Institutional Catalog Addendum

2015 - 2016
ORGANIZATION

Appointments, new officers or no longer working at ACH Administrative employees.

<table>
<thead>
<tr>
<th>POSITION</th>
<th>OFFICER</th>
<th>HIRED</th>
<th>APPOINTMENT</th>
<th>NO LONGER AT ACH</th>
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<tbody>
<tr>
<td>Student Affairs Director</td>
<td>Ana R. Ortiz</td>
<td>1/5/16</td>
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<tr>
<td>Admissions Officer</td>
<td>Cristalys Negron</td>
<td>1/7/16</td>
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<tr>
<td>Compliance and Title IX Officer</td>
<td>Juan Hernandez</td>
<td>1/25/16</td>
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<tr>
<td>Placement Officer</td>
<td>Magaly Ojeda</td>
<td>1/25/16</td>
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<td>Treasury Officer</td>
<td>Luis Gonzalez</td>
<td>2/16/16</td>
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<td>Evening/weekend service Officer</td>
<td>Ruth Rivera</td>
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<td>Service and Maintenance Officer</td>
<td>Jose Galarza</td>
<td>3/1/16</td>
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Appointments, new officers or no longer working at ACH Academic/Faculty employees.

FACULTY

PRACTICAL NURSING PROGRAM

**Jancely Massa:** Bachelor of Science in Nursing (BSN) - Columbia Central University, Caguas PR, Appointment on 11/2/15 as Skills and Simulation Laboratory Coordinator.

PHARMACY TECHNICIAN

**Blanca Arzuaga:** Associate Degree (AD) Pharmacy Assistant - Huertas College, Bachelor in General Science (BA) – Turabo University, Appointment on 1/4/16 as Program Director

**Hazel Pagán:** Associate Degree (AD) Pharmacy Assistant - Huertas College, Bachelor of Science in Biology (BA) – Interamerican University, Hired on 1/7/16 as Program Assistant

ESTHETICS

**Yamila Baduí González:** Esthetics Certificate – Maison D’Esthetic Academy, Bachelor Degree in Elementary Education – Interamerican University, Appointment on 11/9/15 as Program Director.

**Rosa Ortiz Martínez:** Esthetics Certificate – Maison D’Esthetic Academy, Hired on 2/16/16 as Professor.
EMBALMING TECHNICIAN AND FUNERAL HOME DIRECTOR

Juan Orta García: Embalming Technician and Funeral Assistant Certificate - Antilles School of Technical Careers now Antilles College of Health, Hired on 1/25/16 as Program Assistant.

OPERATIONS ROOM TECHNICIAN PROGRAM

Elliot Alamo: Orthopedic Technician Certificate - Universal Education Institute, Hired on 1/12/16 as Clinical Coordinator.

Amy Cruz: Operating Room Technical Certificate – Antilles School of Technical Careers now Antilles College of Health, Hired on 11/2/15 as Laboratory Technician.

Denisse Figueroa Andino: Surgical Technician and Asepsis Certificate – Universal Education Institute, Bachelor of Science in Nursing (BSN) - Dewey University, Hired on 11/2/15 as Professor.

Meadly Cruz Montes: Operating Room Technician Certificate - Atenas College, Bachelor of Science in Biology (BA) – Interamerican University, Hired on 1/14/16 as Professor.

Eliades Moreno Suárez: Doctorate in Medicine – Medical Science Superior Institute, Santiago, Cuba, Specialized in Sports Medicine - Medical Science Superior Institute, La Habana Cuba, Hired on 1/14/16 as Professor.

Effective January 7, 2016

COURSE DESCRIPTION

PRACTICAL NURSING PROGRAM

C-TERM-120
MEDICAL TERMINOLOGY AND THE HUMAN BODY
6 CREDITS 90 HOURS

The course has been designed with the purpose of preparing students in the health field, including direct care to the patient areas and support services. In this course, the computer use is integrated to offer electronic equipment knowledge used to process data, computer inter-relationship and communication through integrated systems. Information on anatomy, physiology and pathology for every body system, introduction to medical terminology, technical language appropriate use, in addition to the roots use, words, suffixes and prefixes in medical terms abbreviations are discussed. This course has a total of 45 hours of external work, students will be performing tasks related with course topics.
C-NURS-130
ETHICAL & LEGAL ASPECTS. OCCUPATIONAL SAFETY
3 CREDITS 45 HOURS

This course is designed for the student to learn the history, evolution and nursing tendencies, the Practical Nursing profession ethical and moral responsibilities and the inside health team role. Similarly, it has been designed, to enable the student to recognize the occupation's most common accident risks and be exposed to basic technical health and safety concepts indicated by O.S.H.A. for safe and effective work performance. Issues applied to operating room safety are applied such as, fire management, burns, spills, emergencies, electricity and radiation uses. The issue of blood borne pathogens is also covered. This course has a total of 22.5 hours of external work, students will be performing tasks related with course topics.

C-NURS-131
PRINCIPLES OF PRESCRIPTION DELIVERY
3 CREDITS 45 HOURS

This course offers the student basic knowledge in relation to drugs, medications administration legal aspects, administration routes, doses and drugs allergic reactions. This course has a total of 22.5 hours of external work, students will be performing tasks related with course topics.

