

NST

NATIONAL SCHOOL of TECHNOLOGY

2006-2007 Catalog

NST 070706

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A Branch of the Kendall Campus
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National School of Technology 2006-2007 Catalog

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The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the School. The School reserves the right to make and designate the effective date of changes in School policies and procedures at any time such changes are considered to be desirable or necessary.

A Message from National School of Technology

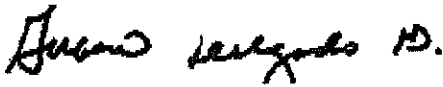
Congratulations for the decision you have made to start career training at National School of Technology!

For over 29 years, National School of Technology has been providing quality education to students seeking careers in the medical field. Our programs are geared to provide you with the skills necessary to meet the demands of today's fast-paced, competitive, and technological job market.

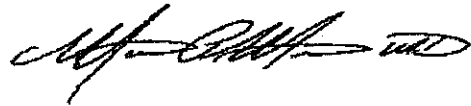
National School's faculty consists of professionals with extensive experience in each specialized field--our instructors practice what they teach. A supportive classroom environment allows for personalized instruction and individual attention. Classrooms house the high-tech equipment, creating a realistic work environment for practical hands-on training. Our curriculum is career-oriented and is enhanced by special projects or internship programs designed to prepare you for work in your chosen field.

Our objective is to offer you the training necessary to realize your career goals. We look forward to making your plan to enter National School of Technology one of the best decisions of your life.

Sincerely,



Gilbert Delgado, M.D.
President
Hialeah Campus



Mario Miro, M.D.
President
Miami Campus



Darrell Rhoten
President
Kendall Campus



Michele O'Neill
President
Fort Lauderdale Campus

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NATIONAL SCHOOL OF TECHNOLOGY

Mission Statement

The mission of the School is to provide quality education to students seeking careers in medically related fields. Our mission is to fulfill the professional and educational needs of growth-oriented individuals who are prepared to change their careers and lives for the better. In an effort to fill the needs of these professions for trained personnel and to provide meaningful and fulfilling careers to capable individuals, the School maintains the highest level of professional dedication. The School is constantly updating its curricula, recognizing its obligation to the students and the professions they serve.

Objectives

A supportive staff and innovative faculty are open to helping students reach their goals. In a warm, friendly, and professional setting, students realize their strengths through a team approach with staff and faculty. With their futures in mind, and the wealth and welfare of students continuously considered, a winning spirit that promotes self-esteem and viable career alternatives becomes the goal of everyone involved with National School of Technology.

Guiding Principles

We believe that our programs and services must enrich people's lives and enhance their careers. Creativity and quality in our concepts, programs, and services are essential to our success. The people of National School of Technology are our company's most valuable resource. Distinguished business performance is a must, not as an end in itself, but as a means to accomplish our broader mission. Our educational affiliations must be preserved and cherished for the welfare of our students.

The values that guide us are excellence in all that we do, ethical and moral conduct at all times and in all our relationships, innovation in all areas of our business as a means of attaining and sustaining leadership, and corporate social responsibility to the communities we serve.

These beliefs and values guide our business strategies, our corporate behavior, and our relationships with students, employees, affiliates, communities, and each other.

History

The School was founded in January 1977 as National School of Health Technology, Inc. of Florida. Classes began in February 1977 in North Miami Beach. The School changed its name to National School of Technology, Inc. in 1984 and moved to the present Miami location in 2004. In January 1985, classes began at a campus in Hialeah, Florida, which was designated as an additional classroom facility. The Hialeah campus was awarded branch status in June 1989.

In October 1991, National School of Technology acquired Ward Stone College in Kendall, Florida, which had been founded in 1975. The name of Ward Stone College was changed to National School of Technology in December 1996. The Kendall campus is organized as a separate corporation and is a wholly owned subsidiary of National School of Technology, Inc. In April 2002, Rhodes Colleges, Inc. acquired all three campuses of National School of Technology. In August, 2003, the National School of Technology campus in Fort Lauderdale opened as a branch of the Kendall campus.

Facilities

Miami Campus

The NST Miami facility consists of a main building with 20,500 sq. ft. This facility has nine lecture rooms, two computer labs, two medical labs, a pharmacy lab, and a massage clinic. A 16,000 sq. ft. annex facility is located at 16150 NE 17th Ave., North Miami Beach, FL 33162. This facility has 11 lecture rooms, three medical labs (one surgical technologist), four computer labs, and one massage lab. Both facilities are accessible to people with disabilities and have student lounges with snacks and drinks. All facilities are easily accessible by public transportation and expressways.

Hialeah Campus

The Hialeah campus is located at 4410 W 16th Avenue, Suite 52, Hialeah, FL 33012 at the Flamingo Park Plaza shopping mall and has approximately 25,000 sq. ft. consisting of 29 classrooms and labs as well as school offices. The medical classrooms and labs contain equipment commonly found in the medical environment, such as ECG machines, microscopes, phlebotomy equipment, examining tables, blood cell counters, and echocardiography equipment as well as other types of diagnostic equipment. The campus also has pharmacy technician facilities and labs. The computer labs are equipped with IBM-compatible Pentium computers to allow students to receive hands-on training. The surgical laboratories contain surgical instruments, trays, scrub stations, anatomical mannequins, drapes, etc. for practicing techniques. The massage therapy clinical laboratory contains massage tables and chairs with accessories, adjustable face cradles, massage stools, and hydrotherapy equipment. A student lounge, equipped with vending machines for food, drinks, and snacks as well as a microwave oven, is also available. All students have access to the campus career and learning resource center, which contains computers with internet capabilities and reference materials for student use. The

campus is located convenient to public transportation, shopping centers, restaurants, and banks. The facility is accessible to people with disabilities.

Kendall Campus

The Kendall campus occupies approximately 26,000 sq. ft. The facility consists of classrooms, medical and computer laboratories, school offices, and financial aid offices. The medical classrooms and labs contain equipment commonly found in the medical environment, such as ECG machines, microscopes, phlebotomy equipment, examining tables, blood cell counters, and ultrasonography and echocardiography equipment, as well as other types of diagnostic equipment. The microcomputer labs are equipped with IBM-compatible computers to allow students to receive hands-on training. The surgical laboratories contain surgical instruments, trays, scrub stations, anatomical mannequins, drapes, etc. for practicing techniques. The massage therapy clinical laboratory contains massage tables and chairs with accessories, adjustable face cradles, massage stools, and hydrotherapy equipment. A student lounge, equipped with vending machines for food, drinks, and snacks as well as a microwave oven, is also available. All students have access to the campus Career and Learning Resource Center, which contains reference materials for student use. The campus is handicapped accessible via two entrance ramps and an elevator. Restrooms are also handicapped accessible.

The Kendall annex facility, located at 9000 SW 137th Ave, is a 3162-square-foot building located 40 yards from the main building. It houses labs and lecture classrooms.

Fort Lauderdale Campus

The campus of the National School of Technology Fort Lauderdale is located at 1040 Bayview Drive, Fort Lauderdale, FL 33304. This facility consists of medical and computer laboratories, school offices, and financial aid offices. The medical classrooms and labs contain equipment commonly found in the medical environment, such as ECG machines, microscopes, phlebotomy equipment, examining tables, and blood cell counters, as well as other types of diagnostic equipment. The microcomputer labs are equipped with IBM-compatible computers to allow students to receive hands-on training. The massage therapy clinical laboratory contains massage tables and chairs with accessories, adjustable face cradles, massage stools and hydrotherapy equipment. A student lounge, equipped with vending machines for food, drinks, and snacks, is also available. The campus is conveniently located near public transportation, shopping centers, restaurants, and banks. All facilities are accessible to people with disabilities.

Hours of Operation

Campus	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Miami	8 a.m. - 8 p.m.	8 a.m. - 8 p.m.	8 a.m. - 8 p.m.	8 a.m. - 8 p.m.	8 a.m. - 5 p.m.	9 a.m. - 1 p.m.
Hialeah	8 a.m. - 8 p.m.	8 a.m. - 8 p.m.	8 a.m. - 8 p.m.	8 a.m. - 8 p.m.	8 a.m. - 5 p.m.	9 a.m. - 1 p.m.
Kendall	8 a.m. - 8 p.m.	8 a.m. - 8 p.m.	8 a.m. - 8 p.m.	8 a.m. - 8 p.m.	8 a.m. - 4 p.m.	
Fort Lauderdale	8 a.m. - 8 p.m.	8 a.m. - 8 p.m.	8 a.m. - 8 p.m.	8 a.m. - 8 p.m.	8 a.m. - 4 p.m.	9 a.m. - 1 p.m.

Class Hours

Hialeah, Kendall, and Miami Campuses			
8:30 a.m. to	12:30 p.m.	Monday - Friday	Day
1:00 p.m. to	5:00 p.m.	Monday - Friday	Afternoon
6:00 p.m. to	11:00 p.m.	Monday - Thursday	Evening
Fort Lauderdale Campus			
8:30 a.m. to	12:30 p.m.	Monday - Friday	Day
6:00 p.m. to	11:00 p.m.	Monday - Thursday	Evening

An hour of instruction is equal to 50 minutes of contact time.

Student Financial Services Hours

Office hours are as follows:

Monday - Thursday 8:00 a.m. to 8:00 p.m.

Friday 8:00 a.m. to 4:00 p.m. (8:00 a.m. to 5:00 p.m. at the Miami campus)

Licensure and Approvals

National School of Technology is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399, toll-free telephone number (888) 224-6684. The campus license numbers are as follows: Miami campus #2668, Hialeah campus #2667, Kendall campus #2666, Fort Lauderdale campus #2997.

All National School of Technology campuses are recognized as approved Massage Therapy schools by the Florida Board of Massage Therapy, Department of Health. The Miami, Hialeah, and Kendall campuses are approved by the Department of Florida State Approving Agency for Veterans Training.

Accreditation

National School of Technology, Inc. is accredited at the non-degree and degree level by the Accrediting Bureau of Health Education Schools (ABHES). ABHES is recognized as a national accrediting agency by the U.S. Secretary of Education and is recognized by the National Advisory Committee on Institutional Quality and Integrity (NACIQI) for the accreditation of private, postsecondary institutions in the United States offering predominantly allied health education programs and the programmatic accreditation of medical assistant, medical laboratory technician, and surgical technology programs, leading to a certificate, diploma, or the Associate of Applied Science and Associate of Occupational Science degrees. ABHES is located at 7777 Leesburg Pike, Suite 314, N. Falls Church, VA 22043 (703) 917-9503.

The Surgical Technology programs of the Kendall, Hialeah and Miami campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology (ARC-ST), Allied Health Education Programs, CAAHEP 1361 Park Street, Clearwater, FL 33756, Phone: 727-210-2350.

Statement of Non-Discrimination

National School of Technology does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status in its admission to or treatment in its programs and activities, including advertising, training, placement, and employment. The School President is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the School President. The School President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line (800) 874-0255.

Student Disability Services/Accommodations

National School of Technology has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, The National School of Technology will provide reasonable accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the Campus President/Campus Disability Services Coordinator.

Memberships

- Career College Association (CCA) – Miami, Hialeah, Kendall, and Fort Lauderdale
- Florida Association of Postsecondary Schools and Colleges (FAPSC) – Miami, Hialeah, Kendall, and Fort Lauderdale
- Florida Association of Student Financial Aid Administrators (FASFAA) – Miami, Hialeah, and Kendall
- National Association of Student Financial Aid Administrators (NASFAA) – Miami, Hialeah, Kendall, and Fort Lauderdale
- American Massage Therapy Association (AMTA) Council of Schools – Miami, Hialeah, and Kendall
- Florida State Massage Therapy Association (FSMTA) – Miami, Hialeah and Kendall

Internet Access

An interesting and always growing body of current information about National School of Technology is available electronically at www.nst.cc. Information about Rhodes Colleges, Inc. and Corinthian Colleges, Inc. can be found at www.cci.edu.

ADMISSIONS PROCEDURES AND REQUIREMENTS

Graduation from high school or its equivalent is a requirement for admission to the School unless the student applies to a modular program under the Ability to Benefit provision, as described below. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) test or other equivalency. Associate degree candidates and Ability to Benefit provision students are required to successfully complete a standardized, nationally normed assessment examination. The Career Programs Assessment Test (CPAt) is administered by the School and is designed to further ensure that the applicant has the skills necessary to successfully pursue a college-level program.

Transfer students who are high school graduates or GED holders (or other equivalency) and who can submit proof of successfully completing a minimum of 36 quarter hours or 24 semester hours of earned college credit at an accredited postsecondary institution will not be required to complete the above-referenced test. Applicants who have completed the ACT with a score of at least 15 or the SAT with a combined score of at least 700 on the critical reading and math portions of the exam will not be required to complete the above-referenced test.

Applicants enrolling in modular programs under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. The Ability to Benefit will be determined by passing the Career Programs Assessment Test (CPAt) offered by ACT, Inc. Applicants must achieve minimum scores of 42 on language usage, 43 on reading, and 41 on numerical skills. This test is designed to measure the ability of the prospective student to benefit from the course of instruction. Applicants who pass this test have fulfilled the School's entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines.

Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications are reviewed. Students may apply for entry at any time.

Students are responsible for meeting the requirements of the School catalog in effect at the time of enrollment. Students may elect to change to the requirements of a new catalog and must then meet all the requirements of the new edition. Students automatically come under the current catalog at reenrollment after not attending for a full academic term.

In order to be accepted in the Pharmacy Technician program, students must score 140 or higher on the Career Programs Assessment Test (CPAt).

In order to be accepted in the Surgical Technologist program, students must score 160 or higher on the Career Programs Assessment Test (CPAt). Applicants for enrollment in the Surgical Technologist Program must have a high school diploma or GED.

Course Work Taken at Foreign Institutions

Course work taken at a foreign institution (excluding secondary school documents that are in English or Canadian or Philippines post-secondary credentials that are in English) must be evaluated for equivalence to coursework taken at a United States institution. FMU accepts the evaluations of foreign course work from the following services:

- ◆ World Education Services, Inc., Bowling Green Station, P.O. Box 5087, New York, New York 10274-5087, (305) 358-6688, www.wes.org.
- ◆ Josef Silny & Associates, Inc., International Educational Consultants, 7101 S.W. 102 Ave., Miami, FL 33173, 305-273-1616, www.jsilny.com
- ◆ Educational Credential Evaluators, Inc., P.O. Box 514070, Milwaukee, Wisconsin 53202-3470, (414) 289-3400, www.ece.org

Admissions Representative

Each student will be assigned a representative to aid the student during his or her professional and educational experience.

Transfer of Course Credits

Decisions concerning the acceptance of credits by any institution other than the granting institution are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits to any institution. The Occupational Associate Degree is a terminal occupational degree, and the academic credits earned may or may not be transferable to another higher-level degree program.

Students considering continuing their education at, or transferring to, other institutions must not assume that any credits earned at another school will be accepted by the National School of Technology. An institution's accreditation does not guarantee that credits earned at that institution will be accepted for transfer by any other institution. Students must contact the Academic Dean at National School of Technology to determine what credits, if any, will be accepted.

Application Procedures for International Students

National School of Technology is authorized by the Department of Homeland Security to issue the I-20 form. When students apply to NST from outside the United States, they must, in addition to submitting a School Application, submit the following material before an I-20 form can be issued.

1. Evidence of High School diploma or recognized equivalent.
2. Evidence of Financial Support - The international student is required by the U.S. Citizenship & Immigration Services to satisfy the local U.S. Consulate that he or she will not need to seek employment while attending school in the United States. The student must submit a current bank statement (within the past six months) or government sponsorship letter

guaranteeing payment for tuition, fees, books, housing, personal expenses, and, where appropriate, medical expenses. If the applicant is not considered financially independent, he or she is required to have a financially independent individual fill out an Affidavit of Support Form. This form is included with the international enrollment application and can be obtained at the local immigration office or local consulate.

3. Evidence of English Proficiency - NST requires satisfactory evidence of mastery and command of the English language from all international students whose native language is not English. Such evidence may be one of the following:

1. TOEFL score of 450 (paper-based) or 133 (computer-based);
2. Completion of Level 107 from a designated English Language School Center (ELS);
3. Score of 5.0 on the International English Language Testing System exam (IELTS);
4. Score of 60 on Michigan English Language Assessment Battery (MELAB);
5. Graduation from high school in the United States or an official copy of a GED;
6. Graduation from an American high school abroad where curriculum is delivered in English.

In addition to the criteria above, all undergraduate applicants are required to successfully complete the CPAT, a standardized, nationally normed assessment examination, with a score of 120 (general admission) or higher if required for admission to a specific program.

Important International Student Visa Information

- International applicants are required to comply with all admissions requirements as stated in the catalog before they will be admitted to National School of Technology.
- Admitted students should arrive in the United States approximately two weeks prior to the first term of enrollment. An academic calendar gives specific dates and activities. Early arrival is necessary so that the student may locate housing, provide a local address to the School, participate in a new student orientation, seek advisement, and register into a program.
- The School does not provide housing; however, assistance is available to guide the students' efforts. Two to three months' rent in advance may be required for housing in the community. Students must have sufficient funds to cover all expenses while in the United States.
- Students without sufficient funds will not be permitted to register for a program until the required funds are available.
- International students on visas are normally admitted to the United States for the entire time estimated by the School for the student to complete his or her approved program of study. International visa students must fulfill the following conditions:
 - Pursue a full course of study at the educational institution they are authorized to attend.
 - File an alien address report with the USCIS each January and immediately whenever the student changes his or her address.
 - Not transfer schools or work off campus without USCIS permission.
 - Maintain a current passport or visa.
- All National School of Technology students are required to abide by the policies, regulations, and rules of the School and the United States Citizenship and Immigration Service.

Credit for Previous Education or Training

Students with earned college credits from another accredited institution may apply for credit transfer to the School. Credit will be accepted only for courses that are compatible with the student's program of study at the School and for courses in which a grade of C or higher was earned. Grades earned more than 10 years ago are not accepted except to fulfill general education and college core requirements. Courses in the medical sciences have a five-year time limit for transfer.

Students must complete at least 50% of all program hours in residence. Students wishing to transfer credits must have official transcripts mailed directly to the Office of the Registrar. Transcripts must be received prior to the end of the first term of enrollment. Transcripts received after the end of the first term may be considered at the discretion of the Academic Dean.

Students receiving veteran's benefits are required by the Veterans Administration to provide transcripts of credit from all schools previously attended. They must have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. The student and the Department of Veteran Affairs will be notified.

General Education

Subject to certain limitations and program requirements, coursework in general education subject areas (i.e., humanities, social sciences, mathematics, and science) may be transferred at the School's discretion to fulfill the equivalent subject area general education requirements of the student's program of study. Details on this policy may be obtained in the Academic Dean's office.

Military Training

The School may award credit for occupational experience and training courses completed while serving in the Armed Services of the United States as recommended by the American Council on Education. Veterans or active duty service members may submit the ACE military transcript applicable to their branch of service to the Office of the Registrar for evaluation.

Learning Assessment

The School accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain other professional certification examination programs. Contact the campus Academic Dean for the current list of approved exams and minimum scores required for transfer. Official test scores must be sent to the Office of the Registrar.

ADMINISTRATIVE POLICIES

Student Conduct Code

Background

The School maintains professional-level standards for conduct and behavior for all students. The standards of conduct for students are patterned after those of professional employees in the workplace. Students are expected to observe campus policies and behave in a manner that is a credit to the campus and to themselves. Certain violations of the student conduct code, as outlined in this policy, shall result in immediate dismissal. Other violations are subject to a progressive disciplinary action, where the student is advised and given every opportunity to change his or her behavior to meet the expectations of the School and to prepare for what the student might later expect to find in a professional-level work environment.

- The School maintains the right to discipline students found in violation of School policies in accordance with the procedures below.
- The student conduct code applies to all students, including students taking online courses or a combination of online and campus courses. Federal Work Study students who violate the student code of conduct in the performance of their work study duties are subject to disciplinary action/procedures.
- The Campus President or designee (typically the Director of Education/Academic Dean or, in the case of online students, the Online Coordinator) has the authority to make decisions about student disciplinary action.
- Students are subject to the student conduct code while participating in any program externship, clinical rotation, or other School-related activity.
- All student conduct code violations shall be documented in the student's academic record.
- Students dismissed for violations of the student conduct code shall remain responsible for any financial obligations to the School.
- Students dismissed from one Corinthian Colleges, Inc. college for violation of the student conduct code shall not be eligible for admittance to another CCI college.

Student Conduct Code

Students must show respect toward and be cooperative with School faculty and staff during the performance of their duties, as well as show respect for fellow students and campus visitors.

Examples of conduct that may result in disciplinary action include, but are not limited to, behavior that is disruptive, intimidating, dishonest, or discourteous; and destruction, theft, or other misuse of School property.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the School. Violations that warrant immediate dismissal include, but are not limited to: threatening the safety of others; possessing alcohol, drugs, dangerous weapons, or other foreign substances on campus; theft; vandalism

or misuse of the School's or another's property; or harassment or intimidation of others. Students dismissed for the reasons outlined above will not be allowed back on campus property without express permission of the Campus President or a designated School official.

Student Conduct Code Violations/Formal Disciplinary Procedure

If the School has reason to believe that a student has violated the student conduct code, the School shall conduct an investigation and follow up with the student in the appropriate manner.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the School.

Other student conduct code violations shall be governed by a *progressive disciplinary procedure*. For isolated, minor student conduct code violations, the School may decide to conduct academic advising and issue a verbal reminder of the student conduct code, or to provide the student with written notice, as the School deems appropriate. The School may also decide to suspend or place a student on probation for a specified period of time, pending a full investigation of student conduct code violations or as a form of corrective action short of dismissal from the School.

First Offense - A written warning. The student shall receive a letter that describes the specific examples of the student's misconduct and the consequences if further violations occur.

Second Offense - Student dismissal. Each student dismissed shall receive a dismissal letter from the campus, stating the reasons for dismissal and any applicable appeals procedures.

Threats to Health/Safety - Immediate dismissal. Dismissal letter within a reasonable period of time; student not allowed back on campus property without President's or designee's approval.

Appeals

A student dismissed for violations of the student conduct code may appeal the dismissal by submitting a letter to the School President for consideration. The appeal letter should include the reasons why the decision should be changed and the student allowed to return to school. The student must appeal the decision within 10 days or a reasonable period of time after the student receives notice from the School that he/she has been dismissed. Students should refer to the "Campus Grievance Procedures" in the School catalog. The student who appeals a dismissal shall receive written notice of the decision. The School President's decision on an appeal shall be considered final.

Academic Integrity

- ◆ Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to: copying another's work from any source; allowing another to copy one's own work whether during a test or in the submittal of an assignment; any attempt to pass off the work, data, or creative efforts of another, as one's own; knowingly furnishing false information about one's academic performance to the School.
- ◆ If a student is found to have committed one or more of the acts listed above, the student may, at the Academic Dean's discretion, receive an F grade for the assignment or exam. If repeated offenses occur, the student may be dismissed from the School as per the disciplinary procedures outlined above.
- ◆ All violations of academic policy are documented and made part of the student's academic record.

Transcripts and Diplomas

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the School computer system. Permanent records are kept in paper form, microfiche, or microfilm and backed up on disk and tape. The School maintains complete records for each student, including grades, attendance, prior education and training, and awards received.

Student academic transcripts, which include grades, are available upon written request by the student. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e., tuition and fees due to the School are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

Students are provided an official transcript free of charge upon completing graduation requirements, as stated in the previous paragraph. There is a fee for each additional official transcript requested. Normal processing time for transcript preparation is approximately three to five days.

Family Educational Rights and Privacy Act of 1974

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Additional FERPA information is available from the institution's Business Office.

Campus Security and Crime Awareness Policies

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, National School of Technology has established policies regarding campus security.

The school strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel.

The school encourages all students and employees to report criminal incidents or other emergencies, which occur on the campus directly to the Campus President, student advisor or instructor. It is important that school personnel are aware of any such problems on school campuses. The Campus President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the Campus President may immediately contact law enforcement officers or other agency personnel, such as paramedics. The school will work with

local and state law enforcement personnel if such involvement is necessary. A copy of the student's report and any resultant police report will be maintained by the school for a minimum of three years after the incident.

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The school has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any school activities.

Statistical Information

The public law referenced herein requires the school to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to October 1st of each year, the school will distribute a security report to students and staff containing the required statistical information on any campus crimes committed during the previous three years. A copy of this report is available to students, employees, and prospective students and employees upon request.

Campus Completion Rate Reports

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students. (34 CFR 668.45(a)(1)). Institutions are required to make this completion or graduation rate data readily available to students approximately 12 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request. Notice of the right to request this information is distributed annually.

Drug Awareness

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

This institution prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any School activity. If a student suspects someone to be under the influence of any drug (or alcohol), they should immediately bring this concern to the attention of the Director of Education or School President. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified.

In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment or employment is subject to successful completion of any prescribed counseling or treatment program.

Weapons Policy

No weapons of any type are allowed on campus. This includes, but is not limited to: hand guns, rifles, knives, and any other devices used to harm or intimidate staff or students. This institution maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the institution and a complaint with local law enforcement.

Student Complaints/Grievance Procedure

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Program Coordinator/Program Director. Students who feel that the complaint has not been adequately addressed should contact the School President. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255.

If a student feels that the School has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Bureau of Health Education Schools:

Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314
N. Falls Church, VA 22043
(703) 917-9503

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

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants, students, and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants, students, and employees who have disabilities with reasonable accommodations that do not impose undue hardship.

Allied Health Student Disclosure Criminal Background Check

Allied health programs that use Joint Commission on Accreditation of Health Organizations (JCAHO) accredited facilities for student clinical experience/externships are required to comply with JCAHO standard H.R. 1.2 #5, which states: "The hospital verifies information on criminal background check if required by law and regulation or hospital policy. *Rationale:* This requirement pertains to staff and students as well as volunteers who work in the same capacity as staff when providing care, treatment and services." (CAMH Update 3 August, 2004.)

