hours
DMS250	Ultrasound Physics & Instrumentation Review	22	2.0 Quarter Credit Hours
DMSG251	Abdomen/Superficial Structure Sonography III	22	2.0 Quarter Credit Hours
DMSG252	Obstetrics/Gynecology Sonography III	22	2.0 Quarter Credit Hours
DMSG256	General Mastery Scan Lab	3	0.0 Quarter Credit Hours
DMSG257	General Clinic III	330	11.0 Quarter Credit Hours
DMSG261	General Sonography Review	44	4.0 Quarter Credit Hours
DMSG262	General Sonography Emerging Technologies	22	2.0 Quarter Credit Hours
DMSG267	General Clinic IV	330	11.0 Quarter Credit Hours
<b>Total</b>		<b>1860</b>	<b>95.0 Quarter Credit Hours</b>

**PROGRAM OBJECTIVE:**

The programs are designed to provide students adequate opportunity to acquire the knowledge, skills, and professional behaviors required of an entry-level sonographer.

The objectives of the program, therefore, are those stated in the “Description of the Profession of Diagnostic Medical Sonographer” as stated below:

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

### **COURSE DESCRIPTIONS:**

#### **BIO112- Anatomy, Physiology & General Pathology**

**5.0 Credits**

Theory course focusing on organ systems scanned by diagnostic medical sonographers. Emphasis is on the interrelatedness of the organ systems and the concept of homeostasis. General pathology is discussed by introducing the disease categories of neoplasms, infection, vascular disease, congenital aberrations and trauma. Pathophysiology is addressed as it impacts the normal functioning of the organ systems. **Prerequisite: none**

#### **IMG113- Introduction to Sonography**

**5.0 Credits**

Theory course delivered using a combination of lectures and seminars introducing the multiple disciplines associated with medical sonography including: the history of ultrasound, the medical legal issues surrounding the practice of ultrasound, the qualities required of individuals practicing in the field, the basic skills and obligations associated with patient care, relevant medical and sonographic terminology, communication skills and acoustic principles. **Prerequisite: none**

#### **IMG116- Introduction to Sonographic Scan Techniques**

**6.0 Credits**

Hands-on laboratory course in an instructional setting in which students are introduced to the basic skills of ultrasound scanning. Emphasis is on basic knobology, scan techniques including patient positioning, transducer selection, image orientation, labeling, transducer manipulation, image recording, equipment safety, and protocol basics. **Prerequisite: none**

#### **DMSG121- Doppler Physics and Hemodynamics for General Sonography**

**5.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on the factors that affect blood flow throughout the body with an emphasis on the extracranial cerebrovascular system, peripheral arterial system, peripheral venous system and abdominal, visceral blood flow. Both normal and abnormal patterns of blood flow will be discussed. **Prerequisite(s): BIO112**

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**DMSG122- Abdomino-Pelvic Cross Sectional Anatomy & Imaging Techniques 6.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on the concept of cross sectional anatomy and how it relates to the 3 dimensional anatomy being scanned by the sonographer. Course focus in on the abdominal organs, emphasizing scanning planes, directional orientation and slice thickness created by the scan beam as well as correlations with other imaging techniques. **Prerequisite(s): BIO112, IMG116**

**DMSG126- Introduction to Abdominal and Vascular Scan Techniques 4.0 Credits**

Combination hands on laboratory and clinical course in which students are introduced to abdominal scan protocols and extracranial cerebrovascular, peripheral arterial/venous and visceral waveform characteristics.

**Prerequisite(s): IMG116**

**DMSG230- Ultrasound Physics and Instrumentation I 4.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on the physical characteristics of sound, its impact on tissue and tissue's impact on the sound wave, parameters of continuous and pulsed sound waves, system components and transducer architecture. 4 quarter credits. **Prerequisite(s): IMG113, DMSG121**

**DMSG231- Abdomen/Superficial Structure Sonography I 2.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on the detailed anatomy and sonographic assessment of the abdomen, superficial structures and vascular system: including normal sonographic patterns, normal variants, indications for scanning the abdomen, basic abdominal protocols and most common pathologies. **Prerequisite(s): DMSG121, DMSG122**

**DMSG232 - Obstetrics/Gynecology Sonography I 2.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on the detailed anatomy and sonographic assessment of the gravid and non-gravid female pelvis: including normal sonographic patterns, normal variants, indications for scanning the pelvis, basic obstetrical and gynecological protocols and most common pelvic pathologies. **Prerequisite(s): DMSG121, DMSG122**

**DMSG236- General Scan Lab I 2.0 Credits**

Hands-on laboratory course in an instructional setting in which students scan all basic protocols of the abdominal and superficial organs as well as the uterine environment, dating of the pregnancy and the basic fetal anatomy survey. **Prerequisite(s): DMSG231, DMSG232**

**DMSG237- General Clinic I 5.0 Credits**

Students will orient to the clinical environment of a sonographer by interacting with patients and staff, and by observing, assisting with and performing various patient care and sonographic duties with direct supervision. Students become familiar with the equipment, policies, procedures, and the concept of scanning protocols in a clinical setting. **Prerequisite(s): DMSG231, DMSG232, DMSG236**

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**DMS240- Ultrasound Physics and Instrumentation II**

**2.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on the components of an ultrasound system. Topics covered include types of transducers, beam formation, receiver components, image storage and displays. **Prerequisite(s): DMS230**

**DMSG241 - Abdomen/Superficial Structures Sonography II**

**2.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on more advanced scanning techniques as the sonographer investigates less common disease processes that may impact multiple organ systems of the abdomen, superficial structures and vascular system. All pathologies will be considered. Case studies will present both sonographic and medico-legal challenges. **Prerequisite(s): DMSG 231**

**DMSG242 - Obstetrics/Gynecological Sonography II**

**2.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on more advanced scanning techniques as the sonographer investigates less common disease processes that may impact multiple organ systems of the abdomen, superficial structures and vascular system. All pathologies will be considered. Case studies will present both sonographic and medico-legal challenges. **Prerequisite(s): DMSG232**

**DMSG246- General Scan Lab II**

**2.0 Credits**

Hands-on laboratory course in an instructional setting in which emphasis is on tricks and tips for image optimization, particularly while scanning the more challenging patients. Students use the more advanced machine functions while increasing speed of scanning. **Prerequisite(s): DMSG236**

**DMSG247- General Clinic II**

**8.0 Credits**

application of sonographic knowledge and skills in a general sonography patient care setting in which students scan some abdominal protocols of diagnostic quality with limited mentor supervision, striving for completeness and diagnostic quality. Students are able to take a patient history, identify and document pathological findings, prepare a preliminary report, and present findings to the physician. **Prerequisite(s): DMSG241, DMSG242, DMSG246**

**DMS250- Ultrasound Physics and Instrumentation Review**

**2.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing all sonographic physical principles relevant to the application of ultrasound technology to the field of medical diagnosis. Emphasis is on examination preparation and test-taking skills as all content is reviewed. **Prerequisite(s): DMS240**

**DMSG251- Abdomen/Superficial Structures Sonography III**

**2.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on musculoskeletal assessment using ultrasound as well as procedures-guidance, transplant evaluation, and pediatric emergencies.

