

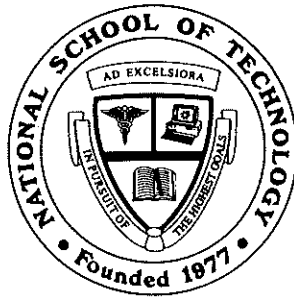
NATIONAL SCHOOL OF TECHNOLOGY, INC.

2000 CATALOG
Volume XXIV

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NATIONAL SCHOOL OF TECHNOLOGY, INC.
A sure thing in an unsure world.

2000
CATALOG

Volume XXIV
Published January 2000

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 through 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.

GUIDING PRINCIPLES

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

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

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

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. The Hialeah campus was awarded branch status in June 1989.

In October 1991, National School of Technology acquired Ward Stone College, located in Kendall, Florida. Ward Stone College's name was changed in December 1996 to National School of Technology, Inc. The Kendall campus is organized as a separate corporation and is a wholly owned subsidiary of National School of Technology, Inc.

STATEMENT OF OWNERSHIP

National School of Technology, Inc. is owned and controlled by Martin Knobel, C.E.O. The corporate offices are located at 12000 Biscayne Boulevard, Suite 302, North Miami, Florida, 33181. The telephone number is (305) 893-0005.

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, phlebotomy equipment, examining tables, blood cell counters, ultrasonography and echocardiography equipment as well as other types of diagnostic equipment. The microcomputer labs are equipped with IBM compatible computers to allow students to receive hands-on training. The surgical laboratories contain surgical instruments, trays, scrub stations, anatomical mannequins, drapes, etc. for practicing techniques. The massage therapy clinical laboratory contains massage tables and chairs with accessories, adjustable face cradles, massage stools and hydrotherapy equipment. A student lounge, equipped with vending machines for food, drinks and snacks, as well as a microwave oven, is also available. All students have access to the campus career and learning resource center which contains reference materials for student use. The campuses are located convenient to public transportation, shopping centers, restaurants and banks. 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). ABHES is listed by the U. S. Department of Education as a nationally recognized accrediting agency under the provisions of chapter 33, Title 38, U. S. Code and subsequent legislation. The Accrediting Bureau of Health Education Schools is recognized by the Commission on Recognition of Postsecondary Accreditation (CORPA) to accredit institutions of allied health and medical assistant programs in the private sectors and medical laboratory technician programs in the private and public sectors. ABHES is located at 803 West Broad Street, Suite 730, Falls Church, VA 22046. Tel: (703) 533-2082.

MEMBERSHIPS

- Career College Association (CCA)
- National Association of Health Career Schools (NAHCS)
- Florida Association of Postsecondary Schools and Colleges (FAPSC)
- Florida Association of Student Financial Aid Administrators (FASFAA)
- National Association of Student Financial Aid Administrators (NASFAA)

LICENSURE

The schools are licensed by the State Board of Nonpublic Career Education, Department of Education, 325 West Gaines Street, Tallahassee, FL, 32399-0400, (850) 488-9504. The campuses' license numbers are as follows: N. Miami Beach Campus holds License #599; Hialeah Campus holds License #747; and Kendall Campus holds license #1420.

National School of Technology is recognized as an approved Massage Therapy school by the Florida Board of Massage Therapy, Department of Health.

INTERNET ACCESS

An interesting and always growing body of current information about National School of Technology is available electronically via World Wide Web access at <http://www.national-school-tech.edu>.



NATIONAL SCHOOL OF TECHNOLOGY, INC.

12000 Biscayne Boulevard, Suite 302 • N. Miami, Florida 33181
Tel: (305) 893-0005 Fax: (305) 893-9913

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

For over 23 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

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Medical 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.

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
		<u>200</u>

Block 2

HS 1200	Principles of Management	50
HS 1210	Spreadsheet Applications Lab	70
HS 1215	English Usage & Business	
	Communications	80
		<u>200</u>

Block 3

HS 1300	Principles of Accounting	60
HS 1305	Payroll Processing	25
HS 1310	Payroll & Sales Tax Reporting	15
HS 1315	Automated Accounting Lab	50
HS 1320	Medical Office Accounting	50
		<u>200</u>

Block 4

HS 1400	Medical Terminology	50
HS 1405	Gross Human Anatomy	50
HS 1410	CPT Coding	40
HS 1415	ICD Coding	40
HS 1420	Medical Reports	20
		<u>200</u>

Block 5

HS 1500	Medical Billing & Claims Processing	100
HS 1510	Health Insurance Concepts	50
HS 1520	Patient & Insurance Collections	25
HS 1530	Medical Accounts Receivable	20
MS 1114	HIV/AIDS	5
		<u>200</u>

Internship

HS 1600	Internship	200
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TOTAL CLOCK HOURS 1200

12 months days/15 months evenings

Medical Administration Division

MEDICAL CODING SPECIALIST

Diploma • 900 Clock Hours

PROGRAM OBJECTIVE:

This program prepares students to analyze medical records and assign codes to medical conditions, diagnoses and procedures using a complex healthcare coding and classification system. Accurate coding is necessary for research and statistical data, as well as to determine reimbursement of healthcare services. Graduates meet the educational requirements as may be applicable to take the following credentialing examinations (see Professional/Credentialing Organizations and Examinations section of catalog): Certified Procedural Coder and Certified Procedural Coder-Hospital.

CAREER OPPORTUNITIES:

Due to the high demand for qualified coders, graduates are offered entry-level employment in various challenging and rewarding environments. Medical coding specialists may be employed in physicians' offices, hospitals, clinics, insurance companies, medical billing companies and medical financial consulting companies.

PROGRAM OUTLINE:

Block 1

MA 1110	Medical Terminology	15
MA 1112	Human Body Organization, Cells, Tissues & Organs	15
MA 1114	Integumentary Systems	15
MA 1116	Skeletal System	20
MA 1118	Muscular System	20
MA 1120	The 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
		<u>200</u>

Block 2

MA 1210	Medical Practices and Specialties	5
MA 1212	Psychology of Patient Care - Legal & Ethical Issues	10
MA 1214	Medical Office Management	50
MA 1216	Medical Records Coding Management	70
MA 1218	Coding Case Studies I	15
MA 1220	Practical Skills Lab	50
		<u>200</u>

Block 3

MC 1310	Introduction to Insurance	10
MC 1312	Coding Case Studies II	40
MC 1314	Microcomputer Fundamentals	10
MC 1316	Introduction to Hospital Billing	15
MC 1317	Hospital Billing & Claims Processing	20
MC 1318	Diagnostic Related Groups (DRG'S)	5
MC 1320	Automated Claims Processing Lab	95
MS 1114	HIV/AIDS	5
		<u>200</u>

Internship

MC 1410	Internship or Project	300
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TOTAL CLOCK HOURS 900

9 months days/12 months evenings

Medical Practice Division

ADVANCED MEDICAL ASSISTANT 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. Additionally, graduates of the advanced medical assistant program become proficient in medical word processing, automated medical insurance processing and basic x-ray technology. This program differs from the medical assistant program in that it includes supplementary skills beyond basic requirements. Graduates meet the educational requirements as may be applicable to take the following credentialing and licensing examinations (see Professional/Credentialing Organizations and Examinations section of catalog): Registered Medical Assistant; Certified Phlebotomy Technician; and Basic X-ray Machine Operator.

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. Advanced medical assistants may be qualified for enhanced employment opportunities with the addition of computer operations skills and basic x-ray training.

