
# NATIONAL SCHOOL OF TECHNOLOGY, INC.

# 1996 CATALOG
## Volume XVIII

MAIN CAMPUS
16150 NE 17th Avenue
North Miami Beach, FL 33162
(305) 949-9500

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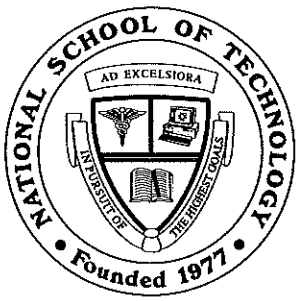


# NATIONAL SCHOOL OF TECHNOLOGY, INC.

*"Celebrating 19 years of Excellence in Education"*

# 1996 CATALOG

Volume XVIII
Published August 1996

## *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 becomes the goal of everyone involved with National School of Technology.

## *INSTITUTIONAL PHILOSOPHY*

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

## *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 1984, 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.

In October 1991, National School of Technology acquired Ward Stone College, located in Kendall, Florida. Ward Stone College is officially recognized as a candidate for junior college accreditation by the Accrediting Council for Independent Colleges and Schools (ACICS).

## *STATEMENT OF OWNERSHIP*

National School of Technology, Inc. is owned and controlled by Martin Knobel, C.E.O., Mark Knobel, and David Knobel. The corporate offices are located at 1590 N.E. 162nd Street, Suite 300, North Miami Beach, Florida, 33162. The telephone number is (305) 945-2929.

## *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 ECG 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. The surgical laboratories contain surgical instruments, trays, scrub stations, anatomical mannequins, drapes, etc. for practicing techniques. A student lounge, equipped with vending machines for food, drinks and snacks, as well as a microwave oven, is also available. The facilities are accessible to people with disabilities.

## *ACCREDITATION*

National School of Technology, Inc. is institutionally accredited at the non-degree and degree level by the Accrediting Bureau of Health Education Schools (ABHES). The ABHES is located at 2700 South Quincy Street, Suite 210, Arlington, VA 22206; Tel: (703) 998-1200.

## *MEMBERSHIPS*

- Career College Association (CCA)
- Florida Association of Postsecondary Schools and Colleges (FAPSC)
- Florida Association of Student Financial Aid Administrators (FASFAA)
- National Association of Student Financial Aid Administrators (NASFAA)
- Better Business Bureau (BBB)

## *LICENSURE*

The school is licensed by the Florida Board of Independent Postsecondary Vocational, Technical, Trade and Business Schools, Department of Education, Florida Education Center, Tallahassee, FL, 32399-0400, (904) 488-9504. The North Miami Beach campus holds License #599 and the Hialeah campus holds License #747.

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NATIONAL SCHOOL OF TECHNOLOGY, INC.
16150 N.E. 17th Avenue · North Miami Beach, Florida 33162
Tel: (305) 949-9500 · Fax: (305) 959-5758

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

For over 19 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
Chief Executive Officer

# Medical Practice & Administration Division

## *MEDICAL ASSISTANT*

*Diploma*
*900 Clock Hours*

## *MEDICAL ASSISTANT TECHNICIAN*

*Specialized Associate Degree*
*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 program.

### *CAREER OPPORTUNITIES:*

Medical Assistants enjoy secure, prestigious positions. Graduates work in entry-level positions 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 training.

# Medical Assistant-Program Outline

## *Block 1*

| | | |
|---|---|---|
| MA 1100 | Medical Terminology | 15 |
| MA 1112 | Human Body Organization, Cells Tissues & Organs | 15 |
| MA 1114 | Integumentary System | 15 |
| MA 1116 | Skeletal System | 20 |
| MA 1118 | Muscular System | 20 |
| MA 1120 | Nervous System & Special Senses | 15 |
| MA 1122 | Circulatory System | 20 |
| MA 1124 | Lymphatic System | 15 |
| MA 1126 | Respiratory System | 15 |
| MA 1128 | Digestive System | 20 |
| MA 1130 | Genitourinary & Reproductive System | 15 |
| MA 1132 | Endocrine System | 15 |

## *Block 2*

| | | |
|---|---|---|
| MA 1210 | Medical Practices & Specialties | 5 |
| MA 1212 | Psychology of Patient Care - Legal & Ethical Issues | 10 |
| MA 1214 | Medical Office Management | 70 |
| MA 1216 | Medical Records / Coding Management | 100 |
| MA 1218 | Coding Case Studies I | 15 |

## *Block 3*

| | | |
|---|---|---|
| MA 1310 | Organization of the Clinical Lab / Infection Control | 20 |
| MA 1312 | Clinical Assisting Skills | 45 |
| MA 1314 | Pharmacology and Drug Therapy | 30 |
| MA 1316 | Phlebotomy Techniques | 35 |
| MA 1318 | Hematology | 25 |
| MA 1320 | Basic Urinalysis | 20 |
| MA 1322 | Serology Testing | 5 |
| MA 1324 | Cardiopulmonary Resuscitation | 15 |
| MA 1326 | Phlebotomy Technician Certification Exam Review | 5 |

## *Block 4* *(For Medical Assistant Technicians Only)*

| | | |
|---|---|---|
| MA 1410 | Computer Fundamentals | 30 |
| MA 1412 | Medical Office Management Software | 10 |
| MA 1414 | Computer Applications for Office Practice | 60 |
| MA 1416 | Keyboarding Skills/Data Entry | 35 |
| MA 1418 | Rules for Medical Word Processing and Terminology | 20 |
| MA 1420 | Basic Medical Reports | 15 |
| MA 1422 | Medical Word Processing Lab | 30 |

## *Block 5* *(For Medical Assistant Technicians Only)*

| | | |
|---|---|---|
| RT 0190 | Fundamentals of Radiology, Terminology, and Mathematics | 35 |
| RT 0192 | Radiation Physics & Electronics | 20 |
| RT 0194 | Radiographic Technique and Production | 35 |
| RT 0196 | Basic X-Ray Machine Operator Certification Exam Review | 10 |

## *Internship*

| | | |
|---|---|---|
| MA 1600 | Internship or Project | 300 |

**MEDICAL ASSISTANT TOTAL CLOCK HOURS** **900**
**9 months days/12 months evenings**

**MEDICAL ASSISTANT TECHNICIAN TOTAL CLOCK HOURS** **1200**
**12 months days/15 months evenings**

# Medical Practice & Administration Division

## *HEALTH SERVICES ADMINISTRATION*

*Specialized Associate Degree*
*1200 Clock Hours*

### *PROGRAM OBJECTIVE:*

This program prepares individuals for business office positions in a broad variety of medically-related settings. Students become proficient in accounting and medical insurance claim processing. Emphasis is placed on developing competencies in the computer laboratory and field settings using contemporary applications in word processing, spreadsheets, computerized accounting and automated insurance processing.

### *CAREER OPPORTUNITIES:*

Graduates are eligible to assume entry-level positions as medical insurance claims processors, patient billing & collections personnel, medical business office staff, assistant bookkeepers, payroll processors, medical administrative assistants, etc. These positions may be found in private physicians' offices, medical equipment supply companies, hospitals and medical centers, clinics, home health agencies, and other similar businesses.

# Health Services Administration-Program Outline

## *Block 1*

| | | | |
|---|---|---|---|
| HS | 1100 | Keyboarding Lab | 50 |
| HS | 1105 | Applied Business Math | 50 |
| HS | 1107 | Computer Fundamentals | 10 |
| HS | 1110 | Word Processing Applications Lab | 80 |
| HS | 1115 | Practical Office Skills Lab | 10 |

## *Block 2*

| | | | |
|---|---|---|---|
| HS | 1200 | Principles of Management | 50 |
| HS | 1210 | Spreadsheet Applications Lab | 70 |
| HS | 1215 | English Usage & Business Communications | 80 |

## *Block 3*

| | | | |
|---|---|---|---|
| HS | 1300 | Principles of Accounting | 100 |
| HS | 1305 | Payroll Processing | 25 |
| HS | 1310 | Payroll & Sales Tax Reporting | 25 |
| HS | 1315 | Automated Accounting Lab | 50 |

## *Block 4*

| | | | |
|---|---|---|---|
| HS | 1400 | Medical Terminology & Gross Human Anatomy | 25 |
| HS | 1405 | Business Trends in Medicine | 10 |
| HS | 1410 | Medical Claims Processing, Coding & Billing | 100 |
| HS | 1415 | Automated Claims Processing Lab | 65 |

## *Internship*

| | | | |
|---|---|---|---|
| HS | 1500 | Internship | 400 |

TOTAL CLOCK HOURS 1200

**12 months days/15 months evenings**

# Medical Practice & Administration Division

## *PHARMACY TECHNICIAN*

*Specialized Associate Degree*
*1200 Clock Hours*

### *PROGRAM OBJECTIVE:*

This program prepares students to work in a pharmacy under the direct supervision of a licensed pharmacist. Through the acquisition of medical knowledge and techniques, the student will be able to prepare and dispense medications; maintain patient records; set up, package and label routine orders; and mix medications.

### *CAREER OPPORTUNITIES:*

Graduates of the program are employed in entry-level positions assisting the pharmacist in hospitals, clinics or private community pharmacies.