C-NURS-132
FUNDAMENTAL CONCEPTS OF NURSING
4 CREDITS 60 HOURS

This course introduces the student to patient care procedures. The student will familiarize with the nursing-patient atmosphere. Nursing process is introduced to estimate patients' health in connection with Maslow’s theory of necessities and also Dorotea Orem's self care theory. The student is focused to offer patient maintenance, prevention and health rehabilitation, as well as education health principles applied to the patient and family as well. We emphasize on the communication process, good human relationships with the patient, family and health team. This course has a total of 30 hours of external work, students will be performing tasks related with course topics.

C-NURS-133
BASIC NURSING SKILLS LABORATORY
1 CREDIT 30 HOURS

This laboratory is carried out concurrently with the Fundamental Nursing Concepts course. The student acquires skills when executing procedures and appropriate techniques to patient care. This course has a total of 7.5 hours of external work, students will be performing tasks related with course topics.
C-NURS-134
ELECTROCARDIOGRAPHY
4 CREDITS 60 HOURS

This course is designed to develop in the student, the knowledge and necessary procedure techniques of making an electrocardiogram. Related terminology is included as well as anatomy and physiology of the cardiovascular system. EKG interpretation in patient with associated heart disorders is also taught. This course has a total of 30 hours of external work, students will be performing tasks related with course topics.

C-NURS-135
ELECTROCARDIOGRAPHY LABORATORY
1 CREDIT 30 HOURS

This laboratory establishes simulated experiences so that the students develop the correct techniques and dexterities when doing an electrocardiogram. Laboratory is offered concurrently with electrocardiography course. This course has a total of 7.5 hours of external work, students will be performing tasks related with course topics.

C-NURS-136
NURSING PROCESS WITH THE AGING AND ADULTS
4 CREDITS 60 HOURS

In this course we study adult and elderly emergency and medical-surgery conditions, patient and family learning and teaching principles are integrated. Different patient's body systems, conditions, dysfunctions, signs and symptoms are emphasized through nursing process. It also offers an anatomy and physiology general systems panorama. This course uses the nursing process to guide neoplasms, neurological alterations, muscle skeletal, gastrointestinal, urinary, reproductive, and integumentary and neurosensory individual attendance. This course has a total of 30 hours of external work, students will be performing tasks related with course topics.

C-NURS-137
AGING AND ADULTS SKILLS LABORATORY
1 CREDIT 30 HOURS

These laboratory experiences are carried out concurrently with the adult and elderly nursing process course. The students develop skills and direct care techniques for adult and elderly patients on simulated experiences. They obtain more complex skills in procedures offered to individuals with medical or surgical conditions. This course has a total of 7.5 hours of external work, students will be performing tasks related with course topics.
C-NURS-138  
NURSING PROCESS WITH MOTHER AND NEW BORN  
4 CREDITS 60 HOURS

This includes the mother and newborn nursing care process. It emphasizes on the puberty, pregnancy, childbirth, post childbirth and newborn stages. We also provide an overview of the anatomy and physiology of the feminine reproductive system, as well as the father’s role in this process and nurse relation to the patients’ family. This course has a total of 30 hours of external work, students will be performing tasks related with course topics.

C-NURS-139  
OB/GYN SKILLS LABORATORY  
1 CREDIT 30 HOURS

This laboratory is carried concurrently with the mother and newborn nursing process course. The student has the opportunity to develop mother and newborn care skills in laboratory simulated experiences. This course has a total of 7.5 hours of external work, students will be performing tasks related with course topics.

C-NURS-140  
NURSING PROCESSES OF CHILDREN AND ADOLESCENT  
4 CREDITS 60 HOURS

In this course we explore the characteristics and different stages of growth and development of the child and adolescent. Piaget’s and Ericsson’s development theories are discussed. We discuss medical surgical conditions that most commonly interfere in the growth and development. The pediatrics nursing process is emphasized. This course has a total of 30 hours of external work, students will be performing tasks related with course topics.

C-NURS-141  
CHILDREN AND ADOLESCENT SKILLS LABORATORY  
1 CREDIT 30 HOURS

This laboratory provides simulated experiences for students to develop correct skills and proper techniques for child and adolescent care. Laboratory is offered concurrently with the child and adolescent nursing process course. This course has a total of 7.5 hours of external work, students will be performing tasks related with course topics.

C-NURS-142  
NURSING PROCESS WITH MENTAL HEALTH  
6 CREDITS 90 HOURS

This course introduces the student to health and mental hygiene concepts, personality development, factors that influence personality development and, factors that influence mental illnesses development. The problem of mental illnesses in Puerto Rico, PS community health
services and nursing intervention processes are widely discussed. This course has a total of 45 hours of external work, students will be performing tasks related with course topics.

**C-NURS-150**  
**ADULTS AND AGING CLINICAL LABORATORY (MEDICINE, SURGERY, EMERGENCY ROOM AND INTENSIVE)**  
**4 CREDITS 180 HOURS**

This course is a laboratory of supervised clinical experiences for medical care to patients with surgical conditions. In this supervised clinical experience the student has the opportunity to interact with adult and elderly care. Students practice basic and complex procedures in selected clinical areas such as: medicine units, surgery, coronary intensive, community services, and hospice services with surgical patients. This course has a total of 37.5 hours of external work, students will be performing tasks related with course topics.