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	Genitourinary & Reproductive System	15
MA 1132	Endocrine System	15
		<u>200</u>

Block 2

MA 1210	Medical Practices & Specialties	5
MA 1212	Psychology of Patient Care - Legal & Ethical Issues	10
MA 1214	Medical Office Management	50
MA 1216	Medical Records / Coding Management	70
MA 1218	Coding Case Studies I	15
MA 1220	Practical Skills Lab	50
		<u>200</u>

Block 3

MS 1114	HIV/AIDS	5
MA 1310	Organization of the Clinical Lab / Infection Control	10
MA 1312	Introduction to Electrocardiography	15

MA 1314	Pharmacology & Drug Therapy	30
MA 1316	Phlebotomy Techniques	60
MA 1318	Hematology	25
MA 1320	Basic Urinalysis	20
MA 1322	Chemistry Testing	10
MA 1324	Cardiopulmonary Resuscitation	15
MA 1326	Phlebotomy Technician Certification Exam Review	<u>10</u>
		200

Block 4

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 & Terminology	20
MA 1420	Basic Medical Reports	15
MA 1422	Medical Word Processing Lab	30
RT 0190	Fundamentals of Radiology, Terminology, & Mathematics	35
RT 0192	Radiation Physics & Electronics	20
RT 0194	Radiographic Technique & Production	35
RT 0196	Basic X-Ray Machine Operator Certification Exam Review	<u>10</u>
		300

Internship

MA 1600	Internship or Project	300
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TOTAL CLOCK HOURS 1200
12 months days/15 months evenings

Medical Practice 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 acquisition of medical knowledge and specific pharmaceutical techniques, graduates will be able to assist the pharmacist in the preparation and dispensing of medications, maintenance of patient records, packaging and labeling of orders, and compounding and mixing of sterile products. Graduates meet the educational requirements as may be applicable to take the following credentialing examination (see Professional/Credentialing Organizations and Examinations section of catalog): Certified Pharmacy Technician.

CAREER OPPORTUNITIES:

Graduates are eligible to assume entry-level positions assisting the pharmacist in hospitals, home infusion, clinics, and community pharmacies.

PROGRAM OUTLINE:

Block 1

CV 1106	Medical Terminology	20
CV 1110	Cellular Basis of Anatomy & Physiology	20
CV 1112	Musculoskeletal System	15
CV 1114	Nervous System	20
CV 1116	Respiratory System	15
CV 1118	Gastrointestinal System	20
CV 1120	Genitourinary System	20
CV 1122	Endocrine System	15
CV 1124	Reproductive System	20
CV 1126	Cardiac Anatomy & Physiology	55
CV 1128	Vascular Anatomy & Physiology	45
MS 1114	HIV/AIDS	5
CV 1132	Cardiopulmonary Resuscitation	15
CV 1134	Basic Chemistry	15
		<u>300</u>

Block 2

PT 1202	Pharmacy Law	40
PT 1204	Institutional & Community Pharmacy Systems	40
PT 1206	Pharmacy Mathematics	120
PT 1208	Inventory Management & Cost Control	40
PT 1210	Computer Applications in Pharmacy Practice	60
		<u>300</u>

Block 3

PT 1300	Pharmacology & Drug Classification	160
PT 1302	Dosage Forms	20
PT 1304	IV Admixtures & Aseptic Techniques	90
PT 1306	Interpretation of Medication Orders & Prescriptions	30
		<u>300</u>

Internship

PT 1400	Internship or Project	300
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TOTAL CLOCK HOURS 1200
12 months days/15 months evenings

Medical Practice Division

PATIENT CARE TECHNICIAN

Diploma • 600 Clock Hours

PROGRAM OBJECTIVE:

This program provides students with a broad foundation of basic medical knowledge and skills. Emphasis is placed on developing multi-faceted patient care competencies applicable to a variety of medical settings. Students receive training in such health care topics as: patient care techniques, planning, management, finance, technical and production skills, underlying principles of medical technology, labor, community and environmental issues. Emphasis is placed on health and safety. Graduates meet the educational requirements as may be applicable to take the following credentialing examinations (see Professional/Credentialing Organizations and Examinations section of catalog): Certified Nursing Assistant and Certified Phlebotomy Technician.

CAREER OPPORTUNITIES:

Due to the diverse areas of training, graduates are qualified to seek entry-level positions in hospitals, medical centers, clinics, nursing homes and home health agencies. Patient care technicians are vital front-line members of the allied health team and cross-trained to perform a variety of basic medical services. Employment opportunities include performing duties as advanced nursing assistants, home health aides, patient care assistants, electrocardiograph aides, phlebotomists, allied health assistants and patient care technicians. (*Note: Post graduate certification is required in the nursing assistant field for employment in the nursing home setting.*)

PROGRAM OUTLINE:

Block 1

PC	1100	Health Careers Core Fundamentals	30
MS	1320	Cardiopulmonary Resuscitation & First Aid	15
MS	1114	HIV/AIDS	5
PC	1102	Basic Nursing Assisting & Geriatric Patient Care	35
PC	1104	Internship - Extended Care Rotation	40
PC	1106	Home Health Care	75
			<u>200</u>

Block 2

PC	1200	Principles of Patient Care Assisting	40
PC	1202	Basic Electrocardiography Techniques	40
PC	1204	Phlebotomy Techniques & Specimen Processing	40
PC	1206	Allied Health Applications	40
PC	1208	Collaborative Management & Organization	40
			<u>200</u>

Internship

PC	1300	Internship - Acute Care Rotation	200
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TOTAL CLOCK HOURS 600

6 months days/8 months evenings

Medical Practice Division

MASSAGE THERAPIST

Diploma • 600 Clock Hours

PROGRAM OBJECTIVE:

This program prepares graduates to take the Florida state examination to become Licensed Massage Therapists (LMT) and meets the academic requirements of the Florida Board of Massage Therapy (see Professional/Credentialing Organizations and Examinations section of catalog). Graduates are also eligible to become Nationally Certified in Therapeutic Massage and Bodywork (NCTMB) upon passing the examination. According to the American Massage Therapy Association, this certification represents the highest professional credential in the field and incorporates ethics, eligibility, practice and competency testing. The curriculum includes a strong core of theory, with emphasis on practical skills development in a supervised clinical setting. Anatomy and physiology courses are followed by instruction in therapeutic massage principles. Training in hydrotherapy and allied therapeutic modalities among other essential subjects, provides students with an excellent foundation for entry into the natural health field.

(Note: Students must successfully complete all program hours and requirements in order to receive a diploma and be eligible to apply for the state licensing examination. Graduates must be licensed to practice massage therapy in Florida and many other states.)

CAREER OPPORTUNITIES:

Employment opportunities for entry-level licensed massage therapists exist in a broad range of settings such as: resort hotels, health spas, fitness centers, massage therapy clinics, chiropractic offices, physical therapy clinics, hospitals and wellness centers, cruise lines and sports settings. Additionally, many therapists develop their own private massage practices, and/or diversify their employment by working in a combination of these settings.

PROGRAM OUTLINE:

Block 1

MS 1110	Human Anatomy & Physiology	175
MS 1112	Introduction to Clinical Pathology	20
MS 1114	HIV/AIDS	5
		<hr/> 200

Block 2

MS 1210	Principles of Therapeutic Massage, Assessment & Practice	100
MS 1212	Therapeutic Massage Applications-Clinical Practicum I	100
		<hr/> 200

Block 3

MS 1310	Theory & Practice of Hydrotherapy	15
MS 1312	Allied Therapeutic Modalities	50
MS 1314	Allied Therapeutic Modalities-Clinical Practicum II	50
MS 1316	Integrated Massage Applications-Clinical Practicum III	50
MS 1318	Florida Statutes/Rules & History of Massage	10
MS 1319	Business Principles & Ethics	10
MS 1320	Cardiopulmonary Resuscitation & First Aid	15
		<hr/> 200

TOTAL CLOCK HOURS 600
6 months days/8 months evenings

Medical Practice Division

ADVANCED MASSAGE THERAPIST

Diploma • 900 Clock Hours

PROGRAM OBJECTIVE:

This program prepares graduates to take the Florida state examination to become Licensed Massage Therapists (LMT) and meets the academic requirements of the Florida Board of Massage Therapy (see Professional/Credentialing Organizations and Examinations section of catalog). Graduates are also eligible to become Nationally Certified in Therapeutic Massage and Bodywork (NCTMB) upon passing the examination. According to the American Massage Therapy Association, this certification represents the highest professional credential in the field and incorporates ethics, eligibility, practice and competency testing. The curriculum includes a strong core of theory, with emphasis on practical skills development in a supervised clinical setting. Anatomy and physiology courses are followed by instruction in therapeutic massage principles. Training in hydrotherapy and allied therapeutic modalities among other essential subjects, provides students with an excellent foundation for entry into the natural health field. In addition, the advanced massage therapist program includes more advanced training in business and career development, clinical assessment, injury evaluation and treatment, and newly emerging therapeutic modalities. This program differs from the massage therapist program in that it includes supplementary skills beyond those required to sit for the State Board exam.