# Pharmacy Technician-Program Outline

### *Block 1*

| | | | |
|---|---|---|---|
| PT | 1100 | Medical Terminology | 50 |
| PT | 1102 | Anatomy and Physiology | 200 |
| PT | 1104 | Introduction to Chemistry | 35 |
| PT | 1106 | Cardiopulmonary Resuscitation | 15 |

### *Block 2*

| | | | |
|---|---|---|---|
| PT | 1200 | Chemistry II | 40 |
| PT | 1202 | Pharmacy Law | 40 |
| PT | 1204 | Dispensing Safety | 30 |
| PT | 1206 | Mathematics and Metrics | 90 |
| PT | 1208 | Inventory and Cost Control | 40 |
| PT | 1210 | Word Processing Lab | 60 |

### *Block 3*

| | | | |
|---|---|---|---|
| PT | 1300 | Pharmacology | 120 |
| PT | 1302 | Dosage Forms | 60 |
| PT | 1304 | IV Admixtures and Aseptic Techniques | 60 |
| PT | 1306 | Clinical Problem Solving | 60 |

### *Internship*

| | | | |
|---|---|---|---|
| PT | 1400 | Internship or Project | 300 |

**TOTAL CLOCK HOURS** **1200**

**12 months days/15 months evenings**

# Surgical Technology Division

## *SURGICAL TECHNOLOGIST*

*Specialized Associate Degree*
*1200 Clock Hours*

### *PROGRAM OBJECTIVE:*

This program prepares individuals to perform the services of a surgical technologist which includes such duties as passing instruments to surgeons during surgical procedures, checking supplies and equipment required for surgical procedures, setting up sterile tables with instruments and other equipment needed for procedures, draping sterile fields, and other similar activities.

### *CAREER OPPORTUNITIES:*

Graduates are eligible for employment in entry-level positions as surgical technologists, assisting surgeons in hospital surgical suites, out-patient surgical centers, private physicians' offices and other clinical areas. The surgical technologist may be assigned other functions as permitted by the hospital and/or employer policy.

# Surgical Technologist-Program Outline

## *Block 1*

| | | | |
|---|---|---|---|
| MA | 1110 | Medical Terminology | 15 |
| MA | 1112 | Human Body Organization, Cells, Tissues & Organs | 15 |
| MA | 1114 | Integumentary System | 15 |
| MA | 1116 | Skeletal System | 20 |
| MA | 1118 | Muscular System | 20 |
| MA | 1120 | Nervous System & Special Senses | 15 |
| MA | 1122 | Circulatory System | 20 |
| MA | 1124 | Lymphatic System | 15 |
| MA | 1126 | Respiratory System | 15 |
| MA | 1128 | Digestive System | 20 |
| MA | 1130 | Genitourniary & Reproductive System | 15 |
| MA | 1132 | Endocrine System | 15 |

## *Block 2*

| | | | |
|---|---|---|---|
| ST | 1210 | Microbiology | 40 |
| ST | 1212 | Patient Psychology | 10 |
| ST | 1214 | Legal Aspects of Medicine & Professional Ethics | 10 |
| ST | 1216 | Mathematics Fundamentals & Metric System | 30 |
| ST | 1218 | Pharmacology | 30 |
| ST | 1220 | Cardiopulmonary Resuscitation | 15 |
| ST | 1222 | Computer Concepts | 40 |
| ST | 1224 | Introduction to Surgical Technology | 25 |

## *Block 3*

| | | | |
|---|---|---|---|
| ST | 1312 | Surgical Techniques & Procedures | 50 |
| ST | 1314 | Surgical Specialties I - General, OB/GYN, Plastics & Orthopedics | 50 |
| ST | 1316 | Surgical Specialties II - Ophthalmology, ENT & Urology | 50 |
| ST | 1318 | Surgical Specialties III - Cardiovascular, Thoracic & Neuro | 50 |

## *Clinical Practicum*

| | | | |
|---|---|---|---|
| ST | 1410 | Clinical Practicum | 600 |

TOTAL CLOCK HOURS 1200
**12 months days**

# Diagnostic Medical Technology Division

## *CARDIOVASCULAR TECHNOLOGIST*

*Specialized Associate Degree*
*1500 Clock Hours*

### *PROGRAM OBJECTIVE:*

This program enables students to perform electrocardiograms (ECG), ambulatory monitoring and graded exercise diagnostic examinations, as well as basic x-ray and laboratory procedures through the acquisition of medical knowledge and techniques in the field of cardiology. This program also prepares students with the foundation for advanced study in cardiovascular technology and diagnostic imaging.

### *CAREER OPPORTUNITIES:*

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

# Cardiovascular Technologist-Program Outline

## Block 1

| | | | |
|---|---|---|---|
| CV | 1106 | Medical Terminology | 15 |
| CV | 1110 | Cellular Basis of Anatomy and Physiology | 15 |
| CV | 1112 | Musculoskeletal System | 15 |
| CV | 1114 | Nervous System | 15 |
| CV | 1116 | Respiratory System | 15 |
| CV | 1118 | Gastrointestinal System | 15 |
| CV | 1120 | Genitourinary System | 15 |
| CV | 1122 | Endocrine System | 15 |
| CV | 1124 | Reproductive System | 15 |
| CV | 1126 | Cardiac Anatomy and Physiology | 60 |
| CV | 1128 | Vascular Anatomy and Physiology | 45 |
| CV | 1130 | Clinical Laboratory Procedures | 60 |

## Block 2

| | | | |
|---|---|---|---|
| CV | 1210 | Computational Science | 15 |
| CV | 1212 | Medical Physics | 15 |
| CV | 1213 | Cardiopulmonary Resuscitation | 15 |
| CV | 1214 | Normal ECG and Normal Variants | 45 |
| CV | 1216 | Vectorial Analysis | 15 |
| CV | 1218 | Hypertrophies and Interventricular Conduction Disturbances | 15 |
| CV | 1220 | Ischemia, Injury & Infarction | 15 |
| CV | 1224 | Arrhythmia Recognition and Management | 75 |
| CV | 1226 | Pacemaker Rhythms | 15 |
| CV | 1228 | Cardiovascular Pharmacology | 15 |
| CV | 1230 | Basic Medical Skills | 60 |

## Block 3

| | | | |
|---|---|---|---|
| CV | 1310 | Graded Exercise Testing | 15 |
| CV | 1312 | Ambulatory Monitoring | 15 |
| CV | 1314 | Stress and Holter Lab | 60 |
| CV | 1316 | Cardiac Pathology | 165 |
| CV | 1318 | Introduction to Vascular Diseases | 15 |
| CV | 1320 | Psychology of Patient Care | 15 |
| CV | 1322 | Professionalism & Medical Ethics | 15 |

## Block 4

| | | | |
|---|---|---|---|
| CV | 1410 | Business and Medicine | 10 |
| CV | 1412 | Records Management Systems & Procedures | 35 |
| CV | 1414 | Sterilization & Infection Control | 15 |
| CV | 1422 | Advanced Concepts in Cardiac Technology | 25 |
| CV | 1424 | Introduction to Vascular Studies | 25 |
| CV | 1426 | Non-Invasive Vascular Lab | 60 |
| CV | 1428 | Physics of Ultrasound | 30 |
| RT | 0190 | Fundamentals of Radiology, Terminology, and Mathematics | 35 |
| RT | 0192 | Radiation Physics & Electronics | 20 |
| RT | 0194 | Radiographic Technique and Production | 35 |
| RT | 0196 | Basic X-Ray Machine Operator Certification Exam Review | 10 |

## Internship

| | | | |
|---|---|---|---|
| CV | 1450 | Internship or Project | 300 |

**TOTAL CLOCK HOURS** **1500**

**15 months days/19 months evenings**

# Diagnostic Medical Technology Division

## Upper-Division Programs

## *ULTRASOUND TECHNOLOGIST*

*Specialized Associate Degree*
*1200 Clock Hours*

### *PROGRAM OBJECTIVE:*

This program provides students with the foundation leading to the performance of abdominal and OB/GYN diagnostic examinations through the acquisition of medical knowledge and techniques in ultrasound.

### *CAREER OPPORTUNITIES:*

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

***Pre-requisite:*** Cardiovascular Technologist Program or equivalent (see Statement of Application to Upper Division Programs)

## *DIAGNOSTIC CARDIAC SONOGRAPHER*

*Specialized Associate Degree*
*1200 Clock Hours*

### *PROGRAM OBJECTIVE:*

This program enables students to perform diagnostic examinations through the acquisition of medical knowledge and techniques in diagnostic cardiac and vascular sonography.

### *CAREER OPPORTUNITIES:*

Diagnostic cardiac sonographers are eligible to assume entry-level positions in hospitals, cardiologists' offices, cardiology mobile units and many other health facilities.

***Pre-requisite:*** Cardiovascular Technologist Program (see Statement of Application to Upper Division Programs)

# Ultrasound Technologist-Program Outline

## Block 1

| | | | |
|---|---|---|---|
| US | 1110 | Physics of Ultrasound and Instrumentation | 50 |
| US | 1112 | Cross Sectional and Sagital Anatomy | 25 |
| US | 1114 | Liver, Gall Bladder, Pancreas, Biliary System, and Spleen | 150 |
| US | 1116 | Renal System | 75 |

## Block 2

| | | | |
|---|---|---|---|
| US | 1210 | Adrenal Gland and Retroperitoneum | 25 |
| US | 1212 | Vascular System | 75 |
| US | 1214 | Thyroid and Parathyroid Glands | 15 |
| US | 1216 | Mammary Gland | 15 |
| US | 1218 | Scrotum and Prostate Gland | 30 |
| US | 1220 | Anatomy of the Female Pelvis and Scanning Techniques | 30 |
| US | 1222 | Pelvic Inflammatory Diseases | 15 |
| US | 1224 | Congenital Anomalies of the Female Genital Tract/Benign Diseases of the Vagina | 20 |
| US | 1226 | Malignant Diseases of the Uterus and Cervix/Benign Masses, Malignant Masses of the Ovaries and Fallopian Tubes and Broad Ligaments | 75 |

