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NATIONAL SCHOOL OF TECHNOLOGY, INC.

January 1993

Career Catalog
1993-94

INSTITUTIONAL PHILOSOPHY

The purpose of the school is to provide quality education to students seeking careers in medical and computer related fields.

In an effort to fill the critical 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 equipment, curricula and facilities, recognizing our obligation to the students and the professions they serve. National School of Technology continues to provide quality training for health paraprofessionals and computer personnel.

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.

In 1982 the school changed its name to National School of Technology, Inc. and moved to the present North Miami Beach location, which was built for the school.

In January, 1985 classes began at a campus in Hialeah, Florida which was designated as an additional classroom facility. In June, 1989 the Hialeah Campus was awarded branch status.

FACILITIES

National School of Technology 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 EKG machines, microscopes, examining tables, blood cell counters, ultrasonography and echocardiography equipment as well as other types of cardiovascular diagnostic equipment.

The microcomputer labs are equipped with IBM compatible computers to allow students to receive hands-on training.

A student lounge, equipped with vending machines for food, drinks and snacks, as well as a microwave, is available. Both campuses have handicapped facilities.

ACCREDITATION

National School of Technology, Inc is institutionally accredited by the Career College Association formerly the National Association of Trade and Technical Schools (NATTS).

The Medical Assistant Program is accredited by the Accrediting Bureau of Health Education School (ABHES).



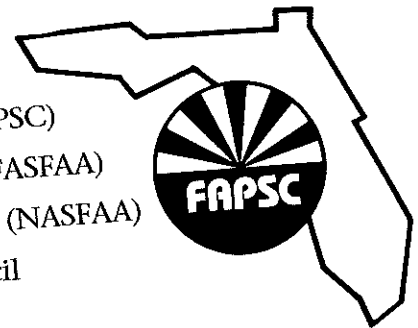
LICENSURE

The school is licensed by the Florida Board of Independent Postsecondary Vocational, Technical, Trade and Business Schools, Tallahassee, FL 32399 (904) 488-9504. The North Miami Beach campus holds License #599 and the Hialeah campus holds License #747.

National School of Technology is a member of the Florida Association of Postsecondary Schools and Colleges (FAPSC).

MEMBERSHIPS

- Florida Association of Postsecondary Schools and Colleges (FAPSC)
- Florida Association of Students Financial Aid Administrators (FASFAA)
- National Association of Students Financial Aid Administrators (NASFAA)
- U.S. Department of Education Region IV Coordinating Council
- The Better Business Bureau (BBB)



STATEMENT OF OWNERSHIP

National School of Technology, Inc. is owned and controlled by Martin Knobel, C.E.O., Rickie Knobel, Treasurer, Mark Knobel, President and David Knobel, Vice President.

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NATIONAL SCHOOL OF TECHNOLOGY, INC.

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

For over 15 years, National School of Technology has been providing quality education to students seeking careers in the medical and computer fields. 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,

NATIONAL SCHOOL OF TECHNOLOGY

Martin Knobel

Martin Knobel
Chief Executive Officer

CORPORATE OFFICE: 1590 N.E. 162nd Street • Suite 300 • North Miami Beach, FL 33162 • (305) 945-2929 • Fax (305) 948-8688

MEDICAL DIVISION

MEDICAL ASSISTANT

Diploma – 900 Clock Hours

MEDICAL ASSISTANT TECHNICIAN

*Associate of Specialized Technology –
1200 Clock Hours*

PROGRAM OBJECTIVE:

This contemporary training program is designed to teach students the skills necessary for employment in the modern medical facility. A qualified medical assistant is capable of performing a wide range of duties, with a variety of technical detail; thus helping the physician in many administrative and clinical situations. Training in medical ethics and professional etiquette, as well as basic office procedures are taught as required elements of the course.

CAREER OPPORTUNITIES:

Medical Assistants enjoy secure, prestigious positions. They work with one or more physicians in private practices, clinics, hospitals, laboratories and other health facilities. Medical Assistant Technicians may be qualified for enhanced employment opportunities with the addition of computer operations and basic X-Ray machine training to their core curriculum.

MEDICAL ASSISTANT - PROGRAM OUTLINE

Block 1

MA 110	Human Bio-organization	15
MA 112	Body Structure, Movement and Function	75
MA 114	Specialized Sense Organs	10
MA 120	The Cardiovascular System- Electrocardiography	60
MA 122	The Respiratory System	15
MA 124	The Nervous System	15
MA 126	CPR Certification - Emergency Cardiac Care	10

Block 2

MA 130	Psychology of Patient Care- Legal & Ethical Issues	25
MA 132	Medical Office Management Procedures	75
MA 160	Infection Control and Sterilization	10
MA 162	Clinical Assisting Skills	50
MA 164	Pharmacology and Drug Therapy	30
MA 166	Nutrition and Diet Therapy	10

Block 3

MA 170	Organization of the Clinical Laboratory	15
MA 172	Phlebotomy Techniques	35
MA 174	Hematology	50
MA 180	Clinical Chemistry	25
MA 182	Basic Urinalysis	35
MA 184	Serology Testing	20
MA 186	Microbiology	20

Block 4 (For A.S.T. Credential Only)

MA 140	Computer Fundamentals	30
MA 142	Medical Office Management Software	10

MA 144	Computer Applications for Office Practice	60
MA 150	Keyboarding Skills/Data Entry	35
MA 152	Rules for Transcription and Terminology	20
MA 154	Transcribing Basic Medical Reports	15
MA 156	Medical Transcription Lab	30

Block 5 (For A.S.T. Credential Only)

MA 190	Fundamentals of Radiology, Terminology, and Mathematics	35
MA 192	Radiation Physics & Electronics	20
MA 194	Radiographic Technique and Production	35
MA 196	Basic X-Ray Machine Operator Certification Exam Review	10

Internship

MA 208	Career Development/Internship or Project	300
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TOTAL CLOCK HOURS - Diploma **900**
9 months day / 12 months evening

**TOTAL CLOCK HOURS - Associate
of Specialized Technology** **1200**
12 months day / 15 months evening

CARDIOLOGY DIVISION

CARDIOGRAPHIC TECHNICIAN (LEVEL I)

Diploma
900 Clock Hours

PROGRAM OBJECTIVE:

This program will enable the student to perform diagnostic examinations, such as ECG, through the acquisition of necessary medical knowledge and techniques in diagnostic cardiology.

CAREER OPPORTUNITIES:

Cardiographic Technicians are employed in hospitals, cardiologists' offices, cardiology mobile units and many other health facilities.

CARDIOVASCULAR TECHNICIAN (LEVEL II)

Diploma
900 Clock Hours

PROGRAM OBJECTIVE:

This program will enable the student to perform diagnostic examinations, through the acquisition of necessary medical knowledge and techniques in the field of Cardiology.

CAREER OPPORTUNITIES:

Cardiovascular Technicians are employed in hospitals, cardiologists' offices, cardiology mobile units and many other health facilities.