(*Note: Students must successfully complete all program hours and requirements in order to receive a diploma and be eligible to apply for the state licensing examination. Graduates must be licensed to practice massage therapy in Florida and many other states.*)

CAREER OPPORTUNITIES:

Employment opportunities for entry-level licensed massage therapists exist in a broad range of settings such as: resort hotels, health spas, fitness centers, massage therapy clinics, chiropractic offices, physical therapy clinics, hospitals and wellness centers, cruise lines and sports settings. Many therapists develop their own private massage practices, and/or diversify their employment by working in a combination of these settings.

PROGRAM OUTLINE:

Block 1

MS 1110	Human Anatomy & Physiology	175
MS 1112	Introduction to Clinical Pathology	20
MS 1114	HIV/AIDS	5
		<u>200</u>

Block 2

MS 1210	Principles of Therapeutic Massage, Assessment & Practice	100
MS 1212	Therapeutic Massage Applications-Clinical Practicum I	100
		<u>200</u>

Block 3

MS 1310	Theory & Practice of Hydrotherapy	15
MS 1312	Allied Therapeutic Modalities	50
MS 1314	Allied Therapeutic Modalities Clinical Practicum II	50
MS 1316	Integrated Massage Application-Clinical Practicum III	50
MS 1318	Florida Statutes/Rules & History of Massage	10
MS 1319	Business Principles & Ethics	10
MS 1320	Cardiopulmonary Resuscitation & First Aid	15
		<u>200</u>

Block 4

MS 1410	Business Practices & Career Development	35
MS 1412	Medical Terminology	15
MS 1414	Clinical Assessment, Advanced Injury Evaluation & Treatment	50
MS 1416	Advanced Therapeutic Massage Applications-Clinical Practicum IV	100
		<u>200</u>

Block 5

MS 1510	Current Concepts in Therapeutic Massage	25
MS 1512	Applied Current Concepts in Therapeutic Massage - Clinical Practicum V	50
MS 1514	Research Report	25
		<u>100</u>

TOTAL CLOCK HOURS 900

9 months days/12 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. Graduates meet the educational requirements as may be applicable to take the following credentialing examination (see Professional/Credentialing Organizations and Examinations section of catalog): Certified Surgical Technologist.

(Note: Each block of classroom instruction is a prerequisite to the following block and must be sequentially completed as described in the program outline below).

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.

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	Genitourinary & Reproductive System	15
MA 1132	Endocrine System	15
		<u>200</u>

ST 1218	Pharmacology	30
ST 1220	Cardiopulmonary Resuscitation	15
ST 1222	Computer Concepts	40
ST 1224	Introduction to Surgical Technology	25
		<u>200</u>

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
		<u>200</u>

Block 2

MS 1114	HIV/AIDS	5
ST 1210	Microbiology	35
ST 1212	Patient Psychology	10
ST 1214	Legal Aspects of Medicine & Professional Ethics	10
ST 1216	Mathematics Fundamentals & Metric System	30

Clinical Practicum

ST 1410	Clinical Practicum	600
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TOTAL CLOCK HOURS 1200
12 months days

Diagnostic Medical Technology Division

CARDIOVASCULAR TECHNOLOGIST

Specialized Associate Degree • 1500 Clock Hours

900 theory
300 lab
300 externship

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. Graduates meet the educational requirements as may be applicable to take the following credentialing and licensing examinations (see Professional/Credentialing Organizations and Examinations section of catalog): Certified Cardiographic Technician; Certified Phlebotomy Technician; and Basic X-ray Machine Operator.

CAREER OPPORTUNITIES:

Cardiovascular technologist graduates are qualified for entry-level positions in hospitals, cardiologists' offices, cardiology mobile units and many other health facilities.

PROGRAM OUTLINE:

Block 1

CV 1106	Medical Terminology	20
CV 1110	Cellular Basis of Anatomy & Physiology	20
CV 1112	Musculoskeletal System	15
CV 1114	Nervous System	20
CV 1116	Respiratory System	15
CV 1118	Gastrointestinal System	20
CV 1120	Genitourinary System	20
CV 1122	Endocrine System	15
CV 1124	Reproductive System	20
CV 1126	Cardiac Anatomy & Physiology	55
CV 1128	Vascular Anatomy & Physiology	45
MS 1114	HIV/AIDS	5
CV 1132	Cardiopulmonary Resuscitation	15
CV 1134	Basic Chemistry	15
		<u>300</u>

Block 2

CV 1210	Computational Science	15
CV 1212	Medical Physics	15
CV 1214	Normal ECG & Normal Variants	45
CV 1216	Vectorial Analysis	15
CV 1218	Hypertrophies & Interventricular Conduction Disturbances	15
CV 1220	Ischemia, Injury & Infarction	15
CV 1224	Arrhythmia Recognition & Management	75
CV 1226	Pacemaker Rhythms	15
CV 1228	Cardiovascular Pharmacology	15
CV 1230	Basic Medical Skills & Clinical Laboratory Procedures	75
		<u>300</u>

Block 3

CV 1310	Graded Exercise Testing	15
CV 1312	Ambulatory Monitoring	15
CV 1314	Stress & 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
		<u>300</u>

Block 4

CV 1410	Introduction to Cardiovascular Interventional Technology	100
CV 1422	Advanced Concepts in Cardiac Technology	25
CV 1424	Introduction to Vascular Studies	15
CV 1426	Non-Invasive Vascular Lab	60
RT 0190	Fundamentals of Radiology, Terminology, & Mathematics	35
RT 0192	Radiation Physics & Electronics	20
RT 0194	Radiographic Technique & Production	35
RT 0196	Basic X-Ray Machine Operator Certification Exam Review	10
		<u>300</u>

Internship

CV 1450	Internship or Special Concepts Course	300
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TOTAL CLOCK HOURS 1500
15 months days/19 months evenings

Diagnostic Medical Technology Division

Upper-Division Program

ULTRASOUND TECHNOLOGIST

Specialized Associate Degree • 1200 Clock Hours

PROGRAM OBJECTIVE:

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

CAREER OPPORTUNITIES:

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

Pre-requisite: Cardiovascular technologist program or equivalent (see Statement of Application to Upper Division Programs)

PROGRAM OUTLINE:

Block 1

	US 1110	Physics of Ultrasound & Instrumentation	50		US 1218	Embryology	25
	US 1112	Cross Sectional & Sagittal Anatomy	25		US 1220	First Trimester: Normal & Abnormal Fetal Anatomy	50
	US 1114	Liver, Gall Bladder, Pancreas, Biliary System & Spleen	150		US 1222	Second Trimester: Normal & Abnormal Fetal Anatomy	50
	US 1116	Renal System	75		US 1224	Third Trimester: Normal & Abnormal Fetal Anatomy	50
	US 1118	Adrenal Gland & Retroperitoneum	25		US 1226	Ultrasound Measurements, Biophysical Profile & Multiple Fetuses	75
	US 1120	Vascular System	75		US 1228	Incompetent Cervix, Placental Abnormalities & Doppler Assessment of Pregnancy	50
	US 1122	Thyroid & Parathyroid Glands	15				450
	US 1124	Mammary Gland	15				
	US 1126	Scrotum & Prostate Gland	20				

Block 2

	US 1210	Anatomy of the Female Pelvis & Scanning Techniques	40
	US 1212	Pelvic Inflammatory Diseases	15
	US 1214	Congenital Anomalies of the Female Genital Tract/Benign Diseases of the Vagina	20
	US 1216	Malignant Diseases of the Uterus & Cervix/Benign Masses, Malignant Masses of the Ovaries, Fallopian Tubes & Broad Ligaments	75

Internship

	US 1310	Internship or Project	300
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TOTAL CLOCK HOURS 1200
12 months days/15 months evenings

Diagnostic Medical Technology Division

Upper-Division Program

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. Graduates meet the educational requirements as may be applicable to take the following credentialing examinations: Registered Cardiac Sonographer and Registered Vascular Specialist. Graduates also meet the educational requirements as may be applicable to take the physics and instrumentation portions of the Registered Diagnostic Cardiac Sonographer and Registered Vascular Technologist credentialing examinations. Additional clinical experience or degrees are required to sit for the requisite specialty exams to obtain the RDCS and RVT credentials (see Professional/Credentialing Organizations and Examinations section of catalog).