## Block 3

| | | | |
|---|---|---|---|
| US | 1310 | Embryology | 25 |
| US | 1312 | First Trimester: Normal and Abnormal Fetal Anatomy | 50 |
| US | 1314 | Second Trimester: Normal and Abnormal Fetal Anatomy | 50 |
| US | 1316 | Third Trimester: Normal and Abnormal Fetal Anatomy | 50 |
| US | 1318 | Ultrasound Measurements, Biophysical Profile, and Multiple Fetuses | 75 |
| US | 1320 | Incompetent Cervix, Placental Abnormalities, Doppler Assessment of Pregnancy | 50 |

## Internship

| | | | |
|---|---|---|---|
| US | 1430 | Internship | 300 |

**TOTAL CLOCK HOURS** **1200**
**12 months days/15 months evenings**

# Diagnostic Cardiac Sonographer-Program Outline

## Block 1

| | | | |
|---|---|---|---|
| CS | 1110 | Introduction to Cross-Sectional Echo Anatomy | 15 |
| CS | 1112 | Introduction to Normal 2-Dimensional Echo | 40 |
| CS | 1114 | Two-Dimensional Lab | 20 |
| CS | 1116 | Introduction to Normal M-mode | 15 |
| CS | 1118 | Introduction to Conventional Doppler Exam | 40 |
| CS | 1120 | Conventional Doppler Lab | 20 |
| CS | 1122 | Introduction to Color Flow Mapping and Principles | 15 |
| CS | 1124 | Echocardiographic Pathology | 115 |
| CS | 1126 | Non-Invasive Lab II | 20 |

## Clinical Practicum

| | | | |
|---|---|---|---|
| CS | 1220 | Sonography Clinicals | 810 |
| CS | 1250 | Special Projects and Seminars | 90 |

**TOTAL CLOCK HOURS** **1200**
**12 months days**

# 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 laws. National School of Technology is an equal opportunity employer.

## *HOURS OF OPERATION*

The school is open from 8:00 a.m. to 11:00 p.m., Monday through Thursday; and from 8:00 a.m. to 4:00 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 arrive to class at the scheduled times and return to class immediately after all breaks and lunch periods, or be considered tardy. Tardiness is defined as arrival to class 15 minutes after the scheduled class time. Three tardies are considered as one absence. Students may be suspended when absences and tardiness constitute more than 20 percent of total class hours for a block of instruction. 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.

A student receiving VA educational benefits will be terminated for VA pay purposes if he/she has three (3) unexcused absences in any 30-day period. The benefits may be reinstated after one grading period if the school determines that the student's attendance problem has been resolved.

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. Smoking is not permitted in the facility.

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 are prohibited from playing games of chance, using offensive language, making unnecessary noise or engaging in behavior unbecoming a professional.

Children are not allowed in classrooms.

Students will be responsible for and pay for all property they have 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 must 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 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, jeans, t-shirts and hats may not be worn in the classrooms.

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

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

## *STUDENT COMPLAINTS/ GRIEVANCE PROCEDURE*

National School of Technology endeavors to be responsive to the needs of its students. In the event that a complaint arises, students are expected to resolve such grievances in a constructive and appropriate manner. Most complaints are resolved on an informal basis, however if necessary, students may pursue more formal channels by contacting the campus director.

If a student does not feel that the campus director has adequately addressed a complaint or concern, the student may consider contacting the NST corporate office. All complaints considered by the corporate office must be in written form, directed to the following address:

National School of Technology
Corporate Offices
1590 NE 162nd Street
Suite 300
North Miami Beach, Florida 33162

## *DISCLOSURE STATEMENT*

Courses are not necessarily taught in the same order that they appear on the curriculum outline. The school reserves the right to change the program 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.

Certain programs, blocks of instruction or courses may be offered at either the main campus in North Miami Beach or the branch campus in Hialeah. 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 block of instruction may occasionally not be offered due to insufficient enrollment levels. Under these circumstances, students will experience a delay in the completion of their program.

## *SCHOOL HOLIDAYS*

New Year's Day - Martin Luther King, Jr. Day - President's Day - Good Friday - Memorial Day - Independence Day - Labor Day - Thanksgiving Weekend - Christmas Day - Yom Kippur.

There are two one week recesses, normally the first week in July and the week of Christmas through New Year's Day. These recess periods apply only to classroom instruction and not to internships or clinical practica. Exact vacation dates are announced and additional holidays may be declared by the director, when warranted.

# STUDENT SERVICES

## *JOB PLACEMENT ASSISTANCE*

The 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 staff makes every effort to secure positions for graduates. National School is not permitted by law to guarantee employment. All programs are designed to prepare graduates for entry-level positions.

## *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 three to four times a year at the school for medically-related programs. CPR certification is awarded 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 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.

## *LIBRARY*

A library of professional reference books is available for student use.

## *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 and cost $5.

## *PROFESSIONAL AND CREDENTIALING ORGANIZATIONS*

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.

- Registered Medical Assistant by the American Medical Technologists (RMA/AMT)
- Certified Medical Assistant by the American Association of Medical Assistants (CMA/AAMA)
- Basic X-ray Machine Operator, license necessary to take x-rays in the doctor's office, issued by the State of Florida.
- 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)

## *COMMUNITY SERVICE AND AWARDS*

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

*Student Services Continued*

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 four times a year. Students are notified of examination dates as they are scheduled.

## *CERTIFIED PHLEBOTOMY TECHNICIAN (CPT) EXAM*

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

## *CERTIFIED CARDIOGRAPHIC TECHNICIAN (CCT) EXAM*

The school is a site for the Certified Cardiographic Technician Examination offered by Cardiovascular Credentialing International (CCI). This exam is given three times a year in March, June and September.

## *BASIC CARDIOVASCULAR SCIENCE EXAM (Component)*

The school is a site for the Basic Cardiovascular Science Examination offered by Cardiovascular Credentialing International (CCI). This exam is given three times a year in March, June and September. **In order to be eligible for a professional credential, examinees must also pass one or more of the following registry exams in addition to this Basic Science exam:**

- **Registered Cardiovascular Technologist (RCVT) Non-invasive Registry Exam**
- **Registered Cardiovascular Technologist (RCVT) Invasive Registry Exam**
- **Registered Cardiovascular Technologist (RCVT) Vascular Registry Exam**

## *CERTIFIED SURGICAL TECHNOLOGIST (CST) EXAM*

This exam is offered semi-annually in March and September by the Liaison Council on Certification for the Surgical Technologist. The exam is administered nationwide, including a local Miami test site.

## *CERTIFIED PHARMACY TECHNICIAN (CPT) EXAM*

This exam is 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.

## *TUTORING*

Tutoring is available by appointment with instructors at no additional cost to the student.

## *REFRESHER COURSES*

Refresher courses are available to graduates for the cost of materials only which generally do not exceed $150. Costs of textbooks and supplies are extra.

## *STUDENT RECORDS*

Student records are maintained indefinitely. Students may examine their academic records by scheduling an appointment with the registrar. Students receiving VA educational benefits will receive a copy of their grades at the end of each grading period. These grade reports will become a part of the VA students' permanent records. A student receiving VA educational benefits must complete each subject with a grade of 77 percent or better.

## *FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT*

National School of Technology is committed to the protection of students' rights and privacy of information. In accordance with Public Law 93-380, Family Educational Rights and Privacy Act, Florida Statute 5.229.782, the school allows students access to their educational records, to challenge records they believe to be inaccurate, incomplete or misleading, and to limit the release of such information. Records will not be released without the written consent of the student. The parent(s) of a dependent student

(as defined in Title 26 U.S.C.S.S. 152 Internal Revenue Code) has the right to inspect records which are maintained by the school on behalf of the student.

## *TRANSCRIPTS*

Copies of transcripts may be obtained by submitting a written request to the school. A fee of $1 per copy is charged. Please allow 10 days for processing time.

## *DIPLOMAS*

Copies of diplomas may also be obtained by submitting a written request to the school. A fee of $5 is charged. Please allow 30 days for processing time.

# ACADEMIC INFORMATION

## *ADMISSIONS PROCEDURES AND REQUIREMENTS*

Applicants are interviewed on campus by an admissions representative who discusses the programs 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. 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 programs.

Applicants for admission must have a high school diploma or G.E.D.

Prospective students complete an application for enrollment which is reviewed by the director. Applicants are notified whether they have been accepted prior to the start date of the program and must sign an enrollment agreement with the school.

All students are required to submit their 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, religion, sex, handicap or national origin.

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

Students who desire to become applicants for the most advanced education programs of the school are required to meet additional admissions requirements.

NST reserves the right to limit enrollment in each of its programs.

## *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 accepted will be determined by the director and any necessary adjustments in the student's program will be made.

VA students must report all previous training to National School of Technology. NST will evaluate all such training and accept that which is appropriate - with training time and tuition reduced proportionately, and the VA notified.

## *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 Specialized 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 registrar at National School of Technology to determine what credits, if any, will be accepted.

## *ADMISSIONS REPRESENTATIVE*

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

## *APPLICATION PROCEDURES FOR INTERNATIONAL STUDENTS*

National School of Technology is authorized by the Immigration and Naturalization Service (INS) 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 Graduation - Transcript must be authentic and accompanied by a certified translation in English if necessary.

2. Authenticated transcripts from other colleges or universities attended. The transcript must be accompanied by a certified translation in English if necessary, and contain the following:

   A. Subjects studied
   B. Dates attended
   C. Grades awarded
   D. Explanation of the grading scale
   E. A statement at the end of each year stating that the student was promoted to the next level

3. Evidence of Financial Support - The international student is required by the Immigration and Naturalization Service 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 last 6 months) or government sponsorship letter guaranteeing payment for tuition, fees, books, housing, personal expenses and, where appropriate, medical expenses. The amount of money guaranteed should be for a minimum equivalent of one year. 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 can be obtained at the local immigration office or local consulate.