CARDIOGRAPHIC TECHNICIAN - PROGRAM OUTLINE

Block 1

CT 1110	Cellular Basis of Anatomy and Physiology	30	CT 1214	Normal ECG and Normal Variants	30
CT 1112	Musculoskeletal System	15	CT 1216	Vectorial Analysis	15
CT 1114	Nervous System	15	CT 1218	Hypertrophies and Interventricular Conduction Disturbances	15
CT 1116	Respiratory System	15	CT 1220	Ischemia, Injury, and Infarction	15
CT 1118	Gastrointestinal System	45	CT 1222	Cardiac Pathology	60
CT 1120	Genitourinary System	30	CT 1224	Arrhythmia Recognition and Management	30
CT 1122	Endocrine System	15	CT 1226	Pacemaker Rhythms	15
CT 1124	Reproductive System	15	CT 1228	Cardiovascular Pharmacology	30
CT 1126	Cardiac Anatomy and Physiology	45	CT 1230	Basic Medical Skills II Internship	30
CT 1128	Vascular Anatomy and Physiology	45			
CT 1130	Cardiopulmonary Resuscitation	15			
CT 1132	Basic Medical Skills I	45			

Block 2

CT 1210	Computational Science	15
CT 1212	Medical Physics	15

Internship

CT 1250	Internship or Project	300
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TOTAL CLOCK HOURS 900

9 months day/ 12 months evening

CARDIOVASCULAR TECHNICIAN - PROGRAM OUTLINE

Block 1

CV 1310	Graded Exercise Testing	15	CV 1418	M-mode Lab	15
CV 1312	Ambulatory Monitoring	15	CV 1420	Introduction to Conventional Doppler Exam	15
CV 1314	Stress & Holter Lab	15	CV 1422	Conventional Doppler Lab	45
CV 1316	Intro to Physics of Ultrasound	75	CV 1424	Introduction to Color Flow Mapping and Principles	15
CV 1318	Introduction to Vascular Diseases	30	CV 1426	Color Flow Lab	15
CV 1320	Introduction to Vascular Studies	45	CV 1428	Intro to Cardiac Pathology II	45
CV 1322	Non-invasive Vascular Lab I	45	CV 1430	Non-Invasive Lab II Internship	60
CV 1324	Introduction to Cardiac Pathology I	60			

Block 2

CV 1410	Introduction to Cross-sectional Echo Anatomy	15
CV 1412	Introduction to Normal 2-Dimensional Examination	15
CV 1414	Two-Dimensional Lab	45
CV 1416	Introduction to Normal M-mode	15

Internship

CV 1450	Internship or Project	300
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TOTAL CLOCK HOURS 900

9 months day/ 12 months evening

CARDIOLOGY & VASCULAR IMAGING DIVISION

DIAGNOSTIC CARDIAC SONOGRAPHER (LEVEL III)

Diploma
900 Clock Hours

PROGRAM OBJECTIVE:

This program will enable the student to perform diagnostic examinations through the acquisition of necessary medical knowledge and techniques in diagnostic cardiac sonography.

CAREER OPPORTUNITIES:

Diagnostic Cardiac Sonographers are employed in hospitals, cardiologists' offices, cardiology mobile units and many other health facilities.

DIAGNOSTIC VASCULAR TECHNOLOGIST (LEVEL III)

Diploma
900 Clock Hours

PROGRAM OBJECTIVE:

This program will enable the student to perform diagnostic examinations, through the acquisition of necessary medical knowledge and techniques in diagnostic vascular technology.

CAREER OPPORTUNITIES:

Diagnostic Vascular Technologists are employed in hospitals, cardiologists' offices, cardiology mobile units and many other health facilities.

DIAGNOSTIC CARDIAC SONOGRAPHER - PROGRAM OUTLINE

	DC	
CS 5120	Sonography Clinicals	810
CS 5150	Special Projects and Seminars	90
TOTAL CLOCK HOURS		900
9 months day/ 12 months evening		

DIAGNOSTIC VASCULAR TECHNOLOGIST - PROGRAM OUTLINE

	DV	
VT 5120	Vascular Clinicals	810
VT 5150	Special Projects and Seminars	90
TOTAL CLOCK HOURS		900
9 months day/ 12 months evening		

ULTRASOUND DIVISION

ULTRASOUND TECHNICIAN

Diploma
900 Clock Hours

PROGRAM OBJECTIVE:

This program will enable the student to perform diagnostic examinations of the abdomen through the acquisition of necessary medical knowledge and techniques in ultrasound.

CAREER OPPORTUNITIES:

Because of their extensive training, sonographers are capable of working in a variety of clinical environments including a physician's private practice, diagnostic centers, and when considered registry eligible, hospitals.

ULTRASOUND TECHNOLOGIST

Diploma
900 Clock Hours

PROGRAM OBJECTIVE:

This program will enable the student to perform OB/GYN diagnostic examinations through the acquisition of necessary medical knowledge and techniques in ultrasound.

CAREER OPPORTUNITIES:

Because of their extensive training, sonographers are capable of working in a variety of clinical environments including a physician's private practice, diagnostic centers, and when considered registry eligible, hospitals.

DIAGNOSTIC MEDICAL SONOGRAPHER

Diploma
900 Clock Hours

PROGRAM OBJECTIVE:

This program will enable the student to perform diagnostic examinations of the abdomen as well as OB/GYN diagnostic examinations through the acquisition of necessary medical knowledge and techniques in ultrasound.

CAREER OPPORTUNITIES:

Because of their extensive training, sonographers are capable of working in a variety of clinical environments including a physician's private practice, diagnostic centers, when considered registry eligible, hospitals.

ULTRASOUND TECHNICIAN - PROGRAM OUTLINE

US 3110	Physics of Ultrasound, Instrumentation and Scanning	90	US 3122	Mammary Gland	30
US 3112	Cross Sectional and Sagittal Anatomy	60	US 3124	Scrotum and Prostate Gland	45
US 3114	Liver, Gall Bladder, Pancreas, Biliary System, Spleen	120	US 3130	Clinical Practicum or Project	300
US 3116	Renal System and Adrenal Gland/ Retroperitoneum	105	TOTAL CLOCK HOURS		900
US 3118	Vascular System	105	9 months day / 12 months evening		
US 3120	Thyroid and Parathyroid Glands	45			

ULTRASOUND TECHNOLOGIST - PROGRAM OUTLINE

US 4110	Overview of Obstetrics Ultrasound Measurements, Biophysical Profile, Multiple Fetuses	105	US 4120	Pelvic Inflammatory Diseases	45
US 4112	First Trimester, Fetal Anatomy and Common Defects	135	US 4122	Congenital Anomalities of the Female Genital Tract/Benign Disease of the Vagina	40
US 4114	Incompetent Cervix, Placenta, Doppler Assessment of Pregnancy, Instrumentation in Obstetrics	70	US 4124	Malignant Diseases of the Uterus and Cervix/Benign Masses, Malignant Masses of the Ovaries, Fallopian Tubes and Broad Ligaments	100
US 4116	Fetal Development and Cardiovascular Malformations	75	US 4130	Clinical Practicum or Project	300
US 4118	Anatomy of the Female Pelvic, Scanning Techniques	30	TOTAL CLOCK HOURS		900
			9 months day / 12 months evening		

DIAGNOSTIC MEDICAL SONOGRAPHER - PROGRAM OUTLINE

US 5120	Special projects and Seminars in Sonography	90	TOTAL CLOCK HOURS		900
US 5130	Clinical Practicum	810	9 months day / 12 months evening		

BUSINESS DIVISION

MICROCOMPUTER SPECIALIST

Associate of Specialized Technology - 1200 Clock Hours

PROGRAM OBJECTIVE:

The objective of this program is to train the student in all aspects of microcomputer use so that he/she may obtain employment in business.

Hands-on techniques covered include operating a computer, loading and running a program, using data entry and word processing capabilities, manipulating data, handling electronic files, printing, calculating, using computer language and software.

CAREER OPPORTUNITIES:

In order to keep pace with today's technology, knowledge of microcomputers is vital. Microcomputer operators are employed by banks, hospitals, retailing firms, schools, medical offices, marketing firms and a variety of other businesses

MICROCOMPUTER SPECIALIST - PROGRAM OUTLINE

Block 1

MS 110	Keyboarding I	30
MS 112	MS/DOS	40
MS 114	Computer Fundamentals	30
MS 120	Lotus 123	70
MS 122	Personal Finance	30

Block 2

MS 130	WordPerfect	70
MS 132	Business Writing	40
MS 140	Business English	40
MS 142	Keyboarding II	40
MS 144	Printshop Graphics	10

Block 3

MS 150	dBase III Plus	70
MS 152	Office Procedure	30
MS 160	Publishing	45
MS 162	Bookkeeping	55

Block 4

MS 170	Advanced WordPerfect	60
MS 172	Computer Communications	40
MS 180	Computerized Business Functions	50
MS 182	Bookkeeping II	50

Block 5

MS 190	dBase Programming	75
MS 192	Career Development	25
MS 200	Advanced Lotus 123	60
MS 202	Novell Networking	40

Internship

MS 208	Career Development/ Internship or Project	200
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**TOTAL CLOCK HOURS - Associate
of Specialized Technology** 1200

12 months day / 15 months evening

GENERAL INFORMATION

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.