**Prerequisite(s): DMSG241**

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**DMSG252- General Scan Lab II**

**1.5 Credits**

Laboratory course in which students learn the skills of ultrasound scanning. Emphasis is on the full range of protocols performed by the general sonographer, the importance of changing patient positions, using a variety of acoustic windows and patient breathing techniques when scanning. **Prerequisite: DMSG242**

**DMSG243: General Clinic II**

**4.0 Credits**

The application of sonographic knowledge and skills in a general sonography patient care setting in which students scan short tasks on multiple patients as well as performing other sonographic duties with direct supervision. Students perform their first protocol on a clinical patient, begin the process of taking a patient history, and document pathological findings. **Prerequisite: DMSG233**

**DMSG250: Ultrasound Physics & Instrumentation III**

**2.5 Credits**

Theory course focusing on more advanced scanning techniques as the sonographer investigates less common disease processes that may impact multiple organ systems of the abdomen, superficial structures and vascular system. All pathologies will be considered. Case studies will present both sonographic and medico-legal challenges.

**Prerequisite: DMSG240**

**DMSG251: Abdomen/Superficial Structure Sonography III**

**2.0 Credits**

Theory course focusing on more advanced techniques as the sonographer investigates less common disease processes that may impact the mother and fetus. All pathologies will be considered. Case studies will present both sonographic and medico-legal challenges. **Prerequisite: DMSG241**

**DMSG252: Obstetrics/Gynecological Sonography III**

**2.0 Credits**

Laboratory course in which students learn the skills of ultrasound scanning. Emphasis is on tricks and tips for image optimization, particularly while scanning the more challenging patients. Students use the most advanced machine functions while increasing speed of scanning. **Prerequisite: DMSG242**

**DMSG256- General Mastery Scan Lab**

**0.0 Credits**

Hands-on laboratory course in an instructional setting in which students are assessed for mastery and fluency on all program specific protocol skills. **Prerequisite(s): DMSG246**

**DMSG257- General Clinic III**

**11.0 Credits**

The application of sonographic knowledge and skills in a general sonography patient care setting in which students scan abdominal, superficial, gynecological and obstetrical protocols of diagnostic quality with limited mentor supervision, striving for completeness and diagnostic quality. **Prerequisite(s): DMSG247**

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**DMSG261: General Sonography Review**

**4.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on presenting unusual cases and an in-depth review of abdominal/superficial structures, obstetrical and gynecological ultrasound assessment and pathological conditions with an emphasis on test taking skills and registry preparation. **Prerequisite(s): DMSG250, DMSG251.**

**DMSG262- General Sonography Emerging Technologies**

**2.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on advanced techniques and emerging technologies in the field of general ultrasound. **Prerequisite(s): DMSG251, DMSG252**

**DMSG267- General Clinic IV**

**11.0 Credits**

The application of sonographic knowledge and skills in a general sonography patient care setting in which students scan protocols independently with only indirect mentor supervision, develop their pathology recognition skills, and scan more challenging patients. Students gain fluency (quality plus speed) and confidence in their problem-solving abilities while applying good ethical practices. At a minimum, student skills are consistent with an entry level sonographer. **Prerequisite(s): DMSG257**

## **DIAGNOSTIC MEDICAL SONOGRAPHY**

### **W/GENERAL CONCENTRATION –**

### **DIPLOMA PROGRAM – WEEKEND DIVISION**

Total instructional hours: 1960 (includes 1260 hours of clinical training\*)

Total quarter credit hours: 95.0\*\*

Program Length including: 18 months time

\*Clinical training courses are integrated throughout the program and hours vary from term to term. Students are responsible for transportation to and from the extern site, as well as meals and parking.

\*\*The listing of credit hours is not meant to imply that the credits can be transferred to colleges or other private career school programs. Transfer credits are the sole discretion of the receiving school.

<b>Course Number</b>	<b>Course Title Section</b>	<b>Total Course Hours</b>	<b>Course / Credit Hour</b>
BIO112	Anatomy, Physiology and General Pathology	60	5.0 Quarter Credit Hours
IMG113	Introduction to Sonography	60	5.0 Quarter Credit Hours

IMG115	Introduction to Sonographic Scan Techniques & To Scanning in the Clinical Environment	150	6.0 Quarter Credit Hours
DMSG121	Doppler physics and Hemodynamics for General Sonographer	60	5.0 Quarter Credit Hours
DMSG122	Abdomino-Pelvic Cross Sectional Anatomy & Imagining Techniques	60	5.0 Quarter Credit Hours
DMSG125	Introduction to Abdominal and Vascular Scan Techniques & To Scanning in the Clinical Environment	150	4.0 Quarter Credit Hours
DMS230	Ultrasound Physics & Instrumentation I	45	4.0 Quarter Credit Hours
DMSG231	Abdomen/Superficial Structure Sonography I	22	2.0 Quarter Credit Hours
DMSG232	Obstetrics/Gynecology Sonography I	22	2.0 Quarter Credit Hours
DMSG236	General Scan Lab I	40	2.0 Quarter Credit Hours
DMSG237	General Clinic I	150	5.0 Quarter Credit Hours
DMS240	Ultrasound Physics & Instrumentation II	22	2.0 Quarter Credit Hours
DMSG241	Abdomen/Superficial Structure Sonography II	22	2.0 Quarter Credit Hours
DMSG242	Obstetrics/Gynecology Sonography II	22	5.0 Quarter Credit Hours
DMSG246	General Scan Lab II	40	2.0 Quarter Credit Hours
DMSG247	General Clinic II	240	8.0 Quarter Credit Hours
DMS250	Ultrasound Physics & Instrumentation Review	22	2.0 Quarter Credit Hours
DMSG251	Abdomen/Superficial Structure Sonography III	22	2.0 Quarter Credit Hours
DMSG252	Obstetrics/Gynecology Sonography III	22	2.0 Quarter Credit Hours
DMSG256	General Mastery Scan Lab	3	0.0 Quarter Credit Hours