4. 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:

   A. Test of English as a Foreign Language (TOEFL)
   B. Notarized evaluation by an appropriate functionary of a U.S. Binational Cultural Center which evaluates the candidate's ability to undertake a college program of study taught entirely in English
   C. National School of Technology Entrance Placement Examination

5. Passport - If applying from outside the U.S., an international applicant must submit a copy of the front page of a valid passport showing applicant's picture and pertinent information. The passport must be valid for one year as of date of entry into the United States.

6. Registration Fee - A $150 (U.S.) registration fee must be submitted with the first application for admission.

## *IMPORTANT INTERNATIONAL STUDENT VISA INFORMATION*

I. 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.

II. Admitted students should arrive in the United States and Miami community 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, test for English language reconfirmation, seek advisement and counseling assessment and register into a program.

III. The school does not provide or recommend housing. 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.

IV. International students on visa 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:

a) Pursue a full course of study at the educational institution they are authorized to attend.

b) File an alien address report with the Immigration Service each January and immediately whenever the student changes his or her address.

c) Not to transfer schools or work off campus without Immigration and Naturalization Service's permission.

d) Keep a current passport that is valid for at least six months into the future.

V. All National School of Technology students are required to abide by the policies, regulations, and rules of the school, and the United States Department of Justice, Immigration and Naturalization Service.

## *CLASS HOURS AND START DATES*

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

Afternoon class hours range from 1:00 p.m. to 6:00 p.m., Monday through Friday.

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

See the Academic Calendar for start and completion date information.

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 | Unsatisfactory |

## *CHANGES IN PROGRAMS AND TUITION CHARGES*

The school reserves the right to teach subject areas in 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. This policy will not apply to any change made during the first two weeks of school.

## *WITHDRAWAL AND TERMINATION*

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. If the student is under 18 years of age, notification must be accompanied by a letter from

the parent or guardian consenting to the withdrawal. NST 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 circumstance that makes 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 parties. 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 or practicum 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 Academic Affairs Department. Completion of a project may be required instead of an internship in certain programs. This is a requirement for graduation. All internships and clinical practica are graded by the Department of Academic Affairs and are a part of the student's final average. Each student is required to demonstrate the ability to correctly perform all required competencies in order to graduate and receive a credential.

## *APPLICATION TO UPPER-DIVISION PROGRAMS*

Students desiring admission to upper division programs must submit an application to the Admissions Screening Committee. 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, which include strong academic performance, positive affective behavioral traits, and above average attendance, among others. The specific criteria are available to all students through their program coordinator or director.

## *DIAGNOSTIC CARDIAC SONOGRAPHER PROGRAM ADVANCEMENT CONDITIONS & CONSIDERATIONS*

Students enrolled in the diagnostic cardiac sonographer program must satisfactorily complete academic, behavioral and practical requirements of the first block of didactic instruction prior to advancing to the clinical practicum. Sonography clinical assignments are subject to the availability of sufficient clinical sites to accommodate the number of entering students. Priorities for determining clinical assignments are at the sole discretion of the program administration after considering any special circumstances and the availability of appropriate clinical resources. Students may occasionally be required to take a brief administrative leave while awaiting the availability of a clinical opening. Students requiring remediation must successfully complete a remediation plan based upon a schedule prepared by the program administration.

# FINANCIAL INFORMATION

## *FINANCIAL AID PROGRAMS*

To make training affordable, National School offers a variety of financial aid programs. Eligible students may apply for federal grants and loans including: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Subsidized and Unsubsidized Stafford Loans, and Federal Perkins Loans. Federal Parent Loans for Undergraduate Students (PLUS) may be available to parents of dependent students. Federal and State regulations determine if a student is eligible and the amount of financial aid for which the student may qualify.

## *APPLYING FOR FINANCIAL ASSISTANCE*

Students wishing to apply for financial aid through National School of Technology must submit the following forms:

- NST Financial Aid Application
- Free Application for Federal Student Aid (FAFSA)
- Copies of the student's and/or spouse's and/or parent's tax return(s) for the previous tax year
- Documentation of citizenship
- Any other additional documents to complete their financial aid application(s)

The Student Financial Services Office 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*

To further assist students financially, National School has developed the Martin Knobel Scholarship program designed to help qualifying students. Awards are determined by the administration and granted throughout the academic year. To qualify, students must meet the following criteria:

(1) Demonstration of above average academic achievement at NST;

(2) Completion of a minimum of 75% of the enrolled program; and

(3) Demonstration of financial need as defined by the school administration.

## *STUDENT FINANCIAL SERVICES HOURS OF OPERATION*

To make training affordable, National School students may apply for financial assistance in the Student Financial Services Offices.

**Office hours are as follows:**

| | |
|---|---|
| Monday through Thursday | 8:00 a.m. to 8:00 p.m. |
| Friday | 8:00 a.m. to 4:00 p.m. |

## *TUITION AND FEES*

Tuition and fees vary according to the length of the program. For a listing of specific tuition charges, refer to the schedule in the back section of the catalog. 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 fees. Medical students, with the exception of Surgical Technologists, are issued stethoscopes. Supplies, diskettes, coding forms, uniforms, hose and shoes are not included, and cost approximately $25 to $50.

## *VETERANS ADMINISTRATION*

Veterans planning to attend National School of Technology should contact the VA Certifying Official at the Student Financial Services Office prior to beginning the program. VA students must apply for federal student aid and/or make payment arrangements with the Business Office. National School of Technology is not responsible for any VA benefits and cannot approve or guarantee any amount that veterans will receive.

Some 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) Maintain a grade average of 77%

(2) Have an attendance average of 80% per block

(3) Satisfactorily perform all required competencies

(4) Meet the specified conditions for incompletes, 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 the 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 and VA benefits terminated. 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. Students may appeal probation decisions to the campus director, in writing, within three days.

A student whose VA educational benefits have been terminated for unsatisfactory progress may petition to have the benefits restored after one grading period. The school may reinstate the benefits after it determines that the student has a reasonable chance of satisfactorily completing the program within the required time frame.

Students whose training has been interrupted for academic reasons may be reinstated with the following class by making application directly to the registrar. Students who have been administratively withdrawn from a program may apply for reinstatement by making written application to the campus director. The administration will review these applications and render a decision. Appeals regarding these decisions will follow the school's appeals procedure. Administrative decisions rendered on appeals are final.

## *INCOMPLETES, WITHDRAWALS, REPETITIONS, REMEDIAL WORK*

Students with course incompletes, withdrawals, repetitions, and those doing remedial work are eligible to continue receiving financial aid if the following criteria are met:

(1) The student is otherwise making satisfactory progress; and

(2) The time required to make up and complete course work is within the program time frame.

Students with incomplete courses will receive written notice and are required to make up any incomplete assignments or examinations within one week of such notice in order to receive credit.

Students withdrawing from a course prior to the midpoint of an instructional block will not receive a grade for the course. Grades assigned for repeated courses will replace the unsatisfactory grades for the same courses previously attempted.

Evaluation for satisfactory progress will take place at the end of each block of instruction.

## *MAXIMUM TIME FRAME*

To remain eligible for federal funds, financial aid students must complete their program within a specified time frame. All programs must be completed within 1.5 times the normal duration of time required to complete the program.

## *REFUND POLICY*

1. All monies paid by an applicant will be refunded if requested within three business days after signing an enrollment agreement and making an initial payment.

2. Each student is accepted with the understanding that he or she has registered for an entire program of study. If a student is not accepted, all advance monies will be refunded.

3. If a student is accepted and then withdraws from the program for any reason before the class convenes, all monies shall be refunded, except as prescribed by school policy and in no case shall more than $150 be retained by the school.

4. Students who have not visited NST prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of the equipment.

5. **Refunds to the students attending National School for the first time, or for subsequent periods of enrollment.** The school shall make a pro rata refund of tuition, fees, and other charges to a student who withdraws or otherwise fails to complete the period of enrollment.

   A pro rata refund is required if the student has completed 60% or less of the program. The pro rata refund is equal to the portion of the period of enrollment for which the student has been charged that remains on the last day of attendance by the student. The refund is rounded downward to the nearest 10% of that period, less any unpaid charges, less a withdrawal fee of $100.

   The "portion of the period of enrollment for which the student has been charged that remains" shall be determined as follows: By dividing the total number of clock hours comprising the period of enrollment for which the student has been charged by the number of hours remaining to be completed as of the last day of recorded attendance.

6. If the student completes more than 60% of the program, the student shall not receive any refund, and is obligated for the full tuition, fees and other charges.

7. Refunds are made within sixty (60) days of the date that the student cancels or fails to appear on or before the first day of class. Any monies due the student shall be refunded within sixty (60) days from the date that the school determines that the student withdrew.

**Termination Date.** The termination date for refund computation purposes is the last date of actual attendance by the student. The school will refund all monies due whether or not the student provided notice of cancellation or withdrawal.

**Special Cases.** In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement which is reasonable and fair to both parties.

# COURSE DESCRIPTIONS

**CS 1110 INTRODUCTION TO CROSS-SECTIONAL ECHO ANATOMY 15 HOURS**

A study of the parts of the heart as seen in different echocardiographic views using parasternal, apical, subcostal, and suprasternal windows.

**CS 1112 INTRODUCTION TO NORMAL 2-DIMENSIONAL ECHO 40 HOURS**

A discussion of the technique for obtaining the different echocardiographic views of the heart with emphasis on getting the appropriate plane, achieving transducer control, and eliminating artifacts.

**CS 1114 TWO DIMENSIONAL LAB 20 HOURS**

Practice on normal 2-dimensional examination.