**C-NURS-151**  
**OB/GYN CLINICAL LABORATORY**  
**1 CREDIT 45 HOURS**

In this clinical experience the student intervenes with the mother's care during pregnancy stages, childbirth and post childbirth, with newborn attention. Offer patient cares to patients with gynecological conditions. During these stages of the process the father's role and family relationship is emphasized. Students acquire supervised practical experience in maternity, childbirths room, nursery, gynecology department, observations in the neonatal unit and community service, visiting prenatal clinics and offering educational talks. This course has a total of 15 hours of external work, students will be performing tasks related with course topics. This course has a total of 15 hours of external work, students will be performing tasks related with course topics.

**C-NURS-152**  
**PEDIATRICS CLINICAL LABORATORY**  
**1 CREDIT 45 HOURS**

This supervised practice provides the student the opportunity to offer the child and adolescent the corresponding nursing care. The student will relate with children and adolescents under good health conditions in the community. At the same time will provide nursing care to children and adolescents with common and congenital illnesses that happen in this cycle. The student will be exposed to the pediatrics area and community agencies such as: Head Start programs, nurseries and Schools. This course has a total of 15 hours of external work, students will be performing tasks related with course topics.
C-NURS-153
MENTAL HEALTH CLINICAL LABORATORY
2 CREDITS 90 HOURS

This course introduces the student to health and mental hygiene concepts, personality development, and factors that influence mental illnesses development. At the same time in the supervised clinical experience, the student will offer basic care to patients with mental conditions, behavior observations, individual and group therapy and affective communication and therapy techniques. The student participates in activities with the patient and his family. The student acquires these experiences in mental institutions. This course has a total of 22.5 hours of external work, students will be performing tasks related with course topics.

COURSE DESCRIPTION

ESTHETICS PROGRAM

C-ESTH-181

BODY ESTHETIC & MASSAGE THEORY

4 CREDITS 60 HOURS

In this class we will discuss the human anatomy to recognize and treat the most common body conditions in an esthetics booth such as cellulite, overweight, grooves and flaccidity. This course has a total of 30 hours of external work, students will be performing tasks related with course topics.

C-ESTH-182

BODY ESTHETIC & MASSAGE LABORATORY

3 CREDITS 90 HOURS

Students will evaluate each particular situation or case, which will allow them to choose suitable products and use correct therapeutic modalities. These therapeutic modalities or techniques will consist of lymphatic drainage, anti-cellulite manipulations, and other techniques that produce tissue tonicity. They will practice the intensity, rhythm, pressure, manipulations direction and duration, and position around the stretcher as well. This course has a total of 22.5 hours of external work, students will be performing tasks related with course topics.

C-ESTH-188

MANICURE THEORY

2 CREDITS 30 HOURS

This class shows the structure and function of the fingernail with proper manicure protocol. We discuss the fingernail pathologies such as, cracked, weak, and anti aging treatments among others. This course shows the appropriate way of applying nail polish and the art of design. We include hand Massage of the hands as part of the class. This course has a total of 15 hours of external work, students will be performing tasks related with course topics.
C-ESTH-189

MANICURE LABORATORY  
1 CREDIT  30 HOURS

The laboratory is designed to apply, evaluate and improve on manicure proper procedures learned in theory. They will carry out manicure procedures and hand massages to other students. This course has a total of 7.5 hours of external work, students will be performing tasks related with course topics.

C-ESTH-192

SUPERFLUOUS HAIR REMOVAL THEORY  
1 CREDIT  15 HOURS

This course will provide students with outstanding theoretical knowledge and practical skills, required for body hair removal, the difference between epilation and depilation, and the different removal methods: tweezers, electric machines, adhesive strips and wax in all their varieties. Simulating discoloration and dying procedures for eyebrows and lashes will also be presented. This course has a total of 7.5 hours of external work, students will be performing tasks related with course topics.

C-ESTH-193

SUPERFLUOUS HAIR REMOVAL LABORATORY  
1 CREDIT  30 HOURS

The laboratory will provide true practice in current procedures for body hair removal as presented in theory. They will carry out skin preparation process, product application, hair removal contraindications, hair removal products and body hair growth retardants. The student will practice discoloration and dying protocols, process phases, and contraindications when applied to eyebrows and lashes. This course has a total of 7.5 hours of external work, students will be performing tasks related with course topics.

C-ESTH-190

SPA TECHNIQUES THEORY  
2 CREDITS  30 HOURS

This class is designed to prepare the student in the main body therapies used in most SPAS. Relaxation and anti-stress therapies will be applied as well as treatments to nourish the skin, treat cellulite or dehydration. This course has a total of 15 hours of external work, students will be performing tasks related with course topics.

C-ESTH-191

SPA TECHNIQUES LABORATORY  
3 CREDITS  90 HOURS

This laboratory prepares the student to apply the concepts of the main treatments, included in many Hotels and SPAS. The students will be trained to practice relaxation and anti-stress therapies, skin
nourishment, cellulites and dehydration as well. This course has a total of 22.5 hours of external work, students will be performing tasks related with course topics.