DMSG257	General Clinic III	330	11.0 Quarter Credit Hours
DMSG261	General Sonography Review	44	4.0 Quarter Credit Hours
DMSG262	General Sonography Emerging Technologies	22	2.0 Quarter Credit Hours
DMSG267	General Clinic IV	330	11.0 Quarter Credit Hours
<b>Total</b>		<b>1960</b>	<b>95.0 Quarter Credit Hours</b>

**PROGRAM OBJECTIVE:**

The programs are designed to provide students adequate opportunity to acquire the knowledge, skills, and professional behaviors required of an entry-level sonographer.

The objectives of the program, therefore, are those stated in the “Description of the Profession of Diagnostic Medical Sonographer” as stated below:

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

**COURSE DESCRIPTIONS:**

**BIO112- Anatomy, Physiology & General Pathology**

**5.0 Credits**

Theory course focusing on organ systems scanned by diagnostic medical sonographers. Emphasis is on the interrelatedness of the organ systems and the concept of homeostasis. General pathology is discussed by introducing the disease categories of neoplasms, infection, vascular disease, congenital aberrations and trauma. Pathophysiology is addressed as it impacts the normal functioning of the organ systems. **Prerequisite: none**

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**IMG113- Introduction to Sonography**

**5.0 Credits**

Theory course delivered using a combination of lectures and seminars introducing the multiple disciplines associated with medical sonography including: the history of ultrasound, the medical legal issues surrounding the practice of ultrasound, the qualities required of individuals practicing in the field, the basic skills and obligations associated with patient care, relevant medical and sonographic terminology, communication skills and acoustic principles. **Prerequisite: none**

**IMG115- Introduction to Sonographic Scan Techniques & To Scanning in the Clinical Environment**

**6.0 Credits**

Combination hands-on laboratory and clinical course in which students are introduced to the basic skills of ultrasound scanning and the clinical environment of the sonographer. Emphasis is on basic knobology, scan techniques including patient positioning, transducer selection, image orientation, labeling, transducer manipulation, image recording, equipment safety, and protocol basics. **Prerequisite(s): none**

**DMSG121- Doppler Physics and Hemodynamics for General Sonography**

**5.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on the factors that affect blood flow throughout the body with an emphasis on the extracranial cerebrovascular system, peripheral arterial system, peripheral venous system and abdominal, visceral blood flow. Both normal and abnormal patterns of blood flow will be discussed. **Prerequisite(s): BIO112**

**DMSG122- Abdomino-Pelvic Cross Sectional Anatomy & Imaging Techniques**

**6.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on the concept of cross sectional anatomy and how it relates to the 3 dimensional anatomy being scanned by the sonographer. Course focus in on the abdominal organs, emphasizing scanning planes, directional orientation and slice thickness created by the scan beam as well as correlations with other imaging techniques. **Prerequisite(s): BIO112, IMG115**

**DMSG125- Introduction to Abdominal and Vascular Scan Techniques & To Scanning in the Clinical Environment**

**4.0 Credits**

Combination hands on laboratory and clinical course in which students are introduced to cardiac scan techniques including basic 2-D echocardiographic gray scale views and extracranial cerebrovascular, abdominal aorta, and peripheral arterial/venous waveform characteristics. **Prerequisite(s): IMG 115**

**DMS230- Ultrasound Physics and Instrumentation I**

**4.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on the physical characteristics of sound, its impact on tissue and tissue's impact on the sound wave, parameters of continuous and pulsed sound waves, system components and transducer architecture. 4 quarter credits. **Prerequisite(s): IMG113, DMSG121**

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**DMSG231- Abdomen/Superficial Structure Sonography I**

**2.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on the detailed anatomy and sonographic assessment of the abdomen, superficial structures and vascular system: including normal sonographic patterns, normal variants, indications for scanning the abdomen, basic abdominal protocols and most common pathologies. **Prerequisite(s): DMSG121, DMSG122**

**DMSG232 - Obsterics/Gynecology Sonography I**

**2.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on the detailed anatomy and sonographic assessment of the gravid and non-gravid female pelvis: including normal sonographic patterns, normal variants, indications for scanning the pelvis, basic obstetrical and gynecological protocols and most common pelvic pathologies. **Prerequisite(s): DMSG121, DMSG122**

**DMSG236- General Scan Lab I**

**2.0 Credits**

Hands-on laboratory course in an instructional setting in which students scan all basic protocols of the abdominal and superficial organs as well as the uterine environment, dating of the pregnancy and the basic fetal anatomy survey. **Prerequisite(s): DMSG231, DMSG232**

**DMSG237- General Clinic I**

**5.0 Credits**

Students will orient to the clinical environment of a sonographer by interacting with patients and staff, and by observing, assisting with and performing various patient care and sonographic duties with direct supervision. Students become familiar with the equipment, policies, procedures, and the concept of scanning protocols in a clinical setting. **Prerequisite(s): DMSG231, DMSG232, DMSG236**

**DMS240- Ultrasound Physics and Instrumentation II**

**2.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on the components of an ultrasound system. Topics covered include types of transducers, beam formation, receiver components, image storage and displays. **Prerequisite(s): DMS230**

**DMSG241 - Abdomen/Superficial Structures Sonography II**

**2.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on more advanced scanning techniques as the sonographer investigates less common disease processes that may impact multiple organ systems of the abdomen, superficial structures and vascular system. All pathologies will be considered. Case studies will present both sonographic and medico-legal challenges. **Prerequisite(s): DMSG 231**

**DMSG242 - Obstetrics/Gynecological Sonography II**

**2.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on more advanced scanning techniques as the sonographer investigates less common disease processes that may impact multiple organ systems of the abdomen, superficial structures and vascular system. All pathologies will be considered. Case studies will present both sonographic and medico-legal challenges. **Prerequisite(s): DMSG232**

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**DMSG246- General Scan Lab II**

**2.0 Credits**

Hands-on laboratory course in an instructional setting in which emphasis is on tricks and tips for image optimization, particularly while scanning the more challenging patients. Students use the more advanced machine functions while increasing speed of scanning. **Prerequisite(s): DMSG236**