Students enrolling in the Diagnostic Cardiac Sonographer, Cardiovascular Technologist, Patient Care Technician, Pharmacy Technician, Surgical Technologist, or Assisted Living Administrator programs will be subjected to a criminal background check, which will include:

- 3 countywide criminal court searches (counties of residence or contiguous counties)
- 2 name searches (up to two married names)
- 1 social security trace – address trace report
- 1 statewide sex offender search
- 1 OIG search (Medicare/Medicaid related fraud)

Clearance for students will not be obtained where the background check identifies a conviction, pending case, or un-completed deferral/diversion for any crime related to the following offenses within the past seven years:

Abuse of any form	Drug paraphernalia
All drug and alcohol related offenses	Fraud
Any crime against person or property	Harassment
Assault	Medicare or Medical related offenses
Battery	Possession of stolen property
Burglary	Sexual crimes
Concealed weapons	Robbery
Theft/shoplifting/extortion--including convictions for bad check charges	

If an applicant has an open warrant for a crime that would otherwise be given clearance, IntelliSense will contact the person authorized to make a decision.

A student's inability to obtain criminal background clearance per the requirements outlined above will prohibit clinical site placement and program completion.

Familiarity with School Regulations

Each student is given the School catalog, which sets forth the policies and regulations under which the institution operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions.

Policy and Program Changes

The School catalog is current as of the time of printing. National School of Technology reserves the right to make changes in organizational structure, policy, and procedures as circumstances dictate. National School of Technology also reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this School catalog.

Certain programs, modules of instruction, or courses may be offered at either of the main campuses in Miami or Kendall, or the branch campuses in Hialeah or Fort Lauderdale. This may require students to attend classes at another campus in order to complete their studies. Administrative circumstances such as enrollment levels, availability of specialized equipment or facilities, or other limitations of resources may warrant such offerings. A module of instruction may occasionally not be offered due to insufficient enrollment levels. Under these circumstances, students will experience a

delay in beginning or completing their program.

Alcohol and Substance Abuse Statement

The School does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students or employees. Possession of these substances on campus is cause for dismissal.

Sexual Harassment Policy

The School will strive to provide and maintain an environment free of all forms of harassment. The following guidelines are issued that legally define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The School will not tolerate sexual harassment. Behavior toward any employee or student by a member of the staff, faculty, or student body which constitutes unwelcome sexual advances, including comments of a sexual nature, or inappropriate conduct, including the display of derogatory drawings, cartoons, or posters, will be dealt with quickly and vigorously and will result in disciplinary action up to and including termination or dismissal.

Any student or employee who believes that he or she is a victim of sexual harassment should immediately notify the office of the Campus President. The Campus President will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

Dress

Students are expected to dress in a manner that would not be construed as detrimental to the student body and the educational process at the School. Students are reminded that the School promotes a business atmosphere where instructors and guests are professionals and potential employers. Students should always be cognizant of the first impression of proper dress and grooming.

Telephones

No student will be called out of class for a telephone call, except in case of an emergency. It is suggested that family and friends be informed of this rule. Coin-operated telephones, including telephones equipped for the hearing impaired, are available for student use.

Children on Campus

Children are always welcome at special events of the School whenever accompanied by their parents. However, because an atmosphere conducive to learning must be maintained throughout, without disruption to the teaching and work environment, it is the policy of the School that children shall not be brought to classrooms or labs or left in lounges or offices.

Immunization

It is recommended that all students under the age of 40 obtain MMR and meningitis vaccinations and that all medical/allied health students receive the full sequence of hepatitis B vaccinations. Medical/allied health students must show proof of a negative tuberculosis test or negative chest x-ray if the student has had a positive tuberculosis test in the past. Although not currently a requirement, students are encouraged to obtain these immunizations and/or tests prior to entering the School.

Reservations as to Programs and Charges

The School reserves the right to modify its tuition and fees; to add to or withdraw members from its faculty and staff; to revise its academic programs; and to withdraw subjects, courses, and programs if registration falls below the required number. The total hours specified in each area of the degree or the program total are the minimum requirements for completion.

NOTE: Not all programs of study and/or courses are offered at all locations. Some programs may have limited enrollment.

STUDENT SERVICES

Job Placement Assistance

The career development staff helps graduates find employment in their fields. Employment advisement, including resume preparation and interviewing tips, is available. By assisting students with part-time employment and job placement services for graduates and mock interviews, the career development staff makes every effort to assist graduates with securing employment. National School of Technology is not permitted by law to guarantee employment. All programs are designed to prepare graduates for entry-level positions.

Tutoring

Tutoring services are available to assist students who may experience academic difficulties. Sessions are scheduled at mutually agreed upon hours between the students and faculty. This service is offered at no additional cost.

Counseling

Students may be referred to counseling resources in the community by faculty or staff of the School.

CPR/First Aid Classes

Cardiopulmonary resuscitation (CPR) and first aid classes are held as scheduled in the program outlines. CPR certification is awarded upon completion.

The American Heart Association strongly promotes knowledge and proficiency in CPR and has developed instructional materials for this purpose. Its use in an instructional course does not represent course sponsorship by the American Heart Association.

Graduation

Upon successful completion of all prescribed subjects of instruction with a cumulative grade average of 2.0 or better, demonstrating the ability to perform all required competencies, satisfaction of all financial obligations to the School, and an exit interview, the student will be awarded a credential as stated in the catalog program information. Students may participate in the graduation ceremony and will be eligible for placement assistance, providing all graduation requirements have been met.

Insurance

Each medical student is provided professional liability insurance at no extra charge while on approved internships, practica, and during classroom training exercises.

Career and Learning Resource Center

A library of professional reference materials and videos is available for student use. Personal computers with Internet access are available to facilitate research and job search activities.

Student Lounge

The student lounge is open for use during specified break periods. This is the only area in which students may have food or beverages. Public telephones are located in the student lounge. Telephones within the school offices are for school use only. Incoming calls for students will be accepted only in cases of extreme emergency.

Photo Identification Badges

For security purposes, all students are required to wear a photo identification badge. This badge is issued by the School and is free of charge. Lost badges must be replaced. See "Schedule of Tuition and Fees" for lost badge replacement fee.

Community Service and Awards

National School of Technology recognizes the importance of community service. As a part of the technical training, NST endeavors to instill in its students a feeling of responsibility toward the community and encourages them to participate as volunteers in various community projects.

National School of Technology participates in health fairs and sponsors blood drives in conjunction with the Community Blood Centers of South Florida several times a year. In recognition of its efforts and accomplishments in service to the community, National School of Technology has received several awards and citations. Mayors of Metro-Dade County, the City of Miami, and the City of Hialeah have all issued proclamations honoring National School of Technology for its community service.

Professional / Credentialing Organizations and Examinations

IMPORTANT NOTE: The professional credentialing and licensing organizations described below are independent of National School of Technology. Credentials, eligibility, and licensing requirements are subject to change without notice and may include other requirements beyond educational preparation. Formal documentation of high school graduation (in the form of a diploma, certificate, or transcript) or GED may be required by these organizations in addition to educational and experiential requirements in order to sit for these examinations. Candidates are encouraged to contact the credentialing organizations directly for information regarding all current requirements.

Students are encouraged to associate themselves with the professional and credentialing organizations in their respective career fields for the purpose of continuing education, licensing, certification, employment opportunities, and awareness of industry trends.

- American Medical Technologists (AMT)
- American Association of Medical Assistants (AAMA)
- American Society of Phlebotomy Technicians (ASPT)
- American Society of Cardiovascular Professionals (ASCP)
- Cardiovascular Credentialing International (CCI)
- Greater Miami Society of Echocardiography
- Society of Diagnostic Medical Sonographers (SDMS)
- Association of Surgical Technologists (AST)
- American Society of Health-System Pharmacists (ASHP)
- American Academy of Professional Coders (AAPC)
- American Association for Medical Transcription (AAMT)
- American Massage Therapy Association (AMTA)

Registered Medical Assistant (RMA) Exam: The School is a site for the Registered Medical Assistant Examination. This exam is given several times a year. Students are notified of examination dates as they are scheduled. Graduates may take the exam at local testing centers any day by making arrangements with the AMT.

National Certified Insurance & Coding Specialist (NCICS) Exam: The School is certified to administer this on-line exam and offers a review session the Saturday before the exam.

Certified Phlebotomy Technician (CPT) Exam: Given several times a year in Miami at testing locations selected by the ASPT. Students are notified of examination dates as they are scheduled.

Certified Cardiographic Technician (CCT) Exam: The Certified Cardiographic Technician Examination is offered by Cardiovascular Credentialing International (CCI) at a local testing facility. Check with CCI for location and schedule.

Licensed Massage Therapist (LMT) Exam: Test dates and locations are scheduled as graduates apply to the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). The State of Florida currently accepts the national certification exam offered by the NCBTMB as the exam for state licensure. Candidates complete two applications, one for national certification and one for state licensure by the Florida Department of Health, Board of Massage Therapy. The combined costs are approximately \$430.

Certified Surgical Technologist (CST) Exam: Offered continuously by the Liaison Council on Certification for the Surgical Technologist. Test dates are scheduled as graduates register for the exam. The exam is administered nationwide, including a local Miami test site.

Certified Pharmacy Technician (CPhT) Exam: Offered three times a year in March, July, and November by the Pharmacy Technician Certification Board (PTCB). The exam is administered nationwide, including a local Miami test site.

Nursing Assistant Certification (CNA) Exam: Offered several times a year by the National Council of State Boards of Nursing. This organization is responsible for the development and administration of the Nurses Aide Competency Evaluation Program (NACEP). This exam is administered nationwide, including a local Miami test site.

Certified Professional Coder (CPC) Exam: Offered annually by the American Academy of Professional Coders (AAPC). The Certified Professional Coder - Hospital (CPC-H) exam is also offered by AAPC. These exams are administered nationwide, including various locations in Florida as selected by the AAPC throughout the year. Substantial postgraduate practical experience is advised prior to taking either credentialing examination.

Certified Medical Transcriptionist (CMT) Exam: The Medical Transcriptionist Certification Program (MTCP) core certification exam is offered year-round at various local and nationwide exam sites. Schedules vary by test center. MTCP offers a voluntary two-part certification exam to individuals who wish to become certified medical transcriptionists

(CMT's). The CMT credential is granted upon successful completion of both Parts I and II of the exam. Certification is valid for three years.

Registered Cardiovascular Technologist Specialty Exams:

- Registered Cardiac Sonographer (RCS) Exam
- Registered Vascular Specialist (RVS) Exam

These exams require prerequisites in addition to the training required in the program. Students interested in taking these exams should request a copy of the examination application booklet prior to enrollment in the program.

Registered Diagnostic Medical Sonographer (RDMS) Exam, Registered Diagnostic Cardiac Sonographer (RDCS) Exam, and Registered Vascular Technologist (RVT) Exam: These credentialing exams are offered by the American Registry of Diagnostic Medical Sonographers (ARDMS). They are administered locally and nationally throughout the year as computer or written exams. These exams require prerequisites in addition to the training required in the program. Students interested in taking these exams should request a copy of the examination application booklet prior to enrollment in the program. Postgraduate practical experience is recommended prior to taking any of the specialty examinations.

FINANCIAL INFORMATION

Statement of Financial Obligation

A student who has applied, is accepted, and has begun classes at the School assumes a definite financial obligation. Each student is legally responsible for his or her own educational expenses for the period of enrollment. A student who is enrolled and has made payments in full or completed other financial arrangements is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, securing course credit, being graduated, and using the Career Services Office.

Any student who is delinquent in a financial obligation to the School, including damage to School property, library fines, and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the School.

Payment Policy

The University requires that arrangements for payment of tuition for all courses be completed in full at the time of registration. Students may choose to pay tuition and fees by check, cash, and, at certain locations, by credit card.

The University offers the services of several private companies that offer alternative methods of paying for educational costs. The Student Finance Officers will assist students in budgeting a monthly payment plan using a wide range of financing alternatives. The plan best suited to individual needs should be selected early in order for the Student Finance Officer to certify to the Business Office that a student's financial package has been completed and approved. Students eligible for employer-sponsored tuition reimbursement benefits may request a deferred payment plan.

Further questions regarding these payment plans should be directed to a student accounts representative in the Business Office.

Students qualifying for state or federal financial assistance programs are allowed to use certain types of loans and/or grants to satisfy their financial obligations at the time of registration, even though the aid may not have been physically disbursed to them or posted to their accounts. Students seeking to meet their financial obligations in this manner must understand that it is their responsibility to provide all information and documentation necessary to obtain all forms of financial aid by the deadlines imposed by the School. Failure to do so may result in the student having to provide immediate payment of all applicable tuition and fees.

Tuition and Fees

Quarter-Based Programs

The tuition and fees listed below will be charged for the student's first quarter (or mid-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter.

The minimum full-time course load is 12 credits per quarter. Non-credit-bearing coursework will be charged at the same rate as credit-bearing coursework. Textbook costs per quarter are dependent upon the classes for which the student is registered. All credits for which a student is registered are charged at the current rates, including any courses being repeated. Arrangements for payment of tuition and book charges (if applicable) must be made in advance of the first day of classes for which the student is enrolled. The School charges the student's account for tuition at the beginning of each term for which the student is enrolled.

The student's total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered at the end of the drop/add period by the then current tuition rate for that number of credit hours.

Modular Programs

Modular programs are offered throughout the year on a schedule independent of the standard quarter calendar. When a student begins enrollment in a modular program, the student is charged for tuition by academic year, instead of by quarter.

Schedule of Tuition and Fees

For a complete schedule of tuition and fees, see **Appendix B: Schedule of Tuition and Fees** in the back of this catalog.

Changes in Programs and Tuition Charges

Students are permitted to make one change at no additional charge. A change is defined as a withdrawal, a change of program of study, a leave of absence, or a transfer from day to evening or evening to day class. Students making more than one change will be assessed a processing fee. This policy will not apply to any change made during the first two weeks of school.

Textbooks

Textbooks and workbooks are sold through the bookstore in accordance with official School policies. At the time of issuance, textbooks become the responsibility of the students. The School is not responsible for replacing lost textbooks; however, students may purchase replacements from the campus bookstore. Students are responsible for the cost of their textbooks and the cost of any shipping charges.

In certain programs requiring specialized equipment, that equipment may be loaned to students for use during their enrollment. Students failing to return loaned equipment will be charged for its replacement. Official transcripts will be withheld from any student who has not returned School property or who has not made restitution.

FINANCIAL ASSISTANCE INFORMATION

Financial Aid Programs

It is the goal of the School to assist all eligible students in procuring financial aid that enables them to attend the School. The School participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment but whose financial resources are inadequate to meet the full cost of their education. Students should meet with a Student Finance Officer to discuss the specific financial assistance available.

The majority of financial aid available to students is provided by the federal government and is called Federal Student Financial Aid (SFA). This includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Subsidized and Unsubsidized Stafford Loans, and Federal Parent Loans for Undergraduate Students (PLUS). Alternative source loans are available to students to supplement the cost of their education.

The primary responsibility for meeting the cost of education rests with the student and his/her family. All financial aid is awarded on the basis of need, regardless of age, sex, race, religion, national or ethnic origin, or disability. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.

The Federal Student Guide, which provides a detailed description of these programs, is distributed by the Financial Assistance Office at the school without cost or obligation. *The Federal Student Guide* is available online at:

http://studentaid.ed.gov/students/publications/student_guide/index.html

Applying for Financial Assistance

Students wishing to apply for financial aid through National School of Technology must provide the following forms to the Student Financial Services Office:

- Free Application for Federal Student Aid (FAFSA);
- Social Security card;
- Student's and/or spouse's and/or parents' tax return(s) for the previous tax year;
- Documentation of citizenship; and
- Any other additional documents to complete their financial aid application(s).

The Student Financial Services staff will notify the student if further documentation is needed. Financial aid will not be awarded to any student who has not formally enrolled in the School.

Scholarship Program

National School of Technology participates in Florida's Bright Futures Scholarship program. Award recipients are selected by OSFA (Florida Office of Student Financial Assistance). OSFA accepts applications from students in their senior year of high school. The application deadline is April 1. Award recipients attending National School of Technology may use their Bright Futures scholarship toward their cost of education.

Federal Work-Study Program (FWS)

The Federal Work-Study program provides part-time employment to students who need the earnings to defray the cost of their education. Students may work on or off campus for a qualified public, private, or community service organization.

Application for the FWS program may be made through the Student Finance Office, and eligibility is based on financial need and the availability of funds. The University will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules.

The amount of the grant and the number of students who may receive this grant depend on the availability of funds from the U.S. Department of Education.

Veterans' Educational Benefits

Credit Evaluation Policy

Students receiving veterans benefits must have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. The student and the Department of Veterans Affairs will be notified.

Progress Policy

Progress will be monitored each module for all students receiving veterans benefits. If the cumulative grade falls below 2.0, or if attendance falls below 80%, at the end of any given module, the student will be placed on probation for the next module. If the student's cumulative grade is not raised to 2.0, or overall attendance raised to 80%, by the end of the probation period, the Veterans Administration will be notified and benefits will be interrupted.

Conditions for Reentrance

If the director determines that the conditions that caused the interruption have been rectified, the student will be eligible to receive benefits.

Maximum Timeframe

Students receiving veterans benefits must complete their programs within the originally contracted length of time, not the maximum completion time or rate of progress as described in the course catalog.

Veteran's Assistance Programs

Veteran Education and Employment Assistance Act of 1976 as Amended

Veterans eligible for training under the Montgomery G.I. Bill are entitled to a monthly allowance while attending the School in certain approved programs of study. Veterans with over three years of active duty or two years of active duty and four years in the selected reserve are entitled to a maximum of 36 months of training. The School will assist in preparing and submitting applications.

War Orphan Educational Assistance

This program provides financial assistance for the education of sons and daughters of veterans who died or were permanently and totally disabled in or as a result of service in the Armed Forces of the United States. Benefits are similar to those of the G.I. Bill. Widows and wives of disabled veterans may also be eligible for this program. The School will assist in preparing and submitting applications.

Vocational Rehabilitation for Veterans

Veterans disabled during war time and under certain peace time service may be eligible for educational benefits and training under this program. Applications must be filed directly with the Veterans Administration.

Cancellation and Refund Policy

The registration of a student results in the employment of faculty, arrangements for management and physical facilities, and other provisions by the administration that must be contracted in advance. The withdrawal of a student does not decrease the expenses of the School to any substantial extent. The refund policy has been established so that the student who withdraws from class will share in the incurred cost. For these reasons there will be no refund of tuition except as outlined in the following policy.

The School employs a fair and equitable policy that complies with federal, state, and accrediting guidelines for the return of unearned tuition and fees in the event of cancellation, termination, or withdrawal.

Detailed below are the specific federal, state, and institutional refund policies and procedures that will be used to ensure that the School retains only funds that have been earned according to the applicable refund policy. In the event that a refund is required, these policies will ensure that any and all refunds are paid to the appropriate entity in a timely fashion.

Cancellations

When students enroll in a program of study, they reserve places that cannot be made available to other students. The Enrollment Agreement does not constitute a contract until it has been approved by an official of the School. If the agreement is not accepted by the School, all monies will be refunded.

Students have the right to cancel the Enrollment Agreement at any time. Cancellation will occur when they give written notice of cancellation at the School address shown on the front page of the Enrollment Agreement. Notice of cancellation may be given by mail, hand delivery, or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students will not be penalized if they fail to cancel their enrollment in writing.

If a student cancels within three business days of executing the Enrollment Agreement and before the start of classes, all monies paid will be refunded.

Students will not be charged tuition if they begin their training program and withdraw prior to midnight of the fifth business day following their first scheduled class session (third day for modular programs).

Students who have not visited the School prior to enrollment may withdraw without penalty within three days following either the regularly scheduled orientation procedures or a tour of the School and inspection of equipment.

Refunds

This institution is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended.

When a student withdraws, the institution must complete two calculations. First, the institution must determine how much federal grant and loan assistance the student has earned under the Federal Return of Title IV Funds Policy, if the student is a Title IV recipient. Then, the institution must determine how much of the tuition and fees it is eligible to retain using the institutional refund policy.

If the student (or parent, in the case of a PLUS Loan) is eligible for additional funds at the time of withdrawal, the student may receive additional SFA funds. If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable.

Any unpaid balance of tuition and fees that remains after calculating the institutional refund policy and applying the amount of SFA funds earned based on the Federal Return of Title IV Funds policy must be paid by the student to the institution.

Withdrawal Process

Any monies due an applicant or student shall be refunded within 30 days of cancellation, the date of determination, or termination. A withdrawal is considered to have occurred on the earlier of (a) the date that the student provides to the school official notification of his or her intent to withdraw or (b) the date that the student begins the withdrawal process. Students who must withdraw from the School are requested to notify the Academic Dean's office by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal. At the time of official notification when the student begins the process of withdrawal, the student or the Academic Dean's office will complete the necessary form(s).

If the student ceases attendance without providing official notification, the withdrawal date is the mid-point of the quarter. If the student officially rescinds his or her official notification of withdrawal and then withdraws, the withdrawal date is the earlier of the date of the original notification of his or her intent to withdraw or the date the student began the withdrawal process. The institution may always use the last date of attendance at an academically related activity as the withdrawal date.

In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the institution will make a settlement that is reasonable and fair to both parties.

Uniform Return/Refund Policy

If the student obtains and returns unworn uniforms within 30 days following the date of the student's cancellation, withdrawal, or termination, the institution shall refund the charge for the uniforms paid by the student. If the student fails to return unworn uniforms within 30 days following the date of the student's cancellation, withdrawal, or termination, the student will be liable for the documented uniform charges.

Federal Return of Title IV Funds Policy

All institutions participating in the SFA programs are required to use a pro-rata schedule to determine the amount of SFA funds the student has earned up to the date of withdrawal.

If a recipient of SFA program assistance withdraws from the institution during a payment period in which the recipient began attendance, the institution must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period, a pro-rata schedule is used to determine how much SFA program funds the student has earned up to the date of withdrawal. After the 60% point in the payment period, a student has earned 100% of the SFA funds.

The percentage of the payment period completed is the total number of calendar days* in the payment period for which the SFA assistance is awarded divided into the number of calendar days* completed in that payment period as of the date of withdrawal.

*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period (denominator) and the number of calendar days completed in that payment period (numerator).

Return of Unearned SFA Program Funds

The School must return the lesser of:

- The amount of SFA program funds that the student did not earn; or
- The amount of institutional costs that the student incurred for the payment period multiplied by the percentage of SFA funds that were not earned.

The student (or parent, if a federal PLUS loan) must return or repay, as appropriate:

- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The student will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.

Return of SFA Funds

If it is determined that SFA program funds must be returned, based on the student's financial aid award, the return of SFA funds will be made in the following order:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan Program;
6. Federal PLUS Loan Program;
7. Federal Direct PLUS Loan Program;
8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
10. Other federal, state, private and/or institutional sources of aid; and
11. The student.

Institutional Refund Calculation for First-Time and all Modular Program Students

For first-time and modular program students who terminate their training before completing more than 60% of their first period of enrollment (their first term for quarter-based students or the academic year for modular students), the institution will perform a pro-rata refund calculation. Under a pro-rata refund calculation, the institution is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed

by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the period of enrollment into the number of weeks completed in that period (as of the withdrawal date). The percentage of weeks attended is rounded up to the nearest 10% and multiplied by the institutional charges for the period of enrollment. A reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less, will be excluded from the institutional charges used to calculate the pro-rata refund. The institution may retain the entire contract price for the period of enrollment—including tuition, fees, and other charges—if the student terminates the training after completing more than 60% of the period of enrollment.

Modular Students Please Note: Since students enrolled in modular programs are charged tuition by academic year, the charges earned and amount due under the institutional refund policy are based on the charges for the portion of the academic year completed, rather than on the portion of the quarter completed.

Institutional Refund Policy (For Continuing Students in Quarter-Based Programs)

The refund policy is used to determine how much of the tuition and fees the institution has earned after a student withdraws. The institution will make refund determinations for all tuition and fees in accordance with the following schedule:

For Withdrawal During	Refunded	Amount Retained
First 14 calendar days of the Quarter	100% Tuition and Fees	0
After first 14 calendar days through 25% of the Quarter	25% Tuition and Fees	75% Tuition
Remaining 75% of the Quarter	0	100% Tuition

Refunds under Exceptional Circumstances

Tuition and fees will be refunded in full, for the current term, under the following circumstances:

1. Courses cancelled by the School;
2. Involuntary call to active military duty;
3. Documented death of student or member of his or her immediate family (parent, spouse, child, sibling);
4. Illness of the student of such severity of duration, as approved by the School and confirmed in writing by a physician, that completion of the period of enrollment for which the student has been charged is precluded;
5. Exceptional circumstances, with approval of the President of the School (or designee).

ACADEMIC INFORMATION

Drop/Add Period (Quarter-Based Programs Only)

The first 14 calendar days of each academic quarter are designated as the drop/add period. There is no drop/add period for modular programs. This period allows for adjustments to student schedules that may be necessary. This is the period when students may add or delete courses in order to finalize their schedules. Holidays that fall during this timeframe are not counted as part of the drop/add period. Students who wish to make course changes must request approval from the Academic Dean and the Student Finance Office.

The student charges for the term will be determined by the classes the student has attended by the end of the third week of the term. There are no charges for classes dropped during the drop/add period. A student who attends a class beyond the drop/add period or who attends a class and does not drop it within the drop/add period will be charged for the class. For this reason it is important that students drop classes in a timely manner.

For students enrolling in school during the mini-term, the first seven days of the mini-term are considered the drop/add period. Holidays that fall during this timeframe are not counted as part of the drop/add period.

Grading System

Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address.