**C-ESTH-183**

**FACIAL ESTHETIC, MASSAGE & SKIN CARE THEORY  4 CREDITS  60 HOURS**

The class presents skin tissue knowledge, physiology, pathologies, skin care diagnostic, documentation, exploration methods and facial treatment preventive care. The student will recognize facial disorders and facial massages. Class presents knowledge on skin care diagnosis through use of equipment such as: Wood’s magnifying glass and light among others. Facial hygiene, skin superficial cleaning, treatments, deep cleaning, coetaneous needs and different skin type’s hygiene will be discussed as well. This course has a total of 30 hours of external work, students will be performing tasks related with course topics.

**C-ESTH-184**

**FACIAL ESTHETIC, MASSAGE & SKIN CARE LABORATORY  4 CREDITS  120 HORAS**

The laboratory will allow the student to practice face, neck, and neckline make up cleansing; purify, balance, humidify and renovate facial skin. The student will manage skin care diagnosis, documentation and exploration methods. Students will use the correct, techniques, products and protocols for facial treatments and facial massages. The student will apply all techniques studied in theory, skin care diagnosis through the use of equipment. They will practice facial treatments: deep cleaning, choice of methods and techniques according to the skin needs. This course has a total of 30 hours of external work, students will be performing tasks related with course topics.

**C-ESTH-185**

**MAKE UP THEORY  4 CREDITS  60 HOURS**

This class presents and discusses the history and application of makeup, its components and active principles. Different make-up theories and related topics such as: color theory, head-face proportions, shade techniques, subtle, slight and dramatic. We discuss make-up for men, special occasions and TV make-up among others. This course has a total of 30 hours of external work, students will be performing tasks related with course topics.

**C-ESTH-186**

**MAKE UP LABORATORY  3 CREDITS  90 HOURS**

In this class the student will apply what he has learned in the different make-up application theories. We allow the students to evaluate and improve on their make-up application techniques by applying make-up on each other. This course has a total of 22.5 hours of external work, students will be performing tasks related with course topics.
C-ESTH-194

PEDICURE THEORY  
2 CREDITS    30 HOURS

This course combines the art of health and beauty of the feet. It emphasizes the morphology of the feet and skin. The discussion on booth pathology treatments of the feet, toenail care, and foot massage is also included as feet biomechanics. This course has a total of 15 hours of external work, students will be performing tasks related with course topics.

C-ESTH-195

PEDICURE LABORATORY  
1 CREDIT    30 HOURS

This course allows students to carry out foot analysis, pedicure procedures and other feet booth treatments among themselves. This course has a total of 7.5 hours of external work, students will be performing tasks related with course topics.

C-ESTH-196

NUTRITION & HEALTH  
2 CREDITS    30 HOURS

This class introduces nutrition and the importance of water consumption as the foundation for general skin health and good appearance. We summarize the macro and micro-nutrients, vitamins, minerals and food resources as important mechanisms for a healthy metabolism in the human body. This course presents balance and nutrition control, as well as signs of poor nutrition. It also presents weight and eating disorders. This course has a total of 15 hours of external work, students will be performing tasks related with course topics.

C-ESTH-187

BASIC AROMATHERAPY  
2 CREDITS    30 HOURS

This class discusses the essential oils origin, its uses, properties, benefits, precautions and contraindications in the esthetics service. We show recommended dilution quantities, combinations as well as some mixture recipes. This course has a total of 15 hours of external work, students will be performing tasks related with course topics.

C-BUSI-120

CLIENT & BUSINESS  
3 CREDITS    45 HOURS

This course will familiarize the student with basic concepts and tools to better understand and grasp the nature of the business. It also identifies business opportunities that exist in the market, helps determine the legal structures and permits required for establishing a business and how to manage it. The student will have the opportunity to learn and visualize in detail his role as manager, and how the customer service, integrated to a mission of social responsibility, can make
the difference in business success. This course has a total of 22.5 hours of external work, students will be performing tasks related with course topics.

C-ESTH-180

ETHICAL & LEGAL DEVELOPMENT  2 CREDITS  30 HOURS

We study local health profession applicable laws, Health Department regulations and guidance on how to maintain files. This course promotes attitude and ethical behavior required in the esthetics field. It emphasizes on the professional, legal and esthetician’s responsibilities regarding privacy, confidentiality, and mental and physical integrity of the client. This course has a total of 15 hours of external work, students will be performing tasks related with course topics. This course has a total of 15 hours of external work, students will be performing tasks related with course topics.

C-ESTH-197

INTERNSHIP LABORATORY  4 CREDITS  180 HOURS

Practice has been designed to give students the opportunity to apply and demonstrate acquired knowledge and abilities in the esthetic scenario in a real work environment. This exposes the student to the community and employment market. This course provides the student with professional experience and security. The student will apply all the techniques studied in theory and skin diagnosis care through the use of equipment. They will practice facial treatments: deep cleaning, choosing methods and techniques according to skin needs. This course has a total of 30 hours of external work, students will be performing tasks related with course topics.