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 or equivalent (see Statement of Application to Upper Division Programs)

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
		300

Clinical Practicum

CS 1220	Sonography Clinical Practicum	810
CS 1250	Special Projects & Seminars	90
		900

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.

Students may request a leave of absence due to special circumstances. The following conditions must be met for an approved leave of absence to be granted:

- 1) The student must submit a written request for the leave of absence to the registrar;
- 2) a leave of absence may be granted for up to 60 days;
- 3) the leave of absence may be extended when the next scheduled class start exceeds the 60 days; however, in no event may a leave of absence exceed six months; and
- 4) leaves of absence are limited to one leave in any 12-month period of time.

A student who takes an approved leave of absence is considered not to have withdrawn from the school. If a student's leave of absence is not approved or the student fails to return to the school at the end of an approved leave of absence, the student is considered to have withdrawn from the school, and the refund requirements apply. These leave of absence requirements also affect a student's in-school status for the purpose of deferring student financial aid loans. A student on an approved leave of absence is considered to be enrolled at the school and would be eligible for an in-school deferment for his or her student loans. A student who takes an *unapproved* leave of absence or fails to return to the school at the end of an approved leave of absence is no longer enrolled at the school and is not eligible for an in-school deferment of his or her student loans.

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

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.

PROFESSIONAL / CREDENTIALING ORGANIZATIONS AND EXAMINATIONS

IMPORTANT NOTE: The professional credentialing and licensing organizations described below are independent of NST. Credentials, eligibility and licensing requirements are subject to change without notice and may include other requirements beyond educational preparation. Candidates are encouraged to contact the credentialing organizations directly for information regarding all current requirements.

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

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

Registered Medical Assistant (RMA) Exam: The school is a site for the Registered Medical Assistant Examination. This exam is given 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.

Licensed Massage Therapist (LMT) Exam: This exam is usually offered Tuesday through Saturday by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). The

State of Florida currently accepts the national certification exam offered by the NCBTMB as the exam for state licensure. Candidates complete two applications with the NCBTMB, one for national certification and one for state licensure by the Florida Department of Health, Board of Massage Therapy. The combined costs are approximately \$345.

Certified Surgical Technologist (CST) Exam: This exam is offered monthly by the Liaison Council on Certification for the Surgical Technologist. The exam is administered nationwide, including a local Miami test site.

Certified Pharmacy Technician (CPhT) 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.

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

Certified Procedural Coder (CPC) Exam: This exam is offered annually by the American Academy of Procedural Coders (AAPC). The Certified Procedural Coder - Hospital (CPC-H) exam is also offered by AAPC. These exams are administered nationwide, including a local test site. Substantial postgraduate practical experience is advised prior to taking either credentialing examination.

Certified Medical Transcriptionist (CMT) Exam: The Medical Transcriptionist Certification Program (MTCP) core certification exam is offered year-round at various local and nationwide exam sites. Schedules vary by test center. MTCP offers a voluntary two-part certification exam to individuals who wish to become certified medical transcriptionists (CMT's). The CMT credential is granted upon successful completion of both Parts I and II of the exam. Certification is valid for three years.

Basic X-Ray Machine Operator (BXMO) Exam: This licensing exam is developed by the American Registry of Radiologic Technologists (ARRT) and is administered by the Florida Department of Health and Rehabilitative Services. The exam is offered in South Florida during the months of March, July and October.

Registered Cardiovascular Technologist Specialty Exams:

- **Registered Cardiac Sonographer (RCS) Exam**
- **Registered Vascular specialist (RVS) Exam**

The School is a site for the registry examinations offered by Cardiovascular Credentialing International (CCI). These exams are given twice a year in March and September. (In order to be eligible for these professional credentials, examinees must also have formal education in the specialty and have passed the Basic Cardiovascular Science Exam).

Registered Diagnostic Medical Sonographer (RDMS) Exam

Registered Diagnostic Cardiac Sonographer (RDCS) Exam

Registered Vascular Technologist (RVT) Exam

These credentialing exams are offered by the American Registry of Diagnostic Medical Sonographers (ARDMS). These exams are administered locally and nationally throughout the year as computer or written exams. Prior to application for the specialty exam, educational and clinical prerequisites may need to be obtained (See examination application booklet for more information). Postgraduate practical experience is recommended prior to taking any of the specialty examinations.

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.

Applicants for admission must have a high school diploma or its recognized equivalent. Applicants who are graduates of foreign high schools may submit an affidavit of high school completion in lieu of a diploma.

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 and student notified.

A charge of \$150 is assessed for evaluation and/or testing if a student desires to receive credit for previous training

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 diploma or recognized equivalent.

2. Foreign graduates applying directly to an upper-division program must provide 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. If the applicant is not considered financially independent, he or she is required to have a financially independent individual fill out an Affidavit of Support Form. This form is included with the international enrollment application. 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. Test of English as a Second Language (ESL)
- C. Evidence of English Language proficiency course completion

5. Processing Fee - A \$150 (U.S.) processing fee must be submitted with the first application for admission. This non-refundable fee is in addition to the published program charges.

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, seek advisement and register into a program.
- III. The school does not provide housing, however assistance is available to support and guide the students efforts. Two to three months rent in advance may be required for housing in the community. Students must have sufficient funds to cover all expenses while in the United States.
- IV. Students without sufficient funds will not be permitted to register for a program until the required funds are available.
- V. International students on visas are normally admitted to the United States for the entire time estimated by the school for the student to complete his or her approved program of study. International visa students must fulfill the following conditions:
 - 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 transfer schools or work off campus without Immigration and Naturalization Service's permission.
- d) Maintain a current passport or visa.

VI. 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 SCALE

A	93-100	Outstanding
B	85-92	Above Average
C	77-84	Satisfactory
D	70-76	Below Average
F	Below 70	Unsatisfactory
I		Incomplete
WP		Withdrew Passing
WF		Withdrew Failing
TR		Transfer Credit

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. Certain internships are only offered during the day due to limited availability of appropriate learning experiences

(see course descriptions). Completion of a project may be required instead of an internship in certain programs. Students attending under the Veterans' Administration Educational Assistance program must complete a supervised internship. Projects may not be substituted for internship attendance. This is a requirement for graduation. All internships and clinical practica are graded by the program officials and are 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), and Federal Subsidized and Unsubsidized Stafford 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 to the Student Financial Services Office:

- NST Financial Aid Application
- Free Application for Federal Student Aid (FAFSA)
- Social Security Card
- 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 staff will notify the student if further documentation is needed. Financial aid will not be awarded to any student who has not formally enrolled in the school.

SCHOLARSHIP PROGRAM

National School of Technology participates in Florida's Bright Futures Scholarship program. Award recipients are selected by OSFA (Florida Office of Student Financial Assistance). OSFA accepts applications from students in their senior year of high school. The application deadline is April 1. Award recipients attending National School of Technology may use their Bright Futures scholarship towards their cost of education. Additionally, award recipients receive \$600.00 subsistence.

STUDENT FINANCIAL SERVICES HOURS OF OPERATION

Office hours are as follows:

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

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 are issued stethoscopes. Supplies, diskettes, coding forms, uniforms, hose and shoes are not included and cost approximately \$25 to \$50. Massage Therapy students are responsible for laundering their own massage linens.

VETERANS' EDUCATIONAL BENEFITS

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 at least 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:

- A. The student is otherwise making satisfactory progress; and
- B. 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. Students who withdraw from a program and subsequently re-enter are subject to the tuition and fees in effect at the time of re-entry.

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. Veterans must complete the program within the specified time frame of the program.

REFUND POLICY

CANCELLATION: If a student is not accepted by the school, a full refund of all monies paid will be issued. After acceptance by the school and before the start of classes, the school will refund all monies paid less an administrative fee of not more than \$150. If a written notice of cancellation is received within three days of signing the enrollment agreement, the agreement shall be canceled and the school will refund all monies paid. Students who have not visited the school facility prior to enrollment may withdraw without penalty within three business days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment.