The following grading system is used:

Applies to All Courses except Modular Programs

GRADE	EVALUATION	Quality Points per Quarter Hr.
A	Excellent	4
B	Good	3
C	Average	2
D	Below average	1
F	Failed to meet course objectives	0
I	Incomplete	0
IP	Incomplete Passing	Not Calculated
P	Passing	Not Calculated
W	Withdrawal, not calculated in the CGPA	Not Calculated
WD	Withdrawal during drop/add period. Not be calculated for purposes of determining rate of progress	Not Calculated
WZ	Withdrawal for those students called to immediate active military duty.	Not Calculated
CR	Credit earned - credit/no-credit class	Not Calculated
NC	No credit earned - credit/no-credit class	Not Calculated
T	Transfer credit	Not Calculated
PE	Passed by Proficiency Exam	Not Calculated
PF	Preparatory class failed (preparatory courses only)	Not Calculated
PP	Preparatory class passed (preparatory courses only)	Not Calculated

Modular Programs Only

GRADE	MEANING	PERCENTAGE
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
P	Passing	
W	Withdrawal	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	

Applies To All Courses

COURSE REPEAT CODES	
1	Student must repeat this class
R	Student in the process of repeating this class
2	Course repeated - original grade no longer calculated in CGPA

GPA and CGPA Calculations

The grade point average (GPA) is calculated only for students enrolled in quarter-based programs. The GPA for each term and cumulative grade point average (CGPA) are calculated on courses taken in residence at the School. The GPA for each term is calculated by dividing the quality points earned that term by the total cumulative credits attempted for the GPA. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA.

The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course. For example, a grade of A in a four-credit course earns 4 (credits) X 4.0 (quality points) for a total of 16.0 quality points, and a grade of C in a three-credit course earns 3 (credits) X 2.0 (quality points) for a total of 6.0 quality points.

A grade average percentage is calculated for students enrolled in modular programs. The GPA equivalent of the calculated average is given in the table above.

Incomplete Grades

An "Incomplete" cannot be given as a final grade. However, at the end of the term, students may, with the instructor's approval, be granted a maximum extension of 14 calendar days to complete the required class work, assignments, and tests. The extension cannot be used to make up accrued absences from class. If students do not complete the required class work, assignments, and tests within the extension period, they will receive a failing grade of F or zero for the course. The F or zero will be averaged in with the students' other grades to determine the cumulative GPA.

Attendance Requirements

Quarter Programs

Each course within the programs offered will have regularly scheduled academic activities that occur throughout the term. These academic activities are integral to ensure that course outcomes are met and that specific learning objectives are achieved within individual courses. Academic activities provide the faculty with specifics that aid in the assessment of student performance and the eventual awarding of a final course grade. The importance of student participation in these activities is key to the mastery of material within the course of study.

Academic activities are defined as, but not specifically limited to:

- An examination/quiz
- Computer-assisted instruction
- Completing a course assignment, including research projects and journalizing
- Participating in a field trip
- Simulations
- Viewing instructional media
- A survey evaluating the course material, text, and instructor performance
- Presenting material (oral or written)
- A tutorial session
- Academic advising
- Attending a study group
- Instructor lecture or demonstration
- Attending a guest lecture
- Participating in role play activities
- Library research
- Mid-term assessment performed by faculty to evaluate student progress

Your success relies heavily on consistent and meaningful participation in the above-defined class-related/academic activities. Collaborative learning within the curriculum prepares you to be comfortable with the learning team concept that is prevalent in today's workplace.

Modular Programs

Regular attendance and punctuality will help students develop good habits necessary for successful careers. Satisfactory attendance is established when students are present in the assigned classroom for the scheduled amount of time.

Faculty are responsible for monitoring student attendance and advising students who have been absent from their classes. Students arriving more than 15 minutes late or leaving more than 15 minutes early will be considered tardy and marked accordingly. Every four tardies or leave earlys are counted as an absence in the calculation of a student's attendance percentage. Students who are not in attendance for at least 51% of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 10 consecutive school days will be dropped from the training program. Only students who appear on day eleven may appeal the drop.

Students who miss 15% of the total program hours will be advised that they are at risk of being dropped from the program. Students who miss 20% of the total program hours will be advised that they will be dropped from the program. Students must successfully appeal their drop within seven school days in order to continue their training without interruption. If the appeal is unsuccessful, they will be dropped from the program. Students who have been dropped from the program may apply for reinstatement after one module of suspension.

Students are not permitted to make up absences for the classroom-training portion of their program. However, students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students are encouraged to schedule medical, dental, or other personal appointments after school hours. If a student finds that he/she will be unavoidably absent, he/she should notify the School.

Veterans Attendance

For students who are receiving Veterans benefits, the Department of Veterans Affairs will be notified whenever students violate the institution's attendance policy or are terminated for failure to meet attendance requirements. The Department of Veterans Affairs will also be notified if a student reenters following such termination.

Students Enrolled in Modular Programs Only

In addition to the requirements of the institutional attendance policy, a veteran student enrolled in a modular program will be dismissed if the student is absent for more than 20% of a module.

Reentry Policy

Students must strive for perfect attendance. We understand that there are extenuating circumstances that may cause a student to violate the attendance policy. Upon a showing of good cause through the appeals process, a student may apply for reentry to the School.

Students who have been terminated for violating the attendance policy may apply for reentry to the School through the appeals process. Students reentered after violating the attendance policy may not be absent more than 20% of the total of the remaining classroom hours. Normally approval for reentry will be granted only once. However, in those instances where extenuating circumstances exist, a student may be allowed to reenter more than once with appropriate documentation and the approval of the School President.

Make-up Work

Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take any tests missed because of an absence must be made with the instructor and approved by the School administration.

Leave of Absence Policy

The institution permits students to request leaves of absence (LOA) in modular programs only for a total of no more than 180 days during any 12-month period if there are legitimate extenuating circumstances that require the students to interrupt their education. Leaves of absence are not permitted in quarter-based programs.

In order for a student to be granted an LOA, the student must provide the School President or Academic Dean with a written request, prior to the LOA, outlining the reasons for the LOA request and the date the student expects to return to school.

If the LOA request is approved by the institution, a copy of the request--dated and signed by both parties, along with other necessary supporting documentation--will be placed in the student's file.

Re-Admission Following a Leave of Absence

Upon the student's return from an LOA, the student will be permitted to complete the coursework begun prior to the leave of absence.

The institution will make every attempt to ensure that students can reenter at the point at which their education was interrupted and will enable them to complete the coursework begun prior to the leave of absence request. However, if the institution recognizes that it will be unable to assure that a student can reenter and complete the assignments begun prior to the leave of absence, under federal law the student's request for an LOA will have to be denied.

Failure to Return from a Leave of Absence

A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the cancellation and refund policy.

As required by federal statute and regulations, the student's last date of attendance prior to the approved leave of absence will be used in order to determine the amount of funds the institution earned and make any refunds which may be required under federal, state, or institutional policy (see "Cancellation and Refund Policy").

Students who have received federal student loans must be made aware that failure to return from an approved leave of absence, depending on the length of the LOA, may have an adverse effect on the students' loan repayment schedules.

Federal loan programs provide students with a "grace period" which delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted, forcing the borrower to begin making repayments immediately.

Effects of Leave of Absence on Satisfactory Academic Progress

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- Students returning from a leave of absence are not guaranteed that the course required to maintain the normal progression in their training program will be available at the time of reentry;
- They may have to wait for the appropriate course to be offered;
- They may be required to repeat the entire course from which they elected to withdraw prior to receiving a final grade.
- Financial aid may be affected.

Termination Procedures

Students may be terminated by the School for cause. Examples include, but are not limited to, the following:

- Violation of the School's attendance policy;
- Failure to maintain satisfactory academic progress;
- Violation of personal conduct standards;
- Inability to meet financial obligations to the School.

Students to be terminated are notified in writing and may appeal to the School President.

Externship/Clinical Training

A student who has successfully completed the classroom portion of the program will be scheduled to begin externship training immediately after the Externship Assignment Seminar. A student must be scheduled and begin externship within 10 days of the end of the student's didactic training (excluding holidays and regularly scheduled breaks), as per the attendance policy. If a student does not begin externship training within the 10 days of the end of the student's didactic training he/she must be withdrawn from the program.

Students who drop following the completion of the classroom training and prior to externship must have their skill proficiency evaluated by a program instructor prior to reentry and being assigned an externship site. Skill proficiency evaluations must be representative of skills taught in all modules of training and must meet the Terminal Performance Objectives (TPOs) stated in the course outline and/or the evaluation criteria outlined in the student course materials.

Students who drop and delay their externship training for more than 90 days from the last date of attendance must have their skill proficiencies evaluated by a program instructor prior to reentry into the program.

If the program instructor or site determines that a student's skill performance is unacceptable, he/she must return to the classroom to have his/her skills evaluated. The student will need to attend lab to improve skills until the program instructor determines his/her skill levels are acceptable and the Education Director approves the student to return to the site.

All satisfactory academic progress and attendance policies must be enforced. If a repeat module is required, it must be counted as an attempt for satisfactory academic progress purposes. Once the repeat module(s) has been successfully completed, the student must begin externship according to standard policies and procedures.

Directed Study

There may be times during the student's course of study when the student is unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts. Should such an instance arise, the student may request permission from the Program Director and Academic Dean to complete a course through directed study. If approved and scheduled for a directed study course, the student will be assigned to a faculty advisor who will provide the student with a syllabus, assignments, and directions for course completion. The student will meet with the faculty advisor on a weekly basis, complete all reading and writing assignments and examinations, and submit any required research or term papers, all of which will be used to determine the final course grade as defined in the syllabus. Associate's degree students may apply a maximum of eight (8) quarter credit hours earned through directed study to the major core of study. Students may not take more than one directed study course in a single academic term.

Internship or Project

An internship, practicum, or clinic is required as part of most diploma programs of study. Internships, clinical practica, or clinics are practical training settings in which students apply their skills under the supervision of an experienced professional. Assignments are arranged by the Academic Affairs Department. Certain internships are offered only during the day due to limited availability of appropriate learning experiences (see course descriptions). Completion of a project may be required instead of an internship in certain programs. Students attending under the Veterans Administration Educational Assistance program must complete a supervised internship. Veterans may not substitute projects for internship attendance. All internships, clinical practica, or clinics are graduation requirements and part of the student's final grade average. Each student must demonstrate the ability to correctly perform all required competencies in order to

graduate.

Whereas the curricula offered at NST often require students to access medical records and other sensitive information at healthcare facilities, students are individually responsible under applicable federal law to keep strictly confidential and hold in trust all confidential information regarding patients, as well as all confidential information of the health care facility. Students must agree, under penalty of law, not to reveal to any person or persons, except authorized clinical staff and associated personnel, any specific information regarding any patient, and further agree not to reveal to any third party any confidential information of the clinical site, except as required by law or as authorized by site administration. This policy is intended to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the proposed HIPAA security regulations to protect the security of electronic health information, as well as to protect the confidentiality and integrity of health information, as required by law, professional ethics, and affiliate accreditation requirements.

Non-Punitive Grades, Non-Credit or Remedial Courses

The School does not assign non-punitive grades or offer non-credit or remedial courses.

Class Size

Class size averages between 15 and 30 students. Medical laboratory class size usually will not exceed 20 students, allowing for personal attention and individualized instruction.

Exit Interviews

Students who want to discontinue their training for any reason are required to schedule an exit interview with a school official. This meeting can help the School correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview.

Repeat Policy

Students who fail a module must retake that module. The failing grade will be averaged into their GPA at the end of the module and remain in effect until the module is repeated and a new grade is earned. If repeating the training is required, the length of the program must not exceed 1.5 times (150%) the planned program length.

When students repeat a module, the higher of the two grades received for that module is used to calculate the cumulative GPA.

Students who receive a passing grade for a module but wish to repeat the module may do so (subject to seat availability).

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the School. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress toward completion of the academic program. These are outlined below.

Cumulative Grade Point Average (CGPA) Requirements

Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These requirements are noted in the table below, along with rate of progress requirements.

Evaluation point for all programs: The CGPA will be reviewed at the end of each academic quarter, module, or term, after grades have been posted, to determine if the student's CGPA is in compliance.

Rate of Progress Toward Completion Requirements

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the drop/add period of an academic term. These percentage requirements are noted in the table below, along with CGPA requirements.

Evaluation point for quarter-based programs: As with the determination of CGPA, the percentage completion requirements will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student is progressing satisfactorily.

Evaluation point for modular programs: Modular programs do not fall within standard quarter terms. The rate of progress toward completion in modular programs will be evaluated at the midpoint and end of each academic year. When the midpoint falls within a module, this evaluation shall be done at the end of the preceding module.

Maximum Time in Which to Complete

A student is not allowed more than 1.5 times, or 150% of, the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150% of, the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted credits are noted in the following table.

Satisfactory Academic Progress Tables

35 Quarter Credit Hour Modular Program. Total credits that may be attempted: 52 (150% of 35).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	70%	N/A	66%	N/A
17-24	70%	60%	66%	N/A
25-37	70%	65%	66%	60%
38-52	N/A	70%	N/A	66%

47 Quarter Credit Hour Modular Program. Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	70%	N/A	66%	N/A
17-28	70%	60%	66%	N/A
29-40	70%	65%	66%	60%
41-52	70%	67.5%	66%	65%
53-70	N/A	70%	N/A	66%

51 Quarter Credit Hour Modular Program. Total credits that may be attempted: 76 (150% of 51).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	70%	N/A	66%	N/A
17-28	70%	60%	66%	N/A
29-40	70%	65%	66%	60%
41-56	70%	67.5%	66%	65%
57-76	N/A	2.0	N/A	66%

54 Quarter Credit Hour Modular Program. Total credits that may be attempted: 81 (150% of 54).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	70%	N/A	66%	N/A
17-28	70%	60%	66%	N/A
29-40	70%	62.5%	66%	50%
41-52	70%	60%	66%	60%
53-64	70%	67.5%	66%	65%
65-81	N/A	70%	N/A	66%

67 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 100 (150% of 67).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	1.75	1.75	66%	65%
65-100	N/A	2.0	N/A	66%

76.5 Quarter Credit Hour Modular Program. Total credits that may be attempted: 114 (150% of 76).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	70%	N/A	66%	N/A
17-28	70%	60%	66%	N/A
29-40	70%	62.5%	66%	50%
41-52	70%	65%	66%	60%
53-64	70%	67.5%	66%	65%
65-114	N/A	70%	N/A	66%

84 Quarter Credit Hour Modular Program. Total credits that may be attempted: 126 (150% of 80).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	70%	N/A	66%	N/A
17-32	70%	60%	66%	N/A
33-44	70%	62.5%	66%	50%
45-56	70%	65%	66%	60%
57-68	70%	67.5%	66%	65%
69-126	N/A	70%	N/A	66%

96 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-144	N/A	2.0	N/A	66%

106 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 159 (150% of 106).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-159	N/A	2.0	N/A	66%

TRANSFERS BETWEEN PROGRAMS AT THE INSTITUTION.

When a student transfers from one program at the school to another program and all courses completed in the original program are acceptable for credit in the new program, all courses attempted and grades received in the original program are counted in the new program for calculation of the student's satisfactory academic progress. When a student transfers from one program at the school to another program and all courses completed in the original program are NOT accepted for credit in the new program, all attempts of courses taken in the original program that are part of the new program will be counted in the calculation of the student's satisfactory academic progress upon entry into the new program, and the grades for the courses that are a part of the new program that were taken at the school will be used in the student's CGPA calculation. The student will receive no credit for courses that are in the new program, and courses not accepted for transfer are not included in the SAP calculation for the new program.

Graduation

In order to graduate, a student must have earned a minimum of a 2.0 CGPA (or 70%) and must have successfully completed all required credits within the maximum credits that may be attempted in the maximum time frame for the program.

Academic Probation

At the end of the quarter, after grades have been posted, each student's cumulative grade point average (CGPA) is reviewed to determine whether the student is meeting the above requirements. The rate of progress is also reviewed to determine whether the student is meeting the above requirements at the evaluation points specified above. Students will be placed on academic probation for the next quarter or module when the CGPA or the rate of progress does not meet the above requirements at the evaluation point. Students on probation will have their probationary status reviewed at the end of each quarter or module. When both the CGPA and rate of progress are above the probation ranges specified above, the student is removed from probation. If the student's CGPA or rate of progress remains in the probation ranges specified above, the student may remain on academic probation term to term, so long as the student demonstrates an effort to improve and it is still possible for the student to complete the program with a 2.0 CGPA (or 70%) within the maximum timeframe. Otherwise the student will be dismissed. During the period of academic probation, students are considered to be making satisfactory academic progress both for academic eligibility and financial aid eligibility.

Students on probation must participate in academic advising as deemed necessary by the School as a condition of their probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes. Students who fail to comply with these requirements are subject to suspension even though their CGPA or rate of progress may be above the suspension levels.

Academic Suspension

If the student's CGPA or rate of progress ever falls into the suspension ranges specified above at the specified evaluation point, the student is considered not to be making satisfactory academic progress, is placed on academic suspension, and must be withdrawn from the School.

Re-admittance Following Suspension

Students who have been suspended may apply for re-admittance to the School after one academic term according to the readmission policy. Students readmitted at this point are considered to be on probation but must bring their CGPA or rate of progress into the probation range by the end of the first academic term after being readmitted. If it is mathematically impossible for the student to improve into the probation range by the end of the first academic term after re-admittance or if it is highly improbable for the student to improve into the probation range, the student will not be readmitted.

Academic Dismissal

Students who have been readmitted following academic suspension who fail to improve their CGPA and/or rate of progress into the probation range by the end of the first academic term after re-admittance will receive academic dismissal, and students must be withdrawn from the School. Students who have been dismissed must appeal for re-admittance to the School.

Academic Appeals Procedures

Students have a right to appeal any action or decision that affects their academic performance, satisfactory academic progress status, or records such as grades, probation, warnings, suspension of financial aid or dismissal from a program. If a student disagrees with the reasons for an academic decision or the application of an academic policy that affects the student, the student should first request reconsideration of that decision or action from the person who made the decision. If the student is not satisfied with the result, the student may file an appeal.

Appeals may be granted based on documented evidence of bias, error, or unanticipated extenuating or mitigating circumstances. Extenuating circumstances may include loss of transportation, civic duties, conflicting personal responsibilities, etc., that affect the student's attendance or classroom performance. Mitigating circumstances may include illness, death of a close relative, injury, etc.

Students should contact the Academic Dean for the appropriate form to use to request an appeal of an issue that has not been resolved. The student must initiate a satisfactory academic progress appeal in writing within one week of receipt of the notification of suspension of financial aid or dismissal from the program. For all other appeals, the student has 14 calendar days to submit a written appeal. Written appeals will be considered by the campus' Appeal Committee. The student and faculty member concerned may attend the hearing of the appeal. However, they may not participate in the Committee's deliberations. The Appeal Committee shall inform the student in writing of its decision within seven calendar days of the appeal. Decisions of the Appeal Committee are final.

When a satisfactory academic progress appeal is requested by a student, enforcement of any suspension of financial aid or dismissal from the program is delayed until the appeal has been decided. Students who have appealed are expected to continue in attendance pending the outcome of the appeal. However, any financial aid disbursements will be suspended pending the outcome of the appeal. When an appeal is not granted, the date of suspension of financial aid or dismissal from the program shall be the date of the original action. Should the student withdraw immediately following the denial of an appeal, the student will not be charged for any attendance following the date the student was originally suspended from financial aid or dismissed from the program.

Application of Grades and Credits

GRADES FOR TRANSFER CREDITS (T and TR) are not included in the calculation of CGPA but are included in the "Total Number of Credits Attempted" (see charts above) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credits attempted and successfully completed in calculating the rate of progress.

GRADES FOR PROFICIENCY CREDITS AND EXPERIENTIAL LEARNING (PE and EL) are not included in the calculation of CGPA and are not included in the "Total Number of Credits Attempted" unless earned. When earned the credits are counted as both attempted and successfully completed for purposes of the rate of progress calculation.

WHEN A COURSE IS REPEATED, the higher of the two grades is used in the calculation of CGPA, and the credits for the original course and the repeated course are included in the "Total Credits Attempted" (in the charts above) in order to determine the required progress level. The credits for the one attempt with the lower grade are considered as not successfully completed. The credits for the other attempt with the higher grade is considered successfully completed.

DEVELOPMENTAL AND REMEDIAL COURSES are graded on a pass/fail basis (**PF and PP**). These grades are non-punitive, are awarded no credits, and are not included in the total credits attempted in the calculation of progress toward completion or the student's CGPA.

CALCULATING RATE OF PROGRESS WHEN COURSES ARE NOT SUCCESSFULLY COMPLETED: grades of **F (failure)**, **W (withdrawn)**, **IP (incomplete passing)**, **NC (no credit)** and **WZ (withdrawal active military duty)** are counted as hours attempted but are not counted as hours successfully completed. The grade of **I (incomplete)** will also be counted as hours attempted but not as hours successfully completed; however, when the I is replaced with a letter grade, the GPA and satisfactory academic progress determination will be recalculated based on that letter grade and the credits earned. The grades of **WD (withdrawal during drop/add period)**, **PF (Preparatory class failed)**, and **PP (Preparatory class passed)** are non-punitive and are not counted as hours attempted.

Continuation as a Non-Regular Student

Students who have been suspended or dismissed due to failure to maintain satisfactory academic progress may be

allowed to continue as students of the School under the following conditions:

- The student is enrolled in a quarter-based program. Students in modular programs may not continue enrollment as non-regular students.
- The student is not eligible for student financial aid;
- The student is obligated to pay tuition, according to the established tuition rate per credit hour, for any courses in which the student is enrolled;
- During the time as a special student, the student is to be working toward coming into compliance with the standards of satisfactory academic progress, or at least close enough to qualify for re-admittance as noted (i.e., can come into compliance within the time frame specified above). If, by the end of the maximum period allowed on non-regular-student status, the student has not improved his/her academic standing to the probation range, he/she will be dismissed.

Reinstatement as a Regular Student from Non-Regular-student Status

Students who have attempted the maximum number of credits allowed under their program but have not earned all of the credits necessary to complete their program may be allowed to enter non-regular-student status. However, they will never be eligible for re-admittance to regular-student status in the program from which they were suspended or dismissed but may continue on non-regular-student status up to the maximum period allowed for the purposes of completing all required credits. Further, these students who have entered non-regular-student status are not eligible for graduation (cannot receive a degree or diploma) from their programs but can receive a certificate of completion for the credits they successfully completed.

Satisfactory Academic Progress and Financial Aid

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the School.

The Student Finance Office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to academic or student finance personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progress requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the School catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the School and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after re-admittance following suspension or in the event the student's appeal results in re-admittance.

Satisfactory Academic Progress for Students Receiving Veterans Administration Benefits

Previous Credit for Veterans Affairs Beneficiaries

All Veterans Affairs beneficiaries are required to disclose prior postsecondary school attendance and provide copies of transcripts for all postsecondary education and training. Upon enrollment, the School will request and obtain official written records of all previous education and experience, grant credit where appropriate, and advise the Veterans Affairs claimant and the Department of Veterans Affairs in accordance with VA regulations.

Make-Up Assignments

Make up work and assignments may not be certified for veteran students for Veterans Administration pay purposes.

Maximum Time Frame for Veteran Students

The maximum time frame for veteran students to receive veterans benefits is the standard length of the program, not time and a half. Students funded by the Veterans Administration must complete their programs within the program's standard time frame in order to receive veteran benefits. A veteran student may not be funded for benefits following the standard program length.

Veterans Academic Probation

A veteran student who fails to meet the minimum standards of satisfactory academic progress as stated in the institutional policy is automatically placed on academic probation for one grading period. Any change in enrollment status, including when a veteran is placed on academic probation, changes schedules, or terminates or is dismissed from training, will be reported to the Veterans Administration. The School retains documentation of probation in a student's file. Students on academic probation may be required to participate in tutoring sessions outside class hours as a condition to continued enrollment. At the end of a probationary period, a student's progress is re-evaluated. If the

student has met minimum standards for satisfactory academic progress and any written conditions of probation that may have been required, the student is removed from probation and returned to regular student status. A veteran who fails to regain satisfactory academic progress status after one grading period will be treated as all other students under the institutional policy described above, with one exception. A veteran who fails to meet satisfactory academic progress status following one grading period on probation will be reported to the Veterans Administration, and their benefits may be terminated.

Veterans Reinstatement after Successful Appeal of Termination

A student who successfully appeals termination from the School due to failure to maintain satisfactory academic progress may be reinstated. A reinstated student enters under an extended probationary period. This probationary period will extend for one grading period, after which a student must meet minimum standards of satisfactory progress to remain in school. The Department of Veterans Administration will determine whether or not to resume payments of Veterans Administration education benefits to a reinstated student.

PROGRAMS BY LOCATION

PROGRAM	MIAMI	KENDALL	HIALEAH	FORT LAUDERDALE
Diploma Programs				
Cardiovascular Technologist		X*	X	
Massage Therapy	X	X	X	X
Medical Assisting	X	X	X	X
Medical Insurance Billing and Coding	X*	X*	X*	X
Patient Care Technician	X			
Pharmacy Technician	X	X	X	X
Surgical Technologist	X*	X	X	
Associate in Applied Science Programs				
Criminal Justice	X	X	X	
Diagnostic Cardiac Sonographer			X	
Medical Insurance Billing and Coding	X	X	X	
Paralegal	X	X		

*No longer enrolling new students.

DIPLOMA PROGRAMS

Cardiovascular Technologist

V1-0 041905

Diploma program - 13 Months

Offered at the Hialeah campus only

Kendall campus no longer accepting new students

1100 Clock Hours/84 Credit Units

The diploma in Cardiovascular Technology provides the graduate with the skills and comprehensive knowledge to become an active participant in a hospital, clinic, doctor's office or diagnostic center. Graduates will apply their skills in electrocardiography, stress testing, and Holter monitoring. These non-invasive tests are practiced continuously by cardiologists in order to evaluate the status of their patients. Some graduates cross train in the cardiac catheterization laboratories in order to become cath-lab technologists. They use their electrocardiography and radiology background combined with their knowledge of anatomy, physiology, and pharmacology to assist the cardiovascular surgeon in the practice of angiography and other procedures.

The program consists of 84 credit hours of learning with an internship of 220 hours in a supervised setting. Students are able to utilize information given to them and combine it with their acquired skills in order to function as cardiovascular technologists. The majority of students become certified by taking and passing the Cardiovascular Credentialing International (CCI) certification examination.

The cardiovascular technology diploma program provides the student with the theory and application skills required to perform the following:

1. Demonstrate an understanding of the basic principles and practices of cardiovascular technology.
2. Demonstrate the skills required to become a cardiovascular technologist.
3. Recognize the role of the cardiovascular technologist in the community.
4. Discuss and be able to demonstrate the technique used to test and evaluate the cardiac patient.
5. Identify strategies and develop plans for better patient care.
6. Demonstrate competency and follow licensing policies and procedures in cardiovascular technology.