EQUAL OPPORTUNITY STATEMENT

National School does not discriminate in the admission or recruitment of its students. The financial aid program is administered free from discrimination as specified by federal law.

National School is an equal opportunity employer.

HOURS OF OPERATION

The school is open from 8:00 a.m. to 11:00 p.m., Monday thru Thursday; and from 8:00 a.m. to 5:00 p.m. on Friday.

RULES AND REGULATIONS

Students must attend all classes regularly and arrive punctually. In the event of illness or inability to attend, the student must notify the school in writing, presenting a valid and verifiable excuse. Students must be back in class punctually after all breaks and lunch periods. Students may be suspended when absences and tardiness constitute more than 20 percent of total class hours. Upon readmission to class, the student must make up lost instruction time to the satisfaction of the instructor. Habitual tardiness shall be cause for termination of the student.

The student lounge is open for use during specified lunch and break periods. This is the only area in which students may have food or beverages. Students who wish to smoke may do so only in designated areas.

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.

Firearms, drugs, alcoholic beverages and weapons are strictly prohibited.

Students will not play games of chance, use offensive language, make unnecessary noise or engage in behavior unbecoming a professional.

Children are not allowed in classrooms.

Students will be responsible and pay for all property destroyed or damaged. Vandalism will result in immediate expulsion and contract termination without recourse or appeal.

Students must conduct themselves in class with proper decorum, respect and attention to the instructors. They will behave with courtesy and regard for other persons and school property.

Students are expected to attend class in professional attire. All students enrolled in medical programs are required to wear white uniforms, including white shoes. Students training as health paraprofessionals are expected to maintain a high standard of personal cleanliness and grooming. All clothing must be clean and neat. Male students must be clean shaven and maintain beards and mustaches neatly trimmed.

Students are expected to dress in clothing that they would wear to their jobs. Shorts are not permitted in the classrooms.

All students must keep work areas clean. Class will be dismissed only after the room has been inspected.

Failure to cooperate with school rules and regulations will be considered reason for student suspension or expulsion. Students may appeal expulsion in writing within 72 hours to the director of the campus. In the absence of an appeal, the student shall be considered terminated.

DISCLOSURE STATEMENT

Courses are not necessarily taught in the same order they appear on the curriculum outline. The school reserves the right to change the curriculum outline, start dates, tuition, or to cancel programs. Currently enrolled students will not be affected by tuition increases. All program cancellations shall be in accordance with the Department of Education and State of Florida rules and regulations.

SCHOOL HOLIDAYS

New Year's Day - Martin Luther King Day - Washington's Birthday - Good Friday - Memorial Day - Independence Day - Labor Day - Thanksgiving Weekend - Christmas Vacation.

There are two one week recesses; normally the first week in July and the week of Christmas thru New Year's. Exact vacation dates are announced and additional holidays may be declared by the Director, when warranted.

STUDENT SERVICES

JOB PLACEMENT ASSISTANCE

Our Career Development Department helps graduates find employment in the fields for which they have been trained. Employment advisement, including resume preparation and interviewing tips, is available.

By assisting students with part-time employment, internships and job placement services for graduates, the Career Development Department makes every effort to secure positions for graduates. National School is not permitted by law, to guarantee employment.

COUNSELING

Students may be referred to counseling opportunities in the community by faculty or staff of the school.

CPR/FIRST AID CLASSES

Cardiopulmonary-Resuscitation (CPR) and first aid classes are held 3 to 4 times a year at the school. CPR certification received upon completion.

GRADUATION

Upon successful completion of all prescribed subjects of instruction with a cumulative grade average of 77 percent 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 diploma.

Graduates of the Medical Assistant A.S.T. and Microcomputer Specialist programs earn an Associate of Specialized Technology credential.

Students may participate in the graduation ceremony and will be eligible for placement assistance, providing that all graduation requirements have been met.

INSURANCE

Each medical student is covered by \$1 million of professional liability insurance at no extra charge, while on approved internships, practicums and during classroom training exercises.

LIBRARY

A library of professional books is available for student use.

PHOTO IDENTIFICATION BADGES

For security purposes, all students are required to wear a photo identification. This badge is issued by the school and is free of charge. Lost badges must be replaced and cost \$5.00.

PROFESSIONAL ORGANIZATIONS

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

Certified Medical Assistant by the American Association of Medical Assistants (CMA/AAMA)

CRT-Basic Certified Radiologic Technologist-Basic, license necessary to take X-rays in the doctor's office, issued by the State of Florida.

Data Processors Management Association for Computer Programmers, sponsors certification after three years experience (DPMA)

Greater Miami Society of Echocardiography

National Association of Pulmonary Technicians/National Association of Cardiovascular Technologists (NAPT/NACT)

Student Services Continued

Registered Medical Assistant by the American Medical Technologists (RMA/AMT)

Society of Diagnostic Medical Sonographers (SDMS)

COMMUNITY SERVICE AND AWARDS

National School of Technology recognizes the importance of community service. As a part of our technical training, we try to instill a feeling of responsibility towards the community in our students and we encourage them to participate as volunteers in various community projects.

National School participates in health fairs and sponsors blood drives in conjunction with the American Red Cross several times a year.

In recognition of its efforts and accomplishments in service to the community, National School has received several awards and citations. Mayors of Metro-Dade County, the City of Miami, the City of North Miami Beach and the City of Hialeah have all issued proclamations honoring National School for its community service.

REGISTERED MEDICAL ASSISTANT (RMA) EXAM

The school is a site for the Registered Medical Assistant Examination. This exam is given three times a year. Students are notified of examination dates as they are scheduled.

AMERICAN SOCIETY OF PHLEBOTOMY TECHNICIAN (ASPT) EXAM

The school is a site for the American Society of Phlebotomy Technician Examination. This exam is given three times a year. Students are notified of examination dates as they are scheduled.

TUTORING

Tutoring is available by appointment with instructors.

REFRESHER COURSES

Refresher courses are available to graduates at the cost of materials only. Costs generally do not exceed \$150.00.

STUDENT RECORDS

Student records are maintained indefinitely. Students may examine their academic records by scheduling an appointment.

TRANSCRIPTS

Copies of transcripts may be obtained by submitting a written request to the school. A fee of \$5 per copy is charged. Please allow 10 days for processing time.

ACADEMIC INFORMATION

ADMISSIONS PROCEDURES AND REQUIREMENTS

Applicants will be interviewed by admissions representatives, who will discuss the program of study, including the applicant's individual motivation and potential for success in training and subsequent employment.

Each applicant must successfully complete the Thurstone Test of Mental Alertness. At the level required for the particular program (see program admission standards insert to this catalog). This general aptitude test is a part of the admissions interview, and guides the admissions representative in determining the student's ability to meet the requirements of the school's study programs.

Applicants for admissions must have a High School Diploma or G.E.D.

Prospective students complete an application for enrollment which is reviewed by the Director. Applicants will be notified whether they have been accepted within two weeks prior to the start date of the program.

All students are required to submit his/her Social Security number for identification purposes.

All Allied Health students are required to submit a current certificate of good health.

No person shall be excluded from participation in National School of Technology or be subjected to any form of discrimination because of age, race, sex, handicap or national origin.

Students are expected to maintain the standards of the school in academic, professional and personal achievement.

Students may make up missed work by arrangement with the instructor. Students who desire to become applicants for the more advanced educational programs of the school will be required to meet additional admissions requirements.

CREDIT FOR PREVIOUS TRAINING

Credit for previous training may be granted upon receipt of an official transcript from an approved training facility. The amount of credit received will be determined by the Director and any necessary adjustments in the student's program will be made.

ADMISSIONS REPRESENTATIVE

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

CLASS HOURS AND START DATES

Day class hours range from 8:00 a.m. to 1:00 p.m., Monday thru Friday.

Evening class hours range from 6:00 p.m. to 11:00 p.m., Monday thru Thursday.