**DMSG247- General Clinic II**

**8.0 Credits**

application of sonographic knowledge and skills in a general sonography patient care setting in which students scan some abdominal protocols of diagnostic quality with limited mentor supervision, striving for completeness and diagnostic quality. Students are able to take a patient history, identify and document pathological findings, prepare a preliminary report, and present findings to the physician. **Prerequisite(s): DMSG241, DMSG242, DMSG246**

**DMS250- Ultrasound Physics and Instrumentation Review**

**2.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing all sonographic physical principles relevant to the application of ultrasound technology to the field of medical diagnosis. Emphasis is on examination preparation and test-taking skills as all content is reviewed. **Prerequisite(s): DMS240**

**DMSG251- Abdomen/Superficial Structures Sonography III**

**2.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on musculoskeletal assessment using ultrasound as well as procedures-guidance, transplant evaluation, and pediatric emergencies. **Prerequisite(s): DMSG241**

**DMSG251: Abdomen/Superficial Structure Sonography III**

**2.0 Credits**

Theory course focusing on more advanced techniques as the sonographer investigates less common disease processes that may impact the mother and fetus. All pathologies will be considered. Case studies will present both sonographic and medico-legal challenges. **Prerequisite: DMSG241**

**DMSG252: Obstetrics/Gynecological Sonography III**

**2.0 Credits**

Laboratory course in which students learn the skills of ultrasound scanning. Emphasis is on tricks and tips for image optimization, particularly while scanning the more challenging patients. Students use the most advanced machine functions while increasing speed of scanning. **Prerequisite: DMSG242**

**DMSG256- General Mastery Scan Lab**

**0.0 Credits**

Hands-on laboratory course in an instructional setting in which students are assessed for mastery and fluency on all program specific protocol skills. **Prerequisite(s): DMSG246**

**DMSG257- General Clinic III**

**11.0 Credits**

The application of sonographic knowledge and skills in a general sonography patient care setting in which students scan abdominal, superficial, gynecological and obstetrical protocols of diagnostic quality with limited mentor supervision, striving for completeness and diagnostic quality. **Prerequisite(s): DMSG247**

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**DMSG261: General Sonography Review**

**4.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on presenting unusual cases and an in-depth review of abdominal/superficial structures, obstetrical and gynecological ultrasound assessment and pathological conditions with an emphasis on test taking skills and registry preparation. **Prerequisite(s): DMSG250, DMSG251.**

**DMSG262- General Sonography Emerging Technologies**

**2.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on advanced techniques and emerging technologies in the field of general ultrasound. **Prerequisite(s): DMSG251, DMSG252**

**DMSG267- General Clinic IV**

**11.0 Credits**

The application of sonographic knowledge and skills in a general sonography patient care setting in which students scan protocols independently with only indirect mentor supervision, develop their pathology recognition skills, and scan more challenging patients. Students gain fluency (quality plus speed) and confidence in their problem-solving abilities while applying good ethical practices. At a minimum, student skills are consistent with an entry level sonographer. **Prerequisite(s): DMSG257**

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**DIAGNOSTIC MEDICAL SONOGRAPHY**  
**w/CARDIAC CONCENTRATION –**  
**DIPLOMA PROGRAM-WEEKDAY DIVISION**

Total instructional hours: 1860 (includes 1050 hours of clinical training\*)

Total quarter credit hours: 95.0\*\*

Program Length including: 18 months time

\*Clinical training courses are integrated throughout the program and hours vary from term to term. Students are responsible for transportation to and from the extern site, as well as meals and parking.

\*\*The listing of credit hours is not meant to imply that the credits can be transferred to colleges or other private career school programs. Transfer credits are the sole discretion of the receiving school.

<b>Course Number</b>	<b>Course Title Section</b>	<b>Total Course Hours</b>	<b>Course / Credit Hour</b>
BIO112	Anatomy, Physiology and General Pathology	60	5.0 Quarter Credit Hours
IMG113	Introduction to Sonography	60	5.0 Quarter Credit Hours
IMB116	Introduction to Sonographic Scan Techniques	120	6.0 Quarter Credit Hours
DMSC121	Doppler Physics and Hemodynamics for Cardiac Sonographer	60	5.0 Quarter Credit Hours
DMSC122	Cardiovascular Cross Sectional Anatomy & Imaging Techniques	60	5.0 Quarter Credit Hours
DMSC126	Introduction to Cardiac and Vascular Scan Techniques	80	4.0 Quarter Credit Hours
DMS230	Ultrasound Physics & Instrumentation I	45	4.0 Quarter Credit Hours
DMSC231	Cardiac Sonography I	44	4.0 Quarter Credit Hours
DMSC236	Cardiac Scan Lab I	40	2.0 Quarter Credit Hours
DMSC237	Cardiac Clinic I	150	5.0 Quarter Credit Hours
DMS240	Ultrasound Physics & Instrumentation II	22	2.0 Quarter Credit Hours
DMSC241	Cardiac Sonography II	44	4.0 Quarter Credit Hours
DMSC246	Cardiac Scan Lab II	40	2.0 Quarter Credit Hours
DMSC247	Cardiac Clinic II	240	8.0 Quarter Credit Hours
DMS250	Ultrasound Physics & Instrumentation Review	22	2.0 Quarter Credit Hours
DMSC251	Cardiac Sonography III	44	4.0 Quarter Credit Hours
DMSC256	Cardiac Mastery Scan Lab	3	0.0 Quarter Credit Hours
DMSC257	Cardiac Clinic III	330	11.0 Quarter Credit Hours

DMSC261	Cardiac Sonography Review	44	4.0 Quarter Credit Hours
DMSC262	Cardiac Sonography Emerging Technologies	22	2.0 Quarter Credit Hours
DMSC267	Cardiac Clinic IV	330	11.0 Quarter Credit Hours
<b>Total</b>		<b>1860</b>	<b>95.0 Quarter Credit Hours</b>

**PROGRAM OBJECTIVE:**

The programs are designed to provide students adequate opportunity to acquire the knowledge, skills, and professional behaviors required of an entry-level sonographer.