COURSE DESCRIPTION

OPERATING ROOM TECHNICIAN

C-TERM-005

MEDICAL TERMINOLOGY AND HUMAN BODY  4 CREDITS  60 HOURS

This course has been designed with the purpose of preparing students in the health field, including direct care to the patient areas and support services. Information on anatomy, physiology and pathology for each body system is integrated, introduction to medical terminology with technical language appropriate use, in addition to the use of roots, words, suffixes and prefixes in medical terms abbreviations. This course has a total of 30 hours of external work, students will be performing tasks related with course topics.
SURG-170

ETHICAL AND LEGAL ASPECTS / OCCUPATIONAL SAFETY
4 CREDITS 60 HOURS

In this course the student obtains knowledge on the ethical-legal principles and the ethical problems in the practice of their professional performance. Puerto Rico existent laws that rules Operating Room Technicians in their professional performance are discussed. In the same way, the course is designed so the student recognizes the most common occupational risks, and is exposed to concepts, basic safety and health techniques indicated by O.S.H.A. for effective work performance. We emphasize on safety and management in case of fires, burns, spills, emergencies and the use of electricity and radiation applied in a surgery room. The topic of blood borne pathogens is also covered. This course has a total of 30 hours of external work, students will be performing tasks related with course topics.

SURG-171

ANESTHESIA AND SURGICAL PHARMACOLOGY
4 CREDITS 60 HOURS

This course presents the student with basic concepts of anesthesia and pharmacology principles applied to surgery. The student receives knowledge from the induction to the reversal of anesthesia. Similarly the student acquires skills in taking and appraisal of vital signs. Reviews basic mathematics knowledge and different measuring systems used in pharmaceutical calculation. The student will become familiar with common drugs by category and irrigation solutions used in surgery. This course has a total of 30 hours of external work, students will be performing tasks related with course topics.

SURG-172

SURGICAL FUNDAMENTALS
7 CREDITS 105 HOURS

This course is designed to provide the student with knowledge related with occupation requirements and surgical team duties and functions. The course is aimed on acquiring knowledge of microbiology principles, vital signs, also basic skills for identification and equipment management and basic instruments, and the use of aseptic techniques in the practice of this profession. This course also covers sutures and homeostasis. This course has a total of 52.5 hours of external work, students will be performing tasks related with course topics.

SURG-173

SURGICAL FUNDAMENTALS LABORATORY/STERILE SUPPLIES
3 CREDITS 90 HOURS

In this lab the student will develop skills in different aseptic techniques required in this profession. He will also acquire management skills in the surgical field, identification and equipment handling and surgical patient basic care. It provides sterilization and tray packaging topics. In the same way,
the student acquires skills in taking and monitoring vital signs. This course has a total of 22.5 hours of external work, students will be performing tasks related with course topics.

SURG-174

SURGERY AND SUBSPECIALTIES 8 CREDITS 120 HOURS

This course provides the student with knowledge related to surgery and sub-specialties such as pre and post operative diagnosis. It includes human body anatomy, physiology and pathologies as well as emphasizing on pre, intra and postoperative corresponding to basic procedures and surgical specialties. Surgical positions are emphasized, surgical area preparation, incisions, surgical fields, anesthesia and terminology related to each specialty. The theme of robotic surgery is also discussed. This course has a total of 60 hours of external work, students will be performing tasks related with course topics.

SURG-175

INSTRUMENTATION AND SURGERY LABORATORY 2 CREDITS 60 HOURS

The student has the opportunity to practice specimens handling techniques and dexterities, surgical positions, surgical fields, bundle and types of anesthesia used in every process. Similarly the student will learn classifications and functions of instruments used in surgery. This course has a total of 15 hours of external work, students will be performing tasks related with course topics.

SURG-190

XRAYS IMAGES AND TOPOGRAPHIC ANATOMY 4 CREDITS 60 HOURS

This course is offered to prepare Operating Room Technicians with Orthopedics in the knowledge of Topographic Anatomy with emphasis on images with solid scientific foundations and skills that prepare them to recognize bone disorders and handling pre, intra and postoperative patients. In the same way, to assist in surgical technique providing knowledge on educational methods, research and service. This course has a total of 30 hours of external work, students will be performing tasks related with course topics.

SURG-191

ORTHOPEDICS AND PATIENT MANAGEMENT (PLASTER, TRACTION, REHABILITATION, DRUG PREPARATION) LABORATORY 3 CREDITS 90 HOURS

This course is offered to prepare Operating Room Technicians with Orthopedics in cast application and rehabilitation. The student will acquire solid technical foundations, abilities and skills necessary to prepare them for the application of a cast and then rehabilitation. We also train the
student in the preparation of local use medication. This course has a total of 22.5 hours of external work, students will be performing tasks related with course topics.

SURG-192

SURGICAL FIELDS AND ORTHOPEDICS INSTRUMENTATION
1 CREDIT 30 HOURS

This course is offered to students to acquire knowledge on surgical fields and instrumentation used in different surgical procedures related to orthopedics. The student will learn and classify the different instruments used. We emphasize on different surgical ties that will be used in orthopedics surgery, such as table assembly, orthopedic assistance and coordination of functions. This course has a total of 7.5 hours of external work, students will be performing tasks related with course topics.