For start dates see the academic calendar on insert.

An hour of instruction is equal to 50 minutes.

GRADING SYSTEM

A	93 - 100	Outstanding
B	85 - 92	Above Average
C	77 - 84	Satisfactory
D	70 - 76	Below Average
F	Below 70	Unacceptable

Academic Information Continued

CHANGES IN PROGRAMS AND TUITION CHARGES

The school reserves the right to teach subject areas in any order it deems necessary; to add to or delete from certain courses, programs, or areas of study as circumstances may require, and to make faculty changes.

Changes in training curriculum shall not involve additional cost to currently enrolled students unless a new enrollment agreement is executed for an expanded program.

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, a transfer from day to evening or evening to day class. Students making more than one change will be assessed a \$150 processing fee. Any change made during the first two weeks of school will not apply to this policy.

WITHDRAWAL AND TERMINATION

The students shall have the option to withdraw from the school at any time by giving notice of intent to terminate enrollment to the school office.

Should the student be under 18 years of age, notification must be accompanied by a letter from the parent or guardian consenting to the withdrawal.

The school reserves the right to discontinue the enrollment of any student whose academic performance, attendance, or conduct is, for any reason, unsatisfactory. Any student who is absent for a period of one week, without notification to the school and good cause, may be subject to termination at the Director's discretion.

Any student found guilty of academic dishonesty will receive an immediate "zero" for that subject and will be expelled. Academic dishonesty includes, but is not limited to, cheating, copying plagiarism or failure to report the same.

In the case of a student's prolonged illness, accident, death in the family, or other circumstances that make it impractical to

complete the course, the student may withdraw without damage to status and the school shall make a settlement which is reasonable and fair to both. One leave of absence may be granted to the student at the Director's discretion.

A Financial Aid Exit Interview is required.

INTERNSHIP OR PROJECT

An internship is required as part of all programs of study. Internship is "on-the-job" training, under the supervision of a skilled professional. Internship sites are arranged by the Education Department. Completion of a project may be required instead of an internship. This is a requirement for graduation.

All internships and practicums are graded by the Education Department and are a part of the student's final average. Each student is expected to demonstrate the ability to correctly perform all required competencies in the workplace in order to graduate and receive a diploma.

STATEMENT OF APPLICATION TO ADVANCED/UPPER DIVISION PROGRAMS

Students desiring admission to advanced or upper division programs must submit an application to the Admissions Screening Committee. The Admissions Screening Committee is comprised of a faculty member, the Campus Director, the Program Coordinator and/or Program Director/Clinical Coordinator of the program to which the student is making application, and an Admissions Representative. In order for the application to be favorably considered, the student must be recommended by the faculty and Program Coordinator and/or Director. These recommendations are based upon consideration of student performance in meeting the established criteria. This criteria is available to all students through their Program Coordinator.

FINANCIAL INFORMATION

FINANCIAL AID PROGRAMS

To make training affordable, National School offers a number of financial aid programs. Eligible students may apply for federal grants and loans including: Pell Grants, Supplemental Educational Opportunity Grants (SEOG), Stafford Loans (GSL), Perkins Loans (formerly NDSL) and Supplemental Loans for Students (SLS). Parent Loans for Undergraduate Students (PLUS) may be available to parents of dependent students. Federal and State regulations determine who is an eligible student and the amount of financial aid for which they may be eligible.

STUDENT FINANCIAL SERVICES HOURS OF OPERATION

Students may apply for financial assistance in the Student Financial Services Offices.

Office hours are as follows:

Monday thru Thursday 9:00 a.m. to 8:00 p.m.
Friday 9:00 a.m. to 5:00 p.m.

TUITION AND FEES

Tuition and fees vary according to the length of the program. For a listing of specific tuition costs refer to insert. Tuition and fees are the responsibility of each student, and arrangements for payment must be made before the first day of class.

TEXTBOOKS, UNIFORMS AND SUPPLIES

All textbooks and handout materials are included in the tuition fees. Each medical student is issued a stethoscope. Supplies, diskettes, coding forms, uniforms, hose and shoes are not included, and cost between \$25.00 to \$50.00.

VETERANS ADMINISTRATION

The Veterans Administration provides educational benefits under the Montgomery GI Bill Active Duty Educational Assistance Program. The program provides education

and training opportunities to eligible students.

Veterans who are planning to attend National School, should contact the Office of VA prior to the date of entry in order to be counselled and to expedite the processing of paperwork required to obtain educational allowances from the Veteran's Administration. Some National School of Technology programs may not qualify for veterans benefits due to recent updates of curriculum.

SATISFACTORY PROGRESS STATEMENT

Satisfactory progress is necessary in order to maintain eligibility for Title IV financial assistance programs, as well as to remain in school.

Satisfactory progress is defined by the following criteria:

- (1) A grade average of 77 percent
- (2) An attendance average of 80 percent per block
- (3) Satisfactory performance of all required competencies
- (4) Meeting the specified conditions for incomplete, withdrawals, repetitions and remedial work

If a student falls below the criteria listed above, consultation with a school official will be scheduled. The student will also receive written notice, placing the student on probationary status for one block of instruction, during which Title IV funds may be disbursed. At the end of the probationary period, if the student has not satisfied the specified requirements, financial assistance checks will be withheld. The student will be provided the opportunity to repeat failed courses prior to termination from the program. Students meeting the specified requirement at the end of the probationary period will be removed from probationary status.

**MA 126 CPR CERTIFICATION - EMERGENCY
CARDIAC CARE 10 HOURS**

A study of emergency management for the sudden death victim and first aid for choking. Certification requirements are determined by the American Heart Association and include procedures for adults, children, and infants.

**MA 130 PSYCHOLOGY OF PATIENT CARE
LEGAL & ETHICAL ISSUES 25 HOURS**

A study of personality formation, the stress of illness, patient fear, and public relations in the medical office, including standards of conduct and medical practice acts. Code of Ethics of the Registered Medical Assistant.

**MA 132 MEDICAL OFFICE MANAGEMENT
PROCEDURES 75 HOURS**

The study of Front Office duties including types of medical practices and specialties, telephone techniques, appointment scheduling, pegboard accounting, maintaining medical records, filing systems, medical reports, correspondence, and processing health insurance claims.

**MA 140 COMPUTER FUNDAMENTALS
30 HOURS**

An overview of the history and concepts of computers. Central processing unit, input-output devices, floppy disks, hard disks, disks operating systems, and elements of data processing.

**MA 142 MEDICAL OFFICE MANAGEMENT
SOFTWARE 10 HOURS**

An introduction to the operation of multi-faceted programs designed to create and maintain an electronic office environment for medical office practices.

**MA 144 COMPUTER APPLICATIONS FOR
OFFICE PRACTICE 60 HOURS**

A series of projects designed to train the student to use medical software to create patient files, schedule appointments, generate ledgers and billing statements, collection notices, insurance claim forms, and practice analysis reports.

**MA 150 KEYBOARDING SKILLS/DATA
ENTRY 35 HOURS**

Additional training to upgrade keyboard skills; understanding the role of data entry within a medical practice; speed and accuracy exercises with periodic evaluations to develop acceptable employment standards.

**MA 152 RULES FOR TRANSCRIPTION AND
TERMINOLOGY 20 HOURS**

A review of capitalization, use of numbers, punctuation, abbreviations and symbols used in typical medical reports. Prefixes, combining forms, and suffixes which make up the structure of medical language.

**MA 154 TRANSCRIBING BASIC MEDICAL
REPORTS 15 HOURS**

An examination of the seven basic reports processed by transcription, including the History and Physical, Radiology Report, Operative Report, Pathology Report, Request for Consultation, Discharge Summary, and the Autopsy Report.

**MA 156 MEDICAL TRANSCRIPTION LAB
30 HOURS**

A series of projects designed to develop experience in processing and transcribing medical reports from progress notes, medical records, and dictation.