Program Outline

COURSE NUMBER	COURSE NAME	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
Module A	Normal ECG Variants and Vectorial Analysis	80	7.0
Module B	Ischemia, Injury and Infarction	80	7.0
Module C	Hypertrophy & InterVentricular Conduction Disturbances	80	7.0
Module D	Arrhythmia Recognition and Management	80	7.0
Module E	Stress Test and Holter Monitoring	80	7.0
Module F	Cardiovascular Interventional Technology	80	7.0
Module G	Radiographic Technique and Production	80	7.0
Module H	Clinical Cardiac Pathology	80	7.0
Module I	Ambulatory Monitoring	80	7.0
Module J	Cardiovascular Diseases	80	7.0
Module K	Fundamentals of Radiology, Terminology and Mathematics	80	7.0
Module X	Externship (Clinical Rotation)	220	7.0
PROGRAM TOTAL		1100	84.0

Major Equipment

EKG machines	Stethoscopes
Stress test machine	Sphygmomanometer
Holter monitoring system	Patient exam tables
X-Ray simulator	Non-imaging vascular equipment

Module A - Normal ECG Variants and Vectorial Analysis

7.0 Quarter Credit Hours

Covers the physical principles behind the electrical activity of the heart. These are correlated with the findings in the ECG and the cardiac cycle. This course includes discussion of the principles of vectorcardiography, its similarities and differences from ECG, and different lead placement. Normal and abnormal ECG results are also covered. Prerequisite: None. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

Module B - Ischemia, Injury and Infarction**7.0 Quarter Credit Hours**

Correlation of hemodynamic abnormality in coronary circulation with electromechanical dysfunction of the heart and its ECG manifestation. Includes conduction abnormalities secondary to coronary flow aberration. This course describes the basic anatomy and physiology of the coronary artery circulation. Prerequisite: None. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

Module C - Hypertrophy & InterVentricular Conduction Disturbances**7.0 Quarter Credit Hours**

A study of the relationship between cardiac enlargement and interventricular conduction disturbances, as well as their manifestation on the ECG. Given pertinent information regarding hypertrophies and interventricular conduction disturbances, supported by instructional resources, the student will be capable of performing a variety of related skills. Prerequisite: None. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

Module D - Arrhythmia Recognition and Management**7.0 Quarter Credit Hours**

This course allows students to identify cardiac arrhythmias. They identify the characteristics and clinical significance of all major dysrhythmias. Students perform an electrocardiogram, analyze and differentially interpret these major dysrhythmias. Prerequisite: None. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

Module E - Stress Testing and Holter Monitoring**7.0 Quarter Credit Hours**

A demonstration of the steps involved in preparing a patient for Holter monitoring, stress testing and vascular studies. Study proper electrode placement for artifact-free recording. Students practice doing actual EST and Holter. Given pertinent information regarding stress and Holters supported by instructional resources, the student will be capable of performing a variety of related skills. Prerequisite: None. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

Module F - Cardiovascular Interventional Technology**7.0 Quarter Credit Hours**

An introduction to the study of cardiac catheterization, its modalities and applications in the clinical setting. Given pertinent information regarding this topic supported by instructional resources, the student will be capable of performing a variety of related skills. Prerequisite: Modules A, B, C, D, & E. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

Module G - Radiographic Technique and Production**7.0 Quarter Credit Hours**

A practical discussion and demonstration of patient positioning, film processing, quality assurance procedures and basic pathology related to diagnostic radiography in the physician's office. Prerequisite: Modules A, B, C, D, & E. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

Module H - Clinical Cardiac Pathology**7.0 Quarter Credit Hours**

This course describes the clinical aspects and manifestations of cardiac pathology. The student will be taught to differentiate between one cardiac pathology and another. The etiology, symptomatology and mode of treatment will be described for each pathology. Related laboratory skills will be taught to supplement the lectures. Prerequisite: Modules A, B, C, D, & E. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

Module I - Ambulatory Monitoring**7.0 Quarter Credit Hours**

Presentation of Holter scanning and its application in cardiology. Different types of recording and scanning techniques, lead placements and hook up, and sources of artifacts. Given pertinent information regarding ambulatory electrocardiology, Holter testing, supported by instructional resources, the student will be capable of performing a variety of related skills. Prerequisite: Modules A, B, C, D, & E. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

Module J - Cardiovascular Diseases**7.0 Quarter Credit Hours**

The study of cardiovascular diseases, their etiologies, anatomic abnormalities, signs and symptoms and hemodynamic changes. Given pertinent information regarding clinical pathology, supported by instructional resources, the student will be capable of performing a variety of related skills. Prerequisite: Modules A, B, C, D, & E. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

Module K - Fundamentals of Radiology, Terminology and Mathematics**7.0 Quarter Credit Hours**

An introduction to radiant energy, the properties of x-ray radiation and the clinical language of x-ray technology; formulas and calculations for problem solving and the biological effects of radiation on patients. Prerequisite: Modules A, B, C, D, & E. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

Module X - Externship (Clinical Rotation)**7.0 Quarter Credit Hours**

Directed practice at a clinical site utilizing cardiovascular testing equipment. This rotation involves the supervised performance of diagnostic procedures in the area of electrocardiography. Experiences leading to technical accuracy in the performance of EKG's, Holters, pacemakers' assessment and exercise stress testing will be provided. Beyond the development of technical competency, this clinical rotation will also guide the student toward the professional realm. Upon gathering a complete cardiac data base in the electrocardiographic domain, the student will be able to analyze the information and formulate interpretive statements which are incorporated into preliminary reports. Emphasis is placed on the ability to accurately gather data, note variations, and arrive at logical interpretive conclusions. Prerequisite: All previous Modules. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 220.0.

Massage Therapy

V1-0 051205

Diploma Program - 9 Months

Offered at all campuses

720 Clock Hours/54.0 Credit Units

The Massage Therapy program is designed to provide the student with the tools required to successfully enter the massage industry. Whether it is a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

This 720-hour program consists of nine self-contained units of learning called modules. Included in this program are 100 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodyworks, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. With the tools of a well-trained Massage Therapist, the graduate may work in an entry-level position as a Massage Therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage Therapists may be employed in urban, suburban, and rural areas.

The Massage Therapy program provides the student with the theory and hands-on applications required to perform the following tasks:

1. Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.
2. Be knowledgeable in the study of anatomy and physiology and as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.
3. Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, sciatic pain, relaxation, stress reduction, and muscle spasms.
4. Be acquainted with and competent in various allied modalities currently being practiced in the field of massage therapy.

This program will prepare students for the certification exam. (Note: Certification or licensure is not required for graduation; however, the State of Florida requires that all Massage Therapists be licensed prior to employment. Students seeking certification or licensure may need additional resources, books, practice tests and study time.)

Program Outline

MODULE NUMBER	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Business and Ethics	80	6.0
Module B	Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease	80	6.0
Module C	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/ Geriatric Massage	80	6.0
Module D	Eastern Theory and Practice	80	6.0
Module E	Energy & Non-Traditional Therapies, Wellness & CPR	80	6.0
Module F	Deep Tissue, Myofascial Release & Pin and Stretch	80	6.0
Module G	Neuromuscular/Trigger Point and Muscle Energy Techniques	80	6.0
Module H	Clinical and Sports Massage	80	6.0
Module I	Health and Wellness	80	6.0
PROGRAM TOTAL		720	54.0

Major Equipment

Massage Tables
CPR Manikins
AV Equipment

Massage Chairs
Anatomical Charts

Module A - Business and Ethics

6.0 Quarter Credit Hours

This module is designed to provide students with an understanding of the job opportunities in the massage industry while building core computer and business skills. Professionalism, ethical practice, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, chair massage and integrated techniques continue to build the massage therapists practical skills. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module B – Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease 6.0 Quarter Credit Hours
This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish massage. Also covered in this module are joint classification, range of motion for shoulder, and Western theory & history. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module C – Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage 6.0 Quarter Credit Hours
This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish Massage. Also covered in this module is range of motion for hip, pre-natal, post-natal, infant & elder/geriatric massage. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module D – Eastern Theory and Practice 6.0 Quarter Credit Hours
This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module E – Energy & Non-Traditional Therapies, Wellness & CPR 6.0 Quarter Credit Hours
This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including Polarity and Beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the integumentary system and musculature of the forearms and hands. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module F – Deep Tissue, Myofascial Release & Pin and Stretch 6.0 Quarter Credit Hours
This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sites of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module G – Neuromuscular/Trigger Point and Muscle Energy Techniques 6.0 Quarter Credit Hours
This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module H – Clinical and Sports Massage 6.0 Quarter Credit Hours
This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review of the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module I – Health and Wellness 6.0 Quarter Credit Hours
This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Medical Assisting

V1-0 051205

Diploma Program - 8 Months (Day & Evening)

Offered at all campuses

720 Clock Hours/47.0 Credit Units

In recent years the medical assisting profession has become indispensable to the health care field. Not only have physicians become more reliant on medical assistants, but their services are also being requested by hospitals, clinics, and nursing homes, as well as medical supply businesses, home health agencies, insurance companies and pharmaceutical companies. Medical assistants have become an important part of the health care team, and their responsibilities continue to expand as the need for their services grows.

The objective of the Medical Assisting program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as medical assistants. Since medical assistants are trained in both administrative and clinical procedures, they are capable of filling a variety of entry-level positions, including clinical or administrative assistant, medical receptionist, and medical insurance billing and coding specialists.

This training program is divided into seven learning units called modules. Each module, which consists of a theory section, a clinical/laboratory section, and a computer/keyboarding section, stands alone as a unit of study and is not dependent upon previous training. Students may enter the program at the beginning of any module and continue through the sequence until all modules have been completed. Upon successful completion of the seven classroom modules and the comprehensive written and laboratory skills exam, students participate in a 160-clock-hour externship.

In each module the students study subject-related medical terminology and develop keyboarding skills on a computer. Completion of the Medical Assisting program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

Program Outline

MODULE NUMBER	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Patient Care and Communication	80	6.0
Module B	Clinical Assisting and Pharmacology	80	6.0
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6.0
Module D	Cardiopulmonary and Electrocardiography	80	6.0
Module E	Laboratory Procedures	80	6.0
Module F	Endocrinology and Reproduction	80	6.0
Module G	Medical Law, Ethics, and Psychology	80	6.0
Module X	Externship	160	5.0
PROGRAM TOTAL		720	47.0

Major Equipment

Autoclave	Personal Computers
Calculators	Sphygmomanometers
Electrocardiography Machine	Stethoscopes
Examination Tables	Surgical Instruments
Hematology Testing Equipment	Teletrainer
Mayo Stands	Training Manikins
Microscopes	

Module A - Patient Care and Communication

6.0 Quarter Credit Hours

Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students participate in positioning and draping of patients for various examinations. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary systems, common diseases and disorders, and medical terminology related to these systems. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career.. Prerequisite: None. Lec. Hrs. 040 Lab Hrs 040 Other Hrs. 000

Module B - Clinical Assisting and Pharmacology**6.0 Quarter Credit Hours**

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students become familiar with the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well-organized cover letter, resume, and job application. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module C - Medical Insurance, Bookkeeping, and Health Sciences**6.0 Quarter Credit Hours**

Module C introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients. Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module D - Cardiopulmonary and Electrocardiography**6.0 Quarter Credit Hours**

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught which enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples, and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word processing skills. Students become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module E - Laboratory Procedures**6.0 Quarter Credit Hours**

Module E introduces Microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the Urinary system, Blood and Lymphatic system, and the body's immunity including the structure and functions, as well as, common diagnostic exams and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Prerequisite: None. Lec Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module F - Endocrinology and Reproduction**6.0 Quarter Credit Hours**

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine and reproductive systems. Students learn about child growth and development, and how heredity, cultural and the environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module G - Medical Law, Ethics, and Psychology**6.0 Quarter Credit Hours**

Module G covers the history and science of the medical field, as well as, the medical assisting profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception and the medical office and preparing for the day. Students become familiar with what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs. Basic principles of psychology are discussed, as well as, psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students study essential

medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to dress for success. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

5.0 Quarter Credit Hours

Module X - Externship

Upon successful completion of Modules A through G, Medical Assisting students participate in a 160-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level Medical Assisting skills in working with patients. Medical assisting externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Prerequisite: None. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 160

Medical Insurance Billing and Coding

VI-1 041905

Diploma Program - 6 Months (Day & Evening)

Offered at the Fort Lauderdale Campus only

Miami, Kendall, and Hialeah campuses are no longer enrolling new students in this program

Total Credit Units Required: 35

560 Clock Hours/35 Credit Units

Medical Insurance Billing and Coding professionals perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing and collection.

The objective of the Medical Billing/Coding Program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions as medical insurance billers/coders in today's health care offices, clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will also be introduced and studied.

The combination of introduced skills taught in this program will prepare students for the ever-changing field of insurance billing and coding. Students study coding procedures as well as the proper management and execution of various medical insurance plan and programs. In simulated practice, students will also actually prepare insurance claim forms, both manually and by computer. Additional skills covered in this program will be the practice of interviewing and the documentation methods required to obtain and using patient information necessary for successful claims management.

Also covered in this program will be the ethical and legal responsibilities of the health care worker as they relate to the medical office and common office billing practices. Professionalism and general communication skills, both of which are considered essential to any health care professional, are taught and addressed throughout the entire program.

Completion of the Medical Insurance Billing & Coding Program is acknowledged by the awarding of a diploma.

Program Outline

MODULE NUMBER	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Introduction to Medical Insurance and Managed Care	80	6.0
Module B	Government Programs	80	6.0
Module C	Electronic Data Interchange and Modifiers	80	6.0
Module D	Medical Documentation, Evaluation, and Management	80	6.0
Module E	Health Insurance Claim Forms	80	6.0
Module F	Practicum OR	*160	*5.0
Module X	Externship	*160	*5.0
PROGRAM TOTAL		560	35

*Either a Practicum or an Externship, but not both

Major Equipment

Calculators

Personal Computers

Module A - Introduction to Medical Insurance and Managed Care

6.0 Quarter Credit Hours

Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module, is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application. Prerequisite: None. Lec. Hrs. 040 Lab Hrs 040 Other Hrs. 000

Module B - Government Programs

6.0 Quarter Credit Hours

Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module, is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students

will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module C - Electronic Data Interchange and Modifiers

6.0 Quarter Credit Hours

Module C introduces students to the process of electronic data exchange and interchange (ED), and will provide an opportunity to work with different types of computer claims systems, such as carrier-direct and clearinghouse. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearinghouse. Also covered in this module is basic anatomy and physiology of the integumentary, endocrine system, lymphatic and immune systems, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module D - Medical Documentation, Evaluation, and Management

6.0 Quarter Credit Hours

Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Also covered in this module is basic anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module E - Health Insurance Claim Forms

6.0 Quarter Credit Hours

Module E introduces students to the Health Insurance Claim Form (HCFA-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Once a student has completed Modules A - E, he or she will be placed in their final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.

Module F - Practicum

5.0 Quarter Credit Hours

Upon successful completion of Modules A through E, Medical Insurance billing / coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry level skills in working with insurance companies and processing claims. Medical insurance / billing students work under the direct supervision of the school staff. Students are evaluated by an instructor or program chair personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules A - E. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 160

Module X - Externship

5.0 Quarter Credit Hours

Upon successful completion of Modules A-E, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules A - E. Prerequisite: None. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 160

Patient Care Technician

V 0-0

Diploma Program - 9 Months (Day & Evening)

Offered at the Miami campus only

Day and Evening Courses follow the Day schedule.

720 Clock Hours/51 Credit Units

In recent years the patient care technician profession has become indispensable to the health care field. Much of the reason for this is because of the many skills this multi-faceted occupation employs. Not only have physicians and nurses become more reliant on the PCT, but their services are also being requested by hospitals, clinics, and nursing homes, as well as medical supply businesses, home health agencies, insurance companies, and pharmaceutical companies. Patient Care Technicians have become an important part of the health care team, and their responsibilities continue to expand as the need for their services grows.

The objective of the Patient Care Technician Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as nursing assistants, home health aides, physical therapy and occupational therapy aides, phlebotomists, EKG Technicians, and, of course, patient care technicians. Since PCTs are "cross-trained" in a number of clinical procedures, they are capable of filling a variety of entry-level positions currently in large demand throughout the health care industry.

This training program is divided into nine learning units called modules. Students must complete modules A through D before they can go on to E, which is their first clinical rotation. Before completing their second clinical rotation, which is module I, they must complete modules F through H. All modules except E and I stand alone as units of study and are not dependent upon previous training. If students do not complete any portion of one of these modules, the entire module must be repeated.

Completion of the Patient Care Technician Program is acknowledged by the awarding of a diploma.

Program Outline

MODULE NUMBER	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Basic Healthcare Concepts	80	8.0
Module B	Anatomy & Physiology and Medical Terminology	80	8.0
Module C	Nursing Fundamentals I	80	6.0
Module D	Nursing Fundamentals II	80	6.0
Module E	Clinical Rotation I	80	2.6
Module F	Phlebotomy and Electrocardiography	80	6.0
Module G	Physical Therapy and Occupational Therapy	80	6.0
Module H	Clerical Skills	80	6.0
Module I	Clinical Rotation II	80	2.6
PROGRAM TOTAL		720	51.0

Major Equipment

Stethoscope Littman Nursing model or equivalent
Uniforms Closed toe shoes

Module A - Basic Healthcare Concepts

8.0 Quarter Credit Hours

Module A provides the student with an overall understanding and introduction to the field of healthcare, particularly as it relates to the "multi-skilled" Patient Care Technician. Included in this module is an introduction to healthcare, infection control, safety and emergencies, legal and ethical responsibilities, communication and interpersonal skills, and skills involved in observations, recording, and reporting. Lec. Hrs. 080 Lab Hrs. 000 Other Hrs. 000

Module B - Anatomy & Physiology and Medical Terminology

8.0 Quarter Credit Hours

Module B is concerned with providing the student with an understanding of anatomy and physiology. In addition to covering all body systems, students also become acquainted with the terminology associated with these systems, as well as common disorders and diseases affecting each. Lec. Hrs. 080 Lab Hrs. 000 Other Hrs. 000

Module C - Nursing Fundamentals I

6.0 Quarter Credit Hours

Module C provides the student with the theory and hands-on applications involved in providing basic patient care as it would be required by a certified nursing assistant and/or patient care technician. Some of these skills include taking and recording vital signs, providing personal patient care, admitting, transferring and discharging patients, providing restorative care and meeting the patients physical and psycho-social needs. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module D - Nursing Fundamentals II**6.0 Quarter Credit Hours**

Module D provides the student with the theory and hands-on skills involved in providing advanced patient care and home health care. Some of these skills include providing therapeutic diets, infection control, body mechanics, and caring for the client/patient in the home care setting. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module E - Clinical Rotation I**2.6 Quarter Credit Hours**

Upon successful completion of Modules A through D, patient care technician students are given the opportunity to participate in their first clinical rotation. This provides the students with an opportunity to work with patients and apply the principles and practices learned in the classroom and laboratories. Students work under the direct supervision of qualified personnel in participating institutions and under the general supervision of the school staff. Students will be evaluated by supervisory personnel at the halfway point and at the completion of the rotation. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 080

Module F - Phlebotomy and Electrocardiography**6.0 Quarter Credit Hours**

Module F will provide the students with the theory and hands-on skills involved in phlebotomy and electrocardiography. Some of these skills include learning about the professions of both phlebotomy and electrocardiography, performing basic laboratory skills, including blood withdrawal and specimen collection, and learning how to take and record electrocardiograms and how to interpret basic EKGs for possible abnormalities. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module G - Physical Therapy and Occupational Therapy**6.0 Quarter Credit Hours**

In Module G, students will have the opportunity to learn the basic theory and hands-on applications involved in the field of physical therapy and occupational therapy as they relate to the patient care technician, the physical therapy aide, and the occupational therapy aide. Some of the skills covered in this module include performing basic procedures required of physical therapy and occupational therapy aides and identifying various therapeutic modalities used in both physical therapy and occupational therapy. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module H - Clerical Skills**6.0 Quarter Credit Hours**

In this module, students will be given the opportunity to learn some of the basic clerical and administrative procedures required of the patient care technician in the hospital and health care environment. Some of these skills include working with various types of communication devices, medical chart preparation, and transcribing medical and physician's orders. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module I- Clinical Rotation II**2.6 Quarter Credit Hours**

Upon completion of Module F, G, and H, students will be given the opportunity to complete their second clinical rotation. As with their first rotation, during this time, the student will be given the opportunity to apply what they have learned in the classroom and laboratory, to the "real-life" clinical facility. As part of their experiences, students may rotate throughout various departments within the clinical facility, including patient care units, physical therapy, cardiology, the laboratory, central service, and admitting and the business office. Students will once again work under the direct supervision of qualified personnel in participating institutions and under the general supervision of the school staff. All students will be evaluated at the halfway point and at the conclusion of the clinical experience. Patient care technician must complete both clinical rotations in order to fulfill their requirements for graduation. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 080

Pharmacy Technician

V1-0 051105

Diploma program - 8 Months

Offered at all campuses

720 Credit Hours/47 Credit Units

The Pharmacy Technician diploma program provides both technical and practical training which will enable the technician, upon certification, licensure or registration, to function as a competent entry-level pharmacy technician to the licensed pharmacist. The program provides the student with the basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. Computer skills necessary in pharmacy practice will be utilized, and both pharmaceutical and medical terminology and anatomy and physiology are also covered. The program emphasizes theory, as well as hands-on practice, followed by an externship which prepares the student for the actual work setting. Upon completion of this program, the graduate will be fully prepared to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB).

Pharmacy services have expanded and grown at an accelerated rate, paving a new way for Pharmacy Technicians. It cannot be over emphasized how significant pharmacy technicians have become, upon pharmacy operations and the substantial part they play in the healthcare work force. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and comprehensive drug information becomes a necessity, the need for highly trained pharmacy technicians increases.

Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. Today's pharmacy technician has assumed a position which supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services.

Pharmacy is a dynamic field requiring an ongoing learning process. Graduates from this training program will become active participants in this growing field by exhibiting competence through knowledge and skills learned through the school.

Program Outline

MODULE NUMBER	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	80	6.0
Module B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	80	6.0
Module C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice	80	6.0
Module D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	80	6.0
Module E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	80	6.0
Module F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	80	6.0
Module G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	80	6.0
Module X	Clinical Externship	160	5.0
PROGRAM TOTAL		720	47.0

Module A - Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems

6.0 Quarter Credit Hours

This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the endocrine and lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module B - Aspects of Retail Pharmacy and Pharmacology of the Nervous System**6.0 Quarter Credit Hours**

This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescriptions and typing the prescription label. This module also covers how to read a drug label. Medications for the nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module C - History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice**6.0 Quarter Credit Hours**

This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the law and ethics of pharmacy which includes the Food and Drug Act, The 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module D - Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses**6.0 Quarter Credit Hours**

This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-counter medications, vitamins and skin care products are discussed in this module. Medications for the integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module E - Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System**6.0 Quarter Credit Hours**

In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and musculoskeletal system are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module F - Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System**6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the urinary and reproductive systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific state requirements regulating the use of pharmacy technicians in various states. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module G - Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System**6.0 Quarter Credit Hours**

This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module X - Clinical Externship**5.0 Quarter Credit Hours**

This 160-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisite: Completion of Modules A-G. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 160

Surgical Technologist

V1-0 1019104

Diploma program – 13 months

Offered at the Kendall and Hialeah campuses only

1220 Clock Hours /76.5 Credit Units

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. They work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

The surgical technologist possesses the appropriate expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. In order to gain an understanding of the theory and the hands-on skills required of the surgical technologist, this 1220-hour program is based upon those skills required of today's Certified Surgical Technologist.

The program is comprised of 11 modular units of learning. Nine of these modules are made up of 80 hours of combined theory and laboratory time, and the other two, which are referred to as "clinical rotations," total 500 hours. During these rotations, which are completed both at the halfway point of the student's training and at the completion of the program, students are given the opportunity to observe and become part of the surgical team, as they gain hand-on practice working side-by-side surgeons and other operating room personnel.

The objective of the Surgical Technologist Program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions as certified surgical technologists in today's health care centers clinics, and facilities. The goal and objective of this 1220-hour program is preparation of the student to be a competent entry level Surgical Technologist by achievement and demonstration of learning within the following three domains; cognitive (knowledge), affective (behavior), and psychomotor (skills).

The combination of introduced skills taught in this program, will prepare students for the ever-changing field of medicine and surgical technology. Students study principles and practices of surgical technology, anatomy and physiology, microbiology and infection control, asepsis and patient care skills, surgical pharmacology, instrumentation and equipment, and in addition to their clinical rotations, students also have the opportunity to practice their skills in three "mock" surgical practicums.

Also covered in this program will be the ethical and legal responsibilities of the surgical technologist as they relate to the operating room environment, the patient, and co-workers. Professionalism and general communication skills, both of which are considered essential to any health care professional, are also taught and addressed throughout the entire program.