SURG-195

CLINICAL SURGERY LABORATORY OR
4 CREDITS 180 HOURS

This clinical practice is designed so the student applies knowledge and initiates in the development of skills in the sterile supplies area. The student will have the opportunity to execute different surgical procedures for specialized and general surgery, instrumentation and equipment required for general and sub-specialized surgeries: Pediatrics, Neurosurgery, Oral, Maxillofacial, Cardiovascular, Ophthalmic, Gynecology, Orthopedic, Urology, Plastic, Ears, Nose and Throat. The student will become familiar with surgical procedure sequences, from equipment preparation and sterilization to procedure development and finishing. This course has a total of 30 hours of external work, students will be performing tasks related with course topics.

SURG-196

CLINICAL SURGERY LABORATORY SCRUB
4 CREDITS 180 HOURS

This clinical practice is designed so students continue applying knowledge and developing skills in the areas of sterile supplies. He will continue executing different surgical procedures for general and sub-specialty surgery. This course has a total of 45 hours of external work, students will be performing tasks related with course topics.

SURG-197

ORTHOPEDICS CLINIC SURGERY LABORATORY
4 CREDITS 180 HOURS

This clinical practice is designed for the student to apply acquired knowledge in orthopedics. The student will have the opportunity to perform different orthopedic surgical procedures. He will also apply acquired knowledge in basic x-ray readings, cast application in upper and lower extremities as well as rehabilitation of orthopedic patients. This course has a total of 45 hours of external work, students will be performing tasks related with course topics.
PHYSICAL FACILITIES

**Correction to Item 6 (Admissions fee):** Pay a $25.00 dollars admission fee. The admissions fee will be reimbursed to applicants rejected by the Institution, or those who cancel enrollment in or before 3 days of having signed the enrollment contract.

FINANCIAL AID REQUIREMENTS

- Be a US citizen, permanent resident or eligible noncitizen
- Be registered in the Selective Service, if male, have 18 years or more and born after December 31, 1959
- Demonstrate financial need for grant
- Be enrolled at least half-time student
- Maintain satisfactory academic progress as the institution defined it.
- Have a high school diploma or equivalent
- Have no "default"(delinquency) student loan and not be in delinquency under any Title V programs
- Not have exceeded the student loans limits.
- Not have a bachelor degree to be eligible for Pell Grant and supplementary aids
- Not have exceeded Pell lifetime Eligibility Use (LEU)
- Not have debts due to federal fund refunds on other institutions
- Be enrolled in other institution at the same time.
- Have a valid Social Security number
- Comply with federal rules that regulates the use, abuse and distribution of drugs and alcohol or controlled substances (see drug and alcohol policy)

Every student financial need is determined, by the difference among the educational cost, family contribution (the amount the father and/or student contributes to study expenses) and assigned Federal Pell Grant. Family contribution (EFC) is determined through a Federal Government established formula, which is informed to both the Institution and the student, in the “Federal Pell Grant” approval.

Available funds are distributed among applicants, giving priority to those with greater economic need. Every student receiving Financial Aid is required to sign the economic help grant letter, accepting or rejecting the aid granted.

**Correction:**

Financial need is the difference between the estimated cost of studies and the quantity that the family can contribute to the student expenses. In order to determine the family Contribution the parents, student and spouse (if apply) are evaluated, also the family Composition and the number of family members that attends postsecondary school.
The difference between the cost of studies and the total family contribution is the financial need, this financial need is the part that we tried to cover with Pell grant and other available aids.

The available supplementary aid funds are distributed among the applicants giving priority to those who have greater financial need. The students are informed of the grant approval with a letter in which they accept or deny the grant.

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**TERMINATION DATE**

The academic year is composed of two semesters of fifteen (15) weeks each. For the purpose of calculating the amount to be reimbursed, the termination date will be the last day the student attended classes or his last day of academic activity.

**Correction:**

The academic year is composed of two semesters of fifteen (15) or more weeks.

**Page 28 November 4, 2015**

**SPECIAL CIRCUMSTANCES**

If the Institution determines that a student did not begin the withdrawal process, or failed to notify his intention to withdraw due to illness, accident, death in the family or any other similar circumstance, beyond the student’s control, ACH will be responsible of determining an appropriate, just and reasonable date of termination, considering the last day of attendance.

**Correction:**

beyond the student’s control, ACH will determined the withdrawal considering the last day of attendance.

**Page 29 November 4, 2015**

**RETURN OF UNEARNED TITLE IV FUNDS**

It is required of the Institution to return the lesser of:

- The amount of funds from the Title IV funds program to which the student has no right, or the amount of institutional charges incurred by the student for the period of enrollment multiplied by the percentage of unearned funds.
• The student (or family, in case of PLUS loans) is obligated to return or pay, whichever applies, Title IV funds and unearned Loans minus the amount of unearned benefits that must be returned by the Institution to scholarship programs and loans.

• Exempts the student from returning 50% of any aid that would have been required otherwise.

**Correction:**

**RETURN OF UNEARNED TITLE IV FUNDS**

It is required of the Institution to return the lesser of:

• The amount of funds from the Title IV funds program to which the student has no right, or the amount of institutional charges incurred by the student for the period of enrollment multiplied by the percentage of unearned funds.

• The student (or family, in case of PLUS loans) is obligated to return or pay, whichever applies, Title IV funds and unearned Loans minus the amount of unearned benefits that must be returned by the Institution to scholarship programs and loans.