**MA 160 INFECTION CONTROL AND
STERILIZATION 10 HOURS**

A study of the classifications of microorganisms (bacteria, viruses, fungi, rickettsiae). An introduction to principles, techniques, and equipment used for sterilization in a medical office. Categories of isolation and universal precautions related to HIV (AIDS) transmission. are presented.

MA 162 CLINICAL ASSISTING SKILLS 50 HOURS

Practical discussions and the performance of patient care procedures including vital signs and physical measurements, medical instruments, examination trays, patient preparation, positioning and draping, and the complete physical examination sequence.

**MA 164 PHARMACOLOGY AND DRUG
THERAPY 30 HOURS**

The study and practice of injections, care of syringes and needles, the study of drugs and solutions, toxic effects of drug abuse, legal regulations and standard inventory, dosage, prescriptions, emergency drugs.

**MA 166 NUTRITION AND DIET
THERAPY 10 HOURS**

A study of food groups, complete and simple nutrients, special diet programs and modifications used in the treatment of common disorders.

**MA 170 ORGANIZATION OF THE CLINICAL
LABORATORY 15 HOURS**

An introduction into the various departments of the medical reference laboratory, safety guidelines, use of the microscope, quality assurance, and an

identification of various pieces of standard equipment, glassware and supplies.

MA 172 PHLEBOTOMY TECHNIQUES 35 HOURS

Skin puncture procedures and venipuncture using the syringe and evacuated tube system. Capillary tubes, microtainers, and color-coded collection tubes

MA 174 HEMATOLOGY 50 HOURS

The study of blood composition and the formation and development of blood cells. Methods and practice in the complete blood count (CBC), differential, sedimentation rate, blood typing, and coagulation studies.

MA 180 CLINICAL CHEMISTRY 25 HOURS

Routine blood tests (serum cholesterol, glucose, uric acid) findings and interpretation, normal values.

MA 182 BASIC URINALYSIS 35 HOURS

Reviews the anatomy and physiology of the urinary system in detail; collection of specimens, physical, chemical, and microscopic examinations; confirmatory tests, urine culture, normal values and interpretation of findings.

MA 184 SEROLOGY TESTING 20 HOURS

Principles of antigen-antibody reactions, blood group specimen collection using sterile techniques; culture plating, sensitivity testing, and Group A Strep screening using "kit methods" with quality assurance controls.

MA 186 MICROBIOLOGY 20 HOURS

Microorganism identification, classification of bacteria specimen collection using sterile technique; culture plating, sensitivity testing, and Group A Strep screening using "kit methods" with quality assurance controls.

MA 190 FUNDAMENTALS OF RADIOLOGY, TERMINOLOGY & MATHEMATICS 35 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.

MA 192 RADIATION PHYSICS AND ELECTRONICS 20 HOURS

A study of exposure factors, the circuitry of x-ray machines, and related accessories used to maintain patient and operator safety and to improve the quality of the radiograph.

MA 194 RADIOGRAPHIC TECHNIQUE AND PRODUCTION 35 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.

MA 196 BASIC X-RAY MACHINE OPERATOR CERTIFICATION EXAMINATION REVIEW 10 HOURS

A comprehensive outline of testing procedures, technical information, and a critique of the student's skills related to correct patient preparation, and trouble-shooting during radiographic procedures.

MA 208 CAREER DEVELOPMENT/ INTERNSHIP OR PROJECT 300 HOURS

Student is placed in a medical facility where there is an opportunity to observe, assist, learn and perform in an on-the-job setting. Internship is mandatory and must be completed satisfactorily before a diploma is issued. The student's supervisor will confirm the student's attendance and will submit evaluations of performance to the school.

MS 110 KEYBOARDING I 30 HOURS

In this course students will be taught by touch, the location of all of the alphabetic keys on the keyboard, proper posture and reaching techniques, and will practice rhythm for more accurate and faster keyboarding.

MS 112 MS/DOS 40 HOURS

In this lab/lecture course students will learn the basics of the Disk Operating System for IBM compatible computers. File and disk management will be the focus of this course.

MS 114 COMPUTER FUNDAMENTALS 30 HOURS

This course introduces students to computers and data processing. It provides an explanation of the history of computers, defines what a computer is, how it works, defines hardware and software, and how computers are utilized in today's business office.

MS 120 LOTUS 123 70 HOURS

In this lab/lecture course students will learn to create and manage spreadsheets on the microcomputer. The course will use Lotus 123, an integrated software package. Students will also learn to create graphs and basic database management.

MS 122 PERSONAL FINANCE 30 HOURS

A practically oriented math course that teaches the types of useful computation skills that are needed by

everyone in daily life. Personal budgeting, checkbook balancing, credit applications, and taxes are some of the topics that will be covered.

MS 130 WORDPERFECT 70 HOURS

This lab/lecture class will teach the fundamentals of word processing. All essential formatting commands that will enable a student to use WordPerfect in a business office will be taught.

MS 132 BUSINESS WRITING 40 HOURS

In this communications course we will concentrate on the practice of clear, grammatical and persuasive writing. We shall also learn the various letter and memo format styles that are used by business today.

MS 140 BUSINESS ENGLISH 40 HOURS

The introductory "communications" class will cover basic sentence and paragraph construction and spelling practice. Students will review the elementary rules of grammar as they practice writing cohesive, persuasive and grammatically correct prose.

MS 142 KEYBOARDING II 40 HOURS

This keyboarding course continues the development of basic typing skills with emphasis on building accuracy and speed. Students must type 35 gross words per minute to pass this class.

MS 144 PRINTSHOP GRAPHICS 10 HOURS

This lab course will introduce students to graphics. Students will create posters, banners, greeting cards, and calendars.

MS 150 DBASE III PLUS 70 HOURS

This lab/lecture course will teach students to develop a variety of data base applications and successfully manage them. The most commonly used dBase III Plus commands will be covered. Students will be able to manipulate, retrieve and report on information.

MS 152 OFFICE PROCEDURES 30 HOURS

This course will introduce students to standard filing and data entry practices used in business today. Students will use a variety of practice sets and source documents as they develop an understanding of data entry and filing procedures.

MS 160 PUBLISHING 45 HOURS

This formal desktop publishing lab/lecture course will allow students to cover some of the advanced desktop publishing features. Business documents will be designed, edited, and printed.

MS 162 BOOKKEEPING 55 HOURS

In this lab/lecture course students will learn how to

maintain simple bookkeeping records for a small service business. By the end of the course, students will know how to set up and maintain journals, ledgers and create the necessary financial statements.

MS 170 ADVANCED WORDPERFECT 60 HOURS

In this advanced lab/lecture class, students will learn some of the more complicated word processing commands that will permit them to become a "power user". Macros, Sorting, Style Sheets, and Graphics will be some of the topics covered.

MS 172 COMPUTER COMMUNICATIONS 40 HOURS

This lab/lecture course will include an introduction to Data Communications, Communications Hardware, Communications Software, and MODEMS.

MS 180 COMPUTERIZED BUSINESS FUNCTIONS 50 HOURS

In this lab/lecture course, the theory learned in the previous bookkeeping class will be applied to an accounting software package used in contemporary businesses.

MS 182 BOOKKEEPING II 50 HOURS

A continuation of MS 162 with primary emphasis on maintaining journals, ledgers and creating the necessary financial statements.

MS 190 DBASE PROGRAMMING 75 HOURS

This lab/lecture course will introduce students to programming logic using dBase III Plus. Students will design and write various application programs.

MS 192 CAREER DEVELOPMENT 25 HOURS

This course will help prepare students to enter into the work force.

MS 200 ADVANCED LOTUS 123 60 HOURS

In this lab/lecture course students will use advanced spreadsheet processing. Students will learn various Lotus functions, macros, and advanced graphing and database techniques.

MS 202 NOVELL NETWORKING 40 HOURS

In this lab/lecture class students will learn the basics of Local Area Networks. Students will design a network from scratch and get practical application maintaining a system using Novell software.

MS 208 CAREER DEVELOPMENT/INTERNSHIP OR PROJECT 200 HOURS

The student will complete a 200 hour internship/specialization project in a specific computer application by working at a computer

facility or by completing an additional project in the computer lab.