WITHDRAWAL: Should a student wish to withdraw after starting classes but within the first 60% of their initial enrollment, a tuition refund will be made based upon program costs associated with the period of enrollment for which charges have been assessed and in accordance with the Federal Statutory Pro-Rata Refund Policy.

In subsequent enrollments, should a student wish to withdraw after resuming classes but within the first 50% of the enrollment period, a tuition refund will be based on the program costs associated with the payment period in which the withdrawal occurs. Refunds will be calculated in accordance with the Federal Refund Policy. Unpaid charges resulting from these calculations will be billed to the student.

*Refunds to students who wish to withdraw after starting classes will be made as follows:

FIRST ENROLLMENT		
Program withdrawal within:	Results in Refund of:	Less an Administrative Fee of:
First 10%	90%	\$100
" 20%	80%	\$100
" 30%	70%	\$100
" 40%	60%	\$100
" 50%	50%	\$100
" 60%	40%	\$100
Over 60%	0%	

SUBSEQUENT ENROLLMENT		
Program withdrawal within:	Results in Refund of:	Less an Administrative Fee of:
First 10%	90%	\$100
" 25%	50%	\$100
" 50%	25%	\$100
Over 50%	0%	

overpayment is determined by subtracting the amount of all assistance disbursed to the student for noninstitutional costs (not including Federal Work Study, Federal Stafford and PLUS loans) from the amount of noninstitutional costs incurred. If the student received an overpayment, the student is required to repay the amount overpaid.

REFUND ALLOCATION POLICY

Any student who has withdrawn or been dismissed is accorded all terms and conditions of the school's refund policy. If a refund is due on a tuition account from which Title IV payments have been made, the school will deposit the refund to the Title IV account, not to exceed the amount awarded to the student from that account.

Refunds due to students withdrawing will be as follows:

1. Federal SLS
2. Federal Unsubsidized Stafford Loans
3. Federal Subsidized Stafford Loans
4. Federal Parent Loan for Undergraduate Student (PLUS)
5. Federal Direct Unsubsidized Loans
6. Federal Direct Subsidized Loans
7. Federal Direct PLUS
8. Federal Perkins Loans
9. Federal Pell Grants
10. Federal Supplemental Educational Opportunity Grants (FSEOG)
11. Other Title IV Programs
12. Other Federal Sources of Aid
13. Other State Grants or Institutional Aid
14. Student

Upon request, examples of the application of the refund policy(s) used by the school are available. Requests may be submitted to the campus Business Office.

Unpaid charges due as a result of refunds to the student financial aid programs will be billed to the withdrawing student. Refunds are made within thirty (30) days of the date that the student cancels the enrollment or fails to appear on the first day of class or within thirty (30) days from the date that the school determines the student has withdrawn.

*It is agreed that the school will not make any refunds of \$25.00 or less that would normally be returned to reduce student loan indebtedness.

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.

OVERPAYMENT TO STUDENTS

When a student withdraws, the school determines whether the student received an overpayment of Federal Student Aid. An

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 CLINICAL PRACTICUM 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. Internships are scheduled during the day.

CS 1250 SPECIAL PROJECTS & 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 20 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 20 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 microscopic anatomy of a muscle is discussed with a description of excitation-contraction coupling and its relationship to the nervous system.

CV 1114 NERVOUS SYSTEM 20 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 20 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 20 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 20 HOURS
A study of the anatomy and physiology of the female and male reproductive system.

CV 1126 CARDIAC ANATOMY & PHYSIOLOGY 55 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 hypotension and hypertension.

CV 1132 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 1134 BASIC CHEMISTRY 15 HOURS
This course allows students to explore chemical reactions which underlie all body processes including movement, digestion and pumping of the heart.

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 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 & CLINICAL LABORATORY PROCEDURES 75 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. 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 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 INTRODUCTION TO CARDIOVASCULAR INTERVENTIONAL TECHNOLOGY**100 HOURS**

A broad study in the principles of invasive cardiology and the environment of the cardiac catheterization laboratory. The student is introduced to the theory and applications of hemodynamics and angiography designed to provide an understanding of diagnostic catheterization procedures and their applications in a clinical setting.

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 1450 INTERNSHIP OR SPECIAL CONCEPTS COURSE**300 HOURS**

A demonstration of ECG, holter and stress competencies in the workplace with patients, or completion of a special concepts course, inclusive 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. Internships are scheduled primarily during day hours due to limited availability of appropriate learning experiences in the evening.

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**60 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 1320 MEDICAL OFFICE ACCOUNTING**50 HOURS**

Students learn to work with the principles of accounting on a cash and modified cash basis, with special characteristics and tasks involved in accounting for physicians and dentists.

HS 1400 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.

HS 1405 GROSS HUMAN ANATOMY 50 HOURS

An introduction to the major anatomical structures of the human body to serve as a reference when performing medically-related business functions.

HS 1410 CPT CODING 40 HOURS

Introduction to Current Procedural Terminology (CPT) for basic procedure coding using the latest CPT-4 books.

HS 1415 ICD CODING 40 HOURS

Introduction to International Classification of Diseases (ICD) for diagnosis coding using the latest ICD-9 CM books.

HS 1420 MEDICAL REPORTS 20 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.

HS 1500 MEDICAL BILLING & CLAIMS**PROCESSING 100 HOURS**

A series of projects designed to train students 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 1510 HEALTH INSURANCE CONCEPTS**50 HOURS**

An overview of health care system and the impact of health care reform. Students contrast various funding programs such as Medicare, Medicaid, military/veteran workers' compensation, managed care, and private indemnity insurance.

HS 1520 PATIENT & INSURANCE**COLLECTIONS 25 HOURS**

Students learn patient and insurance collection procedures through the use of aging reports, telephone techniques, and advanced collection tools.

HS 1530 MEDICAL ACCOUNTS RECEIVABLE**20 HOURS**

Students learn evaluation of reimbursement amounts with an emphasis on write-offs, adjustments and payment profiles for insurance companies.

HS 1600 INTERNSHIP OR PROJECT 200 HOURS

Students are assigned to a medically-related business where there is an opportunity to observe and participate in an on-the-job setting. Internships are scheduled during the day only due to the unavailability of required medical business office activities in the evening. Participation in seminars and other special activities may be required. A special project may be completed in lieu of, or combined with internship at the program coordinator's discretion. Internships and/or projects are mandatory component of the program and must be satisfactorily completed prior to graduation.

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 50 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 1220 PRACTICAL SKILLS LAB 50 HOURS
Students are given practical applications specific to their curriculum emphasis at the program coordinator's discretion. Examples are: in the Medical Assisting emphasis, students will learn patient examination skills; in the Medical Coding emphasis, students will code from medical record cases.

MA 1310 ORGANIZATION OF THE CLINICAL LAB/INFECTION CONTROL 10 HOURS
An introduction to the various departments of the medical reference laboratory, safety guidelines, aseptic techniques, sterilization procedures, quality assurance and quality control. The student will learn principles, techniques, and equipment used in the medical office setting. Categories of isolation and universal precautions related to communicable disease transmission are presented.

MA 1312 INTRODUCTION TO ELECTROCARDIOGRAPHY 15 HOURS
Introduction to basic electrocardiography skills. Students learn recording using single and multi-channel equipment.

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 60 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 hemoglobin, hematocrit, sedimentation rate and coagulation studies are introduced including bleeding time.

MA 1320 BASIC URINALYSIS 20 HOURS
A review of the anatomy and physiology of the urinary system in detail, collection of specimens, physical, and chemical examinations, and confirmatory tests, including pregnancy and ovulation. Normal values and interpretation of findings are included.

MA 1322 CHEMISTRY TESTING 10 HOURS
An introduction to the various chemistry testing procedures such as cholesterol and glucose using kit methods and quality assurance controls.

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.