**CS 1116 INTRODUCTION TO NORMAL M-MODE EXAMINATION 15 HOURS**

An orientation to M-mode recording with emphasis on the motion pattern of the different parts of the heart which can be seen. Discussion of the technique of performing the exam and the M-mode measurements. Lab time to practice on M-mode examination is included.

**CS 1118 INTRODUCTION TO CONVENTIONAL DOPPLER EXAMINATION 40 HOURS**

A review of blood flow across the different valves of the heart as seen from different echo views. An explanation of the doppler technique of examination and the uses of the different doppler modes and interpretation of the doppler spectral display.

**CS 1120 CONVENTIONAL DOPPLER LAB 20 HOURS**

Practice on Conventional Doppler examination.

**CS 1122 INTRODUCTION TO COLOR FLOW MAPPING & PRINCIPLES 15 HOURS**

A review of color flow physics. A demonstration of the technique and uses of color flow doppler. Included are interpretations of the color flow display. Lab time to practice on color flow examinations is included.

**CS 1124 ECHOCARDIOGRAPHIC PATHOLOGY 115 HOURS**

A study of cardiac diseases with emphasis on echocardiographic findings.

**CS 1126 NON-INVASIVE LAB II 20 HOURS**

An orientation to the echocardiographic controls. A demonstration of the technique of performing a complete echocardiographic examination including 2D, M-mode, doppler and color flow. Case studies in echo pathology are also discussed.

**CS 1220 SONOGRAPHY CLINICALS 810 HOURS**

After successful completion of the Echocardiographic block, students will rotate through various cardiac ultrasound laboratory settings. The clinical rotation consists of two to three levels, ranging from mobile labs, diagnostic centers to high profile offices.

**CS 1250 SPECIAL PROJECTS AND SEMINARS 90 HOURS**

Weekly evening seminars are conducted to review and enhance the weekly echo experience received in the clinical site. Various instructional techniques and group discussions are applied during the seminars. Weekly attendance is mandatory for successful completion of the DCS Program.

**CV 1106 MEDICAL TERMINOLOGY 15 HOURS**

The use of abbreviations and symbols used in typical medical reports. Prefixes, suffixes and root words that make up the structure of medical language are also studied.

**CV 1110 CELLULAR BASIS OF ANATOMY & PHYSIOLOGY 15 HOURS**

An introduction to the medical field with a review of the responsibilities of a cardiovascular technologist, including ethical considerations. Study of the cell, its organelles and functions. Detailed discussion of cell membrane structure and its transport systems, and the role it plays in the generation of action potential.

**CV 1112 MUSCULOSKELETAL SYSTEM 15 HOURS**

A presentation of the overall skeletal plan with particular attention to anatomical landmarks relevant to echocardiographic and vascular studies. Ultramicroscopic anatomy of a muscle is discussed with a description of excitation-contraction coupling and its relationship to the nervous system.

**CV 1114 NERVOUS SYSTEM 15 HOURS**

A study of the organization and structures in the nervous system, the function of each component, and its blood supply. Includes discussion of the most common derangement involving the system.

**CV 1116 RESPIRATORY SYSTEM 15 HOURS**

A study of the anatomical landmarks of the respiratory system, chemistry of oxygen and carbon dioxide transport, and breathing patterns.

**CV 1118 GASTROINTESTINAL SYSTEM 15 HOURS**

Covers the general anatomical features of the gastrointestinal system. The anatomical and physiological characteristics of the stomach, small intestines, large intestines, liver, gall bladder and pancreas are described.

**CV 1120 GENITOURINARY SYSTEM 15 HOURS**

A study of the gross anatomy and histological organization of the urinary system, and the male and female reproductive system. Renal physiology and its role, as well as hemodynamic compensatory mechanisms, are emphasized. Related pathologies are also discussed.

**CV 1122 ENDOCRINE SYSTEM 15 HOURS**

A study of hormones, their origin and function with respect to the human body.

**CV 1124 REPRODUCTIVE SYSTEM 15 HOURS**

A study of the anatomy and physiology of the female and male reproductive system.

**CV 1126 CARDIAC ANATOMY & PHYSIOLOGY 60 HOURS**

The gross and microscopic anatomy of the heart are presented. The relationship of electrical impulse propagation to the electrocardiographic recording and cardiac cycle are discussed, as well as the compensatory mechanisms of the heart and congestive heart failure.

**CV 1128 VASCULAR ANATOMY & PHYSIOLOGY 45 HOURS**

The composition of blood and its various functions are described. A presentation of the anatomical distribution of major arteries and veins. Included are discussions of the hemodynamic principles that regulate blood flow and the compensatory mechanisms for the control of flow, including the etiology and development of hypotention and hypertension.

**CV 1130 CLINICAL LABORATORY PROCEDURES 60 HOURS**

Routine blood tests (hematocrit and hemoglobin) are discussed, including their findings and interpretation. Urinalysis is presented with emphasis on the collection of specimens, as well as their physical and chemical examination. Procedures for obtaining different cultures are presented. A study and practice of injections as well as skin puncture procedures and venipunctures. Also included are vital signs and physical measurements, taking the medical history and the routine physical exam.

**CV 1210 COMPUTATIONAL SCIENCES 15 HOURS**

A review of basic mathematics, algebra, physics, and statistics. Basic computer knowledge and keyboarding skills are introduced, as well as basic economic skills such as budgeting, interest computations, loans and personal financial management.

**CV 1212 MEDICAL PHYSICS 15 HOURS**

A review of basic physics principles and their application to medical technology.

**CV 1213 CARDIOPULMONARY RESUSCITATION 15 HOURS**

A study of emergency management of a victim of cardiac arrest and first aid for an obstructed airway. Certification requirements are determined by the American Heart Association and include resuscitation procedures for adults and infants.

**CV 1214 NORMAL ECG & NORMAL VARIANTS 45 HOURS**

A study of the physical principles and electrical activity of the heart. These are correlated with the findings in the ECG and cardiac cycle.

**CV 1216 VECTORIAL ANALYSIS 15 HOURS**

A discussion of the principles of vectorcardiography, its similarities and differences from the ECG, and different lead placement. Normal and abnormal ECG results are also covered.

**CV 1218 HYPERTROPHIES & INTERVENTRICULAR CONDUCTION DISTURBANCES 15 HOURS**

A study of the relationship between cardiac enlargement and interventricular conduction disturbances, as well as their manifestation on the ECG.

**CV 1220 ISCHEMIA, INJURY, & INFARCTION 15 HOURS**

A correlation of hemodynamic abnormalities in the coronary circulation with electromechanical dysfunction of the heart and its ECG manifestations. Includes conduction abnormalities secondary to coronary flow aberration.

**CV 1224 ARRHYTHMIA RECOGNITION & MANAGEMENT 75 HOURS**

A study of the different arrhythmias, the mechanism of generation, and technique of interpretation. Includes daily practice reading ECG's and discussion on the management of the cardiac arrest patient.

**CV 1226 PACEMAKER RHYTHMS 15 HOURS**

Deals with identification of the presence of a pacemaker in a cardiogram, learning the different types of pacemakers and their uses, and recognizing malfunctions.

**CV 1228 CARDIOVASCULAR PHARMACOLOGY 15 HOURS**

A review of the most commonly used drugs in arrhythmia management, their actions, side effects and effects on the ECG. Other cardiovascular drugs are also discussed.

**CV 1230 BASIC MEDICAL SKILLS 60 HOURS**

A demonstration of the steps involved in patient setup for a standard 12 lead ECG. Proper electrode identification and placement for an artifact-free ECG production. Correct mounting and recording of pertinent patient information is practiced.

**CV 1310 GRADED EXERCISE TESTING 15 HOURS**

Covers the physiology of exercise and the normal ECG changes accompanying exercise. A discussion of the different modalities and protocols used, reasons for terminating a test and contraindications for the test.

**CV 1312 AMBULATORY MONITORING 15 HOURS**

A presentation of Holter scanning and its application in cardiology. Different types of recording and scanning techniques, lead placements and attachments, and sources of artifacts are discussed.

**CV 1314 STRESS & HOLTER LAB 60 HOURS**

A demonstration of the steps involved in preparing a patient for holter monitoring, stress testing and vascular studies. Proper electrode placement for artifact free recording is included. Students practice performing actual EST and Holter techniques.

**CV 1316 CARDIAC PATHOLOGY 165 HOURS**

A study of cardiovascular diseases, their etiologies, anatomical abnormalities, signs and symptoms and hemodynamic changes.

**CV 1318 INTRODUCTION TO VASCULAR DISEASES 15 HOURS**

A review of circulatory hemodynamics followed by a study of different arterial and venous disorders, including their etiology, symptoms and physical manifestation.

**CV 1320 PSYCHOLOGY OF PATIENT CARE 15 HOURS**

A study of personality formation, the stress of illness, patient fear, and public relations in a health care setting.

**CV 1322 PROFESSIONALISM & MEDICAL ETHICS 15 HOURS**

An insight into the morality and ethics that direct today's medical professionals. Beginning with the Hippocratic Oath to discussing the AMA principles on medical ethics, students will understand the conduct and professionalism that is expected and required in the medical community.

**CV 1410 BUSINESS & MEDICINE 10 HOURS**

A study of the impact of economics on health care, including the history of medical economics and current trends in health care delivery. Included are discussions on specialized versus multi-skilled health care. A familiarization with the prospective payment system and utilization review is included. Students contrast various funding programs such as Medicare, Medicaid, managed care, and private indemnity insurance.

**CV 1412 RECORDS MANAGEMENT SYSTEMS & PROCEDURES 35 HOURS**

The study of business communications with an introduction to computers. An insight into medical records management and insurance billing is provided.

**CV 1414 STERILIZATION & INFECTION CONTROL 15 HOURS**

A study of the classification of microorganisms. 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.