The objectives of the program, therefore, are those stated in the “Description of the Profession of Diagnostic Medical Sonographer” as stated below:

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

**COURSE DESCRIPTIONS:**

**BIO112- Anatomy, Physiology & General Pathology**

**5.0 Credits**

Theory course focusing on organ systems scanned by diagnostic medical sonographers. Emphasis is on the interrelatedness of the organ systems and the concept of homeostasis. General pathology is discussed by introducing the disease categories of neoplasms, infection, vascular disease, congenital aberrations and trauma. Pathophysiology is addressed as it impacts the normal functioning of the organ systems. **Prerequisite: none**

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**IMG113- Introduction to Sonography**

**5.0 Credits**

Theory course delivered using a combination of lectures and seminars introducing the multiple disciplines associated with medical sonography including: the history of ultrasound, the medical legal issues surrounding the practice of ultrasound, the qualities required of individuals practicing in the field, the basic skills and obligations associated with patient care, relevant medical and sonographic terminology, communication skills and acoustic principles. **Prerequisite: none**

**IMG116- Introduction to Sonographic Scan Techniques**

**6.0 Credits**

Hands-on laboratory course in an instructional setting in which students are introduced to the basic skills of ultrasound scanning. Emphasis is on basic knobology, scan techniques including patient positioning, transducer selection, image orientation, labeling, transducer manipulation, image recording, equipment safety, and protocol basics. **Prerequisite: none**

**DMSC121- Doppler Physics and Hemodynamics for Cardiac Sonography**

**5.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on the factors that affect blood flow throughout the cardiovascular system and the Doppler physics techniques used to gather the information and display it on the screen. Aliasing and other imaging pitfalls will be covered as well as Color flow Doppler, spectral Doppler, and power angio. Both normal and abnormal patterns of blood flow will be discussed. **Prerequisite(s): BIO112,**

**DMSC122- Cardiovascular Cross Sectional Anatomy & Imaging Techniques**

**6.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on the cross sectional anatomy of the heart and its position within the thorax as well as the scan planes used to scan the heart. Emphasis will be on the anatomical relationships between arterial and venous vascular segments relevant to the cardiac sonographer as well as the levels within the heart and the effect of transducer manipulation on imaging planes. Other imaging techniques relevant to the heart will be discussed. **Prerequisite(s): BIO112, IMG116**

**DMSC126- Introduction to Cardiac and Vascular Scan Techniques**

**4.0 Credits**

Hands-on laboratory course in an instructional setting in which students are introduced to both cardiac and vascular scan techniques: basic 2-D echocardiographic gray scale views, extracranial cerebrovascular, abdominal aorta, and peripheral arterial/venous waveform characteristics. 4 quarter credits. **Prerequisite(s): IMG116**

**DMS230- Ultrasound Physics and Instrumentation I**

**4.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on the physical characteristics of sound, its impact on tissue and tissue's impact on the sound wave, parameters of continuous and pulsed sound waves, system components and transducer architecture. 4 quarter credits. **Prerequisite(s): IMG113, DMSC121**

**DMSC231- Cardiac Sonography I**

**4.0 Credits**

Theory course delivered through a combination of lectures and seminars focusing on the basic adult echo exam including the 12-lead ECG, continuation of 2-D views and addition of off-axis 2-D views as well as M-mode, and

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Doppler assessment cardiac structures identified in all 2-D views, indications for performing an echocardiogram, patient signs and symptoms and the most commonly seen pathologies. Pathologies focus on the most common valvular disease, myopathies, carditis, and effusions. **Prerequisite(s): DMSC121, DMSC122**

**DMSC236- Cardiac Scan Lab I**

**2.0 Credits**

Hands-on laboratory course in an instructional setting in which students are scanning all 2-D gray scale imaging views associated with the echocardiogram, including off axis views, with emphasis on obtaining and holding each view, identifying all visualized structures, optimizing each view and correlating cardiac mechanical activity with the electrical tracing of the conduction system. **Prerequisite(s): DMSC 126**

**DMSC237- Cardiac Clinic I**

**5.0 Credits**

Students will orient to the clinical environment of a sonographer by interacting with patients and staff, and by observing, assisting with and performing various patient care and sonographic duties with direct supervision. Students become familiar with the equipment, policies, procedures, and the concept of scanning protocols in a clinical setting. **Prerequisite(s): DMSC121, DMSC122, DMSC126**

**DMS240- Ultrasound Physics and Instrumentation II**

**2.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on the components of an ultrasound system. Topics covered include types of transducers, beam formation, receiver components, image storage and displays. **Prerequisite(s): DMS230**

**DMSC241 - Cardiac Sonography II**

**4.0 Credits**

Students will orient to the clinical environment of a sonographer by interacting with patients and staff, and by observing, assisting with and performing various patient care and sonographic duties with direct supervision. Students become familiar with the equipment, policies, procedures, and the concept of scanning protocols in a clinical setting. **Prerequisite(s): DMSC231**

**DMSC246- Cardiac Scan Lab II**

**2.0 Credits**

Hands-on laboratory course in an instructional setting in which students optimize all 2-D gray scale imaging views associated with the echocardiogram, hone Doppler assessment techniques to include both color flow and spectral Doppler calculations in all appropriate views, and obtain M-mode and gray scale linear measurements.

**Prerequisite(s): DMSC236**

**DMSC247- Cardiac Clinic II**

**8.0 Credits**

The application of sonographic knowledge and skills in a general sonography patient care setting in which students scan some abdominal protocols of diagnostic quality with limited mentor supervision, striving for completeness and diagnostic quality. Students are able to take a patient history, identify and document pathological findings, prepare a preliminary report, and present findings to the physician. **Prerequisite(s): DMSC237,**

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**DMS250- Ultrasound Physics and Instrumentation Review**

**2.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing all sonographic physical principles relevant to the application of ultrasound technology to the field of medical diagnosis. Emphasis is on examination preparation and test-taking skills as all content is reviewed. **Prerequisite(s): DMS240**

**DMSC251- Cardiac Sonography III**

**4.0 Credits**

Theory course delivered through a combination of lectures and seminars focusing on congenital anomalies and the more advanced assessment techniques including: trans-esophageal echo and interventional echocardiography.