Program Outline

MODULE NUMBER	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Principles & Practices of Surgical Technology	80	8.0
Module B	Anatomy & Physiology I	80	8.0
Module C	Anatomy II & Microbiology	80	8.0
Module D	Surgical Technology Clinical I-A: Asepsis & Patient Care Skills	80	5.0
Module E	Surgical Pharmacology	80	8.0
Module F	Surgical Technology Clinical I-B: Instrumentation & Equipment	80	5.0
Module G	Clinical Rotation I – Central Supply	80	2.5
Module H	Surgical Procedures I: Mock Surgery Practicum I	80	6.0
Module I	Surgical Procedures II: Mock Surgery Practicum II	80	6.0
Module J	Surgical Procedures III: Mock Surgery Practicum III	80	6.0
Module X	Clinical Rotation II **	420	14.0
PROGRAM TOTAL		1220	76.5

Major Equipment

Operating Tables with Standard Attachments
Anesthesia (Gas) Machine, Intravenous Pole
Basic Surgical Instruments (Major and Minor Surgical Set-Ups)
Antiseptic Soap and Soap Dispensers, Brushes
Scrub Sinks, Mayo Stand and Prep Stand

Gowns, Gloves, Masks, Caps, and Sheets
Recovery Room Table, Catheters
Skeleton, Head and Torso, and Heart Instructional Aids
Draping Materials, Blood Pressure Devices
Sitting Stool, Sutures and Needles

Module A - Principles and Practices of Surgical Technology**8.0 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding and orientation to the field of surgical technology. Included in this course are professional responsibilities and relations, interpersonal relationships and communication skills, legal and ethical responsibilities, the operating room environment, and safety. Prerequisite: None. Lec. Hrs. 080 Lab Hrs.000 Other Hrs. 000

Module B – Anatomy and Physiology I**8.0 Quarter Credit Hours**

This course is designed to provide the student with an overall study of the human body and its parts including the structures and functions of the integumentary, cells and tissues, skeletal, muscular, nervous, endocrine, digestive, urinary system, fluids and electrolytes and acid-base balance. Prerequisite: None. Lec. Hrs. 080 Lab Hrs. 000 Other Hrs. 000

Module C – Anatomy II and Microbiology**8.0 Quarter Credit Hours**

This course is designed to provide the student with an overall study of the human body and its parts including the structures and functions of the reproductive, pregnancy, growth and development, respiratory, cardiovascular, lymphatic and immune system. Prerequisite: None. Lec. Hrs. 080 Lab Hrs. 000 Other Hrs. 000

Module D – Surgical Technology Clinical I-A: Asepsis and Patient Care Skills**5.0 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding and orientation to the field of surgical technology. Included in this course are professional responsibilities and relations, interpersonal relationships and communication skills, legal and ethical responsibilities, the operating room environment, and safety. Prerequisite: None. Lec. Hrs. 020 Lab Hrs. 060 Other Hrs. 000

Module E – Surgical Pharmacology**8.0 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding and orientation to the field of surgical technology. Included in this course are professional responsibilities and relations, interpersonal relationships and communication skills, legal and ethical responsibilities, the operating room environment, and safety. Prerequisite: None. Lec. Hrs. 080 Lab Hrs. 000 Other Hrs. 000

Module F – Surgical Technology Clinical I-B: Instrumentation and Equipment**5.0 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in the use and maintenance of surgical instruments and equipment. Prerequisite: None. Lec. Hrs. 060 Lab Hrs. 020 Other Hrs. 000

Module G – Clinical Rotation I – Central Supply**2.5 Quarter Credit Hours**

This 80-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area. (Student must complete modules A through F prior to taking this module). Prerequisite: Completion of Modules A through F. Lec. Hrs. 0000 Lab Hrs. 000 Other Hrs. 080

Module H – Surgical Procedures I: Mock Surgery Practicum I**6.0 Quarter Credit Hours**

This course is a study of the Introduction to surgical procedures, and general surgery (gastrointestinal surgery, hepatobiliary surgery, breast, thyroid and hernia surgery). This course also introduces robotics and principles of physics and electricity. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module I – Surgical Procedures II: Mock Surgery Practicum II**6.0 Quarter Credit Hours**

This course is a study of obstetrics and gynecology, Genitourinary surgery, otorhinolaryngologic surgery, ophthalmic surgery. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

Module J – Surgical Procedures III: Mock Surgery Practicum III**6.0 Quarter Credit Hours**

This course is a study of plastic surgery, and burns, cardiac surgery, neurosurgery, and orthopedic surgery. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module X – Clinical Rotation II**14.0 Quarter Credit Hours**

This 420-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area of the operating room. Students may also rotate throughout various departments within the clinical area. (Student must complete modules A through I prior to taking this module). Prerequisite: Completion of Modules A through I. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 420

ASSOCIATE IN APPLIED SCIENCE PROGRAMS

Criminal Justice

V 1-1FL 040605

Offered at the Miami, Kendall and Hialeah campuses only
96 Quarter Credit Hours/970 Total Contact Hours

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in probation, corrections, immigration, law enforcement, and/or security.

Program Outline

COURSE CODE	COURSE TITLE	Associate's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS		
SLS N105	Strategies for Success	4.0
SLS N321	Career Skills	2.0
CGS N167C	Computer Applications	4.0
TOTAL QUARTER CREDIT HOURS		10.0
MAJOR CORE REQUIREMENTS		
BUL N131	Applied Business Law	4.0
CCJ N017	Criminology	4.0
CCJ N024	Introduction to Criminal Justice	4.0
CJL N130	Criminal Evidence	4.0
CJL N134	Criminal Procedure and the Constitution	4.0
CCJ N610	Criminal Investigations	4.0
CCJ N358	Criminal Justice Communications	4.0
CCJ N306	Introduction to Corrections	4.0
CJD N250	Introduction to Interviews and Interrogations	4.0
DSC N002	Introduction to Terrorism	4.0
TOTAL QUARTER CREDIT HOURS		40.0
The students will take 12.0 credits from following courses:		
CJE N100	Policing in America	4.0
CCJ N288	Spanish for the Criminal Justice Professional	4.0
CCJ N679	Introduction to Victims Advocacy	4.0
CCJ N943	Current Issues in Criminal Justice	4.0
CJE N670	Introduction to Forensics	4.0
CCJ N910	Career Choices in Criminal Justice	4.0
TOTAL QUARTER CREDIT HOURS		12.0
GENERAL EDUCATION CORE REQUIREMENTS		
ENC N101	Composition I	4.0
ENC N102	Composition II	4.0
SPC N016	Oral Communications	4.0
SYG N000	Principles of Sociology	4.0
MAT N033	College Algebra	4.0
PSY N012	General Psychology	4.0
SLS N505	Basic Critical Thinking	2.0
AML N000	Introduction to American Literature	4.0
EVS N001	Environmental Science	4.0
TOTAL QUARTER CREDIT HOURS		34.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		96.0

Diagnostic Cardiac Sonographer

V 1-0 051205

Offered at the Hialeah campus only
 106 Quarter Credit Hours/1720 Total Contact Hours

This program enables students to perform diagnostic examinations through the acquisition of medical knowledge and techniques in diagnostic cardiac and vascular sonography. Graduates meet the educational requirements as may be applicable to take the following credentialing examinations: Registered Cardiac Sonographer and Registered Vascular Specialist. Graduates also meet the educational requirements as may be applicable to take the physics and instrumentation portions of the Registered Diagnostic Cardiac Sonographer and Registered Vascular Technologist credentialing examinations. Additional clinical experience or degrees are required to sit for the requisite specialty exam to obtain the RDCS and RVT credentials. Graduates may be required to become registered in order to obtain gainful employment and should become registered to increase professional opportunities once working in the field.

Program Outline

COURSE CODE	COURSE TITLE	Associate's Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS		
SLS N105	Strategies for Success	4.0
SLS N321	Career Skills	2.0
COLLEGE CORE TOTALS:		6.0
MAJOR CORE REQUIREMENTS		
CVT N111	Ultrasonic Sound Waves	4.0
CVT N112	Pulse Echo Instrumentation Display	2.0
CVT N113	Doppler Technique	2.0
CVT N114	Artifacts and Bioeffects	4.0
CVT N115	Hemodynamics	4.0
DCS N211	Echocardiography Anatomy and Physiology	4.0
DCS N212	Introduction to Normal 2-Dimensional Echocardiography	4.0
DCS N213	Introduction to Conventional Doppler Examination	4.0
DCS N214	Echocardiographic Pathology I	4.0
DCS N215	Echocardiographic Pathology II	4.0
DCS N216	Physics of Ultrasound Laboratory	2.0
DCS N217	Two-Dimensional Echocardiographic Laboratory	2.0
DCS N218	Non-Invasive Echocardiographic Laboratory	2.0
DCS N219	Seminars and Special Projects	4.0
DCS N220	Clinical Rotation I	10.0
DCS N221	Clinical Rotation II	10.0
DCS N222	Clinical Rotation III	10.0
MAJOR CORE TOTALS:		76.0
GENERAL EDUCATION REQUIREMENTS		
ENC N101	Composition I	4.0
ENC N102	Composition II	4.0
SPC N016	Oral Communications	4.0
PSY N012	General Psychology	4.0
MAT N033	College Algebra	4.0
AML N000	Introduction to American Literature	4.0
GENERAL EDUCATION TOTALS:		24.0
PROGRAM TOTAL		106.0

Medical Insurance Billing and Coding

V 2-0

Offered at the Miami, Hialeah and Kendall campuses
96 Quarter Credit Hours/1080 Total Contact Hours

This program is designed to provide comprehensive skills in the administrative, insurance billing, and coding area of study. The program will take the student beyond the basic information adding depth in the many specialty areas of the Medical Insurance Billing industry. The hands on practical approach will give the student the experience and confidence needed to succeed in this highly specialized field. The degree prepares the graduate to be an entry-level professional in medical offices, clinics, hospitals, and associated medical facilities.

This program consists of 96 quarter credit hours including college core requirements, major core requirements, and general education requirements. In addition to completion of all didactic and hands-on courses, students are also required to participate in a 120-hour externship prior to graduation from the program.

Completion of the Medical Insurance Billing and Coding Program is acknowledged by the awarding of an A.S. Degree

Course Number	Course Name	Credit Hours
College Core Requirements		
CGS N167C	Computer Applications	4.0
SLS N105	Strategies for Success	4.0
SLS N321	Career Skills	2.0
Total Quarter Credit Hours:		10.0
Major Core Requirements		
MEA N326C	Computer Applications for MIBC	4.0
MEA N239	Medical Terminology	4.0
MEA N385	Medical Law and Ethics	2.0
MEA N232	Anatomy and Physiology of the Body Systems	4.0
MEA N305	Medical Office Management and Compliance	4.0
MEA N348C	Introduction to Hospital Billing	4.0
MEA N250	Diseases of the Human Body	4.0
MEA N332C	Medical Finance and Insurance	4.0
MEA N335	Medical Insurance Billing	4.0
MEA N301	Introduction to ICD-9 Coding	4.0
MEA S305	Introduction to CPT Coding	4.0
MEA N346	Advanced CPT Coding	4.0
MEA N345	Third Party Payers	4.0
MEA N348	Abstract Case Coding	2.0
MEA N246	Pharmacology for MIBC	4.0
MEA N808	Externship for MIBC	4.0
Total Quarter Credit Hours:		60.0
General Education Requirements		
ENC N101	Composition I	4.0
ENC N102	Composition II	4.0
SPC N016	Oral Communications*	4.0
MAT N033	College Algebra	4.0
PSY N012	General Psychology	4.0
SLS N505	Basic Critical Thinking	2.0
EVS N001	Environmental Science	4.0
Total Quarter Credit Hours:		26.0
Program Total		96.0

* Online students take POS N041 American National Government

Paralegal

V 1-1FL 040605

Offered at the Miami and Kendall campuses only
96 Quarter Credit Hours/970 Total Contact Hours

Graduates of the Paralegal program are prepared, under the direction of an attorney, to interview, gather, review and analyze factual situations; research the law; prepare and interpret legal documents; and conduct day-to-day operations of a legal office. Graduates of the program may find employment in legal offices, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies, and legal aid societies. The Paralegal program is a terminal degree in that it trains individuals for entry-level positions and is not a preparatory curriculum for law school.

COURSE CODE	COURSE TITLE	Associate's Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS		
CGS N167C	Computer Applications	4.0
SLS N105	Strategies for Success	4.0
SLS N321	Career Skills	2.0
OST N725	Applied Word Processing	4.0
TOTAL QUARTER CREDIT HOURS		14.0
MAJOR CORE REQUIREMENTS		
PLA N003	Introduction to Paralegal	4.0
PLA N363	Criminal Procedure and the Constitution	4.0
PLA N105	Legal Research and Writing I	4.0
PLA N106	Legal Research and Writing II	4.0
PLA N273	Torts	4.0
PLA N423	Contract Law	4.0
PLA N600	Wills, Trusts, and Probate	4.0
PLA N800	Family Law	4.0
PLA N763	Law Office Management	4.0
PLA N203	Civil Procedure	4.0
TOTAL QUARTER CREDIT HOURS		40.0
The students will select 8.0 credits from the following list:		
PLA N460	Bankruptcy	4.0
PLA N930	Contemporary Issues and Law	4.0
PLA N433	Business Organizations	4.0
PLA N483	Introduction to Administrative Law	4.0
PLA N610	Real Estate Law	4.0
PLA N631	Environmental Law	4.0
TOTAL QUARTER CREDIT HOURS		8.0
GENERAL EDUCATION CORE REQUIREMENTS		
ENC N101	Composition I	4.0
ENC N102	Composition II	4.0
SPC N016	Oral Communications	4.0
SYG N000	Principles of Sociology	4.0
MAT N033	College Algebra	4.0
PSY N012	General Psychology	4.0
SLS N505	Basic Critical Thinking	2.0
AML N000	Introduction to American Literature	4.0
EVS N001	Environmental Science	4.0
TOTAL QUARTER CREDIT HOURS		34.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		96.0

COURSE DESCRIPTIONS – ASSOCIATE IN SCIENCE DEGREE PROGRAMS

- ALA N104 Financial & Computer Software for Assisted Living Administrators** 4.0 Quarter Credit Hours
All administrators must understand the importance of both long- and short-term goals of the organization and how to implement and change plans to meet the needs of the community and/or surrounding areas and the current economy. This course prepares students in basic budgeting and accounting, as well as understanding current computer software and systems. Prerequisite: CGS N167. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ALA N105 Human Resources for Assisted Living** 5.0 Quarter Credit Hours
The study of human resource administration and practice is an integral aspect of effective assisted living management. The manager must possess basic knowledge as a human resource generalist in order to comply with the legal mandates and licensing requirements of the state in which they operate. Lec. Hrs. 040 Lab Hrs. 020 Other Hrs. 000
- ALA N106 Assisted Living Internal Relations** 4.0 Quarter Credit Hours
This course will provide students an overview of the issues related to understanding the affect of staff values, culture, and perceptions on the resident population from an internal managerial point of view. In addition, this course will examine the importance of creating an environment that is sensitive to the rights of residents. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ALA N107 Assisted Living Marketing & Outreach** 4.0 Quarter Credit Hours
This course will provide students an overview of the process of marketing their facility to families, professionals and the community. Since marketing and outreach is an active activity, students will be asked to become involved in the development of strategies and the implementation of a marketing plan. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ALA N108 Administrator Certification Course** 4.0 Quarter Credit Hours
The study of the state regulations, which govern the operation of a Residential Care Facility for the Elderly. The manager must have a good understanding of what a Residential Care Facility for the Elderly is, who it serves, and what the role is of the governing regulatory agency. The manager must also have the knowledge required to pass the state licensing requirements necessary to operate this type of facility. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- AML N000 Introduction to American Literature** 4.0 Quarter Credit Hours
This course concentrates on the major writers of modern American literature. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- BUL N131 Applied Business Law** 4.0 Quarter Credit Hours
This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ N017 Criminology** 4.0 Quarter Credit Hours
The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ N024 Introduction to Criminal Justice** 4.0 Quarter Credit Hours
This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the police and law enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ N288 Spanish for the Criminal Justice Professional** 4.0 Quarter Credit Hours
This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ N306 Introduction to Corrections** 4.0 Quarter Credit Hours
This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ N358 Criminal Justice Communications** 4.0 Quarter Credit Hours
This course will introduce the student to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ N610 Criminal Investigations** 4.0 Quarter Credit Hours
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ N679 Introduction to Victims Advocacy** 4.0 Quarter Credit Hours
This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ N024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ N910 Career Choices in Criminal Justice** 4.0 Quarter Credit Hours
This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ N024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ N943 Current Issues in Criminal Justice** 4.0 Quarter Credit Hours
This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: CCJ N024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CGS N167C Computer Applications

This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

4.0 Quarter Credit Hours**CJD N250 Introduction to Interviews and Interrogations**

Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours**CJE N100 Policing in America**

This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ N024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours**CJE N670 Introduction to Forensics**

This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ N024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours**CJL N130 Criminal Evidence**

This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, documentary and recorded. Prerequisite: CCJ N024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours**CJL N134 Criminal Procedure and the Constitution**

There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours**CVT N111 Ultrasonic Sound Waves**

Introduction to sound waves, physics of ultrasound, acoustic variables and parameters of acoustic media. Prerequisite: Cardiovascular Technology Program.

4.0 Quarter Credit Hours**CVT N112 Pulse Echo Instrumentation Display**

This course involves the study of normal cardiac views, identification of different cardiac structures and echocardiographic pitfalls. Prerequisite: Cardiovascular Technology Program.

2.0 Quarter Credit Hours**CVT N113 Doppler Technique**

This course involves the introduction to Doppler principles and methods of calculating velocity and Doppler shift. Different applications of Doppler and pulse wave Doppler will be seen. Continuous wave Doppler and color flow Doppler will be described. Prerequisite: Cardiovascular Technology Program.

2.0 Quarter Credit Hours**CVT N114 Artifacts and Bioeffects**

This course involves the study of ultrasound artifacts in both two dimensional and Doppler imaging. Artifacts of resolution, beam axis, refraction, reflection and attenuation artifacts are covered in detail. Doppler artifacts and aliasing will be covered in detail. Prerequisite: Cardiovascular Technology Program.

4.0 Quarter Credit Hours**CVT N115 Hemodynamics**

This course involves the study of blood flow and circulation. Flow velocity, Poiseuille's law, intravascular pressure and properties of flow energy will be covered. Bernoulli's law as well as normal and abnormal flow dynamics, both arterial and venous will be completely described. Prerequisite: Cardiovascular Technology Program.

4.0 Quarter Credit Hours**DCS N211 Echocardiography Anatomy and Physiology**

This course involves the study of the parts of the heart as seen in different echocardiographic views, such as parasternal long axis, short axis and apical windows. Prerequisite: Cardiovascular Technology Program.

4.0 Quarter Credit Hours**DCS N212 Introduction to Normal Two-dimensional Echocardiography**

This course involves the discussion and techniques for obtaining echocardiographic views with emphasis on different planes, transducer movement and patient position. Prerequisite: Cardiovascular Technology Program.

4.0 Quarter Credit Hours**DCS N213 Introduction to Conventional Doppler Examinations**

This course involves the introduction to Doppler in cardiac imaging. It describes velocity measurements, normal Doppler wave forms, abdominal Doppler, regurgitation and cardiac shunt assessment using Doppler principles. Prerequisite: Cardiovascular Technology Program.

4.0 Quarter Credit Hours**DCS N214 Echocardiographic Pathology I**

This course involves the study of cardiac diseases in general, with emphasis on echocardiographic findings and valvular heart diseases. The study of each cardiac valve pathology, including stenosis and regurgitation will be covered in detail. Prerequisite: Cardiovascular Technology Program.

4.0 Quarter Credit Hours**DCS N215 Echocardiographic Pathology II**

This course involves the study of cardiac diseases, myocardial diseases, congenital heart disease and ischemic heart disease. Cardiac tumors, pericardial diseases and their related signs and symptoms are explained in detail. The echocardiographic findings of each of these conditions are thoroughly described. Prerequisite: Cardiovascular Technology Program.

4.0 Quarter Credit Hours

- DCS N216 Physics of Ultrasound Laboratory** **2.0 Quarter Credit Hours**
 This course involves the orientation of the ultrasound machine and its different components, and power set up, gain adjustments, pre and post processing, monitor and recording devices. Prerequisite: Cardiovascular Technology Program.
- DCS N217 Two-Dimensional Echocardiographic Laboratory** **2.0 Quarter Credit Hours**
 This course involves the orientation of the echocardiographic controls, the demonstration of two dimensional imaging, color flow Doppler and motion mode echocardiography. Normal study protocols are discussed. Prerequisite: Cardiovascular Technology Program.
- DCS N218 Non-Invasive Echocardiographic Laboratory** **2.0 Quarter Credit Hours**
 This course involves the orientation of the ultrasound laboratory, patient preparation, patient safety and the sonographer's responsibilities. The laboratory protocols will be thoroughly described. Prerequisite: Cardiovascular Technology Program.
- DCS N219 Seminars and Special Projects** **4.0 Quarter Credit Hours**
 Students are required to meet with the Director of Echocardiography one night per week, for five hours. At this time they discuss their practical experiences, scanning protocols and difficulties they may encounter during their clinical rotation. During this time also, they will receive lectures and both practical and theoretical examinations. Prerequisite: Cardiovascular Technology Program.
- DCS N220 Clinical Rotation I** **10.0 Quarter Credit Hours**
 Students will observe real time echocardiographic imaging in the clinical setting. They will assist practicing sonographers and cardiologists in the echocardiographic laboratory facility, and understand the importance of accurate record keeping. They will perform imaging studies under supervision. These are to include stress echocardiography and transesophageal echocardiography (TEE) studies. Prerequisite: Cardiovascular Technology Program.
- DCS N221 Clinical Rotation II** **10.0 Quarter Credit Hours**
 Students will observe real time echocardiographic imaging in the clinical setting. They will assist practicing sonographers and cardiologists in the echocardiographic laboratory facility, and understand the importance of accurate record keeping. They will perform imaging studies under supervision. These are to include stress echocardiography and transesophageal echocardiography (TEE) studies. Prerequisite: Cardiovascular Technology Program.
- DCS N222 Clinical Rotation III** **10.0 Quarter Credit Hours**
 Students will observe real time echocardiographic imaging in the clinical setting. They will assist practicing sonographers and cardiologists in the echocardiographic laboratory facility, and understand the importance of accurate record keeping. They will perform imaging studies under supervision. These are to include stress echocardiography and transesophageal echocardiography (TEE) studies. Prerequisite: Cardiovascular Technology Program.
- DSC N002 Introduction to Terrorism** **4.0 Quarter Credit Hours**
 Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ENC N101 Composition I** **4.0 Quarter Credit Hours**
 This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ENC N102 Composition II** **4.0 Quarter Credit Hours**
 This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC N101. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- EVS N001 Environmental Science** **4.0 Quarter Credit Hours**
 This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSA N102 Ethics of Caring for the Elderly** **4.0 Quarter Credit Hours**
 This course will provide students an overview of the issues related to ethical dilemmas and decision making in assisted living facilities relating to the elderly, their families and the staff. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSA N221C Assisted Living Facility Management** **5.0 Quarter Credit Hours**
 This course will teach the philosophy and management of a Residential Care Facility for the Elderly. The manager must possess good skills in interpersonal relationships and have a basic understanding of the management of employees. The manager must also have a generalized knowledge of the structure and organization of a Residential Care Facility for the Elderly. Lec. Hrs. 040 Lab Hrs. 020 Other Hrs. 000
- HSA N810L Externship I** **6.0 Quarter Credit Hours**
 This 180 hour course is designed to provide the student with an opportunity to observe the operation of an assisted living facility and to identify some of the unique needs of the senior population. The focus of this externship is on the uniqueness of the aging population and the skills required to meet their daily needs. Students will gain experience in applying classroom learning and skills through this exposure to "on the job" training. Prerequisites: HSCN564, ALA N101. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 180
- HSA N902L Externship II** **6.0 Quarter Credit Hours**
 This 180 hour externship is designed to provide the student with the opportunity to observe and reflect on the classroom learning and its application and appropriateness to the assisted living setting. The focus in this externship is on the whole community and how it operates on a daily basis. The students will utilize journaling to document their experiences and interactions with the personnel at the facility. Prerequisite: ALA N001

HSC N564 Aging Issues I **4.0 Quarter Credit Hours**
This course will provide students with an overview of the issues related to aging and some of the unique problems assisted living facilities will be challenged with during the course of providing care and service. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSC N565 Aging Issues II **4.0 Quarter Credit Hours**
This course will provide students a further examination of the issues related to aging and some of the unique problems assisted living facility managers will be challenged with during the course of providing care and service. Lecture hours: 40.0 Required externship hours: 180.0 hours total upon completion of Aging Issues, Part II. Prerequisite: HSC N564 Aging Issues I.

MAN N031 Let's Talk Business **2.0 Quarter Credit Hours**
Designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

MAT N033 College Algebra **4.0 Quarter Credit Hours**
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA N006C Therapeutic Communication **2.0 Quarter Credit Hours**
This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, patients, family members, and other health care professionals. This course will also aid the student in developing appropriate techniques in dealing with change within the medical environment. Lec. Hrs 020 Lab Hrs. 000 Other Hrs. 000

MEA N2232 Anatomy and Physiology of Body Systems **4.0 Quarter Credit Hours**
This course is the study of basic anatomy and physiology for the student who is preparing for a career in the health sciences. This course will provide the background science information needed for an understanding of anatomy and physiology. The content of this class begins with a description of a single cell and progresses through the various organ systems. Prerequisite: MEA 1239. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

MEA N2332C Medical Finance and Insurance **4.0 Quarter Credit Hours**
This course will train the student in the major medical insurances and claims forms processing. It will include information on national and other common insurance plans, as well as, claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements bookkeeping and bank-keeping procedures will be discussed. Additionally the process of purchasing equipment and supplies will be covered. Computer use in the ambulatory environment will also be taught. Prerequisite: MEA 2335. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.

MEA N2348C Introduction to Hospital Billing **4.0 Quarter Credit Hours**
This course will cover the hospital-billing environment, including the completion of the UB-92 claim form using the Medisoft Just Claims software. Case studies will provide the student an opportunity to apply their skills as they complete inpatient and outpatient UB-92 claim forms. The hospital revenue cycle, medical insurance and payment systems will be discussed. ICD-9 procedural coding and prospective payment systems are introduced. Prerequisite: MEA 1301 and MEA 2335. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.