MS 1416 ADVANCED THERAPEUTIC MASSAGE APPLICATIONS - CLINICAL PRACTICUM IV

100 HOURS

An opportunity to practice skills and techniques related to advanced injury evaluation and treatment on subjects with diverse conditions. Students practice more advance methods of clinical assessment, inclusive of developing and applying appropriate treatment plans and follow-up.

MS 1510 CURRENT CONCEPTS IN THERAPEUTIC MASSAGE

25 HOURS

Current concepts in massage are discussed, including new modalities and trends. Guest speakers contribute insight from their realms of experience.

MS 1512 APPLIED CURRENT CONCEPTS IN THERAPEUTIC MASSAGE - CLINICAL PRACTICUM V

50 HOURS

An opportunity to apply new concepts learned in MS 1510 in a supervised lab setting.

MS 1514 RESEARCH PROJECT

25 HOURS

This requirement involves a written report to accompany a presentation in which findings are shared and discussed among fellow students and instructors. The research topics may be any subject relevant to massage therapy. The educational objective of the requirement is to expose students to therapeutic studies which are outside the scope of normal course work, to foster familiarity with research methods, and to gain the students experience in presenting therapy-related information cogently in a written format. Students are assisted with identifying a formal topic and creating an outline for faculty approval at the beginning of the course.

MT 1100 ENGLISH FUNDAMENTALS

40 HOURS

The student will learn study skills, grammar, punctuation, reading comprehension, vocabulary, word usage and spelling. The student will achieve a comprehension of the proper structure of sentences and how each word in a sentence is related to another.

MT 1105 ENGLISH FOR THE MEDICAL PROFESSIONAL

40 HOURS

The student will be provided with an understanding of correct English usage; application of proper grammar, punctuation and style; use of correct spelling and logical sentence structure; and an understanding of the complete medical record.

MT 1110 MEDICAL TERMINOLOGY I

80 HOURS

This course is an introduction to medical terminology. It is designed to provide an understanding of the Latin and Greek root words, prefixes, combining forms, special endings, plural forms, abbreviations, and symbols. A programmed learning, word-building system will be used to learn word parts that are used to construct and analyze new terms. This provides the opportunity to decipher unfamiliar terms and check their spelling. Emphasis is placed on spelling definition, usage and pronunciation. Abbreviations will be introduced as related terms are presented.

MT 1115 WORD PROCESSING/KEYBOARDING

40 HOURS

This course covers the basic concepts of word processing in a Windows environment, and includes macros, merging, search and replace, and various document procedures. It is designed to be helpful to those with limited experience in the use of computers.

MT 1300 BEGINNING MEDICAL TRANSCRIPTION

80 HOURS

Development of basic medical transcription skills, utilizing the computer with contemporary word processing applications, a transcribing machine, and medical dictation recorded on magnetic tape. Dictation may include the medical letter, medical consultations (hospital or office setting), history and physical examinations, office visits from the private practitioner, and medical chart notes.

MT 1305 DISEASE PROCESSES

75 HOURS

A study of common human diseases and conditions, including prevention, etiology, signs and symptoms, diagnostic and treatment modalities, prognoses, and the use of medical references for research and verification with regard to neoplasms, congenital diseases, musculoskeletal system diseases, circulatory system diseases, and respiratory system diseases.

MT 1310 BEGINNING MEDICAL KEYBOARDING

40 HOURS

This course teaches students the alphabetic and numeric keyboard, correct keyboarding techniques, and proper positioning of hands, and posture. Exit skill requirement is 80 lines per hour.

MT 1400 INTERMEDIATE MEDICAL TRANSCRIPTION

120 HOURS

Students develop intermediate-level medical transcription skills utilizing the computer with contemporary word processing applications, a transcribing machine, and medical dictation on magnetic tape. Included are the subspecialties of pathology and cardiology.

MT 1405 ADVANCED MEDICAL TOPICS

20 HOURS

This course is designed to familiarize students with terminology and usage of surgical instrumentation, surgical procedures, laboratory studies, x-ray diagnostic studies (including MRI and CT scans); and other noninvasive diagnostic procedures (e.g., EMGs, ENGs, thermograms, EEGs, ECGs).

MT 1410 PHARMACOLOGY

20 HOURS

Study of autonomic drugs, central nervous system drugs, anticoagulants, antihistamines, anti-infectives, cardio-vascular drugs, gastrointestinal drugs, hormones, and vitamins.

MT 1415 INTERMEDIATE MEDICAL KEYBOARDING

40 HOURS

This course emphasizes speed, manual dexterity and accuracy. Exit skill requirement is 100 lines.

MT 1505 PERSONAL DEVELOPMENT

40 HOURS

A concentration on mastering advanced keyboarding skills with high level and accuracy. Exit skill requirement is 120 lines per hour.

MT 1510 ADVANCED MEDICAL TRANSCRIPTION**120 HOURS**

Provides advanced medical transcription skills utilizing the computer with contemporary word processing applications, a transcribing machine, and medical dictation recorded on magnetic tape in the specialty of radiology.

MT 1515 ADVANCED KEYBOARDING 40 HOURS

A concentration on mastering advanced keyboarding skills with high level and accuracy. Exit skill requirement is 120 lines per hour.

MT 1600 INTERNSHIP OR PROJECT 200 HOURS

Medical transcription experience is provided outside the classroom. Included is transcription of dictation applying varying degrees of difficulty. Interns transcribe from auto cassette tapes onto a computer using skills learned in the classroom; proofread their own transcription, and research presentation to the dictator. A special project may be completed in lieu of internship at the program coordinators' discretion.

PC 1100 HEALTH CAREERS CORE**FUNDAMENTALS****30 HOURS**

An introduction to health care and the delivery system, including a core of basic knowledge necessary for any health occupations career. Also included are such topics as: medical ethics, interpersonal skills, disease concepts, safety, basic math and science skills.

PC 1102 BASIC NURSING ASSISTING &**GERIATRIC PATIENT CARE****35 HOURS**

A variety of nursing assistant skills are provided. The student learns to perform basic nursing procedures, caring for the patients' emotional and physical needs. Principles of universal precautions, isolation and infection control are included. Geriatric care is emphasized together with restorative activities and patient care plans.

PC 1104 INTERNSHIP - EXTENDED CARE**ROTATION****40 HOURS**

Students are placed in a medical facility where there is an opportunity to observe, assist, learn and perform patient services in an extended care setting. The internship is an essential component of the program where theoretical and practical skills are integrated. Specific objectives involving cognitive, affective and psychomotor behaviors must be met for students to complete this course.

PC 1106 HOME HEALTH CARE 75 HOURS

Students are introduced to the role and responsibilities of the home health aid. Topics include legal and ethical responsibilities, patient safety and physical comfort, nutrition, infection control, and communication. Students also learn to follow a work plan with the patient and family.

PC 1200 PRINCIPLES OF PATIENT**CARE ASSISTING****40 HOURS**

Students learn to perform a variety of acute-care skills related to the hospital setting. The needs of adult patients with specific health problems such as diabetes, arthritis, spinal cord injuries, and seizure disorders among others, are discussed.

PC 1202 BASIC ELECTROCARDIOGRAPHY**TECHNIQUES****40 HOURS**

A study of the cardiovascular system and the application of medical instrumentation modalities. Students learn to perform a 12 lead electrocardiogram, including patient preparation, use of equipment, charting and documentation. Training is also provided in cardiac wellness and rehabilitation, as well as other related patient care techniques.

PC 1204 PHLEBOTOMY TECHNIQUES**& SPECIMEN PROCESSING****40 HOURS**

A study of phlebotomy including skin puncture procedures using the syringe and evacuated tube system. Capillary tubes microtainers, and color-coded collection tubes are introduced. Students follow universal precautions and practice accepted procedures of transporting, accessioning and processing specimens. Quality assurance and laboratory safety are emphasized.

PC 1206 ALLIED HEALTH APPLICATIONS**40 HOURS**

Students perform diverse patient care skills involving allied health modalities within the scope of practice of unlicensed assistive personnel. Basic respiratory care modalities are introduced. Students also learn to perform colostomy care, skin and decubitus care, removal and care of peripheral intravenous catheters, as well as assisting with orthopedic appliances.