**Prerequisite(s): DMSC241**

**DMSC256- Cardiac Mastery Scan Lab**

**0.0 Credits**

Hands-on laboratory course in an instructional setting in which students are assessed for mastery and fluency on all program specific protocol skills. **Prerequisite(s): DMSC246**

**DMSC257- Cardiac Clinic III**

**11.0 Credits**

The application of sonographic knowledge and skills in a cardiac sonography patient care setting in which students obtain all 2D views, perform Doppler assessments with calculations and obtain linear measurements on most patients with limited mentor supervision. **Prerequisite(s): DMSC247**

**DMSC261: Cardiac Sonography Review**

**4.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on an in-depth review of adult echocardiographic assessment and pathological conditions with an emphasis on test taking skills and registry preparation. **Prerequisite(s): DMS250, DMSC251,**

**DMSC262- General Sonography Emerging Technologies**

**2.0 Credits**

Theory course delivered using a combination of lectures and seminars presenting a discussion of the more advanced and emerging assessment techniques including: color tissue Doppler, 3-D/4-D and strain imaging. **Prerequisite(s): DMSC251, DMSC252**

**DMSC267- Cardiac Clinic IV**

**11.0 Credits**

The application of sonographic knowledge and skills in a cardiac sonography patient care setting in which students scan protocols independently with only indirect mentor supervision, develop their pathology recognition skills, and scan more challenging patients. Students gain fluency (quality plus speed) and confidence in their problem-solving abilities while applying good ethical practices. At a minimum, student skills are consistent with an entry level sonographer. **Prerequisite(s): DMSC257**

# DIAGNOSTIC MEDICAL SONOGRAPHY

## w/CARDIAC CONCENTRATION –

### DIPLOMA PROGRAM-WEEKEND DIVISION

Total instructional hours: 1960 (includes 1260 hours of clinical training\*)

Total quarter credit hours: 95.0\*\*

Program Length including: 18 months time

\*Clinical training courses are integrated throughout the program and hours vary from term to term. Students are responsible for transportation to and from the extern site, as well as meals and parking.

\*\*The listing of credit hours is not meant to imply that the credits can be transferred to colleges or other private career school programs. Transfer credits are the sole discretion of the receiving school.

<b>Course Number</b>	<b>Course Title Section</b>	<b>Total Course Hours</b>	<b>Course / Credit Hour</b>
BIO112	Anatomy, Physiology and General Pathology	60	5.0 Quarter Credit Hours
IMG113	Introduction to Sonography	60	5.0 Quarter Credit Hours
IMB115	Introduction to Sonographic Scan Techniques & to Scanning in the Clinical Environment	150	6.0 Quarter Credit Hours
DMSC121	Doppler Physics and Hemodynamics for Cardiac Sonographer	60	5.0 Quarter Credit Hours
DMSC122	Cardiovascular Cross Sectional Anatomy & Imaging Techniques	60	5.0 Quarter Credit Hours
DMSC125	Introduction to Cardiac and Vascular Scan & to Scanning in the Clinical Environment Techniques	150	4.0 Quarter Credit Hours
DMS230	Ultrasound Physics & Instrumentation I	45	4.0 Quarter Credit Hours
DMSC231	Cardiac Sonography I	44	4.0 Quarter Credit Hours
DMSC236	Cardiac Scan Lab I	40	2.0 Quarter Credit Hours
DMSC237	Cardiac Clinic I	150	5.0 Quarter Credit Hours
DMS240	Ultrasound Physics & Instrumentation II	22	2.0 Quarter Credit Hours

DMSC241	Cardiac Sonography II	44	4.0 Quarter Credit Hours
DMSC246	Cardiac Scan Lab II	40	2.0 Quarter Credit Hours
DMSC247	Cardiac Clinic II	240	8.0 Quarter Credit Hours
DMS250	Ultrasound Physics & Instrumentation Review	22	2.0 Quarter Credit Hours
DMSC251	Cardiac Sonography III	44	4.0 Quarter Credit Hours
DMSC256	Cardiac Mastery Scan Lab	3	0.0 Quarter Credit Hours
DMSC257	Cardiac Clinic III	330	11.0 Quarter Credit Hours
DMSC261	Cardiac Sonography Review	44	4.0 Quarter Credit Hours
DMSC262	Cardiac Sonography Emerging Technologies	22	2.0 Quarter Credit Hours
DMSC267	Cardiac Clinic IV	330	11.0 Quarter Credit Hours
<b>Total</b>		<b>1960</b>	<b>95.0 Quarter Credit Hours</b>

**PROGRAM OBJECTIVE:**

The programs are designed to provide students adequate opportunity to acquire the knowledge, skills, and professional behaviors required of an entry-level sonographer.

The objectives of the program, therefore, are those stated in the “Description of the Profession of Diagnostic Medical Sonographer” as stated below:

1. Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
2. Perform appropriate procedures and record anatomic, pathologic and/or physiologic data for interpretation by a physician.
3. Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.

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4. Exercise discretion and judgment in the performance of sonographic and/or other non-invasive diagnostic procedures.
  5. Demonstrate appropriate communication skills with patients and colleagues.
  6. Provide patient education related to medical ultrasound and/or other non-invasive diagnostic techniques, and promote the principles of good health.

**COURSE DESCRIPTIONS:**

**BIO112- Anatomy, Physiology & General Pathology**

**5.0 Credits**

Theory course focusing on organ systems scanned by diagnostic medical sonographers. Emphasis is on the interrelatedness of the organ systems and the concept of homeostasis. General pathology is discussed by introducing the disease categories of neoplasms, infection, vascular disease, congenital aberrations and trauma. Pathophysiology is addressed as it impacts the normal functioning of the organ systems. **Prerequisite: none**

**IMG113- Introduction to Sonography**

**5.0 Credits**

Theory course delivered using a combination of lectures and seminars introducing the multiple disciplines associated with medical sonography including: the history of ultrasound, the medical legal issues surrounding the practice of ultrasound, the qualities required of individuals practicing in the field, the basic skills and obligations associated with patient care, relevant medical and sonographic terminology, communication skills and acoustic principles. **Prerequisite: none**

**IMG115- Introduction to Sonographic Scan Techniques & to Scanning in the Clinical Environment**

**6.0 Credits**

Combination hands-on laboratory and clinical course in which students are introduced to the basic skills of ultrasound scanning and the clinical environment of the sonographer. Emphasis is on basic knobology, scan techniques including patient positioning, transducer selection, image orientation, labeling, transducer manipulation, image recording, equipment safety, and protocol basics. **Prerequisite(s): none**

**DMSC121- Doppler Physics and Hemodynamics for Cardiac Sonography**

**5.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on the factors that affect blood flow throughout the cardiovascular system and the Doppler physics techniques used to gather the information and display it on the screen. Aliasing and other imaging pitfalls will be covered as well as Color flow Doppler, spectral Doppler, and power angio. Both normal and abnormal patterns of blood flow will be discussed. **Prerequisite(s): BIO112,**