MEA N239 Medical Terminology **4.0 Quarter Credit Hours**
This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A word building, systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented with each unit. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

MEA N246 Pharmacology for MIBC **4.0 Quarter Credit Hours**
Various aspects of clinical pharmacology are discussed including a study of associated medical terminology, anatomy and physiology and diseases based on a systems method. Various medications currently prescribed for treatment of these will be introduced as they relate to the associated systems and absorption, excretion and distribution of these drugs will be introduced as well. Lecture Hrs 40.0 Lab Hrs 0.0 Other Hrs 0.0

MEA N250 Diseases of the Human Body **4.0 Quarter Credit Hours**
This course is a scientific study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment. Prerequisite MEA 2232. Lecture Hours 40.0 Lab Hrs. 0.0 Other Hrs. 0.0

MEA N301 Introduction to ICD-9 Coding **4.0 Quarter Credit Hours**
This course will cover the basic guidelines and coding conventions in ICD-9-CM. This course will focus on the professional (outpatient) guidelines. The proper diagnostic assignment based on documentation will be discussed, as well as, the proper use of multiple codes, 3 digit, 4 digit and 5 digit specificity. Prerequisite: MEA 1239 and MEA 2232. May be taken with co-requisite of MEA 1250. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0

MEA N305 Medical Office Management and Compliance **4.0 Quarter Credit Hours**
This course covers a broad area of topics that are essential to the Medical Office Manager. This course will prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice. Areas that will be discussed include; Personnel management, compliance, technology and the many roles of the office manager. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

MEA N326C Computer Applications for MIBC **4.0 Quarter Credit Hours**
This course is designed to give the student basic computer skills and knowledge in medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment. This course will provide students with guidelines for preparing claims, including the use of medical office management software. Students will be working from source documents to do data entry, code entry and assignment, and produce clean claims. Prerequisite: CGS 2167C and MEA2332C. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.

MEA N335 Medical Insurance Billing

This course will train the student in the major medical insurance types and claims form processing. It will include information on national and other common insurance plans, as well as, claim form completion with proper ICD and CPT coding. Problem solving and managed care systems will also be discussed. Prerequisite: MEA 1239. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

4.0 Quarter Credit Hours**MEA N345 Third Party Payers**

This course will cover the third party payers (Managed Care, Medicare, Medicaid, Tricare and Worker's Compensation) and its related terminology. This course will give the billing and coding students, an in depth look at how third party payer's bill. It will cover the following information, rule and regulation, submission of the correct claim form, the criteria needed for each payer, the federal laws for each payer, identification of benefits or non-benefits for each third party payer, how to calculate payment, and scenario.

4.0 Quarter Credit Hours

Prerequisite: MEA 2714. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0

MEA N346 Advanced CPT Coding

This course will cover advanced guidelines and coding conventions in CPT. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers.

4.0 Quarter Credit Hours

Prerequisite: MEA S305. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0

MEA N348 Abstract Case Coding

This course will cover the abstracting guidelines and coding conventions in ICD-9-CM, CPT and HCPCS coding. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of cross coding diagnoses with procedures. Prerequisite: MEA 2346. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0

2.0 Quarter Credit Hours**MEA N385 Medical Law and Ethics**

This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0.

2.0 Quarter Credit Hours**MEA N808 Externship for MIBC**

This course is 120 hours of unpaid, supervised, practical, and in-service in a medical coding position at a medical clinic, medical office or billing service setting in which the student practices direct application of all administrative and coding functions of the medical biller and coder. Prerequisite: All classes in the MIBC CORE must be completed prior to enrollment. Lecture Hrs 0.0 Lab Hrs 0.0 Other Hrs 120

4.0 Quarter Credit Hours**MEA S305 Introduction to CPT Coding**

This course will cover the basic guidelines and coding conventions in CPT. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of procedure codes and associated modifiers. Prerequisite: MEA 1239, MEA 1250, and MEA 2232. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0

4.0 Quarter Credit Hours**OST N141L Keyboarding**

This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills. Prerequisite: None. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

2.0 Quarter Credit Hours**OST N725 Applied Word Processing**

This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Prerequisite: CGS N167C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

4.0 Quarter Credit Hours**PLA N003 Introduction to Paralegal**

This course introduces students to the paralegal's role and the nature of a career as a legal assistant. Legal procedures are presented in real-world context with a basic introduction to necessary skills, such as legal research, law office operations, technology in the law, and litigation. Vocabulary is learned in context. In-depth coverage is begun on legal ethics, professional regulation, trends and issues in the field, and the legal system. Career management for paralegal professionals is covered thoroughly. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours**PLA N105 Legal Research and Writing I**

This course covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students are taught to locate and use primary, secondary, and CALR legal research sources to solve legal problems. Prerequisite: PLA N003. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

4.0 Quarter Credit Hours**PLA N106 Legal Research and Writing II**

This course covers advanced aspects of legal research, legal writing, and legal analysis for the legal assistant, with an emphasis on legal writing and analysis of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and write a persuasive memorandum or brief. Students also develop skills in computer assisted legal research and are introduced to fee-based services such as Westlaw, LEXIS as well as free Internet legal sources. Prerequisite: PLA N105. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

4.0 Quarter Credit Hours**PLA N203 Civil Procedure**

This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Prerequisite: PLA N003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours**PLA N273 Torts**

This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. The course provides opportunities for students to practice and improve their interviewing, investigation, document drafting, negotiation, and contract interpretation skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours

PLA N363 Criminal Procedure and the Constitution

There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours**PLA N423 Contract Law**

The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract Litigation is also covered. Prerequisite: PLA N003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours**PLA N433 Business Organizations**

This course covers the principles of business organizations, including the formation, operation, and dissolution of various types of business organizations. Topics include sole proprietorships, corporations, partnerships, the law of agency, and employment agreements. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours**PLA N460 Bankruptcy**

Bankruptcy law and procedure, including commencement of a case, preparing schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, technical terminology, and practical direction for paralegals. Forms used in bankruptcy court and proceedings under Chapter 7, Chapter 13, and, to a lesser extent, Chapter 11 and proceedings under Chapters 9 and 12 are also covered. The rights of creditors, including secured transactions, consensual and nonconsensual liens, UCC transactions, and the unique position of real estate, will be reviewed. The course also teaches garnishments and other judicial attachments of property. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours**PLA N483 Introduction to Administrative Law**

This course examines basic concepts of law and procedure in federal and state administrative agencies, with emphasis on the paralegal's role in the administrative process. Students will learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics will include administrative delegation of power, rulemaking, agency discretionary powers, remedies, open government, and judicial review. Procedural topics will include agency operation, adjudication, hearing preparation, and administrative and judicial appeals. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours**PLA N600 Wills, Trusts, and Probate**

This course examines legal concepts of wills, trusts, intestacy, guardianships, and conservatorships: analysis of client needs: drafting of simple wills: and study of various types of trusts and their application to particular client needs. Study of probate procedures, the administration of assets, methods of compiling both probate and non-probate estate and simple tax implications. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours**PLA N610 Real Estate Law**

This course is an introduction to real estate law. Topics include property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, mortgages or deeds of trust, deeds, recording, settlement concepts, condominiums and cooperatives, leasing and other property concepts. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours**PLA N631 Environmental Law**

This course examines the substantive and procedural laws that govern environmental litigation, including the history of environmental law and the procedural and practical skills required of an environmental paralegal. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours**PLA N763 Law Office Management**

This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisite: PLA N003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours**PLA N800 Family Law**

Students are instructed in the theory of law governing marriage, divorce, annulment, property settlement agreements, child custody and support obligations, paternity, adoption, alimony, pre-nuptial agreements, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours**PLA N930 Contemporary Issues and Law**

This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisite: PLA N003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours**PSY N012 General Psychology**

This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours**SLS N105 Strategies for Success**

This course is designed to equip students for transitions in their education and life. Includes introduction to the School and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours**SLS N321 Career Skills**

A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

2.0 Quarter Credit Hours

SLS N505 Basic Critical Thinking**2.0 Quarter Credit Hours**

This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

SPC N016 Oral Communications**4.0 Quarter Credit Hours**

This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SYG N000 Principles of Sociology**4.0 Quarter Credit Hours**

A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

OCCUPATIONAL DEGREE PROGRAM

This clock hour program is currently being taught out and is not open for enrollment by new students. It is included here for informational purposes only.

The satisfactory academic progress policy described in this catalog is applied to this program on the basis of attempted and completed clock hours instead of attempted and completed credits.

Ultrasound Technologist

Occupational Associate Degree

No longer enrolling new students

Hialeah campus

1500 Clock Hours - 15 Months (Day) / 19 Months (Evening)

Program Objective

This program provides students with the foundation to perform abdominal and OB/GYN diagnostic examinations through the acquisition of medical knowledge and techniques in ultrasound. Graduates meet the educational requirements as may be applicable to take the physics and instrumentation portion of the Registered Diagnostic Medical Sonographer and Registered Vascular Technologist credentialing examinations. Additional clinical experience or degrees are required to sit for the requisite specialty exams to obtain the RDMS and RVT credentials. Graduates also meet the educational requirements as may be applicable to take the Registered Vascular Specialist exam (see Professional/Credentialing Organizations and Examinations section of catalog). Graduates may be required to become registered in order to obtain gainful employment, and should become registered to increase professional opportunities once working in the field.

Career Opportunities

Because of extensive training, sonographers are capable of assuming entry-level positions in a variety of clinical environments including physicians' private practices, clinics, diagnostic centers, and mobile diagnostic units.

Prerequisite: Cardiovascular Technologist program or equivalent (see "Statement of Application to Upper Division Programs.") The CV 1450 Special Concepts course is a requirement for all ultrasound technologist students.

Note: The Registered Diagnostic Medical Sonographer (RDMS) Exam, Registered Diagnostic Cardiac Sonographer (RDCS) Exam, and Registered Vascular Technologist (RVT) Exams require prerequisites in addition to the training required in the program. Students interested in taking these exams should request a copy of the examination application booklet prior to enrollment in the program.

Program Outline

Course Number	Course Title	Clock Hours
Block 1		
US 1110	Physics of Ultrasound & Instrumentation	50
US 1112	Cross Sectional & Sagittal Anatomy	25
US 1114	Liver, Gall Bladder, Pancreas, Biliary System & Spleen	150
US 1116	Renal System	75
US 1118	Adrenal Gland & Retroperitoneum	25
US 1120	Vascular System	75
US 1122	Thyroid & Parathyroid Glands	15
US 1124	Mammary Gland	15
US 1126	Scrotum & Prostate Gland	20
	Total	450
Block 2		
US 1210	Anatomy of the Female Pelvis & Scanning Techniques	15
US 1212	Pelvic Inflammatory Diseases	5
US 1214	Congenital Anomalies of the Female Genital Tract/Benign Diseases of the Vagina	10

US	1216	Malignant Diseases of the Uterus & Cervix/Benign Masses, Malignant Masses of the Ovaries, Fallopian Tubes & Broad Ligaments	15
US	1218	Embryology	10
US	1220	First Trimester: Normal & Abnormal Fetal Anatomy	20
US	1222	Second Trimester: Normal & Abnormal Fetal Anatomy	20
US	1224	Third Trimester: Normal & Abnormal Fetal Anatomy	20
US	1226	Ultrasound Measurements, Biophysical Profile & Multiple Fetuses	20
US	1228	Incompetent Cervix, Placental Abnormalities & Doppler Assessment of Pregnancy	15
US	1230	Clinical Practicum I	300
Total			450
Clinical Practicum			
US	1310	Clinical Practicum II	600
Total Clock Hours			1500

US 1110 PHYSICS OF ULTRASOUND & INSTRUMENTATION

50 Hours

An introduction to the fundamental physical principles and instrumentation of ultrasound. Topics include units, measurement and formulas used in diagnostic ultrasound and how production of ultrasound waves interacts with tissues and organs in the human anatomy to create a diagnostic image. Imaging instrumentation of static and real time modes, as well as doppler instrumentation with continuous wave pulsed and duplex with color flow, are used to produce the image. Quality control is taught for the safety consideration of the ultrasound exam. This course prepares the student to take the ARDMS Physics Registry Examination.

US 1112 CROSS-SECTIONAL & SAGITAL ANATOMY

25 Hours

An introduction to cross-sectional and sagital anatomy for the purpose of understanding the ultrasound image. Major emphasis is on the detailed review of sectional anatomy and ultrasound image correlation. Other correlative imaging modalities to cross section anatomy as CT and MRI are described.

US 1114 LIVER, GALL BLADDER, PANCREAS, BILIARY SYSTEM & SPLEEN

150 Hours

Includes a study of the liver, gall bladder, pancreas, biliary system and spleen. Emphasis is placed on normal as well as abnormal anatomy, physiology, laboratory tests, pathology, congenital abnormalities and embryonic development. The student will learn ultrasound techniques, patient preparation and position, and understand clinical problems.

US 1116 RENAL SYSTEM

75 Hours

A study of the renal system with emphasis on normal anatomy, physiology, laboratory data, embryology, pathology, structure and congenital anomalies. The student will learn patient positioning and understand the normal texture and patterns through ultrasound techniques, as well as develop an understanding of clinical problems.

US 1118 ADRENAL GLAND & RETROPERITONEUM

25 Hours

A study of the adrenal glands as well as retroperitoneal anatomy. Emphasis is on normal anatomy, physiology, laboratory data, embryology, pathology, structure and congenital anomalies. The student will learn patient positioning and understand the normal texture and patterns through ultrasound techniques, as well as develop an understanding of clinical problems.

US 1120 VASCULAR SYSTEM

75 Hours

A study of vascular system functions, anatomical composition and construction of the major vessels to include aorta, thoracic and abdominal aorta, inferior vena cava, arteries, celiac trunk, dorsal and lateral aortic branches, minor vessels, veins, lateral and anterior tributaries, portal vein and splenic vein, inferior and superior mesenteric vein, disease processes, possible carotid artery plaque, possible popliteal aneurysm, arterial and venous disease, other linear structures, ultrasound techniques and clinical problems.

US 1122 THYROID & PARATHYROID GLANDS

15 Hours

A study of the anatomy and function of the thyroid and parathyroid glands under both normal and abnormal conditions. Topics of investigation include anatomy, physiology, and pathologies of thyroid and parathyroid glands. Emphasis is placed on the ultrasonographic findings and interpretations of the study.

US 1124 MAMMARY GLAND

15 Hours

A study of mammary gland anatomy and physiology under both normal and abnormal conditions. Topics of investigation include cross-sectional anatomy, physiology and pathology of the mammary gland. Emphasis is placed on ultrasound evaluation and interpretation of the mammary gland.

US 1126 SCROTUM & PROSTATE GLAND

20 Hours

A study of the scrotum and prostate gland anatomy and physiology under both normal and abnormal conditions. Topics of investigation include cross-sectional anatomy, physiology and pathology of the scrotum and prostate gland. Emphasis is placed on interpretation of ultrasonographic evaluation of the scrotum and prostate gland.

US 1210 ANATOMY OF THE FEMALE PELVIS & SCANNING TECHNIQUES

15 Hours

A study of anatomy of the female pelvis and scanning Topics of investigation include gross anatomy of the female pelvis and reproductive physiology with emphasis on scanning techniques and protocols.

US 1212 PELVIC INFLAMMATORY DISEASES

5 Hours

A study of pelvic inflammatory diseases. Topics of investigation include environmental factors, pathogens and complications, with emphasis on ultrasound findings.

US 1214 CONGENITAL ANOMALIES OF THE FEMALE GENITAL TRACT/BENIGN DISEASES OF THE VAGINA **10 Hours**

A study of congenital anomalies of the female genital tract and benign diseases of the vagina. Topics of investigation include the embryology disease process.

US 1216 MALIGNANT DISEASES OF THE UTERUS & CERVIX/BENIGN MASSES, MALIGNANT MASSES OF THE OVARIES, FALLOPIAN TUBES & BROAD LIGAMENTS **15 Hours**

A study of malignant diseases of the uterus and cervix as well as benign masses of the ovaries, fallopian tubes and broad ligaments. Topics of investigation include pathologies of the uterus, cervix, fallopian tubes, ovaries and broad ligaments, with emphasis on ultrasound findings.

US 1218 EMBRYOLOGY **10 Hours**

A study of fetal development. Topics of investigation include embryology, anatomy, fetal circulation, with emphasis on cardiopathologies.

US 1220 FIRST TRIMESTER: NORMAL & ABNORMAL FETAL ANATOMY **20 Hours**

A study of normal and abnormal fetal growth and measurements, as well as biophysical profiles. Also covers fetal anatomy including chest and abdomen, urogenital tract, fetal heart, abdominal wall defects, chromosome abnormalities and fetal death during the first trimester.

US 1222 SECOND TRIMESTER: NORMAL & ABNORMAL FETAL ANATOMY **20 Hours**

A study of normal and abnormal fetal growth and measurements, as well as biophysical profiles. Also covers fetal anatomy including chest and abdomen, urogenital tract, fetal heart, abdominal wall defects, chromosome abnormalities and fetal death during the second trimester.

US 1224 THIRD TRIMESTER: NORMAL & ABNORMAL FETAL ANATOMY **20 Hours**

A study of normal and abnormal fetal growth and measurements, as well as biophysical profiles. Also covers fetal anatomy including chest and abdomen, urogenital tract, fetal heart, abdominal wall defects, chromosome abnormalities and fetal death during the third trimester.

US 1226 ULTRASOUND MEASUREMENTS, BIOPHYSICAL PROFILE & MULTIPLE FETUSES **20 Hours**

An overview of obstetric ultrasound measurements, biophysical profile and multiple fetuses. Topics of investigation include proper techniques used in measurements, biophysical profile, multiple gestations with emphasis on ultrasound physics, biophysical profile and multiple fetuses.

US 1228 INCOMPETENT CERVIX, PLACENTAL ABNORMALITIES AND DOPPLER ASSESSMENT OF PREGNANCY **15 Hours**

A study of the incompetent cervix, placental abnormalities and doppler assessment in pregnancy.

US 1230 CLINICAL PRACTICUM I **300 Hours**

The application of OB/GYN sonography skills in a clinical setting. NST's on-site clinic affords students the opportunity to develop scanning skills on a diverse mix of patients under the direct supervision of an instructor. Students will also demonstrate competency in abdominal, small parts and vascular protocols prior to advancing to US 1310.

US 1310 CLINICAL PRACTICUM II **600 Hours**

Students are placed in a medical facility where there is an opportunity to observe and perform OB/GYN and abdominal ultrasound procedures in a practical setting. Students are evaluated throughout the practicum and must meet all program objectives for successful completion.

CORINTHIAN COLLEGES, INC.

The following schools in the United States are owned by Corinthian Colleges, Inc.:

Ashmead College

Everett, WA (branch of Ashmead College, Seattle, WA)
 Fife, WA (branch of Ashmead College, Seattle, WA)
 Portland (Tigard), OR (branch of Ashmead College, Seattle, WA)
 Seattle, WA (main campus)
 Vancouver, WA (branch of Ashmead College, Seattle, WA)

Bryman College

Alhambra, CA (main campus)
 Anaheim, CA (main campus)
 City of Industry, CA (branch of NIT, Long Beach, CA)
 Everett, WA (branch of Bryman College, Port Orchard, WA)
 Gardena, CA (main campus)
 Hayward, CA (main campus)
 Los Angeles (Wishire), CA (main campus)
 Lynnwood, WA (branch of Bryman College, Renton, WA)
 New Orleans, LA (branch of Bryman College, Hayward, CA)
 Ontario, CA (main campus)
 Port Orchard, WA (main campus)
 Renton, WA (main campus)
 Reseda, CA (main campus)
 San Bernardino, CA (main campus)
 San Francisco, CA (main campus)
 San Jose, CA (main campus)
 St. Louis (Earth City), MO (branch of Bryman College, Port Orchard, WA)
 Tacoma, WA (branch of Bryman College, Port Orchard, WA)
 Torrance, CA (main campus)
 West Los Angeles, CA (branch of NIT, Long Beach, CA)

Bryman Institute

Brighton, MA (main campus)
 Chelsea, MA (branch of Bryman College, Alhambra, CA)
 Gahanna, OH (branch of Bryman College, Ontario, CA)
 Eagan, MN (branch of NIT, Cross Lanes, WV)
 South Plainfield, NJ (branch of NIT, Southfield, MI)

Everest College

Arlington, TX (branch of Duff's Business Institute, Rochester, NY)
 Arlington, VA (branch of Everest College, Thornton, CO)
 Aurora, CO (branch of Everest College, Thornton, CO)
 Colorado Springs, CO (main campus)
 Dallas, TX (branch of Everest College, Portland, OR)
 Everest Online
 Fort Worth, TX (branch of Everest College, Salt Lake City, UT)
 McLean, VA (branch of Everest College, Colorado Springs, CO)
 Mesa, AZ (branch of Everest College, Phoenix, AZ)
 Phoenix, AZ (main campus)
 Portland, OR (main campus)
 Ontario (Metro), CA (branch of Everest College, Springfield, MO)
 Salt Lake City, UT (main campus)
 Springfield, MO (main campus)
 Thornton, CO (main campus)
 Vancouver, WA (branch of Everest College, Portland, OR)

Everest Institute

Pittsburgh, PA (main campus)
 Silver Spring, MD (branch of Everest College, Portland, OR)

Florida Metropolitan University

Tampa (Brandon), FL (branch of FMU Tampa, FL)
 FMU Online Jacksonville, FL (branch of FMU, Clearwater (Pinellas), FL)

Lakeland, FL (branch of FMU, Clearwater (Pinellas), FL)
 Melbourne, FL (branch of FMU, Orlando, FL)
 North Orlando, FL (main campus)
 Orange Park, FL (branch of FMU, Tampa, FL)
 Clearwater (Pinellas), FL (main campus)
 Pompano Beach, FL (main campus)
 South Orlando, FL (branch of FMU, North Orlando, FL)
 Tampa, FL (main campus)

Georgia Medical Institute

Atlanta (Downtown), GA (main campus)
 Atlanta (DeKalb), GA (branch of NIT, Cross Lanes, WV)
 Jonesboro, GA (branch of GMI, Atlanta, GA)
 Marietta, GA (branch of GMI, Atlanta, GA)
 Norcross, GA (branch of Bryman College, Gardena, CA)

Kee Business College

Chesapeake, VA (branch of Kee Business College, Newport News, VA)
 Newport News, VA (main campus)

Las Vegas College

Henderson, NV (main campus)

National Institute of Technology

Austin, TX (branch of NIT, Southfield, MI)
 Cross Lanes, WV (main campus)
 Dearborn, MI (branch of NIT, Southfield, MI)
 Detroit, MI (branch of NIT, Southfield, MI)
 Houston (Blissonnet), TX (branch of Bryman College, Renton, WA)
 Houston (Greenspoint), TX (branch of NIT, San Antonio, TX)
 Houston (Hobby), TX (branch of NIT, San Antonio, TX)
 Long Beach, CA (main campus)
 San Antonio, TX (main campus)
 Southfield, MI (main campus)

National School of Technology

Fort Lauderdale, FL (branch of NST, Kendall, FL)
 Hialeah, FL (branch of NST, Miami, FL)
 Miami (Kendall), FL (main campus)
 Miami, FL (main campus)

Olympia Career Training Institute

Grand Rapids, MI (main campus)
 Kalamazoo, MI (branch of Olympia Career Training Institute, Grand Rapids, MI)

Olympia College

Burr Ridge, IL (branch of Olympia College, Skokie, IL)
 Chicago, IL (branch of Bryman College, San Francisco, CA)
 Merrillville, IN (branch of Olympia Career Training Institute, Grand Rapids, MI)
 Merrionette Park, IL (branch of FMU, Pompano Beach, FL)
 North Aurora, IL (branch of Bryman College, Brighton, MA)
 Skokie, IL (main campus)

Rochester Business Institute

Rochester, NY (main campus)

WyoTech

Bedford, MA (main campus)
 Blairsville, PA (branch of WyoTech, Laramie, WY)
 Daytona Beach, FL (main campus)
 Fremont, CA (main campus)
 Laramie, WY (main campus)
 Oakland, CA (branch of WyoTech, Fremont, CA)
 Sacramento, CA (branch of WyoTech, Laramie, WY)

STATEMENT OF OWNERSHIP

The Kendall main campus and its branch at Fort Lauderdale are owned by Ward Stone College, Inc., which is a wholly owned subsidiary of National School of Technology, Inc. The Miami main campus and its branch at Hialeah are owned by National School of Technology, Inc. National School of Technology, Inc. is a wholly owned subsidiary of Rhodes Colleges, Inc., which in turn, is a wholly owned subsidiary of Corinthian Colleges, Inc., a publicly traded corporation. All corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, California 92707, (714) 427-3000.

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Terry Hartshorn

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Jack D. Massimino
Peter Waller
Kenneth S. Ord
Beth A. Wilson
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William Buchanan
Stan A. Mortensen
Paul T. Dimeo
Robert C. Owen
Anna Marie Dunlap
Fardad Fateri
Carmella Cassetta
Jim Wade
Stephen Nodal
Teresa Crummett

TITLE

Chairman of the Board
Chief Executive Officer
President and Chief Operating Officer
Executive Vice President and Chief Financial Officer
Executive Vice President, Operations
Executive Vice President, Legislative and Regulatory Affairs
Executive Vice President, Marketing
Senior Vice President, General Counsel and Corporate Secretary
Senior Vice President, Real Estate
Senior Vice President, Chief Accounting Officer and Assistant Secretary
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Senior Vice President, Academic Affairs
Senior Vice President and Chief Information Officer
Senior Vice President, Human Resources
Vice President, Human Resources
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President and Chief Executive Officer
Executive Vice President and Chief Financial Officer
Executive Vice President, Operations
Senior Vice President, General Counsel and Corporate Secretary
Treasurer and Assistant Secretary

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Stan A. Mortensen
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Executive Vice President and Chief Financial Officer
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Treasurer and Assistant Secretary

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Stan A. Mortensen
Robert C. Owen

TITLE

President and Chief Executive Officer
Executive Vice President and Chief Financial Officer
Executive Vice President, Operations
Senior Vice President, General Counsel and Corporate Secretary
Treasurer and Assistant Secretary

APPENDIX A: FACULTY AND ADMINISTRATION

Administration

Miami Main Campus

Mario Miro, M.D.	School President
Laurie Friedman, B.A.	Director of Admissions
Naebelys Soto-Gonzalez, B.S.	Director of Finance
Theresa Willson,	Business Office Manager
Ramon Garcia, Ph. D.	Academic Dean
Luis Colon, B.A.	Director of Career Services
Gloria "Kookie" Dowling	Sr. Registrar

Hialeah Branch Campus

(Branch of Miami)

Gilbert Delgado, M.D.	School President
Daniel Alonso, B.A.	Director of Admissions
Xiomara Campos	Director of Student Finance
Juan Mauri, B.S.	Director of Student Accounts
Gladys Willis, B.A., M.S.	Academic Dean
Griselle Solorzano, B.A.	Director of Career Services

Kendall Main Campus

Darrell Rhoten, B.S.	School President
William Hornsberger, B.P.S.	Director of Admissions
Carmen Freire, B.S.	Director Student Finance
Peter Bastiony, B.S.I.T.	Academic Dean
Ramon Fernandez-Rubio, B.S. MACC, MT	Director Student Accounts
Danielle Rivero, M.S.	Director Career Services

Fort Lauderdale Branch Campus

(Branch of Kendall)

Michele O'Neill, B.S.	School President
Calvin Shea, B.A.	Director of Admissions
Melissa Holliday, B.S.	Director of Student Finance
Ron Sealey, M.A.	Academic Dean
Carole Townsend, M.B.A.	Senior Registrar
Sujatha Chandarlapaty, Ph.D.	Director of Career Services
Becky Jones, B.A.	Director of Campus Accounts Receivable

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Miami Campus
PT, Beacon Career Institute, Miami FL
LPN, Sheridan Vocational Technical, Miami, FL

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Ultrasound Technologist Program
Hialeah Campus
M.D., University San Carlos, Guatemala City, Guatemala

Carter, Jason

Academic Program Director
Pharmacy Technician Program
CPHt

Ebanks, Marlene, CMA

Academic Program Director, Medical Assisting Program
Miami Campus
A.S. Broward Community College, CMA American Association
of Medical Assistants

Fortune, Vesly

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B.S., Health Sciences, Florida International University
A.A. Tallahassee Community College
P.T.C.B. Certified

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Universidad Central Del Este, Dominican Republic

Mays, John

Academic Program Director, Surgical Technologist Program
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A.S. Miami Dade Community College, Miami , FL

Melo, Vivian

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Massage Therapy
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LMT, Florida College of Natural Health

Memberu, Tariku M.D.