PC 1208 COLLABORATIVE MANAGEMENT &**ORGANIZATION****40 HOURS**

Students develop organizational and management skills for the clinical environment. A collaborative team approach is emphasized. Topics include managerial styles, delegation and problem-solving techniques, chain of command, and interpersonal relationships, among others. End-of-shift reports are also discussed. The role of the patient care technician as a valuable team member is included.

PC 1300 INTERNSHIP - ACUTE CARE ROTATION**200 HOURS**

Students are placed in a medical facility where there is an opportunity to observe, assist, learn and perform patient services in an acute care setting. The internship is an essential component of the program where theoretical and practical skills are integrated. Specific objectives, involving cognitive, affective and psychomotor behaviors must be met for students to complete this course.

PT 1202 PHARMACY LAW**40 HOURS**

Each state has established specific statutes which govern the practice of pharmacy and the legal authority and framework by which pharmacists, pharmacy interns/students, and pharmacy technicians may work. This course examines general legal issues pertaining to pharmacies, pharmacists, and pharmacy technicians as it applies in the state of Florida. Special emphasis is placed on a discussion of comprehensive practice guidelines for pharmacy technicians so that these individuals gain a full understanding and respect of the legal, moral, and ethical aspects of their position and the legal responsibilities of their pharmacist supervisor. The course also discusses the various national, state and local regulatory agencies that regulate the practice of pharmacy.

US 1112 CROSS SECTIONAL & SAGITAL**ANATOMY 25 HOURS**

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

US 1114 LIVER, GALL BLADDER, PANCREAS, BILIARY SYSTEM & SPLEEN 150 HOURS

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

US 1116 RENAL SYSTEM 75 HOURS

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

US 1118 ADRENAL GLAND & RETROPERITONEUM 25 HOURS

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

US 1120 VASCULAR SYSTEM 75 HOURS

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

US 1122 THYROID & PARATHYROID GLANDS 15 HOURS

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

US 1124 MAMMARY GLAND 15 HOURS

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

US 1126 SCROTUM & PROSTATE GLAND**20 HOURS**

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

US 1210 ANATOMY OF THE FEMALE PELVIS & SCANNING TECHNIQUES 40 HOURS

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

US 1212 PELVIC INFLAMMATORY DISEASES**15 HOURS**

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

US 1214 CONGENITAL ANOMALIES OF THE FEMALE GENITAL TRACT/BENIGN**DISEASES OF THE VAGINA 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 1216 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 1218 EMBRYOLOGY 50 HOURS

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

US 1220 FIRST TRIMESTER: NORMAL & ABNORMAL FETAL ANATOMY 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 1222 SECOND TRIMESTER: NORMAL & 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 1224 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 1226 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, biophysical profile and multiple fetuses.

US 1228 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 1310 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.

NORTH MIAMI BEACH CAMPUS FACULTY

ALONSO, JORGE

Instructor/Preceptor-PT
Patient Care Technician Program
R.N., B.S.N., Barry University
A.S., Nursing
Miami Dade Community College
Doctorate of Medicine
Universidad Central del Este,
Dominican Republic

ARTEGA, MIGUEL

Preceptor
Massage Therapy Program
Message Therapy Diploma
Acupressure-Acupuncture Institute
A.A., Southwestern College
Chula Vista, CA

BACCHUS-ALLEN, PATSY

Instructor/Preceptor-PT
Patient Care Technician Program
R.N., B.S.N.
Long Island University
Brooklyn, N.Y.

BATTIN, CARISA

Instructor
Health Services Administration Program
A.A., Florida International University
Miami, FL

BENEDETTO, MARCUS

Instructor
Surgical Technologist &
Massage Therapist Programs
Ph.D., Psychology & Visual Science
Clayton University, Clayton, MD
M.S., Mental Health Counseling
St. Thomas University
B.S., Chemistry
University of Florida
Gainesville, FL

BONAPARTE, NICOLE

Instructor
Medical Coding Specialist Program
A.A., Miami Dade Community College
Medical Coding Specialist Diploma
National School of Technology
Miami, FL

EBANKS, MARLENE

Instructor-PT
Health Services Administration Program
A.A., Medical Assistant
Broward Community College

ENGLE, STEVEN

Instructor
Health Services Administration Program
B.A., Accounting
University of Miami
Miami, FL

EVANS, AUDREY

Instructor/Preceptor
Patient Care Technician Program
R.N.
Registered General Nurse Diploma
Kingston School of Nursing

GODINEZ, GLADYS

Instructor-PT
Health Services Administration Program
Medical Assistant Diploma
National School of Technology
Miami, FL

McHUGH, JOSEPH

Instructor
Health Services Administration Program
B.S., Seton Hall University
S. Orange, NJ

MIETHE, FEDERICO

Instructor-PT
Advanced Medical Assistant
& Medical Coding Specialist Programs
M.D., Universidad de Laguna
Laguna, Spain

MILLAN, MARIA

Instructor
Massage Therapist Program
B.S.N., Catholic University of Ponce,
Puerto Rico

NEWMAN, DAVID

Consultant
Adjunct Instructor-PT
Massage Therapist &
Advanced Massage Therapist Programs
D.C., Life Chiropractic College

ORTIZ, JOSE

Instructor-PT
Health Services Administration Program
B.A., Communications
St. Thomas University
A.A., Commercial Design
International Fine Arts College

PAISOLI, MARILYN

Instructor
Patient Care Technician Program
R.N., Nursing Diploma,
Ohio Valley Medical Center,
Wheeling, WV

PENA, GLENN

Instructor
Surgical Technologist Program
Certificate, Medical Assistant
Florida College of Medical and Dental
A.A., Medical Science
Miami Dade Community College
Miami, FL

PREDDIE, STEVE

Instructor
Massage Therapist Program
Certificate, American Institute of
Massage Therapy
B.S., Business Administration,
Broward Community College
Florida Metropolitan University

SEYMOUR, JANET

Instructor
Health Services Administration Program
B.S., Florida International University
Miami, FL

SHRIEM, BONNIE

Instructor
Health Services Administration Program
Broward Community College

RECIO, BRENDA

Instructor
Medical Assistant & Advanced
Medical Assistant Programs
C.M.A., R.M.A., C.P.T., M.L.T.,
Medical Assistant Diploma,
Charon Williams
Nursing Assistant Certificate,
Medical Personnel

TORRES, ANNETTE

Instructor
Medical Assistant, Advanced
Medical Assistant & Medical
Coding Specialist Programs
R.M.A., C.P.T.
Medical Assistant Certificate
Martin Technical College

VELENCIA, RONALDO

Instructor
Surgical Technologist Program
A.S., Miami Dade Community College
C.S.R., C.F.A., Lindsey Hopkins

WALTERS, JEFFREY

Instructor-PT
Advanced Medical Assistant Program
R.T., Miami Dade Community College
Miami, FL

WILLIAMS, AVRIL

Instructor-PT
Health Services Administration Program
B.L.S., Liberal Studies,
Mt. Ida College, Newton, MA
A.A., Medical Secretary,
Roxbury Community College,
Boston, MA

ZELNIKER, LAUREN

Instructor-PT
Patient Care Technician Program
R.N., A.S., Nursing
Miami Dade Community College
Miami, FL

HIALEAH CAMPUS FACULTY

ENGLISH, MAXILLA E.