**Page 31 November 4, 2015**

**ACADEMIC UNIT**

The academic semester is one term. All semesters are at least 15 calendar weeks in duration (daytime) and at least 18 calendar weeks (night time). The academic year is defined as any two semesters. Each semester consists of two modules.

**Correction:**

The academic semester is one term. All semesters are at least 15 calendar weeks in duration (approximately). The academic year is defined as any two semesters. Each semester consists of two modules.

**Page 33 November 4, 2015**

**VII. Policy:**

According to this Policy it is required of the student on-site attendance to academic activities corresponding to the courses he enrolled in for the semester, and as a consequence the academic administrators will keep a register of the frequency of attendance of the students, and they will follow the Policy for taking Record of Attendance established by the Institution.
Correction:

According to this Policy it is required of the student on-site attendance to academic activities corresponding to the courses he enrolled in for the semester, the Registrar office will keep a register of the frequency of attendance of the students, and they will follow the Policy for taking Record of Attendance established by the Institution.

Page 37-38 November 4, 2015

FULL TIME STUDENTS

At the end of each semester the student needs to comply with the following minimum percentage of accumulated credits. **Students who enrolled by December 2014.**

**Licensed Practical Nurse** (3 semesters)

<table>
<thead>
<tr>
<th></th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tried Credits</td>
<td>37</td>
<td>73</td>
<td>90</td>
</tr>
<tr>
<td>Accumulated Credits</td>
<td>25</td>
<td>49</td>
<td>60</td>
</tr>
<tr>
<td>Required Academic Average</td>
<td>1.50</td>
<td>2.00</td>
<td>2.00</td>
</tr>
</tbody>
</table>

**Pharmacy Technician** (4 semester program)

<table>
<thead>
<tr>
<th></th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
<th>4th Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tried Credits</td>
<td>40</td>
<td>72</td>
<td>88</td>
<td>105</td>
</tr>
<tr>
<td>Accumulated Credits</td>
<td>27</td>
<td>48</td>
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<tr>
<td>Required Academic Average</td>
<td>1.50</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
</tr>
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</table>

**Massage Therapy** (3 semester program)

<table>
<thead>
<tr>
<th></th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tried Credits</td>
<td>34</td>
<td>64</td>
<td>94</td>
</tr>
<tr>
<td>Accumulated Credits</td>
<td>23</td>
<td>43</td>
<td>63</td>
</tr>
<tr>
<td>Required Academic Average</td>
<td>1.50</td>
<td>1.75</td>
<td>2.00</td>
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</table>

**Esthetics**

<table>
<thead>
<tr>
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<th>3rd Semester</th>
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</thead>
<tbody>
<tr>
<td>Tried Credits</td>
<td>30</td>
<td>60</td>
<td>85</td>
</tr>
<tr>
<td>Accumulated Credits</td>
<td>20</td>
<td>40</td>
<td>57</td>
</tr>
<tr>
<td>Required Academic Average</td>
<td>1.50</td>
<td>1.75</td>
<td>2.00</td>
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</tbody>
</table>
**Embalmment Technician and Funeral Assistant** (4 semester program)  
**Embalmment Technician and Funeral Director** (4 semester program)

<table>
<thead>
<tr>
<th></th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
<th>4th Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tried Credits</td>
<td>40</td>
<td>79</td>
<td>117</td>
<td>133</td>
</tr>
<tr>
<td>Accumulated Credits</td>
<td>27</td>
<td>53</td>
<td>78</td>
<td>89</td>
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<tr>
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<td>1.50</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
</tr>
</tbody>
</table>

**Operating Room Technician** (3 semester program)

<table>
<thead>
<tr>
<th></th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tried Credits</td>
<td>37</td>
<td>63</td>
<td>79</td>
</tr>
<tr>
<td>Accumulated Credits</td>
<td>25</td>
<td>42</td>
<td>53</td>
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<tr>
<td>Required Academic Average</td>
<td>1.50</td>
<td>2.00</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Pages 38-39 November 4, 2015

**Satisfactory Academic Progress Charts by Program**  
Students who enrolled since January 2015

Practical Nurse

<table>
<thead>
<tr>
<th></th>
<th>1st Semester</th>
<th>2nd Semester</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Tried Credits</td>
<td>33</td>
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<td>76</td>
</tr>
<tr>
<td>Accumulated Credits</td>
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<td>43</td>
<td>51</td>
</tr>
<tr>
<td>Required Academic Average</td>
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</tbody>
</table>

Pharmacy Technician

<table>
<thead>
<tr>
<th></th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
<th>4th Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tried Credits</td>
<td>36</td>
<td>63</td>
<td>75</td>
<td>87</td>
</tr>
<tr>
<td>Accumulated Credits</td>
<td>24</td>
<td>42</td>
<td>50</td>
<td>58</td>
</tr>
<tr>
<td>Required Academic Average</td>
<td>1.50</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
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</tbody>
</table>

Massage Therapy

<table>
<thead>
<tr>
<th></th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tried Credits</td>
<td>30</td>
<td>55</td>
<td>81</td>
</tr>
</tbody>
</table>
The satisfactory academic progress regulations apply to all time fulltime, part-time or less than half time (special programs) students.