**US 3110 PHYSICS OF ULTRASOUND,
INSTRUMENTATION AND SCANNING** **90 HOURS**

Introduction to fundamental concepts of sound wave physics and mathematics; transducer types and focal zones, ultrasonic fields, and imaging, pulse echo principle. Patient preparation, scanning protocols, basic examination, transducer, patient history, pelvic sonographic data of the bladder, uterus, uterine adnexal areas, posterior cul-de-sac area, abnormal pelvic structure, and ascites. Discussion of ultrasound basic image orientation, modes display, clinical trends, the role of the sonographer, and medical ethics; Acoustic physics, and scanning technology and techniques.

**US 3112 CROSS SECTIONAL AND SAGITTAL
ANATOMY** **60 HOURS**

Introduction to anatomic terms, the abdomen in general and regions, quadrants, horizontal and vertical planes of the abdomen, the anterior abdominal wall and the pelvis introduction to scanning techniques and protocols, patient positioning, scanning planes and general scanning protocols for specific organs.

**US 3114 LIVER, GALL BLADDER, PANCREAS,
BILIARY SYSTEM, SPLEEN** **120 HOURS**

Normal anatomy, physiology, mid-abdominal mass, abdominal wall problems, right and left upper quadrant pain and mass, segmental anatomy, function, metabolism, laboratory tests, pathology; masses, cystic, solid, complex, diffuse abnormalities, possible metastasis to liver, congenital abnormalities, jaundice, epigastric pain, pancreatitis, relational anatomy, embryonic development, ultrasound techniques, echographic patterns, pediatric mass, patient preparation and positioning, clinical problems. Normal structure, cytologic function, pathology; tumors, lymphomas, non-Hodgkin's, metastatic, application of diagnostic ultrasound techniques, echographic patterns, clinical problems.

**US 3116 RENAL SYSTEM AND ADRENAL
GLAND/RATROPERITONEUM** **105 HOURS**

Normal anatomy, physiology, laboratory data, embryology, pathology; renal failure, transplant and vascular problems, possible renal mass, small end-stage kidney, cystic disease, unexplained hematocrit drop, adrenal cyst, structural and congenital anomalies, acute and chronic cystitis, hematuria, prostate size, tumors, prostatitis. echographic patters, patient position, equipment, normal texture

and patterns, ultrasound techniques, patterns of disease, clinical problems.

US 3118 VASCULAR SYSTEM **105 HOURS**

Function, anatomical composition and construction: major vessels; 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, 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 3120 THYROID AND PARATHYROID
GLANDS** **45 HOURS**

Gross Anatomy of the thyroid and parathyroid glands with emphasis on evaluation by Ultrasonography.

US 3122 MAMMARY GLAND **30 HOURS**

Gross Anatomy of the mammaries and associated areas, with emphasis on evaluation by Ultrasonography.

US 3124 SCROTUM AND PROSTATE GLAND **45 HOURS**

Gross anatomy of the scrotum with emphasis on evaluation by Ultrasonography.

US 3130 CLINICAL PRACTICUM OR PROJECT **300 HOURS**

**US 4110 OVERVIEW OF OBSTETRICS
ULTRASOUND, MEASUREMENTS,
BIOPHYSICAL PROFILE, MULTIPLE
FETUSES** **105 HOURS**

An overview of the area of obstetrics ultra sound, fetal measurements and biophysical profiles of fetuses and multiple fetuses.

**US 4112 FIRST TRIMESTER, FETAL ANATOMY
AND COMMON DEFECTS** **135 HOURS**

Covers 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.

**US 4114 INCOMPETENT CERVIX, PLACENTA,
DOPPLER ASSESSMENT OF PREGNANCY,
INSTRUMENTATION IN OBSTETRICS** **70 HOURS**

Study of the placenta, the incompetent cervix, instrumentation in obstetrics, and doppler assessment of pregnancy.

**US 4116 FETAL DEVELOPMENT AND
CARDIOVASCULAR MALFORMATIONS
75 HOURS**

Overview of cardiovascular malformations, the fetal musculoskeletal system, and the fetal development process.

**US 4118 ANATOMY OF THE FEMALE PELVIC,
SCANNING TECHNIQUES
30 HOURS**

Study of the female pelvis and basic principles and scanning techniques for gynecological ultrasound.

**US 4120 PELVIC INFLAMMATORY DISEASES
45 HOURS**

Study of pelvic inflammatory diseases with emphasis on sonographic signature.

**US 4122 CONGENITAL ANOMALIES OF THE
FEMALE GENITAL TRACT/BENIGN DISEASE
OF THE VAGINA
40 HOURS**

Study of congenital anomalies of the female genital tract and benign diseases of the vagina.

**US 4124 MALIGNANT DISEASES OF THE
UTERUS AND CERVIX/BENIGN MASSES,
MALIGNANT MASSES OF THE OVARIES,
FALLOPIAN TUBES AND BROAD
LIGAMENTS
100 HOURS**

Study of malignant diseases of the uterus, cervix, benign masses, malignant masses of the ovaries, fallopian tubes and broad ligaments and how the ultrasonographer recognizes them.

**US 4130 CLINICAL PRACTICUM AND
PROJECT
300 HOURS**

**US 5120 SPECIAL PROJECTS AND SEMINARS
IN SONOGRAPHY
90 HOURS**

**US 5130 CLINICAL PRACTICUM
810 HOURS**

**VT 5120 VASCULAR CLINICALS
810 HOURS**

**VT 5150 SPECIAL PROJECTS AND SEMINARS
90 HOURS**

BUSINESS ADMINISTRATION

Diploma Program

Diploma Program

NUMBER	SUBJECT	HOURS
BA 100	Keyboarding	50
BA 110	Business Mathematics	50
BA 210	Computer Concepts (Windows, DOS, WordPerfect)	50
BA 200	Introduction to Business	50
BA 210	English Usage and Composition	50
BA 220	Lotus 123	50
BA 300	Advertising and Marketing	50
BA 310	Principles of Accounting I	50
BA 320	Advanced WordPerfect <i>Windows</i>	50
BA 400	Principles of Management	50
BA 410	Business Communication / English II	50
BA 420	Advanced Lotus 123	50
BA 500	Business Law	50
BA 510	Principles of Accounting II	50
BA 520	Computerized Accounting	50
BA 600	Internship or Project	150
Total Clock Hours		900

12 months day / 12 months evening

North Miami Campus

16150 N.E. 17th Avenue
North Miami Beach, FL 33162

949-9500

Hialeah Campus

4355 W. 16th Avenue
Hialeah, FL 33012

558-9500

NATIONAL SCHOOL OF TECHNOLOGY

MIDWIFERY PROGRAM SCHEDULE

(2 yr. Direct-entry Track for Nurse Applicants)

YEAR 1 - (900 CLOCK HOURS) 20 C.H./WEEK COURSE LOAD

APPLICATION COURSES	HBC	W 08:00am-01:00pm	5 hrs/wk
CLINICAL PRACTICUM I & III:			
*BIRTH CENTER ROTATION	HBC	TU 07:30pm-10:00pm	2.5hrs/wk
**JOURNAL STUDY	Open	Flex Schedule	2.5hrs/wk
***INDEPENDENT CLINICAL ASSIGN.	Open	Flex Schedule	10 hrs/wk

YEAR 2 - (900 CLOCK HOURS) 20 C.H./WEEK COURSE LOAD

APPLICATION COURSES	NMB Campus	TU 01:00pm-06:00pm	5hrs/wk
APPLICATION COURSES	HBC	W 08:00am-01:00pm	5hrs/wk
CLINICAL PRACTICUM II:			
*BIRTH CENTER ROTATION	HBC	TU 07:30pm-10:00pm	2.5hrs/wk
**JOURNAL STUDY	Open	Flex Schedule	2.5hrs/wk
***INDEPENDENT CLINICAL ASSIGN.	Open	Flex Schedule	5hrs/wk

[See NST Career Catalog for Midwifery Course Outline and Course Descriptions]

NOTE: As noted above, Registered or Licensed Practical Nurses may complete the Midwifery program in two years and are exempt from the third year clinical practicum. Clinical practice hours are substituted for the science courses and advanced standing credit is awarded for the Basic Nursing Skills course in the first year curriculum. The second year curriculum is the same as the three year Midwifery program. Advanced standing is granted as credit for previous training and must be verified by means of an official transcript from the nursing program attended.