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M.D., Addis Ababa University, Ethiopia

Mendez, Ingrid

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O.R.T. Certification, Lindsey Hopkins Technical Education
Center
Miami, Florida

Montero, Elby

Program Coordinator
Medical Coding Specialist Programs
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A.A., Broward Community College
Massage Certificate, Lindsey Hopkins Vocational School,
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M.D., University of Bangalore, Bangalore, India
R.D.C.S. Specialized Associate Degree, Diagnostic Cardiac
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R.M.A. #92318, Keiser College, Tallahassee, FL

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B.S. Florida International University, Miami, FL

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Small, Latrenda, MS

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MSCJ, Florida International University, Miami, FL

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MIAMI CAMPUS**Arango Ulyses, CST**

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Prado, Iraida, L.P.N.

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CMA, Miami Technical, Miami, FL

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KENDALL CAMPUS

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Pagliery-Perez, Tania

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Serge, Oswaldo

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Sirven, Robert

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MD, Hospital Pediatrico de Centro, Havana, Cuba

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FORT LAUDERDALE CAMPUS

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Reynolds, Michael

Surgical Technologist
S.T., Amarillo College, Amarillo, Texas

Vargas, Sandra

Surgical Technologist
O.R. Tech., Miami Dade Community College, Florida

Hernandez, Belkys

Surgical Technologist
S.T., Professional Training Center, Miami, Florida

Arias, Regla

Surgical Technologist
S.T., Lindsey Hopkins Technical Education Center, Miami,
Florida

Parmley, Paul

Surgical Technologist
S.T., North Technical Center, Riviera Beach, Florida

Periu, Richard

Surgical Technologist
S.A.D, National School of Technology, Kendall,
Florida

Hospital Affiliations

The following hospitals are affiliated with NST and provide practical learning environments for externships:

1. Aventura Hospital and Medical Center
2. Baptist Hospital of Miami
3. Boca Raton Community Hospital
4. Cedars Medical Center
5. Cleveland Clinic Hospital
6. Coral Gables Hospital
7. Florida Medical Center
8. HealthSouth Doctors' Hospital
9. Hialeah Hospital
10. Hollywood Medical Center
11. Holy Cross Hospital
12. Homestead Hospital
13. Jackson Memorial Hospital
14. Jackson South Hospital
15. Kendall Regional Medical Center
16. Mariner Hospital
17. Memorial Pembroke Hospital
18. Memorial Regional Hospital
19. Mercy Hospital
20. Miami Children's Hospital
21. Miami Heart Institute
22. Miami Jewish Home and Hospital
23. Miami VA Medical Center
24. Mt. Sinai Medical Center
25. North Shore Medical Center
26. Northwest Medical Center
27. Palmetto General Hospital
28. Palm Springs General Hospital
29. Pan American Hospital
30. Parkway Regional Medical Center
31. Plantation General Hospital
32. Port St. Lucie Hospital
33. South Miami Hospital
34. University of Miami - Hospital & Clinics
35. Wellington Regional Medical Center
36. West Boca Medical Center
37. Westside Regional Medical Center

In addition to hospitals, NST also affiliates with private physicians' offices, insurance companies, diagnostic centers, medical clinics and mobile diagnostics units for clinical training purposes.

APPENDIX B: SCHEDULE OF TUITION AND FEES

Tuition effective July 1, 2006.

	PROGRAM LENGTH	CREDITS/ CLOCK HOURS	TUITION	ESTIMATED BOOKS	ESTIMATED TOTAL
QUARTER-BASED PROGRAMS					
Criminal Justice		970 hours	\$260/credit hr	\$1,600	\$26,560
Medical Insurance Billing and Coding		1080 hours	\$260/credit hr	\$1,600	\$26,560
Paralegal		970 hours	\$260/credit hr	\$1,600	\$26,560
Diagnostic Care Sonographer		1720 hours/ 106 credits	\$260/credit hr	\$1,600	\$29,160
MODULAR PROGRAMS					
Medical Assisting	8 Modules	47.0 credits	\$10,642	\$600	\$11,242
Medical Insurance Billing / Coding	6 Modules	35.0 credits	\$7,938	\$500	\$8,438
Massage Therapy	9 Modules	54.0 credits	\$10,639	\$600	\$11,239
Surgical Technologist	11 Modules	76.5 credits	\$19,367	\$600	\$19,967
Pharmacy Technician	8 Modules	47.0 credits	\$10,770	\$600	\$11,370
Cardiovascular Technologist	12 Modules	84.0 credits	\$18,235	\$600	\$18,835
Patient Care Technician	9 Modules	51.0 credits	\$9,593	\$600	\$10,193

Additional fees, not included in the above costs, may be assessed. Information concerning additional fees may be found below.

ADDITIONAL FEES		
Registration Fee	\$25	per quarter
Technology Fee	\$35	per quarter
Physical Examination Fee	\$40	Medical Assisting, Surgical Technologist, Pharmacy Technician, Patient Care Technician, Cardiovascular Technologist and Diagnostic Cardiac Sonographer students
Background Check Fee	\$52	Surgical Technology, Pharmacy Technician, Cardiovascular Technologist, Patient Care Technician and Diagnostic Cardiac Sonographer students
Book Charges	\$200	Approximate book charges per quarter
Proficiency Challenge Exam (non-refundable):	\$75	
Graduation Fee (non-refundable):	\$50	
Transcript Fee*	\$5	
Lost Badge Fee	\$5	
Uniforms, shoes, hose	\$75-100	
Late Registration Fee	\$25	per quarter occurrence
Program Change Processing Fee**	\$150	
International Student Administration Fee	\$100	

*Exception: Students are provided one official transcript free of charge upon completing graduation requirements.

**Students are permitted to make one change at no additional charge.

APPENDIX C: ACADEMIC CALENDARS

Modular Programs

Start dates in the left-hand table are for the following classes: Miami morning, afternoon, and evening; Kendall morning and evening (see the right-hand table for Kendall afternoon); Hialeah morning, afternoon and evening; Fort Lauderdale morning, afternoon, and evening.

MODULAR START DATES Fort Lauderdale, Hialeah and North Miami, All times	
Start Date	End Date
2006	
1/26/2006	2/23/2006
2/27/2006	3/24/2006
3/28/2006	4/24/2006
4/26/2006	5/23/2006
5/25/2006	6/22/2006
6/26/2006	7/24/2006
7/26/2006	8/22/2006
8/24/2006	9/21/2006
9/25/2006	10/20/2006
10/23/2006	11/17/2006
11/20/2006	12/19/2006
12/20/2006	1/25/2007
2007	
1/29/2007	2/26/2007
2/27/2007	3/26/2007
3/28/2007	4/24/2007
4/26/2007	5/23/2007
5/29/2007	6/25/2007
6/27/2007	7/25/2007
7/26/2007	8/22/2007
8/27/2007	9/24/2007
9/25/2007	10/22/2007
10/23/2007	11/19/2007
11/20/2007	12/19/2007
12/20/2007	1/28/2008

MODULAR START DATES Kendall, All times	
Start Date	End Date
2006	
1/26/2006	2/23/2006
2/27/2006	3/24/2006
3/28/2006	4/24/2006
4/26/2006	5/23/2006
5/25/2006	6/22/2006
6/26/2006	7/24/2006
7/26/2006	8/22/2006
8/24/2006	9/21/2006
9/25/2006	10/20/2006
10/23/2006	11/17/2006
11/20/2006	12/19/2006
12/20/2006	1/25/2007
2007	
1/29/2007	2/26/2007
2/27/2007	3/26/2007
3/28/2007	4/24/2007
4/26/2007	5/23/2007
5/29/2007	6/25/2007
6/27/2007	7/25/2007
7/26/2007	8/22/2007
8/27/2007	9/24/2007
9/25/2007	10/22/2007
10/23/2007	11/19/2007
11/20/2007	12/19/2007
12/20/2007	1/28/2008

Holidays

Independence Day - July 4, 2006

Labor Day - September 4, 2006

Thanksgiving Break - November 23, 2006 - November 24, 2006

Holiday Break - December 25, 2006 - January 1, 2007

Martin Luther King - January 15, 2007

Presidents Day - February 19, 2007

Memorial Day - May 28, 2007

Quarter-Based Program Academic Calendar

FY 2006 Academic Calendar				
Summer Term Starts		July	18	2005
Summer Term Drop/Add Deadline		July	30	2005
Mini-Term Starts		August	29	2005
Mini-Term Drop/Add Deadline		September	3	2005
Labor Day Holiday		September	5	2005
Summer Term Ends		October	8	2005
Fall Break	From:	October	10	2005
	To:	October	15	2005
Fall Term Start		October	17	2005
Fall Term Drop/Add Deadline		October	29	2005
Thanksgiving Day Holiday	From:	November	24	2005
	To:	November	25	2005
Mini-Term Starts		November	28	2005
Mini-Term Drop/Add Deadline		December	3	2005
Christmas Holiday	From:	December	23	2005
	To:	January	2	2006
Classes Resume		January	3	2006
Fall Term Ends		January	14	2006
M.L. King Jr. Birthday Holiday		January	16	2006
Winter Term Starts		January	17	2006
Winter Term Drop/Add Deadline		January	28	2006
Presidents' Day		February	20	2006
Mini-Term Starts		February	27	2006
Mini Term Drop/Add Deadline		March	4	2006
Winter Term Ends		April	8	2006
Spring Vacation	From:	April	10	2006
	To:	April	15	2006
Spring Term Starts		April	17	2006
Spring Term Drop/Add Deadline		April	29	2006
Memorial Day Holiday		May	29	2006
Mini-Term Starts		May	30	2006
Mini Term Drop/Add Deadline		June	3	2006
Spring Term Ends		July	8	2006
Independence Day Holiday		July	4	2006
Summer Vacation	From:	July	10	2006
	To:	July	15	2006

FY 2007 Academic Calendar				
Summer Term Starts		July	17	2006
Summer Term Drop/Add Deadline		July	29	2006
Mini-Term Starts		August	28	2006
Mini-Term Drop/Add Deadline		September	2	2006
Labor Day Holiday		September	4	2006
Summer Term Ends		October	7	2006
Fall Break	From:	October	9	2006
	To:	October	14	2006
Fall Term Start		October	16	2006
Fall Term Drop/Add Deadline		October	28	2006
Thanksgiving Day Holiday	From:	November	23	2006
	To:	November	25	2006
Mini-Term Starts		November	27	2006
Mini-Term Drop/Add Deadline		December	2	2006
Winter Holiday	From:	December	23	2006
	To:	January	1	2007
Classes Resume		January	2	2007
Fall Term Ends		January	13	2007
M.L. King Jr. Birthday Holiday		January	15	2007
Winter Term Starts		January	16	2007
Winter Term Drop/Add Deadline		January	27	2007
Presidents' Day		February	19	2007
Mini-Term Starts		February	26	2007
Mini Term Drop/Add Deadline		March	3	2007
Winter Term Ends		April	7	2007
Spring Vacation	From:	April	9	2007
	To:	April	14	2007
Spring Term Starts		April	16	2007
Spring Term Drop/Add Deadline		April	28	2007
Memorial Day Holiday		May	28	2007
Mini-Term Starts		May	29	2007
Mini Term Drop/Add Deadline		June	2	2007
Independence Day Holiday		July	4	2007
Spring Term Ends		July	7	2007
Summer Vacation	From:	July	9	2007
	To:	July	14	2007

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■ **Addendum, effective December 7, 2006**

Tuition and fees are updated as follows:

Tuition effective December 7, 2006.

	PROGRAM LENGTH	CREDITS/CLOCK HOURS	TUITION	ESTIMATED BOOKS	ESTIMATED TOTAL
QUARTER-BASED PROGRAMS					
Business Administration		96 credits	\$267/credit hr	\$1,600	\$27,232
Criminal Investigations		96 credits	\$267/credit hr	\$1,600	\$27,232
Criminal Justice		96 credits	\$267/credit hr	\$1,600	\$27,232
Medical Insurance Billing and Coding		96 credits	\$267/credit hr	\$1,600	\$27,232
Paralegal		96 credits	\$267/credit hr	\$1,600	\$27,232
Diagnostic Cardiac Sonographer		106 credits	\$267/credit hr	\$1,600	\$29,902
MODULAR PROGRAMS					
Medical Assisting	8 Modules	47 credits	\$10,961	\$600	\$11,561
Medical Insurance Billing/Coding	6 Modules	35 credits	\$7,938	\$500	\$8,438
Medical Insurance Billing/Coding	8 Modules	47 credits	\$9,898	\$1,370.50	\$11,268.50
Massage Therapy (212-19# 12)	9 Modules	54 credits	\$11,458*	\$600	\$12,058
Surgical Technologist	11 Modules	76.5 credits	\$19,948	\$600	\$20,548
Pharmacy Technician	8 Modules	47 credits	\$10,770	\$600	\$11,370
Cardiovascular Technologist	12 Modules	84 credits	\$18,235	\$600	\$18,835
Patient Care Technician	9 Modules	51 credits	\$9,898	\$600	\$10,498

*Including massage tables

■ **ADDENDUM effective December 6, 2006:**

The following program is added for the Kendall, Hialeah and North Miami Beach campuses:

MEDICAL INSURANCE BILLING AND CODING DIPLOMA PROGRAM

Program Length: 8 Months/720 Clock Hours/47 Credits

Medical Insurance Billing and Coding professionals perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing and collection.

The objective of the Medical Billing and Coding Program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions as medical insurance billers and coders in today's health care offices, clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will also be introduced and studied.

The Medical Insurance Billing and Coding Program is a 720 Clock Hours/47.0 Credit Unit course of study, consisting of seven individual learning units, called modules. Students are required to complete all modules, starting with Module MEDINTRO and continuing in any sequence until all seven modules have been completed. After the MEDINTRO Introductory Module is completed, the remaining six modules stand alone as units of study.

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If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion all modules, students participate in an externship. This consists of 160 Clock Hours of hands-on experience working either in a tutorial classroom setting called a practicum or in an outside facility in the field of medical insurance billing and coding.

Course Number	Course Title	Clock Hours	Credit Units
MEDINTRO	Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel	80	6.0
MIBCL	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	80	6.0
MIBGU	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitorurinary System	80	6.0
MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	80	6.0
MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	80	6.0
MIBRG	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	80	6.0
MIBSN	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	80	6.0
MIBP	Practicum --OR--	160	5.0
MIBE	Externship		
Program Totals		720	47.0

Module Descriptions

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6 Credit units.

Lecture hours/ Lab hours / Credit Units

Module MEDINTRO-Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel 40/40/6.0

This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Also covered is medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment including basic keyboarding, Word and Excel. In addition, basic guidelines and coding conventions in ICD-9 and CPT with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment. Prerequisite: None

Module MIBCL - Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems 40/40/6.0

This module presents a study of basic medical terminology focused on the cardiovascular system, and the lymphatic system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims

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form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO

Module MIBGU - Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System

40/40/6.0

This module presents a study of basic medical terminology focused on the genitourinary system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO

Module MIBIE - Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology

40/40/6.0

This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO

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Module MIBMS – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System

40/40/6.0

This module presents a study of basic medical terminology focused on the musculoskeletal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO

Module MIBRG – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems

40/40/6.0

This module presents a study of basic medical terminology focused on the respiratory system and the gastrointestinal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO

Module MIBSN – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology

40/40/6.0

This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught.

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Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO

Once a student has completed all modules, he or she will be placed in his or her final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.

Module MIBP - Practicum

0/160/5.0

Upon successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, Medical Insurance Billing and Coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level skills in working with insurance companies and processing claims. Medical insurance billing and coding students work under the direct supervision of the school staff. Students are evaluated by an instructor or Department Chair at 80 and 160 hour intervals. Completed evaluation forms are placed in the students permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN.

Module MIBE - Externship

0/160/5.0

Upon successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN.

■ **ADDENDUM effective December 6, 2006:**

The heading for the Pharmacy Technician program is corrected as follows:

Pharmacy Technician

Diploma program - 8 Months

Offered at all campuses

720 Clock Hours/47 Credit Units

■ **ADDENDUM effective November 3, 2006:**

The final two paragraphs in the "Admissions Procedures and Requirements" section are replaced by the following:

Applicants for enrollment in the Surgical Technologist program must have a high school diploma, its recognized equivalent, or a GED.

■ **Addendum, effective October 20, 2006:**

The following calendar is added to the catalog:

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Summer Term Starts		July	16	2007
Summer Term Drop/Add Deadline		July	28	2007
Mini-Term Starts		August	27	2007
Mini-Term Drop/Add Deadline		September	1	2007
Labor Day Holiday		September	3	2007
Summer Term Ends		October	6	2007
Fall Break	From:	October	8	2007
	To:	October	13	2007
Fall Term Start		October	15	2007
Fall Term Drop/Add Deadline		October	27	2007
Thanksgiving Day Holiday	From:	November	22	2007
	To:	November	24	2007
Mini-Term Starts		November	26	2007
Mini-Term Drop/Add Deadline		December	1	2007
Winter Holiday	From:	December	24	2007
	To:	January	1	2008
Classes Resume		January	2	2008
Fall Term Ends		January	12	2008
Winter Term Starts		January	14	2008
M.L. King Jr. Birthday Holiday		January	21	2008
Winter Term Drop/Add Deadline		January	26	2008
Presidents' Day		February	18	2008
Mini-Term Starts		February	25	2008
Mini Term Drop/Add Deadline		March	1	2008
Winter Term Ends		April	5	2008
Spring Vacation	From:	April	7	2008
	To:	April	12	2008
Spring Term Starts		April	14	2008
Spring Term Drop/Add Deadline		April	26	2008
Memorial Day Holiday		May	26	2008
Mini-Term Starts		May	27	2008
Mini Term Drop/Add Deadline		May	31	2008
Independence Day Holiday		July	4	2008
Spring Term Ends		July	5	2008
Summer Vacation	From:	July	7	2008
	To:	July	12	2008

■ **Addendum, effective October 4, 2006**

The following change is made on page 23 of the catalog:

Externship/Clinical Training

A student who has successfully completed the classroom portion of the program will be scheduled to begin externship training immediately after the Externship Assignment Seminar. A student must be scheduled and begin externship within 10 days of the end of the student's didactic training (excluding holidays and regularly scheduled breaks), as per the attendance policy. If a student does not begin externship training within 14 days of the end of the student's didactic training he/she must be withdrawn from the program.

Students who drop following the completion of the classroom training and prior to externship must have their skill proficiency evaluated by a program instructor prior to reentry and being assigned an externship site. Skill proficiency evaluations must be representative of skills taught in all modules of training and must meet the

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Terminal Performance Objectives (TPOs) stated in the course outline and/or the evaluation criteria outlined in the student course materials.

Students who drop and delay their externship training for more than 90 days from the last date of attendance must have their skill proficiencies evaluated by a program instructor prior to reentry into the program.

If the program instructor or site determines that a student's skill performance is unacceptable, he/she must return to the classroom to have his/her skills evaluated. The student will need to attend lab to improve skills until the program instructor determines his/her skill levels are acceptable and the Education Director approves the student to return to the site.

All satisfactory academic progress and attendance policies must be enforced. If a repeat module is required, it must be counted as an attempt for satisfactory academic progress purposes. Once the repeat module(s) has been successfully completed, the student must begin externship according to standard policies and procedures.

■ **ADDENDUM effective August 15, 2006:**

The following new Patient Care Technician program is added to the catalog for Miami and Fort Lauderdale. All new students in the Patient Care Technician program will be enrolled in this program.

Patient Care Technician

Diploma Program – 7 Months plus 160 hours of clinical
 720 Clock Hours/51 Quarter Credit Hours
 Miami and Fort Lauderdale campuses

The Patient Care Technician (PCT) profession has become an important part of the health care field. The reason for this is because of the many skills this multi-faceted occupation employs. Not only have physicians and nurses become more reliant on the PCT, but their services are also being requested by hospitals, clinics and nursing homes, as well as medical supply businesses, home health agencies, insurance companies and pharmaceutical companies. Patient Care Technicians have become an important part of the health care team and their responsibilities continue to expand as the need for their services grow.

The objective of the Patient Care Technician Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as nursing assistants (in certain states where permitted), home health aides, physical therapy and occupational therapy aides, phlebotomists, EKG technicians and, of course, patient care technicians. Since PCT's are "cross-trained" in a number of clinical procedures, they are capable of filling a variety of entry-level positions currently in large demand throughout the health care industry.

This training program is divided into eight learning units called modules. Students must complete modules A through G before they can go on to module X, which is the clinical rotation. All modules except X stand alone as units of study and are not dependant upon previous training. If students do not complete any portion of these modules, the entire module must be repeated.

Completion of the Patient Care Technician Program is acknowledged by the awarding of a diploma.

Module Number	Module Title	Clock Hours	Credit Units
Module A	Basic Healthcare Concepts & Clerical Skills I	80	7.0
Module B	Anatomy & Physiology and Medical Terminology	80	8.0
Module C	Patient Care Skills I	80	6.0
Module D	Patient Care Skills II	80	6.0
Module E	Electrocardiography and CPR	80	6.0

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Module F	Phlebotomy and Basic Laboratory Skills	80	6.0
Module G	Physical and Occupational Therapy and Clerical Skills II	80	7.0
Module X	Externship	160	5.0
		720	51

Module A – Basic Healthcare Concepts and Clerical Skills I
 60/20/0/7.0

No prerequisites

Module A provides the student with an overall understanding to the field of healthcare, particularly as it relates to the “multi-skilled” Patient Care Technician. At the end of the module, students will be able to discuss the various fields of healthcare, infection control, legal and ethical responsibilities, communication and interpersonal skills. Students will be able to identify and explain safety procedures, and skills involved in observations, recording and reporting. In this module, students will be given the opportunity to learn some of the basic clerical and administrative procedures required of the patient care technician in the hospital and health care environment.

Module B – Anatomy and Physiology and Medical Terminology
 80/0/0/8.0

No prerequisites

Module B focuses on the study of anatomy and physiology and its associated terminology. At the end of the module, students will be able to identify the various body systems and through discussions, use the terminology associated with these systems. Students will be able to identify and discuss common disorders and diseases affecting each system.

Module C – Patient Care Skills I
 40/40/0/6.0

No prerequisites

Module C provides the student with the theory and hands-on application involved in providing basic patient care as is required as a patient care technician. In some states, the training in this program readies the student for duties of a nursing assistant. Students will take and record vital signs, demonstrate skills for appropriate personal patient care, simulate procedures for admitting, transferring and discharging patients, and discuss restorative care and meeting the patients’ physical and psycho-social needs.

Module D – Patient Care Skills II
 40/40/0/6.0

No prerequisites

Module D provides the student with the theory and hands-on skills involved in providing advanced patient and home health care (Home Health Aide). Students will acquire the skills to determine and discuss therapeutic diets, examine various methods to control infections, identify the components and functions of body mechanics, and simulate caring for the client/patient in the home care setting.

Module E – Electrocardiography and CPR
 40/40/0/6.0

No Prerequisites

This module will provide the student with the theory and hands-on skills involved in electrocardiography and explore the profession. Students will perform the procedures and record electrocardiographs and demonstrate how to interpret basic EKG’s for possible abnormalities. CPR CERTIFICATION IS PART OF THIS MODULE.

Module F – Phlebotomy and Basic Laboratory Skills
 40/40/0/6.0

No Prerequisites

Module F will provide the student with the theory and hands-on skills involved in phlebotomy and basic lab procedures. Students will explore the profession and perform basic laboratory skills. Students will draw blood samples, collect specimen samples and perform simple laboratory procedures.

Module G – Physical and Occupational Therapy and Clerical Skills II
 60/20/0/7.0

No Prerequisites

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Module G will provide the student with the basic theory and hands-on applications involved in the field of physical therapy and occupational therapy as performed by the patient care technician, the physical therapy aide, and the occupational therapy aide. Students will identify various therapeutic modalities used in both physical therapy and occupational therapy. Students will use various types of communication devices, prepare medical bills, transcribe physician orders and perform computer-based advanced clerical skills.