**CV 1422 ADVANCED CONCEPTS IN CARDIAC TECHNOLOGY 25 HOURS**

A clinical application of various diagnostic modalities including signaled averaged ECG's persantine and thallium stress testing and other related procedures, with simulated demonstrations of each.

**CV 1424 INTRODUCTION TO VASCULAR STUDIES 25 HOURS**

An introduction to the different arterial and venous diagnostic techniques, physical principles involved, testing protocols, and current diagnostic equipment.

**CV 1426 NON-INVASIVE VASCULAR LAB 60 HOURS**

Practice sessions in performing arterial and venous studies.

**CV 1428 PHYSICS OF ULTRASOUND 30 HOURS**

An introduction to the fundamental concepts of sound wave physics. Includes discussion of instrumentation including transducer types, beam focusing, causes of artifacts, and other control settings.

**CV 1450 INTERNSHIP OR PROJECT 300 HOURS**

A demonstration of ECG, holter and stress competencies in the workplace with patients, or completion of an assigned project. Practical field experience is required of all graduates exiting the cardiovascular technologist program who are not advancing to upper division programs.

**HS 1100 KEYBOARDING LAB 50 HOURS**

Students are taught by touch, the location of all of the alphabetic keys on the keyboard, proper posture and reaching techniques, and practice rhythm for more accurate and faster keyboarding. NOTE: Students must achieve minimum keyboarding speed of 35 wpm to graduate.

**HS 1105 APPLIED BUSINESS MATH 50 HOURS**

Students learn to use their math abilities in business related fields such as bank reconciliations, payroll computation, sales commissions, markup, simple interest, promissory notes and taxes.

**HS 1107 COMPUTER FUNDAMENTALS 10 HOURS**

An introduction to computer hardware and software and their use in a business environment.

**HS 1110 WORD PROCESSING APPLICATIONS LAB 80 HOURS**

In this laboratory course, students learn contemporary word processing applications. Students also learn to create and manage documents on the microcomputer, as well as word processing commands that permit them to become power users.

**HS 1115 PRACTICAL OFFICE SKILLS LAB 10 HOURS**

A seminar placing emphasis on communication and office organization, including proper use of office equipment such as the telephones, copier and facsimile machines.

**HS 1200 PRINCIPLES OF MANAGEMENT 50 HOURS**

Emphasis is placed on aspects of management such as planning, organization, staffing, leading and controlling. The needs for sound management philosophy are identified.

**HS 1210 SPREADSHEET APPLICATIONS LAB 70 HOURS**

In this laboratory course, students learn contemporary spreadsheet applications. Students become proficient in various functions such as entering labels, values, formulas, formatting, aligning, and other important spreadsheet commands.

**HS 1215 ENGLISH USAGE & BUSINESS COMMUNICATIONS 80 HOURS**

Students prepare letters, memos, reports and other business documents using original thought. A study of communication, both oral and written. Organization of material, logical thought, and effective presentation are stressed.

**HS 1300 PRINCIPLES OF ACCOUNTING 100 HOURS**

This course includes the basic structure of accounting, opening a set of books, journal entries, trial balances, financial statements, and closing the books of a business. The student learns about receivable and payable accounts, as well as collections.

**HS 1305 PAYROLL PROCESSING 25 HOURS**

Students learn how to process the payroll of a simulated business.

**HS 1310 PAYROLL & SALES TAX REPORTING 25 HOURS**

Students become proficient in calculating payroll and sales taxes, including the filing of required reports.

**HS 1315 AUTOMATED ACCOUNTING LAB 50 HOURS**

Students learn how to process the general ledger, accounts payable and receivable ledgers, and prepare financial statements on a microcomputer.

**HS 1400 MEDICAL TERMINOLOGY & GROSS HUMAN ANATOMY 25 HOURS**

The use of abbreviations and symbols used in typical medical reports. Prefixes, suffixes and root words that make up the structure of medical language are also studied. An introduction to the major anatomical structures of the human body to serve as a reference when performing medically-related business functions.

**HS 1405 BUSINESS TRENDS IN MEDICINE 10 HOURS**

A study of the impact of economics on health care, including the history of medical economics and current trends in health care delivery. Included are discussions on specialized versus multi-skilled health care. Students contrast various funding programs such as Medicare, Medicaid, managed care, and private indemnity insurance.

**HS 1410 MEDICAL CLAIMS PROCESSING, CODING & BILLING 100 HOURS**

The study of medical office business practices, including types of practices and specialties, telephone techniques, appointment scheduling, maintaining medical records, filing systems, medical reports, correspondence, coding and processing health insurance claim forms.

**HS 1415 AUTOMATED CLAIMS PROCESSING LAB 65 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.

**HS 1500 INTERNSHIP 400 HOURS**

Students are assigned to a medically-related business where there is an opportunity to observe and participate in an on-the-job setting. Participation in seminars and other special activities may be required. Internships are a mandatory component of the program and must be satisfactorily completed before a diploma is issued.

**MA 1110 MEDICAL TERMINOLOGY 15 HOURS**

The use of abbreviations and symbols used in typical medical reports. Prefixes, suffixes and root words that make up the structure of medical language are also studied.

**MA 1112 HUMAN BODY ORGANIZATION, CELLS, TISSUES & ORGANS 15 HOURS**

A study of the cell, its organelles and functions. Detailed discussion of cell membrane structure and its transport systems, and the role it plays in the generation of action potential.

**MA 1114 INTEGUMENTARY SYSTEM 15 HOURS**

A study of the body's first line of defense and its structures to ward off disease and infections.

**MA 1116 SKELETAL SYSTEM 20 HOURS**

A study of the body's framework and its functions.

**MA 1118 MUSCULAR SYSTEM 20 HOURS**

A study of the different muscles of the body and their functions.

**MA 1120 NERVOUS SYSTEM & SPECIAL SENSES 15 HOURS**

A study of the organization and structures in the nervous system.

**MA 1122 CIRCULATORY SYSTEM 20 HOURS**

A study of the arteries and veins with a comprehensive understanding of the different changes that take place throughout the system.

**MA 1124 LYMPHATIC SYSTEM 15 HOURS**

A study of the body's filtration system.

**MA 1126 RESPIRATORY SYSTEM 15 HOURS**

A study of different parts of the respiratory system with understanding of the chemistry of oxygen and carbon dioxide transport and breathing patterns.

**MA 1128 DIGESTIVE SYSTEM 20 HOURS**

A complete study of the anatomy and functions of the gastrointestinal system.

**MA 1130 GENITOURINARY & REPRODUCTIVE SYSTEM 15 HOURS**

A study of the gross anatomy and histological organization of the urinary system, and the male and female reproductive systems.

**MA 1132 ENDOCRINE SYSTEM 15 HOURS**

The study of hormones, their origin and function with respect to the human body.

**MA 1210 MEDICAL PRACTICES & SPECIALTIES 5 HOURS**

A study of the medical office practice, including different types of medical specialties.

**MA 1212 PSYCHOLOGY OF PATIENT CARE - LEGAL & ETHICAL ISSUES 10 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. The Code of Ethics of the Registered Medical Assistant is discussed.

**MA 1214 MEDICAL OFFICE MANAGEMENT PROCEDURES 70 HOURS**

A 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 coding health insurance claims.

**MA 1216 MEDICAL RECORDS/CODING MANAGEMENT 70 HOURS**

An introduction to the patient's medical record including concepts of abstracting and posting ICD-9 and CPT-4 codes for insurance processing.

**MA 1218 CODING CASE STUDIES I 15 HOURS**

Students will use their skills to code from a patient's medical record for insurance processing.

**MA 1310 ORGANIZATION OF THE CLINICAL LAB/INFECTION CONTROL 20 HOURS**

An introduction to the various departments of the medical reference laboratory, safety guidelines, quality assurance and quality control. The student will learn principles, techniques, and equipment used for equipment sterilization in a medical office. Categories of isolation and universal precautions related to communicable disease transmission are presented.

**MA 1312 CLINICAL ASSISTING SKILLS 45 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. An introduction to the basic skills of recording the ECG using single and multi-channel electrocardiographs.

**MA 1314 PHARMACOLOGY & DRUG THERAPY 30 HOURS**

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

**MA 1316 PHLEBOTOMY TECHNIQUES 35 HOURS**

A study of skin puncture procedures, injection, and venipuncture using the syringe and evacuated tube system. Capillary tubes, microtainers, and color-coded collection tubes are introduced.

**MA 1318 HEMATOLOGY 25 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 are introduced.

**MA 1320 BASIC URINALYSIS 20 HOURS**

A review of 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 1322 SEROLOGY TESTING 5 HOURS**

A study of Group A Strep screening using kit methods with quality assurance controls. Further detail on specific serological tests including infectious monocleouses and serological pregnancy testing.

**MA 1324 CARDIOPULMONARY RESUSCITATION 15 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 1326 PHLEBOTOMY TECHNICIAN CERTIFICATION EXAM REVIEW 5 HOURS**

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

**MA 1410 COMPUTER FUNDAMENTALS 30 HOURS**

An overview of the history and concepts of computers. The central processing unit, input-output devices, floppy disks, hard disks, disk operating systems, and elements of word processing are introduced.

**MA 1412 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 1414 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 1416 KEYBOARDING SKILLS/DATA ENTRY 35 HOURS**

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

**MA 1418 RULES FOR MEDICAL WORD PROCESSING & 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 are also studied. Fundamentals of medical word processing are introduced.

**MA 1420 BASIC MEDICAL REPORTS 15 HOURS**

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

**MA 1422 MEDICAL WORD PROCESSING LAB 30 HOURS**

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

**MA 1600 INTERNSHIP OR PROJECT 300 HOURS**

Students are 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 confirms the student's attendance and submits evaluations of performance to the program coordinator. A special project may be completed in lieu of internship at the program coordinator's discretion.