***Birth Center Rotation:** This rotation includes lectures by guest speakers, audiovisual presentations on related topics, professional midwifery meetings, peer review, journal study reports, as well as an orientation to Birth Center management.

****Journal Study:** A minimum of a one page typed report of an article from an obstetrical or midwifery journal. This report is orally presented to the class by the student during their Hollywood Birth Center Rotation.

*****Independent Clinical Assignments:** Clinical hours may be accomplished by attending "La Leche League" meetings, I.C.A.N. meetings (Cesarean Prevention Movement), childbirth classes conducted by a Certified Childbirth Educator, Midwives Association of Florida (M.A.M.) meetings, observing and/or participating in prenatal, intrapartum and postpartum visits at home births, Birth Center births and Hospital births, Cardiopulmonary Resuscitation Classes, any seminars related to breast feeding, conception, related nutrition, related exercise classes, childbirth, newborns, parenting, well-woman care, birth control and office management. Approval is required from the Clinical Coordinator for approval of any hours not specified above.

NATIONAL SCHOOL OF TECHNOLOGY

MIDWIFERY PROGRAM SCHEDULE

(3 yr. Direct-entry Track)

YEAR 1 - (900 CLOCK HOURS) 20 C.H./WEEK COURSE LOAD

SCIENCE COURSES	NMB Campus	TU 01:00pm-06:00pm	5hrs/wk
APPLICATION COURSES	HBC	W 08:00am-01:00pm	5hrs/wk
CLINICAL PRACTICUM I:			
*BIRTH CENTER ROTATION	HBC	TU 07:30pm-10:00pm	2.5hrs/wk
**JOURNAL STUDY	Open	Flex Schedule	2.5hrs/wk
***INDEPENDENT CLINICAL ASSIGN.	Open	Flex Schedule	5hrs/wk

YEAR 2 - (900 CLOCK HOURS) 20 C.H./WEEK COURSE LOAD

APPLICATION COURSES	NMB Campus	TU 01:00pm-06:00pm	5hrs/wk
APPLICATION COURSES	HBC	W 08:00am-01:00pm	5hrs/wk
CLINICAL PRACTICUM II:			
*BIRTH CENTER ROTATION	HBC	TU 07:30pm-10:00pm	2.5hrs/wk
**JOURNAL STUDY	Open	Flex Schedule	2.5hrs/wk
***INDEPENDENT CLINICAL ASSIGN.	Open	Flex Schedule	5hrs/wk

YEAR 3 - (900 CLOCK HOURS) 20 C.H./WEEK COURSE LOAD

CLINICAL PRACTICUM III-VI:			
***INDEPENDENT CLINICAL ASSIGN.	Open	Flex Schedule	20hrs/wk

[See NST Career Catalog for Midwifery Course Outline and Course Descriptions]

*Birth Center Rotation: This rotation includes lectures by guest speakers, audiovisual presentations on related topics, professional midwifery meetings, peer review, journal study reports, as well as an orientation to Birth Center management.

**Journal Study: A minimum of a one page typed report of an article from an obstetrical or midwifery journal. This report is orally presented to the class by the student during their Hollywood Birth Center Rotation.

***Independent Clinical Assignments: Clinical hours may be accomplished by attending "La Leche League" meetings, I.C.A.N. meetings (Cesarean Prevention Movement), childbirth classes conducted by a Certified Childbirth Educator, Midwives Association of Florida (M.A.M.) meetings, observing and/or participating in prenatal, intrapartum and postpartum visits at home births, Birth Center births and Hospital births, Cardiopulmonary Resuscitation Classes, any seminars related to breast feeding, conception, related nutrition, related exercise classes, childbirth, newborns, parenting, well-woman care, birth control and office management. Approval is required from the Clinical Coordinator for approval of any hours not specified above.

NATIONAL SCHOOL OF TECHNOLOGY
INVASIVE CARDIOVASCULAR TECHNOLOGIST PROGRAM
Specialized Associates Degree
1200 Clock Hours

Program Objective:

This program will prepare the student to function effectively in a cardiac catheterization laboratory as an Invasive Cardiovascular Technologist.

Career Opportunities:

Due to the highly specialized nature of their training, graduates are afforded employment opportunities in various challenging and rewarding clinical environments. Invasive Cardiovascular Technologists may be employed in hospitals, stand-alone medical centers and mobile cardiac catheterization services.

Program Outline:

Block 1

IC 1110	Orientation to the Cardiac Catheterization Lab	15
IC 1112	Introduction to Cardiovascular Lab Procedures I	60
IC 1114	Concepts of Hemodynamic Monitoring	75
IC 1116	Hemodynamic Monitoring Lab I	50
IC 1118	Adult Cardiac Pathophysiology	10
IC 1120	Orientation to Neonatal & Pediatric Cardiovascular Procedures	10
IC 1122	Cardiovascular Pharmacology	20
IC 1124	Acid-Base Physiology & Techniques	25
IC 1126	Angiography Cine Review	25
IC 1128	Case Presentations in Cardiovascular Technology I	10

Block 2

IC 1210	Special Diagnostic Procedures	15
IC 1212	Interventional Cardiac Procedures	60
IC 1214	Applied Electrophysiology	25
IC 1216	Introduction to Pacemakers/Automatic Implantable Cardiac Difibrilators (AICD)	10
IC 1218	Cardiovascular Lab Procedures II	40
IC 1220	Hemodynamics & Cardiovascular Pathophysiology	75
IC 1222	Hemodynamic Monitoring Lab II	50
IC 1224	Registry Examination Review	15
IC 1226	Case Presentations in Cardiovascular Technology II	10

Internship

IC 1310	Clinical Practicum, Special Projects & Seminars	600
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Note: New Program subject to State Board Approval; clinical training is offered during the day only; applicants without acceptable radiography credentials may take these prerequisite courses at NST at no additional cost (students must purchase required texts).