Module X - Externship
 0/0/160/5.0

Prerequisites: Modules A-G

After the completion of Modules A-G, students will complete their clinical rotation. The student will apply what has been learned in the classroom and laboratory to "real-life" clinical facility tasks. Students may rotate through various departments within the clinical facility to perform tasks and observe, as appropriate. These experiences will include patient care units, physical therapy, cardiology, laboratory, central service, admitting and the business office areas. Students will work under the direct supervision of qualified personnel in participating institutions and under the general supervision of the PCT program staff. All students will be evaluated at the half-way point and the conclusion of the clinical experience. Patient care technician students must complete the clinical rotation in order to fulfill their requirements for graduation.

■ **ADDENDUM effective September 18, 2006:**

The following program is added to the catalog and will be offered by Miami, Hialeah and Kendall starting in October:

ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL INVESTIGATIONS

The Criminal Investigations associate's degree program provides a broad understanding of the theoretical and scientific aspects of the investigative process. The program prepares graduates for entry-level career opportunities in law enforcement, private investigations and/or security as evidence and crime scene technicians.

	AAS Degree Quarter Credit Hrs
College Core Requirements	
SLS N105 Strategies for Success	4.0
SLS N321 Career Skills	2.0
CGS N167C Computer Applications	4.0
Total Quarter Credit Hours	10.0
Major Core Requirements	
CJE N640 Criminalistics I	4.0
CJE N641 Criminalistics II	4.0
CJE N673 Graphics & Documentation I	4.0
CJE N602 Graphics & Documentation II	4.0
INV N310 Fingerprints Classification & Latents I	4.0
INV N320 Fingerprints Classification & Latents II	4.0
CJB N712 Crime Scene Photography I	4.0
CJB N714 Crime Scene Photography II	4.0
CJE N676 Biological Evidence I	4.0
CJE N682 Biological Evidence II	4.0
Total Quarter Credit Hours	40.0
The students will select 16 additional credits from the following courses:	
CJE N678 Crime Scene Dynamics I	4.0
CJE N679 Crime Scene Dynamics II	4.0
CJE N690 Technology Crimes I	4.0

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CJE	N691	Technology Crimes II	4.0
INV	N600	Collecting and Presenting Audio & Visual Evidence	4.0
CCJ	N358	Criminal Justice Communications	4.0
Total Quarter Credit Hours			16.0
General Education Core Requirements			
ENC	N101	Composition I	4.0
ENC	N102	Composition II	4.0
SPC	N016	Oral Communications	4.0
MAT	N033	College Algebra	4.0
PSY	N012	General Psychology	4.0
SLS	N505	Basic Critical Thinking	2.0
AML	N000	Introduction to American Literature	4.0
EVS	N001	Environmental Science	4.0
Total Quarter Credit Hours			30.0
Total Quarter Credit Hours Required for Graduation			96.0

CRIMINAL INVESTIGATIONS ASSOCIATE'S DEGREE PROGRAM
Course Descriptions

College Core Courses

CGS 2167C Computer Applications **4.0 Quarter Credit Hours**
 This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

SLS 1105 Strategies for Success **4.0 Quarter Credit Hours**
 This course is designed to equip students for transitions in their education and life. Includes introduction to the University and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SLS 1321 Career Skills **2.0 Quarter Credit Hours**
 A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

Major Core Courses

CCJ 2358 Criminal Justice Communications **4.0 Quarter Credit Hours**
 This course will introduce the students to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 1640 Criminalistics I **4.0 Quarter Credit Hours**
 This course is designed to introduce the concepts involved in the field of Criminalistics. The students will be introduced to the concepts of "Criminalistics" from the professional and scientific disciplines dedicated to the recognition, collection, identification, and individualization of physical evidence and the application of the natural sciences to the matters of the law will be examined. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000

CJE 1641 Criminalistics II **4.0 Quarter Credit Hours**
 This course continues the introduction to the concepts involved in the field of Criminalistics. The students will be introduced to the concepts of "Criminalistics" from the professional and scientific disciplines dedicated to the recognition, collection, identification, and individualization of physical evidence and the application of the natural sciences to the matters of the law will be examined. Prerequisite: CJE 1640. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000

CJB 1712 Crime Scene Photography I **4.0 Quarter Credit Hours**

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Upon successful completion of the course, the students will be able to understand the role of a photographer in a crime scene. The students will become familiar with the history of photography and comprehend fundamental concepts of general camera use. The students will also be able to apply photography concepts and practical applications to vehicular accidents, vehicle examinations, and crimes against property. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJB 1714 Crime Scene Photography II

4.0 Quarter Credit Hours

Upon successful completion of the course the students will be able to understand the role of a photographer in a crime scene. The students will comprehend fundamental concepts of general camera use and be able to apply photographic concepts and protocols to crimes against persons such as assault and homicide scenes, autopsy, and special issues covering arson, alternative light sources, and SMAT (Scars, Marks, and Tattoos). Prerequisite: CJB 1712. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2676 Biological Evidence I

4.0 Quarter Credit Hours

This introductory course will introduce the students to the types of biological evidence commonly found at crime scenes and how to collect it. Specific biological evidence discussed includes blood, semen, saliva, urine, feces, hair, and fingernails. Additional topics include autopsy, the basic departments of the crime laboratory, toxicology, forensic entomology, and uncollectible biological evidence. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2682 Biological Evidence II

4.0 Quarter Credit Hours

This course will continue to discuss the biological evidence commonly found at crime scenes. Packaging, preservation, and care of biological evidence will be discussed. Chain of custody will be explained. Additional topics include DNA, case studies, courtroom testimony, and exhibits for the courtroom. Students will participate in a moot court and a mock crime scene. Prerequisite: CJE 2676. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2673 Graphics & Documentation I

4.0 Quarter Credit Hours

This course will provide the students with an understanding of the procedures of crime scene observation, note taking, photography and report writing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2602 Graphics & Documentation II

4.0 Quarter Credit Hours

This course is a continuation of Graphics & Documentation I and will provide the students with a further understanding of the procedures of crime scene observation, note taking and documentation. Students will also be introduced to the preparation of visual exhibits for court presentation. Prerequisite: CJE 2673. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

INV 2310 Fingerprints Classification & Latents I

4.0 Quarter Credit Hours

Upon successful completion of the course, the students will be able to understand the historical background of the science of fingerprints and legal aspects. The students will learn and be able to classify fingerprint cards using the Henry Classification System, to recognize fingerprint patterns and sections of the hand, terminology, obtain ten prints and major case prints, and to understand the New Automated Fingerprint Identification Systems. The students will also be able to individualize one fingerprint card from another. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

INV 2320 Fingerprints Classification & Latents II

4.0 Quarter Credit Hours

Upon successful completion of the course, the students will be able to understand the historical background of the science of fingerprints. The students will learn and be able to classify fingerprint cards using the Henry Classification System, to recognize fingerprint patterns, terminology, and to understand the New Automated Fingerprint Identification Systems. The students will also be able to individualize one fingerprint card from another and to demonstrate the ability to locate, process, and recover latent prints in the field and lab. Prerequisite: INV 2310. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2678 Crime Scene Dynamics I

4.0 Quarter Credit Hours

This course is designed to introduce the investigative concepts involved in the "Crime Scene Dynamics" of processing the aftermath of a criminal incident. The students will be exposed to how to respond to crime scenes, and examine the multitude of responsibilities involved, such as: the evidence must be identified and preserved, witnesses must be isolated and interviewed, the scene must be isolated and protected, fingerprints must be developed, and suspects must be identified and located. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000

CJE 2679 Crime Scene Dynamics II

4.0 Quarter Credit Hours

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This course continues the introduction to the investigative concepts involved in the "Crime Scene Dynamics" of processing the aftermath of a criminal incident. The students will be exposed to how to respond to crime scenes, and examine the multitude of responsibilities involved, such as: the evidence must be identified and preserved, witnesses must be isolated and interviewed, the scene must be isolated and protected, fingerprints must be developed, and suspects must be identified and located. Prerequisite: CJE 2678. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000

CJE 2690 Technology Crimes I

4.0 Quarter Credit Hours

At the conclusion of this course, the students will have an understanding of technology-based crimes as they apply to modern criminal acts such as identity theft, extortion, intellectual property crimes, fraud, Internet pornography, and online gambling. Students will also examine issues of evidence involving crime scene management, chain of custody issues, and accepted investigative practices. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2691 Technology Crimes II

4.0 Quarter Credit Hours

At the conclusion of this course, the students will have an understanding of procedural law issues, investigative issues and techniques, forensics, and communications skills required to describe technology-based crimes. Students will also be able to compare and contrast the roles and responsibilities of local, state, and federal agencies responsible for investigating technology-based crimes. Prerequisite: CJE 2690. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

INV 2600 Collecting and Presenting Audio & Visual Evidence

4.0 Quarter Credit Hours

This course is designed to introduce the concepts involved in collecting and presenting audio and visual evidence. The students will also be introduced to the documentation methods for preserving visual evidence. This course will allow the students to understand the courtroom technology available for presentation methods utilizing audio and visual means. These disciplines will include digital photography, film photography, video, voice and audio recordings. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

General Education Courses

AML 2000 Introduction to American Literature

4.0 Quarter Credit Hours

This course concentrates on the major writers of Modern American literature. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENC 1101 Composition I

4.0 Quarter Credit Hours

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENC 1102 Composition II

4.0 Quarter Credit Hours

This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1101. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAT 1033 College Algebra

4.0 Quarter Credit Hours

The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SLS 1505 Basic Critical Thinking

2.0 Quarter Credit Hours

This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

PSY 2012 General Psychology

4.0 Quarter Credit Hours

This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

EVS 1001 Environmental Science

4.0 Quarter Credit Hours

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This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SPC 2016 Oral Communications

4.0 Quarter Credit Hours

This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

■ **ADDENDUM effective September 18, 2006:**

Under the heading "Campus Security and Crime Awareness Policies," the following paragraph is added:

On May 17, 1996, the President signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students and staff are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county:
<http://www.safetypub.com/meagan.htm>.

■ **Addendum, effective September 1, 2006**

The following language is added to the catalog:

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Extenuating circumstances include, but are not limited to, jury duty, military obligations, birth or adoption of a child, or serious health condition of the student or a spouse, child or parent. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Academic Dean/Director of Education.

Re-admission Following a Leave of Absence

Upon return from leave, the student will be required to repeat the module and receive final grades for the courses from which the student took leave when the courses are next offered in the normal sequence for students in the class into which the student has re-entered. The student will not be charged any fee for the repeat of courses from which the student took leave or for re-entry from the leave of absence. The date the student returns to class is normally scheduled for the beginning of a module. When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

Failure to Return from a Leave of Absence

A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the cancellation/refund policy.

As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state, or institutional policy (see "Cancellation/Refund Policy").

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Students who have received federal student loans must be made aware that failure to return from an approved LOA, depending on the length of the LOA, may have an adverse effect on the students' loan repayment schedules.

Federal loan programs provide students with a "grace period" that delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted—forcing the borrower to begin making repayments immediately.

Effects of Leave of Absence on Satisfactory Academic Progress

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- Students returning from a leave of absence are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry;
- They may have to wait for the appropriate module to be offered;
- They may be required to repeat the entire module from which they elected to withdraw prior to receiving a final grade;
- Financial aid may be affected.

When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation, and the original grade is not counted in the CGPA calculation.

Veterans: Leave of Absence

Leave of absence is granted to students who wish to temporarily interrupt their training for personal reasons. A student will be granted no more than one leave of absence for a maximum period of 60 days. A written request must be made in advance or the absence will be considered unexcused. The Veteran's Administration will be notified immediately when a veteran student is granted leave.

■ **Addendum, effective September 1, 2006**

The grading scale is amended as follows:

Applies to All Courses except Modular Programs

GRADE	EVALUATION	Quality Points per Quarter Hr.
A	Excellent	4
B	Good	3
C	Average	2
D	Below average	1
F	Failed to meet course objectives	0
I	Incomplete	0
P	Passing	Not Calculated
W	Withdrawal, not calculated in the CGPA	Not Calculated
WD	Withdrawal during drop/add period. Not be calculated for purposes of determining rate of progress	Not Calculated
WZ	Withdrawal for those students called to immediate active military duty.	Not Calculated
CR	Credit earned - credit/no-credit class	Not Calculated
NC	No credit earned - credit/no-credit class	Not Calculated
T	Transfer credit	Not Calculated
PE	Passed by Proficiency Exam	Not Calculated

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PF	Preparatory class failed (preparatory courses only)	Not Calculated
PP	Preparatory class passed (preparatory courses only)	Not Calculated

Modular Programs Only

GRADE	MEANING	PERCENTAGE
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
I	Leave of Absence	Not Calculated
P	Passing	
W	Withdrawal	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	

Applies To All Courses

COURSE REPEAT CODES	
1	Student must repeat this class
R	Student in the process of repeating this class
2	Course repeated - original grade no longer calculated in CGPA

■ **Addendum, effective September 1, 2006**

The section "Standards of Satisfactory Academic Progress" in the catalog is replaced by the following:

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the School. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA)/Cumulative Grade Average Percentage (CGAP) and the student's rate of progress toward completion of the academic program. These are outlined below.

EVALUATION POINTS FOR SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress is evaluated at the end of every 12 week quarter in quarter-based programs. Satisfactory academic progress is evaluated at the end of every third module, or remainder thereof, i.e., every 12 weeks, in modular programs.

GPA AND CGPA CALCULATIONS (QUARTER-BASED PROGRAMS ONLY)

The grade point average (GPA) is calculated only for students enrolled in quarter-based programs. The GPA for each term and cumulative grade point average (CGPA) are calculated on courses taken in residence at the School. The GPA for each term is calculated by dividing the quality points earned that term by the total cumulative credits attempted for the GPA. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA.

The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course. For example, a grade of A in a four-credit course earns 4

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(credits) X 4.0 (quality points) for a total of 16.0 quality points, and a grade of C in a three-credit course earns 3 (credits) X 2.0 (quality points) for a total of 6.0 quality points.

GAP AND CGAP CALCULATIONS (MODULAR PROGRAMS ONLY)

A grade average percentage (GAP) is calculated for students enrolled in modular programs instead of a grade point average, with the exception of the 55-credit modular massage therapy program.

Rate of Progress Toward Completion Requirements

In addition to the CGPA/CGAP requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the drop/add period of an academic term. These percentage requirements are noted in the table below, along with CGPA/CGAP requirements. As with the determination of CGPA/CGAP, the percentage completion requirements will be reviewed at the end of each academic quarter for quarter based programs or at the end of every third module, or remainder thereof, for modular programs, after grades have been posted, to determine if the student is progressing satisfactorily.

Maximum Time in Which to Complete

A student is not allowed more than 1.5 times, or 150% of, the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150% of, the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted credits are noted in the following tables.

Satisfactory Academic Progress Tables for Modular Programs

35 Quarter Credit Hour Modular Program Total credits that may be attempted: 52 (150% of 35)				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-18	70%	25%	66.7%	33%
19-36	70%	65%	66.7%	66.7%
37-52	N/A	70%	N/A	66.7%

47 Quarter Credit Hour Modular Program Total credits that may be attempted: 70 (150% of 47)				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	25%	66.7%	25%
25-48	70%	63%	66.7%	63%
49-70	N/A	70%	N/A	66.7%

51 Quarter Credit Hour Modular Program Total credits that may be attempted: 76 (150% of 51)				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	70%	N/A	66.7%	N/A
17-28	70%	20%	66.7%	25%
29-40	70%	50%	66.7%	40%
41-52	70%	60%	66.7%	60%
53-76	N/A	70%	N/A	66.7%

54 Quarter Credit Hour Modular Program Total credits that may be attempted: 81 (150% of 54)				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	20%	66.7%	25%
29-54	70%	60%	66.7%	55%
55-66	70%	65%	66.7%	64%
67-81	N/A	70%	N/A	66.7%

55 Quarter Credit Hour Modular Program Total credits that may be attempted: 82 (150% of 55)				
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76.5 Quarter Credit Hour Modular Program Total credits that may be attempted: 114 (150% of 76)				
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Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	1.0	66.7%	25%
25-55	2.0	1.3	66.7%	55%
56-66	2.0	1.65	66.7%	64%
67-82	2.0	2.0	N/A	66.7%

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	70%	N/A	66.7%	N/A
17-37	70%	20%	66.7%	25%
38-57	70%	45%	66.7%	45%
58-77	70%	60%	66.7%	55%
78-114	N/A	70%	N/A	66.7%

84 Quarter Credit Hour Modular Program
 Total credits that may be attempted: 126 (150% of 84).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-14	70%	N/A	66.7%	N/A
15-28	70%	20%	66.7%	25%
29-63	70%	50%	66.7%	44%
64-84	70%	60%	66.7%	58%
85-112	70%	69%	66.7%	69%
112-126	N/A	70%	N/A	66.7%

Satisfactory Academic Progress Tables for Quarter-Based Programs

67 Quarter Credit Hour Quarter-Based Program
 Total credits that may be attempted: 100 (150% of 67).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	1.75	1.75	66%	65%
65-100	N/A	2.0	N/A	66%

76.5 Quarter Credit Hour Modular Program
 Total credits that may be attempted: 114 (150% of 76).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	70%	N/A	66%	N/A
17-28	70%	60%	66%	N/A
29-40	70%	62.5%	66%	50%
41-52	70%	65%	66%	60%
53-64	70%	67.5%	66%	65%
65-114	N/A	70%	N/A	66%

84 Quarter Credit Hour Modular Program
 Total credits that may be attempted: 126 (150% of 84).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	70%	N/A	66%	N/A
17-32	70%	60%	66%	N/A
33-44	70%	62.5%	66%	50%
45-56	70%	65%	66%	60%
57-68	70%	67.5%	66%	65%
69-126	N/A	70%	N/A	66%

96 Quarter Credit Hour Quarter-Based Program
 Total credits that may be attempted: 144 (150% of 96).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-144	N/A	2.0	N/A	66%

106 Quarter Credit Hour Quarter-Based Program
 Total credits that may be attempted: 159 (150% of 106).

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Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-159	N/A	2.0	N/A	66%

■ **Addendum, effective September 1, 2006**

The following program will be offered at the Hialeah campus starting in October of 2006.

Business Administration

Associate of Applied Science

Program Outline

96 Credit hours / 24 month program

The Associate of Applied Science programs are offered for those students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. In addition, students will choose an area of concentration that will comprise the balance of the courses in the major. The following describes each area of concentration.

Business Administration:

The Business Administration concentration focuses on the structure, function, and procedures of standard business operations. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management.

Management:

The Management concentration focuses on the fundamental business management principles utilized by today's businesses. The graduate of this program will be prepared for entry-level positions in supervisory roles in business, industry and government.

Marketing:

The concentration in Marketing is designed to provide students with a basic marketing background to prepare for entry-level positions in business, industry, and government.

Course Number	Course Name	Associates Degree Quarter Credit Hrs
College Core Requirements		
SLS N105	Strategies for Success	4.0
SLS N321	Career Skills	2.0
CGS N167C	Computer Applications	4.0
Associate's students choose 8 units from below:		

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OST	N141L	Keyboarding	2.0
MAN	N031	Let's Talk Business	2.0
OST	N335	Business Communications	4.0
LIS	N004	Introduction to Internet Research	2.0
OST	N725	Applied Word Processing	4.0
CGS	N510C	Applied Spreadsheets	4.0
MTB	N103	Business Math	4.0
Total Quarter Credit Hours:			18.0

Major Core Requirements - All Concentrations

APA	N111	Principles of Accounting I	4.0
APA	N121	Principles of Accounting II	4.0
BUL	N131	Applied Business Law	4.0
MAN	N030	Introduction to Business Enterprise	4.0
MAN	N021	Principles of Management	4.0
MAN	N300	Introduction to Human Resources	4.0
MAR	N011	Introduction to Marketing	4.0

Additional Major Core Requirements: Business Administration Concentration

FIN	N103	Introduction to Finance	4.0
MAN	N727	Strategic Planning for Business	4.0
MAR	N305	Customer Relations and Servicing	4.0

Choose 2 of the following courses:

ACG	N178	Financial Statement Analysis	4.0
ACG	N021	Introduction to Corporate Accounting	4.0
SBM	N000	Small Business Management	4.0
APA	N161	Introductory Cost/Managerial Accounting	4.0

Total Quarter Credit Hours: 48.0

Additional Major Core Requirements: Management Concentration

MAR	N305	Customer Relations and Servicing	4.0
FIN	N103	Introduction to Finance	4.0
SBM	N000	Small Business Management	4.0
MAN	N733	Management Today	4.0
MAN	N604	Introduction to International Management	4.0

Total Major Core Quarter Credit Hours: 48.0

Additional Major Core Requirements: Marketing Concentration

MAR	N323	Advertising	4.0
MAR	N141	Introduction to International Marketing	4.0
MAR	N721	Marketing on the Internet	4.0
MAR	N305	Customer Relations and Servicing	4.0
SBM	N000	Small Business Management	4.0

Total Major Core Quarter Credit Hours: 48.0

General Education Requirements

ENC	N101	Composition I	4.0
ENC	N102	Composition II	4.0
MAT	N033	College Algebra	4.0
PSY	N012	General Psychology	4.0
SPC	N016	Oral Communications*	4.0

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AML	N000	Introduction to American Literature	4.0	
EVS	N001	Environmental Science	4.0	
SLS	N505	Basic Critical Thinking	2.0	
Total Quarter Credit Hours:				30.0

Total Quarter Credit Hours Required for Graduation: 96.0

*Online students take POS N041 American National Government

Course descriptions

ACG N021 Introduction to Corporate Accounting..... 4.0 Quarter Credit Hours
 This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite: APA N121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACG N178 Financial Statement Analysis 4.0 Quarter Credit Hours
 The basics of financial statement analysis in directing a firm's operations are covered in this course. Students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

AML N000 Introduction to American Literature 4.0 Quarter Credit Hours
 This course concentrates on the major writers of Modern American literature. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

APA N111 Principles of Accounting I 4.0 Quarter Credit Hours
 Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

APA N121 Principles of Accounting II 4.0 Quarter Credit Hours
 This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA N111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APA N161 Introductory Cost/Managerial Accounting 4.0 Quarter Credit Hours
 This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA N121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

BUL N131 Applied Business Law 4.0 Quarter Credit Hours
 This course is designed to provide students with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CGS N510C Applied Spreadsheets 4.0 Quarter Credit Hours
 This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formatting, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Prerequisite: CGS N167C. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS N167C Computer Applications 4.0 Quarter Credit Hours
 This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

ENC N101 Composition I..... 4.0 Quarter Credit Hours
 This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENC N102 Composition II 4.0 Quarter Credit Hours
 This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC N101. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FIN N103 Introduction to Finance 4.0 Quarter Credit Hours

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This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

LIS N004 Introduction To Internet Research 2.0 Quarter Credit Hours

Provides instruction on the basic use of the Internet and the use of search engines. Students will have hands-on access to the Internet. Prerequisite: None. Lecture Hrs. 010 Lab Hrs. 020 Other Hrs. 000

MAN N030 Introduction to Business Enterprise 4.0 Quarter Credit Hours

This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN N733 Management Today 4.0 Quarter Credit Hours

Examines and reviews classical and contemporary managerial thought in strategy formulation, planning, leadership, and decision-making. Use of case studies emphasizes today's managerial practices. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0

MAN N021 Principles of Management 4.0 Quarter Credit Hours

The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN N031 Let's Talk Business 2.0 Quarter Credit Hours

Designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisites: None. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000

MAN N727 Strategic Planning for Business 4.0 Quarter Credit Hours

Designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies, which integrate and apply what is learned. Prerequisites MAN N030, FIN N103, and APA N121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs.000

MAN N300 Introduction to Human Resources 4.0 Quarter Credit Hours

This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN N604 Introduction to International Management 4.0 Quarter Credit Hours

A comparative study of international management thoughts and practices with special attention to the transferability of these practices across borderlines. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

MAR N011 Introduction to Marketing 4.0 Quarter Credit Hours

The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR N141 Introduction to International Marketing..... 4.0 Quarter Credit Hours

Examines the basic principles of marketing in an international environment. Major areas of the cultural, political and economic environments affecting multinational marketing management are reviewed for analysis of international marketing problems. Prerequisite: MAR N011. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

MAR N323 Advertising..... 4.0 Quarter Credit Hours

A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0

MAR N305 Customer Relations and Servicing 4.0 Quarter Credit Hours

Explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR N721 Marketing on the Internet..... 4.0 Quarter Credit Hours

A study of the use of the Internet as a marketing and advertising medium. A study of the types of businesses and services utilizing the medium, as well as the advantages and disadvantages of doing business on the Internet. Prerequisite: MAR N011. Lecture Hrs: 30. Lab. Hrs: 20. Other Hrs: 0.

MAT N033 College Algebra..... 4.0 Quarter Credit Hours

This course addresses the algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

MTB N033 Business Math 4.0 Quarter Credit Hours

This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transaction, equations, percents, discounting process (trade and cash), markups and

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- markdowns, simple and compound interest, and payroll functions. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- OST N141L Keyboarding** 2.0 Quarter Credit Hours
 Designed to familiarize the student with basic keyboarding and develop minimum typing skills. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- OST N335 Business Communications** 4.0 Quarter Credit Hours
 Practical written communications skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC N102. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- OST N725 Applied Word Processing** 4.0 Quarter Credit Hours
 This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Prerequisite: CGS N167C. Lecture Hrs: 030 Lab Hrs: 020 Other Hrs: 000
- POS N041 American National Government** 4.0 Quarter Credit Hours
 A study of the Constitutional structure and dynamics of the American Federal system; included is an examination of the current structure, organization, powers, and procedures of the American national government. Prerequisite: None. Lecture Hrs. 040 Lab. Hrs. 000 Other Hrs. 000
- SLS N105 Strategies for Success** 4.0 Quarter Credit Hours
 This course is designed to equip students for transitions in their education and life. The course includes introduction to the University and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- SLS N321 Career Skills** 2.0 Quarter Credit Hours
 A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisite: None. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- SLS N505 Critical Thinking** 2.0 Quarter Credit Hours
 This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Prerequisite: None. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- PSY N012 General Psychology** 4.0 Quarter Credit Hours
 This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- SBM N000 Small Business Management** 4.0 Quarter Credit Hours
 This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 0
- EVS N001 Environmental Science**..... 4.0 Quarter Credit Hours
 This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs.000
- SPC N016 Oral Communications** 4.0 Quarter Credit Hours
 This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000