**PT 1100 MEDICAL TERMINOLOGY 50 HOURS**

The use of abbreviations and symbols used in typical medical reports. Prefixes, suffixes and root words that make up the structure of medical language are also studied.

**PT 1102 ANATOMY AND PHYSIOLOGY 200 HOURS**

The study of the human body systems, their relationship to both structure and function. Gross anatomy and related physiology of each system is emphasized.

**PT 1104 INTRODUCTION TO CHEMISTRY 35 HOURS**

An introduction to the laws of chemistry. Emphasis is placed on atomic structure, chemical notation, equations and acid-base exchanges.

**PT 1106 CARDIOPULMONARY RESUSCITATION 15 HOURS**

A study of emergency management of a victim of cardiac arrest and first aid for an obstructed airway. Certification requirements are determined by the American Heart Association and include resuscitation procedures for adults and infants.

**PT 1200 CHEMISTRY II 40 HOURS**

A continuation of the mathematical and physical laws which govern chemistry. Continued emphasis on chemical notations, equations and acid-base exchanges.

**PT 1202 PHARMACY LAW 40 HOURS**

An insight into monitoring the pharmacy site for compliance with federal, state and local laws; regulations and professional standards.

**PT 1204 DISPENSING SAFETY 30 HOURS**

Students learn to implement and monitor policies and procedures for hazardous waste handling and infection control.

**PT 1206 MATHEMATICS AND METRICS 90 HOURS**

This course provides the professional with the necessary mathematical skills to solve a variety of problems encountered in day-to-day operations. Topics covered include arithmetic, ratio, proportions, graphs and the metrics system.

**PT 1208 INVENTORY AND COST CONTROL 40 HOURS**

Students learn activities related to medication and supply purchasing, inventory control; as well as the preparation and distribution of medication according to policies and procedures.

**PT 1210 WORD PROCESSING LAB 60 HOURS**

A series of projects designed to develop practical experience in processing medical reports from progress notes and other medical records.

**PT 1300 PHARMACOLOGY 120 HOURS**

The study of drugs and solutions, their classification, pharmacokinetics, actions, indications and side effects.

**PT 1302 DOSAGE FORMS 60 HOURS**

A series of projects designed to train the student to receive, process, assess and update the prescription obtaining such information as diagnosis, therapeutic outcome, medication use, allergies, adverse reaction, medical history, visual impairment, physical disability and reimbursement.

**PT 1304 IV ADMIXTURES AND ASEPTIC TECHNIQUES 60 HOURS**

The student will learn how to calculate, mix and compound medications using standard aseptic techniques.

**PT 1306 CLINICAL PROBLEM SOLVING 60 HOURS**

A series of projects designed to allow students to solve problems encountered in a pharmacy setting. Preparation for the national pharmacy technician certification exam is also covered.

**PT 1400 INTERNSHIP OR PROJECT 300 HOURS**

Students are placed in a medical facility where there is opportunity to observe, assist, learn and perform on-the-job training. Internship is required to be satisfactorily completed. The student's supervisor confirms the student's attendance and submits evaluations of performance to the program coordinator. A special project may be completed in lieu of internship at the program coordinator's discretion.

**RT 0190 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.

**RT 0192 RADIATION PHYSICS & 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.

**RT 0194 RADIOGRAPHIC TECHNIQUE & 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.

**RT 0196 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.

**ST 1210 MICROBIOLOGY 40 HOURS**

An introduction to micro-organism identification and classification of bacteria. Also included are procedures for specimen collection using sterile techniques, culture plating, sensitivity plating, sensitivity testing, urine urichek, streaking agar plates, collection of throat cultures, and wet mount chemical fixatives.

**ST 1212 PATIENT PSYCHOLOGY 10 HOURS**

Behavioral changes are discussed with emphasis on those associated with disease and addictions.

**ST 1214 LEGAL ASPECTS OF MEDICINE & PROFESSIONAL ETHICS 10 HOURS**

An insight into the morality and ethics that direct today's medical professionals. Beginning with the Hippocratic Oath, students will discuss the AMA principles on medical ethics, and understand the conduct and professionalism that is expected and required in the medical community.

**ST 1216 MATHEMATICS FUNDAMENTALS & METRIC SYSTEM 30 HOURS**

Basic mathematics applications are reviewed with calculations of dosages to include conversion from standard to metric systems and visa versa.

**ST 1218 PHARMACOLOGY 30 HOURS**

The study of injections, use of syringes and needles, drugs and solutions, toxic effects of drugs, legal regulations and standard inventory, dosage, prescriptions and emergency drugs.

**ST 1220 CARDIOPULMONARY RESUSCITATION 15 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.

**ST 1222 COMPUTER CONCEPTS 40 HOURS**

An overview of the history and concepts of computers. The central processing unit, input-output devices, floppy disks, hard disks, disk operating systems, and elements of word processing are introduced.

**ST 1224 INTRODUCTION TO SURGICAL TECHNOLOGY 25 HOURS**

A study of the organization and management of different health care facilities with emphasis on the job descriptions, communication and work environment, including equipment that is standard in each operating room suite.

**ST 1312 SURGICAL TECHNIQUES & PROCEDURES 50 HOURS**

A study of basic instrumentation used in surgery. Proper techniques are presented in such areas as scrubbing, gowning, gloving, as well as sterile techniques such as prepping, basic set-ups and invasive procedures.

**ST 1314 SURGICAL SPECIALTIES I - GENERAL, OB/GYN, PLASTICS & ORTHOPEDICS 50 HOURS**

A study of the different procedures pertaining to each specialty including additional instrumentation and equipment for each procedure.

**ST 1316 SURGICAL SPECIALTIES II - OPHTHALMOLOGY, ENT & UROLOGY 50 HOURS**

A study of the different procedures pertaining to each specialty including additional instrumentation and equipment for each procedure.

**ST 1318 SURGICAL SPECIALTIES III - CARDIOVASCULAR, THORACIC & NEURO 50 HOURS**

A study of the different procedures pertaining to each specialty including additional instrumentation and equipment for each procedure.

**ST 1410 CLINICAL PRACTICUM 600 HOURS**

Students are placed in a medical facility where there is an opportunity to observe, assist, learn and perform in a practical setting. The clinical practicum is an essential component of the program where theoretical and practical skills are integrated. Students must assist with a minimum of 125 surgical cases in various specialties and meet other experiential pre-requisites for professional credentialing eligibility as may be otherwise required.

**US 1110 PHYSICS OF ULTRASOUND AND 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 interact 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 1210 ADRENAL GLAND AND 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 1212 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 1214 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 1216 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 1218 SCROTUM & PROSTATE GLAND 30 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 1220 ANATOMY OF THE FEMALE PELVIS & SCANNING TECHNIQUES 30 HOURS**

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

**US 1222 PELVIC INFLAMMATORY DISEASES 15 HOURS**

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

**US 1224 CONGENITAL ANOMALIES OF THE FEMALE GENITAL TRACT/BENIGN DISEASES OF THE VAGINA 20 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 1226 MALIGNANT DISEASES OF THE UTERUS & CERVIX/BENIGN MASSES, MALIGNANT MASSES OF THE OVARIES, FALLOPIAN TUBES & BROAD LIGAMENTS 75 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 1310 EMBRYOLOGY 50 HOURS**

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

**US 1312 FIRST TRIMESTER: NORMAL AND ABNORMAL FETAL ANATOMY 50 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 1314 SECOND TRIMESTER: NORMAL AND ABNORMAL FETAL ANATOMY 50 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 1316 THIRD TRIMESTER: NORMAL AND ABNORMAL FETAL ANATOMY 50 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 1318 ULTRASOUND MEASUREMENTS, BIOPHYSICAL PROFILE & MULTIPLE FETUSES 75 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.

**US 1320 INCOMPETENT CERVIX, PLACENTAL ABNORMALITIES AND DOPPLER ASSESSMENT OF PREGNANCY 50 HOURS**

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

**US 1430 INTERNSHIP 300 HOURS**

Students are 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 confirms the student's attendance and submits evaluations to the program director.

# NATIONAL SCHOOL OF TECHNOLOGY

## MAIN CAMPUS - NORTH MIAMI BEACH

### Administration

Edward C. Iverson ..... Campus Director
Virginia Doherty ..... Admissions Manager
Valerie Auriemma ..... Student Financial Services Manager
Robert Callahan, B.A. ..... Assistant Corporate Director of Career Development
Kookie Dowling ..... Senior Registrar
Tarcia Hepburn ..... Business Office Manager

## BRANCH CAMPUS - HIALEAH

### Administration

Gilbert Delgado, M.D. ..... Campus Director
Xiomara Campos ..... Student Financial Services Manager
Diana Morales ..... Career Development - Asst. Manager
Gladys Willis, B.A. ..... Registrar
Hugo Balcarcel ..... Business Office Manager

## MAIN & BRANCH CAMPUS PROGRAM OFFICIALS

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M.D., Universidad de Laguna
Laguna, Spain

**RECIO, BRENDA**
Instructor
Medical Assistant Program
C.M.A., R.M.A., C.P.T., M.L.T.,
Medical Assistant Diploma,
Charon Williams
Nursing Assistant Certificate,
Medical Personnel

**RINGLING, JULIUS**
Instructor
Health Services Administration Program
M.B.A., Atlanta University,
Atlanta, GA
B.S., Economics
Talledega College, Talledega, AL

**SAAVEDRA, SERGIO**
Instructor
Cardiovascular Technologist Program
M.D., Universidad de Nordestana
San Francisco de Marcois,
Dominican Republic