**DMSC122- Cardiovascular Cross Sectional Anatomy & Imaging Techniques**

**6.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on the cross sectional anatomy of the heart and its position within the thorax as well as the scan planes used to scan the heart. Emphasis will be on the anatomical relationships between arterial and venous vascular segments relevant to the cardiac sonographer as well

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as the levels within the heart and the effect of transducer manipulation on imaging planes. Other imaging techniques relevant to the heart will be discussed. **Prerequisite(s): BIO112, IMG115**

**DMSC125- Introduction to Cardiac and Vascular Scan Techniques & to Scanning in the Clinical**

**Environment**

**4.0 Credits**

Combination hands on laboratory and clinical course in which students are introduced to cardiac scan techniques including basic 2-D echocardiographic gray scale views and extracranial cerebrovascular, abdominal aorta, and peripheral arterial/venous waveform characteristics. **Prerequisite(s): IMG 115**

**DMS230- Ultrasound Physics and Instrumentation I**

**4.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on the physical characteristics of sound, its impact on tissue and tissue's impact on the sound wave, parameters of continuous and pulsed sound waves, system components and transducer architecture. 4 quarter credits. **Prerequisite(s): IMG113, DMSC121**

**DMSC231- Cardiac Sonography I**

**4.0 Credits**

Theory course delivered through a combination of lectures and seminars focusing on the basic adult echo exam including the 12-lead ECG, continuation of 2-D views and addition of off-axis 2-D views as well as M-mode, and Doppler assessment cardiac structures identified in all 2-D views, indications for performing an echocardiogram, patient signs and symptoms and the most commonly seen pathologies. Pathologies focus on the most common valvular disease, myopathies, carditis, and effusions. **Prerequisite(s): DMSC121, DMSC122**

**DMSC236- Cardiac Scan Lab I**

**2.0 Credits**

Hands-on laboratory course in an instructional setting in which students are scanning all 2-D gray scale imaging views associated with the echocardiogram, including off axis views, with emphasis on obtaining and holding each view, identifying all visualized structures, optimizing each view and correlating cardiac mechanical activity with the electrical tracing of the conduction system. **Prerequisite(s): DMSC125**

**DMSC237- Cardiac Clinic I**

**5.0 Credits**

Students will orient to the clinical environment of a sonographer by interacting with patients and staff, and by observing, assisting with and performing various patient care and sonographic duties with direct supervision. Students become familiar with the equipment, policies, procedures, and the concept of scanning protocols in a clinical setting. **Prerequisite(s): DMSC121, DMSC122, DMSC125**

**DMS240- Ultrasound Physics and Instrumentation II**

**2.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on the components of an ultrasound system. Topics covered include types of transducers, beam formation, receiver components, image storage and displays. **Prerequisite(s): DMS230**

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**DMSC241 - Cardiac Sonography II**

**4.0 Credits**

Students will orient to the clinical environment of a sonographer by interacting with patients and staff, and by observing, assisting with and performing various patient care and sonographic duties with direct supervision. Students become familiar with the equipment, policies, procedures, and the concept of scanning protocols in a clinical setting. **Prerequisite(s): DMSC231**

**DMSC246- Cardiac Scan Lab II**

**2.0 Credits**

Hands-on laboratory course in an instructional setting in which students optimize all 2-D gray scale imaging views associated with the echocardiogram, hone Doppler assessment techniques to include both color flow and spectral Doppler calculations in all appropriate views, and obtain M-mode and gray scale linear measurements.

**Prerequisite(s): DMSC236**

**DMSC247- Cardiac Clinic II**

**8.0 Credits**

The application of sonographic knowledge and skills in a general sonography patient care setting in which students scan some abdominal protocols of diagnostic quality with limited mentor supervision, striving for completeness and diagnostic quality. Students are able to take a patient history, identify and document pathological findings, prepare a preliminary report, and present findings to the physician. **Prerequisite(s): DMSC237**

**DMS250- Ultrasound Physics and Instrumentation Review**

**2.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing all sonographic physical principles relevant to the application of ultrasound technology to the field of medical diagnosis. Emphasis is on examination preparation and test-taking skills as all content is reviewed. **Prerequisite(s): DMS240**

**DMSC251- Cardiac Sonography III**

**4.0 Credits**

Theory course delivered through a combination of lectures and seminars focusing on congenital anomalies and the more advanced assessment techniques including: trans-esophageal echo and interventional echocardiography.

**Prerequisite(s): DMSC241**

**DMSC256- Cardiac Mastery Scan Lab**

**0.0 Credits**

Hands-on laboratory course in an instructional setting in which students are assessed for mastery and fluency on all program specific protocol skills. **Prerequisite(s): DMSC246**

**DMSC257- Cardiac Clinic III**

**11.0 Credits**

The application of sonographic knowledge and skills in a cardiac sonography patient care setting in which students obtain all 2D views, perform Doppler assessments with calculations and obtain linear measurements on most patients with limited mentor supervision. **Prerequisite(s): DMSC247**

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**DMSC261: Cardiac Sonography Review**

**4.0 Credits**

Theory course delivered using a combination of lectures and seminars focusing on an in-depth review of adult echocardiographic assessment and pathological conditions with an emphasis on test taking skills and registry preparation. **Prerequisite(s): DMS250, DMSC251,**

**DMSC262- General Sonography Emerging Technologies**

**2.0 Credits**

Theory course delivered using a combination of lectures and seminars presenting a discussion of the more advanced and emerging assessment techniques including: color tissue Doppler, 3-D/4-D and strain imaging. **Prerequisite(s): DMSC251,**

**DMSC267- Cardiac Clinic IV**

**11.0 Credits**

The application of sonographic knowledge and skills in a cardiac sonography patient care setting in which students scan protocols independently with only indirect mentor supervision, develop their pathology recognition skills, and scan more challenging patients. Students gain fluency (quality plus speed) and confidence in their problem-solving abilities while applying good ethical practices. At a minimum, student skills are consistent with an entry level sonographer. **Prerequisite(s): DMSC257**