TOTAL CLOCK HOURS 1200
12 months day/13 months evening-day

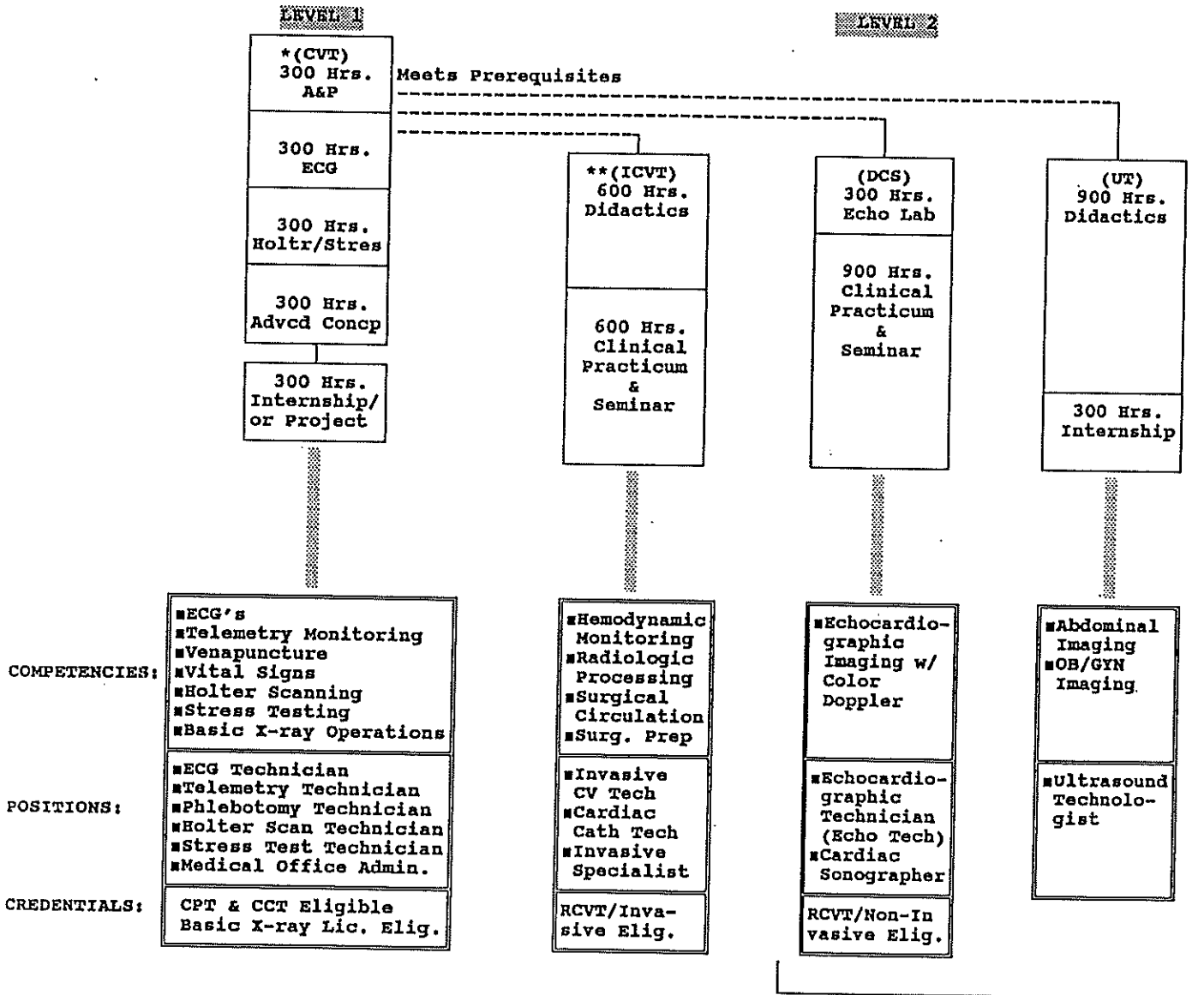
NATIONAL SCHOOL OF TECHNOLOGY PROGRAM SEQUENCE MODEL

Cardiology/Cardiac & Vascular Imaging/Ultrasound Divisions
March 1994

Potential Career Path for Cardiovascular Technologist Students

CARDIOLOGY DIVISION

CARDIAC / VASCULAR IMAGING & ULTRASOUND DIVISIONS



A Graduate who completes both the DCS & UT Programs will be awarded an additional diploma as a "Diagnostic Medical Sonographer"

*Particularly exceptional Cardiovascular Technologist students will, during their final block, be asked to declare a major. Applicants for "Level 2" upper division programs must make application to the Admissions Screening Committee, meet criteria and be recommended by the faculty, Program Coordinator and/or Program Director/Clinical Coordinator in order to be accepted to these programs.

**New program pending State Board of Education approval.

ACADEMIC CALENDAR

Medical Assistant

MA (Day & Evening)	01/11/93
MA (Day)	03/08/93
MA (Evening)	03/22/93
MA (Day)	05/03/93
MA (Evening)	06/07/93
MA (Day)	07/12/93
MA (Evening)	08/23/93
MA (Day)	09/07/93
MA (Day & Evening)	11/01/93

Cardiographic Technician

CT (Day)	01/25/93
CT (Evening)	02/22/93
CT (Day)	04/26/93
CT (Evening)	06/07/93
CT (Day)	07/26/93
CT (Evening)	09/27/93
CT (Day)	10/18/93

Ultrasound Technician

TC (Day)	01/25/93
TC (Evening)	02/22/93
TC (Day)	07/26/93
TC (Evening)	09/27/93

ACADEMIC CALENDAR

Medical Assistant

MA (Day & Evening)	01/11/93
MA (Day)	03/08/93
MA (Evening)	03/22/93
MA (Day)	05/03/93
MA (Evening)	06/07/93
MA (Day)	07/12/93
MA (Evening)	08/23/93
MA (Day)	09/07/93
MA (Day & Evening)	11/01/93

Cardiographic Technician

CT (Day)	01/25/93
CT (Evening)	02/22/93
CT (Day)	04/26/93
CT (Evening)	06/07/93
CT (Day)	07/26/93
CT (Evening)	09/27/93
CT (Day)	10/18/93

Ultrasound Technician

TC (Day)	01/25/93
TC (Evening)	02/22/93
TC (Day)	07/26/93
TC (Evening)	09/27/93

NATIONAL SCHOOL OF TECHNOLOGY

Administration North Miami Beach Campus

Arthur Ortiz Director
Celeste Budhoo Senior Admissions Advisor
Valerie Auriemma Student Financial Services Supervisor

Administration Hialeah Campus

Theresa Santana Acting Director
Lourdes Gutierrez Senior Admissions Advisor
Daisy Debs Student Financial Services Supervisor

FACULTY

NORTH MIAMI BEACH CAMPUS

Ana C. Asis, M.D.
Greg Cardarelli, L.V.N.
Brenda Gordon, C.M.A., R.M.A., M.L.T.
Marylou Pfeiffer, R.T., B.A.
Brian Ageeb, B.S.
Raul Sanchez, M.D.
Joseph Cian, A.A., B.A.
Elizabeth Cruz
Kathleen Bazalais, C.C.V.T.
Edward Oliva, M.A., A.S.T.
Luis Nodarse, M.D.
Cynthia Marzouka, B.S., M.S.
Ray Westafer, R.T., R.D.M.S.
Mohamed Saryeldin, M.D.
Luis Estrada, A.S.T.

HIALEAH CAMPUS

Grisseel Cruz-Espailat
Alexander Ayala
Carlos Diaz, M.D.
Hamid Abassi, M.D.
Gilbert Delgado, M.D.
Victor Fernandez, M.D.
Maria Medina, M.D.
Efrain Mendoza, M.D.
Rudolph Toulon, Ph. D.
Dina Muzaffer, M.D.
Diego Duque, A.S.T., R.C.V.T.
Miriam Menacer, M.D.
Kathleen Bazalais, C.C.V.T.
Neil Berris, B.A., E.M.T.
Keith Figman, A.R.R.T., R.D.M.S.
Daniel Herrera,
R.C.V.T., A.S.T., C.C.T.
Mario Miro, M.D.
Edward Oliva, M.A.
Luis Perez, C.C.T., R.C.V.T.
Mary Lour Pfeiffer, R.T., B.A.

NATIONAL SCHOOL OF TECHNOLOGY

ADMINISTRATION

Martin Knobel, B.Ed., M.S.	C.E.O.
Rickie Knobel	Treasurer
Mark Knobel, B.A.	President
David Knobel, A.A.	Vice President
Rosa M. Iverson	V.P. Student Affairs / Employee Relations
Dan Frazier, B.S.	Asst. Controller
David Garzon, B.S., M.S.	Director, Financial Aid
Cheryl Hunter	Corporate Director, Career Development
Carmen Freire, B.S.	Corporate Director, Loan Management
Luis Estrada, A.S.T.	Data Processing Manager

TUITION AND FEES

PROGRAM	COURSE HOURS	MONTHS DAY & EVE	TUITION & FEES
Cardiographic Technician	900	9 - 12	5,500
Cardiovascular Technician	900	9 - 12	5,800
Diagnostic Cardiac Sonographer	900	9	5,900
Diagnostic Vascular Technologist	900	9	5,900
Ultrasound Technician	900	9 - 12	5,800
Ultrasound Technologist	900	9 - 12	6,250
Diagnostic Medical Sonographer	900	9	5,900
Medical Assistant	900	9 - 12	5,485
Medical Assistant Technician - A.S.T.	1200	12 - 15	8,230
Microcomputer Specialist - A.S.T.	1200	12 - 15	9,075

MISSION STATEMENT

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. 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 in a team approach with staff and faculty.

With a future in mind and the wealth and welfare of students continuously considered, a winning spirit which promotes SELF ESTEEM and viable career alternatives become the goal of everyone involved with National School of Technology.

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