**TAYLOR, VICKI**
Preceptor
Surgical Technologist Program
C.S.T., Miami International University

**VILA, MANUEL**
Instructor
Cardiovascular Technologist Program
M.D., Universidad Central del Este
San Pedro de Maconis,
Dominican Republic

**ZAYAS-BAZAN, MARIO**
Instructor
Cardiovascular Technologist Program
M.D., Universidad Mexico,
Reynosa, Mexico

# BRANCH CAMPUS FACULTY

**BAZALAIS, KATHLEEN**
Instructor
Cardiovascular Technologist Program
C.C.V.T., Education Diploma
Ellis Dubois, Haiti

**CARMONA-GINZO, LISSETTE**
Instructor
Medical Assistant & Cardiovascular Technologist Programs
C.C.V.T.,
National School of Technology

**CRUZ-ESPAILLAT, GRISSELL**
Instructor - PT
Ultrasound Technologist Program
M.D., Universidad de Este
San Pedro Macoris, Dominican Republic

**DASS, SARA**
Instructor - PT
Surgical Technologist Program
M.S., Computer Programming,
Nova Southeastern University

**GARCIA, GUILLERMO**
Instructor
Cardiovascular Technologist Program
M.D., Universidad Central del Este
San Pedro de Macoris,
Dominican Republic
B.A., Chemistry
Florida International University

**GUZMAN, FRANCISCO**
Instructor
Ultrasound Technologist Program
M.D., Universidad Autonoma
Santo Domingo, Dominican Republic
Ultrasound Technologist Diploma,
Ultrasound Diagnostic School
Diagnostic Medical Sonographer Program
A.S.T., National School of Technology

**IRANI, FRIDOSI**
Instructor
Surgical Technologist Program
O.R. Technician, Ft. Sam Houston
B.S., Microbiology
Florida Atlantic University

**KATWAROO, ADRIAN**
Instructor
Cardiovascular Technologist Program
M.D., University of St. Domingo,
St. Domingo, Dominican Republic

**KHAN, JAWAID**
Instructor
Surgical Technologist Program
M.D., University of Punjab
Lahore, Pakistan
M.S., University of Karachi
Karachi, Pakistan

**MANUEL, VINCENTE**
Instructor
Diagnostic Cardiac Sonographer Program
M.D., Universidad Autonoma de Guadalajara
Guadalajara, Mexico
M.D., Universidad de los Andes
Merida, Venezuela

**MARTINEZ, CAROLINA**
Instructor
Ultrasound Technologist Program
M.D., Universidad Francisco,
Guatemala, C.A.

**OCHOA, GERMAN**
Instructor
Surgical Technologist Program
M.D., Universidad Central del Este,
Barranquilla, Colombia

**RAMIREZ, NANCIA**
Instructor
Medical Assistant Program
R.N., Polytechnical College
Las Villas, Cuba

**RAMIREZ, YARA**
Instructor
Cardiovascular Technologist Program
M.D., Central East University
San Pedro de Marcois
Dominican Republic

**SANTAMARIA, LUIS**
Instructor
Cardiovascular Technologist Program
M.D., University of Cartagena
Cartagena, Colombia

**SOCKOL, STEWART**
Instructor
Ultrasound Technologist Program
B.A., English,
University of South Florida
Ultrasound Diploma,
National School of Technology

**ZAYAS-BAZAN, MARIO**
Instructor
Cardiovascular Technologist Program
M.D., Universidad Mexico,
Reynosa, Mexico

# NATIONAL SCHOOL OF TECHNOLOGY

## *BOARD OF DIRECTORS*

Martin Knobel, B.Ed., M.S. . . . . Chairman & President
Rosa M. Iverson . . . . . Secretary
Arthur H. Ortiz, B.S. . . . . Board Member

## *ADMINISTRATION*

Martin Knobel, B.Ed., M.S. . . . . Chief Executive Officer
Rosa M. Iverson . . . . . Senior Corporate Vice President
Arthur H. Ortiz, B.S. . . . . Vice President of Campus Operations
Dan Frazier, B.S. . . . . Chief Financial Officer/Controller
Joan Levenson, A.A. . . . . Corporate Director, Personnel Mgmt./Business Office
Cheryl Hunter . . . . . Corporate Director of Career Development
Robert Callahan, B.A. . . . . Assistant Corporate Director of Career Development
Carmen Freire, B.S. . . . . Corporate Director of Loan Management
Hortensia DeLaFe, B.S. . . . . Assistant Corporate Director of Loan Management
Paul Catania . . . . . Corporate Director of Management Information Systems
Ann Gibson . . . . . Corporate Director of Admissions
Robert Wuagneux, M.A. . . . . Corporate Director of Training
Michael Moore, B.S. . . . . Corporate Director of Student Financial Services

## *TUITION & FEES*

| PROGRAM | ENTRANCE EXAM SCORE | PROGRAM HOURS | MONTHS (D & E) | TUITION | LAB & BOOKS FEE | REG. FEE | TOTAL |
|---|---|---|---|---|---|---|---|
| MEDICAL ASSISTANT | 28 | 900 | 9-12 | 5,145 | 190 | 150 | 5,485 |
| MEDICAL ASSISTANT TECHNICIAN | 28 | 1,200 | 12-15 | 7,815 | 265 | 150 | 8,230 |
| HEALTH SERVICES ADMINISTRATION | 32 | 1,200 | 12-15 | 8,200 | 550 | 150 | 8,900 |
| PHARMACY TECHNICIAN | 32 (Q SCORE 16) | 1,200 | 12-15 | 7,200 | 600 | 150 | 7,950 |
| SURGICAL TECHNOLOGIST | 40 | 1,200 | 12 | 11,850 | 500 | 150 | 12,500 |
| CARDIOVASCULAR TECHNOLOGIST | 40 | 1,500 | 15-19 | 12,785 | 265 | 150 | 13,200 |
| DIAGNOSTIC CARDIAC SONOGRAPHER | 40 | 1,200 | 12 | 9,600 | 200 | 150 | 9,950 |
| ULTRASOUND TECHNOLOGIST | 40 | 1,200 | 12-15 | 11,135 | 685 | 150 | 11,970 |

# ACADEMIC CALENDAR

## MEDICAL ASSISTANT PROGRAM

(N. Miami Beach & Hialeah Campuses)

| Day | Evening |
|---|---|
| 08/26/96 - 05/14/97 | 09/03/96 - 08/06/97 |
| 10/21/96 - 07/22/97 | 11/11/96 - 10/14/97 |
| 12/16/96 - 09/15/97 | 02/03/97 - 01/05/98 |
| 02/24/97 - 11/12/97 | 04/21/97 - 03/24/98 |
| 04/21/97 - 01/20/98 | |
| 06/16/97 - 03/17/98 | |

## MEDICAL ASSISTANT TECHNICIAN PROGRAM

(N. Miami Beach & Hialeah Campuses)

| Day | Evening |
|---|---|
| 08/26/96 - 08/14/97 | 09/03/96 - 11/20/97 |
| 10/21/96 - 10/15/97 | 11/11/96 - 02/09/98 |
| 12/16/96 - 12/10/97 | 02/03/97 - 04/22/98 |
| 02/24/97 - 02/19/98 | 04/21/97 - 07/15/98 |
| 04/21/97 - 04/16/98 | |
| 06/16/97 - 06/11/98 | |

## SURGICAL TECHNOLOGIST PROGRAM

(N. Miami Beach & Hialeah Campuses)

| Day |
|---|
| 08/26/96 - 08/14/97 |
| 10/21/96 - 10/15/97 |
| 12/16/96 - 12/10/97 |
| 02/24/97 - 02/19/98 |
| 04/21/97 - 04/16/98 |
| 06/16/97 - 06/11/98 |

## HEALTH SERVICES ADMINISTRATION PROGRAM

(N. Miami Beach Campus)

| Day | Evening |
|---|---|
| 08/26/96 - 08/14/97 | 09/03/96 - 11/20/97 |
| 10/21/96 - 10/15/97 | 11/11/96 - 02/09/98 |
| 12/16/96 - 12/10/97 | 02/03/97 - 04/22/98 |
| 02/24/97 - 02/19/98 | 04/21/97 - 07/15/98 |
| 04/21/97 - 04/16/98 | |
| 06/16/97 - 06/11/98 | |

## PHARMACY TECHNICIAN PROGRAM

(Hialeah Campus)

| Day | Evening |
|---|---|
| 10/07/96 - 10/01/97 | 09/30/96 - 12/17/97 |
| 01/13/97 - 01/08/98 | 01/27/97 - 04/15/98 |
| 04/14/97 - 04/08/98 | 05/12/97 - 08/05/98 |

## CARDIOVASCULAR TECHNOLOGIST PROGRAM

(N. Miami Beach & Hialeah Campuses)

| Day | Evening |
|---|---|
| 10/07/96 - 01/06/98 | 09/30/96 - 04/14/98 |
| 01/13/97 - 04/06/98 | 01/27/97 - 08/06/98 |
| 04/14/97 - 07/10/98 | 05/12/97 - 11/19/98 |

## DIAGNOSTIC CARDIAC SONOGRAPHER PROGRAM

(Hialeah Campus)

| Day |
|---|
| 10/07/96 - 10/01/97 |
| 01/13/97 - 01/08/98 |
| 04/14/97 - 04/08/98 |

## ULTRASOUND TECHNOLOGIST PROGRAM

(Hialeah Campus)

| Day | Evening |
|---|---|
| 10/07/96 - 10/01/97 | 09/30/96 - 12/17/97 |
| 01/13/97 - 01/08/98 | 01/27/97 - 04/15/98 |
| 04/14/97 - 04/08/98 | 05/12/97 - 08/05/98 |

**Note:** *NST limits the admission of students into its programs on the above dates only.*

# NOTES

# NOTES

# NOTES