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# STAFF AND FACULTY

## STAFF

### STAFF

Richard McCulloch

Amanda McLure

Katherine McCulloch

Helena Pressley

Jenny D'Ugard

Stefanie Fiacos

Lucy Della Rosa

Simone Sutherland

Farrell Du Bois

Bernadette Edwards

Ricardo Pradel

Leonard Myers

Jessica Almonte

Shawn McCulloch

Thomas Nervil

Roxroy Ashley

Anthony Leslie

### POSITION

**Campus President**  
**Director of Student Services**

Full Time

**Director, Admissions**

Full Time

**Vice President, Education**

Full Time

**Director, Financial Services**

Full Time

**Director, Career Services**

Full Time

**Registrar**

Full Time

**Career Services Representative**

Full Time

**Financial Services Advisor**

Full Time

**Campus Coordinator**

Full Time

**Senior Admissions Representative**

Full Time

**Admissions Representative**

Full Time

**Admissions Representative**

Full Time

**Admissions Representative**

Full Time

**Admissions Representative**

Full Time

**Admissions Representative**

Full Time

**Ultrasound Admission Specialist**

Full Time

**Admissions Coordinator**

Full Time

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# FACULTY

## FACULTY

### Michelle Boigris, MOA, NCRMA, BSL/Trainer

Allen School for Physician Assistants  
Jamaica, NY

### Silvia Arroyo-Blanco, DDS, NCRDA, BSL/Trainer

University of Cartagena  
Columbia, South America

### Mark Reca, AA, RDMS, RDCS

Miami Dade College  
Miami, FL  
Ultrasound Diagnostic School  
Pompano Beach, FL

### Michael Jackson, LPN, BLS/Trainer

Broward Community College  
Coconut Creek, FA

### Tomoko Lotierzo-Williams, MA, NCRMA, NCMOA

Ross Medical Vocational School  
Hollywood, FL

### Angela Howard, NRCMA

Concorde Career Institute  
Lauderdale Lakes, FL

### Belinda Roy, NCMA, NCPT

Florida Career College  
Pembroke Pines, FL

### Wanda Jess, RMA, NCRMS, BLS/Trainer

National School of Technology  
North Miami, FL

### Darell Boigris, AA, CMSCT, BLS/Trainer

Daytona Beach Community College  
Daytona Beach, FL  
ExecuTrain/Microsoft Technical Education Center  
Miami, FL

### Carmel Merisier, Dental Assistant/Expanded Functions

School of Health Careers  
Lauderdale Lakes, FL

### Carol Artrip, MMS, RDCS, RVT

Nova Southeastern University  
Davies, Florida

### Clara Bronico, RDMS, RDCS

Ultrasound Diagnostic School  
Pompano Beach, Florida  
Universidad Nacional De Colombia  
School of Dentistry

## PROGRAM

### **Program Director/Instructor**

Medical Assistant/Medical Office Administration  
**Academic Resource Center Manager/Full Time**

### **Program Director/ Instructor**

Dental Assistant/Full Time

### **Program Director/Instructor**

Diagnostic Medical Sonography/Full Time

### **Instructor**

Medical Assistant/Full Time

### **Instructor**

Medical Office Administration/Full Time

### **Instructor**

Medical Assistant/Full Time

### **Instructor**

Medical Assistant/Full Time

### **Instructor**

Medical Assistant/Part Time

### **Instructor**

Medical Assistant/Medical Office Administration  
Part Time

### **Dental Clinical Assistant**

Dental Assistant  
Part Time

### **Instructor**

Diagnostic Medical Sonography  
Full Time/ On-line Division

### **Instructor**

Diagnostic Medical Sonography  
Part Time

## PROGRAM START DATES CALENDAR

### 2009 DAY START DATES

Start Date	Externship	Estimated Grad Date
<b>1/6/2009</b>	8/13/2009	<b>10/23/2009</b>
<b>2/5/2009</b>	9/15/2009	<b>11/20/2009</b>
<b>3/10/2009</b>	10/14/2009	<b>1/4/2010</b>
<b>4/8/2009</b>	11/12/2009	<b>1/29/2010</b>
<b>5/7/2009</b>	12/15/2009	<b>2/26/2010</b>
<b>6/9/2009</b>	1/21/2010	<b>4/2/2010</b>
<b>7/15/2009</b>	2/23/2010	<b>4/30/2010</b>
<b>8/13/2009</b>	3/24/2010	<b>6/24/2010</b>
<b>9/15/2009</b>	4/22/2010	<b>7/2/2010</b>
<b>10/14/2009</b>	5/24/2010	<b>7/30/2010</b>
<b>11/12/2009</b>	6/23/2010	<b>9/3/2010</b>
<b>12/15/2009</b>	7/29/2010	<b>10/8/2010</b>

### 2009 EVENING START DATES

Start Date	Externship	Estimated Grad Date
<b>1/6/2009</b>	11/30/2009	<b>2/12/2010</b>
<b>2/23/2009</b>	1/20/2010	<b>4/2/2010</b>
<b>4/8/2009</b>	3/9/2010	<b>5/14/2010</b>
<b>5/21/2009</b>	4/21/2010	<b>7/9/2010</b>
<b>7/15/2009</b>	6/8/2010	<b>8/20/2010</b>
<b>8/27/2009</b>	7/28/2010	<b>10/8/2010</b>
<b>10/14/2009</b>	9/14/2010	<b>11/19/2010</b>
<b>11/30/2009</b>	10/28/2010	<b>1/14/2011</b>

**For Start Dates reserved for Diagnostic Medical Sonography program please see your Admission Representative.**

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# HOLIDAYS AND VACATION CALENDAR 2009 - 2010

Wednesday, December 24, 2008

Holiday Recess: School Closed  
Classes resume Tuesday, January 6, 2009

Monday, January 19, 2009

Martin Luther King Day: School Closed  
Classes resume Tuesday, January 20, 2009

Monday, February 16, 2009

President's Day: School Closed  
Classes resume Tuesday, February 17, 2009

Monday, May 25, 2009

Memorial Day: School Closed  
Classes resume Tuesday, May 26, 2009

Monday, June 29, 2009 through  
Sunday, July 5, 2009

Summer Recess: School Closed  
Classes resume Monday, July 6, 2009

Monday, September 7, 2009

Labor Day: School Closed  
Classes resume Tuesday, September 8, 2009

Thursday, November 26, 2009

Thanksgiving Day break: School Closed  
Classes resume Monday, November 30, 2009

Friday, December 25, 2009

Holiday Recess: School Closed  
Classes resume Tuesday, January 5, 2010