**Pages 42-43 November 4, 2015**

**MANAGING UNFORESEEN SITUATIONS**

Unforeseen situations, not considered in the Academic Progress Policies, will be evaluated directly by the Financial Aid Coordinator, in consultation and prior authorization by the Academic Director and/or the Student Services Director. The decision reached will be final.
<table>
<thead>
<tr>
<th>Program</th>
<th>Admission</th>
<th>Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Practical Nursing Program</strong></td>
<td></td>
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<tr>
<td>1 Term</td>
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</tr>
<tr>
<td>2 Term</td>
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<td></td>
</tr>
<tr>
<td>3 Term</td>
<td>$3,288.00</td>
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</tr>
<tr>
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<td>$25.00</td>
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<tr>
<td><strong>Pharmacy Technician Program</strong></td>
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</tr>
<tr>
<td>1 Term</td>
<td>$3,288.00</td>
<td>$25.00</td>
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<tr>
<td>2 Term</td>
<td>$3,288.00</td>
<td></td>
</tr>
<tr>
<td>3 Term</td>
<td>$3,288.00</td>
<td></td>
</tr>
<tr>
<td>4 Term</td>
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<td>$50.00</td>
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<tr>
<td><strong>Course Total Cost:</strong></td>
<td>$13,152.00</td>
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<tr>
<td><strong>Massage Therapy Program</strong></td>
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<td>2 Term</td>
<td>$3,288.00</td>
<td></td>
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<tr>
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<tr>
<td><strong>Course Total Cost:</strong></td>
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<td>$50.00</td>
</tr>
<tr>
<td><strong>Esthetic Program</strong></td>
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<tr>
<td>1 Term</td>
<td>$3,288.00</td>
<td>$25.00</td>
</tr>
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<td>2 Term</td>
<td>$3,288.00</td>
<td></td>
</tr>
<tr>
<td>3 Term</td>
<td>$3,288.00</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>Course Total Cost:</strong></td>
<td>$9,864.00</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>Embalming Technician and Funeral Director Program</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Term</td>
<td>$3,404.50</td>
<td>$25.00</td>
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<td>2 Term</td>
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<td>3 Term</td>
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<td></td>
</tr>
<tr>
<td>4 Term</td>
<td>$3,404.50</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>Course Total Cost:</strong></td>
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Operating Room Technician with Orthopedics Program

<table>
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<th>Admission</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1 Term</td>
<td>$3,288.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>2 Term</td>
<td>$3,288.00</td>
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<td>3 Term</td>
<td>$3,288.00</td>
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<tr>
<td>4 Term</td>
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<tr>
<td>Course Total Cost:</td>
<td>$11,508.00</td>
<td>$25.00</td>
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</table>

Pages 20 - 21 November 4, 2015

GENERAL ADMISSION REQUIREMENTS

Correction to Item 6 (Admissions fee): Pay a $25.00 dollars admission fee. The admissions fee will be reimbursed to applicants rejected by the Institution, or those who cancel enrollment in or before 3 days of having signed the enrollment contract.

Correction to Item 4 (Foreign applicants): Foreign applicants who are not American Citizens will require legal residence card (Allied Registration Receipt Card I-551 or I-151), student visa or passport. THIS IS NOT AN ADMISSIONS REQUIREMENT, THIS IS A FEDERAL LAW COMPLIANCE

ORGANIZATION

Appointments, new officers or no longer working at ACH Administrative employees.

<table>
<thead>
<tr>
<th>POSITION</th>
<th>OFFICER</th>
<th>HIRED</th>
<th>APPOINTMENT</th>
<th>NO LONGER AT ACH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement Officer</td>
<td>Angelica Fuentes</td>
<td></td>
<td>10/26/15</td>
<td></td>
</tr>
<tr>
<td>Admissions Officer</td>
<td>Irmarie Alicea</td>
<td>9/15/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Placement Officer</td>
<td>Johanna Susana</td>
<td>8/10/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Director</td>
<td>Marianela Vazquez</td>
<td>8/1/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Coordinator</td>
<td>Diana Lopez</td>
<td>8/1/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Dean</td>
<td>Eliot Rivera</td>
<td></td>
<td>7/31/15</td>
<td></td>
</tr>
</tbody>
</table>
Appointments, new officers or no longer working at ACH Academic/Faculty employees.

FACULTY

PRACTICAL NURSING PROGRAM

Alba García: Bachelor of Science in Nursing (BSN) - National University, Laboratory Technician. Appointment on 10/15/15 as Program Assistant

PHARMACY TECHNICIAN

Yaritza Rosa: Bachelor in General Science (BA) – Turabo University, Associate Degree in Pharmacy Technician (AD) – Huertas Junior College, Appointment on 10/15/15 as Clinical Area Coordinator.

OPERATIONS ROOM TECHNICIAN PROGRAM

Yolanda Hernández: In process Bachelor in Science in Nursing, Associated Degree in Science in Nursing from Columbia Central University, Operating Room Technician Certificate - Universal Education Institute, Appointment on 8/1/15 as Program Director.

Wanda Rodríguez: Operating Room Technician Certificate - Antilles School of Technical Careers now Antilles College of Health, Appointment on 10/15/15 as Program Assistant.

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Correction to Item 1 (Admissions fee): $25.00: Must be paid prior to beginning studies. Refundable to rejected applicants or cancellations on or within three days of signing the registration contract.