Instructor
Cardiovascular Technologist Program
B.S., Barry University
Miami, FL
Specialized Associate Degree
Cardiovascular Technologist
National School of Technology
Miami, FL

ENSLING, MYRIAM

Instructor-PT
Medical Assistant, Advanced Medical
Assistant & Medical Coding
Specialist Programs
M.D., Universidad Nacional de Cordoba
Cordoba, Argentina
Certificate, Medical Assistant &
Laboratory Assistant
New York, NY

FERRO, ALEJANDRO

Instructor
Medical Assistant, Advanced
Medical Assistant, Medical
Coding Specialist & Surgical
Technologist Programs
M.D., Universidad Autonoma
de Centro America
San Jose, Costa Rica
B.S., Embry Riddle
Aeronautical University
Daytona Beach, FL

FORDE-YOUNG, MAUREEN

Instructor
Pharmacy Technician Program
Pharmacy Diploma,
University of Technology, Jamaica
M.B.A., University of Miami
Miami, FL

GALLIANO, LISET

Instructor
Ultrasound Technologist Program
A.S., Ultrasound Diagnostic School
Atlanta, GA
A.S., Union County College
Union County, N J

GIRALDEZ, SERGIO

Instructor
Massage Therapist & Advanced
Massage Therapist Programs
L.M.T. #MA0011198
Diploma, Educating Hands
Miami, FL

GONZALES, GLENNA

Instructor
Ultrasound Technologist Program
Specialized Associates Degree
Ultrasound Technologist
Cardiovascular Technologist
National School of Technology
E.M.T.,
Miami-Dade Community College
Miami, FL

GUZMAN, FRANCISCO

Instructor
Cardiovascular Technologist Program
M.D., Universidad Autonoma
Santo Domingo, Dominican Republic
Ultrasound Technologist Diploma,
Ultrasound Diagnostic School
Boston, MA
Diagnostic Medical Sonographer
Program
A.S.T., National School of Technology
Miami, FL

HERNANDEZ, MIRIAM

Instructor
Medical Coding Specialist Program
B.S., St. Peters College, NJ
M.D., Autonomous University of
Guadalajara, Mexico

IRANI, FRIDOSI

Instructor
Surgical Technologist,
Medical Assistant & Advanced
Medical Assistant Programs
Diploma, O.R. Technician,
Ft. Sam Houston, TX
B.S., Microbiology
Florida Atlantic University

KATWAROO, ADRIAN

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

KRUGER, LINDA

Consultant
Adjunct Instructor-PT
Massage Therapist & Advanced Massage
Therapist Programs
L.M.T., N.C.T.M.B.
B.S., Johnson State College
Johnson, VT
M.A. New School for Social Research
New York, NY

MOOSA, ALFREDO, J.

Instructor
Massage Therapist & Advanced
Massage Therapist Programs
M.D., Universidad Central del Este
San Pedro de Macoris,
Dominican Republic
B.A., University of Alabama
Huntsville, AL

NEWMAN, DAVID

Consultant
Adjunct Instructor-PT
Massage Therapist & Advanced Massage
Therapist Programs
D.C., Life Chiropractic College

PALOMINO, MICHAEL

Lab Instructor-PT
Ultrasound Technologist Program
Specialized Associate Degree
Ultrasound Technologist
National School of Technology
Miami, FL

PENA, GLENN

Instructor
Cardiovascular Technologist Program
B.S., Barry University
Miami, Florida
Certificate, Medicial Assistant
Florida College of Medical and Dental

PEREZ, ANIBAL

Instructor
Ultrasound Technologist & Diagnostic
Cardiac Sonographer Programs
A.R.D.M.S. Eligible, E.M.T.,
Miami Dade Community College
Specialized Associate Degree
Cardiovascular Technologist
National School of Technology
Miami, FL

PRASSAD, NARAYAMA

Instructor
Diagnostic Cardiac Sonographer &
Cardiovascular Technologist Programs
M.D., University of Bangalore
Bangalore, India
R.D.C.S.
Specialized Associate Degree
Diagnostic Cardiac Sonographer
National School of Technology
Miami, FL

PEREZ, CARMEN

Instructor
Pharmacy Technician Program
C. Ph.T.,
Miami Dade Community College
Miami, FL

SANG, DIANE

Instructor
Advanced Medical Assistant Program
M.D., Universidad Catolica,
Madre y Maestra
Santiago, Dominican Republic

SINSKI, MARGARITA

Instructor
Medical Transcriptionist Program
Roosevelt University
Chicago, IL
B.S., B.A., International Business
Morton College
A.A., Science
Cicero, IL

SQUIABRO, ROSE

Instructor
Medical Coding Specialist Program
Emergency Medical Technician
Okaloosa Walton Sr. College
Respiratory Therapy, ATI

TIMOTHEE, HARRY

Instructor
Cardiovascular Technologist Program
M.A., B.A., Hunter College
Dominican Republic

VARKEY, THOMAS

Instructor
Advanced Medical Assistant Program
American Registry of Radiology
A.S., Miami-Dade Community College
School of Radiology
Holy Family Hospital

SURGICAL TECHNOLOGY PRECEPTORS

(N. Miami Beach, Hialeah & Kendall Campuses)

AGUILAR, GLORIDA

Preceptor
Surgical Technologist Program
Nursing Assistant Diploma
O.R.T. Certificate
Lindsey Hopkins Technical
Education Center
Miami, FL

CRUZ, FRANCES

Preceptor
Surgical Technologist Program
C.S.T., Swedish American Hospital
Rockford, IL
F.A., National School of First Assisting
Bolder, CO
E.M.I., Blackhawk Technical Institute
Janesville, WI

FADUL, TERESITA

Preceptor
Surgical Technologist Program
O.R.T. Certificate
Lindsey Hopkins Technical
Education Center
Miami, FL

FRANCO, LUZ E.

Preceptor
Surgical Technologist Program
C.S.T.
Sheridan Vocational Technical Center
Hollywood, FL

HEIBLUM, ANTONIA

Preceptor
Surgical Technologist Program
O.R. Technician Diploma
Miami Dade Community College
Miami, FL

KOMITO, MARGIE

Preceptor
Surgical Technologist Program
C.S.T., Lee County Vocational
Technical School
Fort Myers, FL

KWINTER, SHARON

Preceptor
Surgical Technologist Program
C.S.T., Surgical Technology
Sheridan Vocational Technical Center
E.M.T., Paramedic
Miami Dade Community College
Miami, FL

MORAL, BRENDA

Preceptor
Surgical Technologist Program
C.S.T., Surgical Technology Certificate,
Sheridan Vocational Technical Center
Certificate, Nursing Assistant
McFatter Vocational School

TAYLOR, VICKY

Preceptor
Surgical Technologist Program
C.S.T., Miami International University
Miami, FL

VELENTZAS, SUSAN

Preceptor
Surgical Technologist Program
Surgery Diploma
Valley Hospital
Ridgewood, NJ

WEIGAND, JAN

Preceptor
Surgical Technologist Program
Surgical Technologist Diploma
Des Moines Area Community College
Ankeny, IA

NATIONAL SCHOOL OF TECHNOLOGY

SCHEDULE OF TUITION & FEES

Effective: May 1, 2000

PROGRAM	PROGRAM HOURS	MONTHS (D & E)	TUITION	LAB & BOOK FEES	REG. FEE	TOTAL
HEALTH SERVICES ADMINISTRATION	1,200	12-15	\$ 9,670	\$ 630	\$ 50	\$ 10,350
MEDICAL CODING SPECIALIST	900	9-12	\$ 7,760	\$ 390	\$ 50	\$ 8,200
MEDICAL TRANSCRIPTIONIST	1,200	12-15	\$ 8,555	\$ 830	\$ 50	\$ 9,435
MEDICAL ASSISTANT	900	9-12	\$ 6,840	\$ 400	\$ 50	\$ 7,290
ADVANCED MEDICAL ASSISTANT	1,200	12-15	\$ 9,245	\$ 475	\$ 50	\$ 9,770
PHARMACY TECHNICIAN	1,200	12-15	\$ 8,580	\$ 600	\$ 50	\$ 9,230
MASSAGE THERAPIST	600	6-8	\$ 5,300	\$ 350	\$ 50	\$ 5,700
ADVANCED MASSAGE THERAPIST	900	9-12	\$ 7,400	\$ 500	\$ 50	\$ 7,950
PATIENT CARE TECHNICIAN	600	6-8	\$ 5,320	\$ 230	\$ 50	\$ 5,600
SURGICAL TECHNOLOGIST	1,200	12	\$ 13,950	\$ 500	\$ 50	\$ 14,500
CARDIOVASCULAR TECHNOLOGIST	1,500	15-19	\$ 14,535	\$ 365	\$ 50	\$ 14,950
DIAGNOSTIC CARDIAC SONOGRAPHER	1,200	12	\$ 11,250	\$ 200	\$ 50	\$ 11,500
ULTRASOUND TECHNOLOGIST	1,200	12-15	\$ 12,995	\$ 685	\$ 50	\$ 13,730

HOSPITAL AFFILIATIONS

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

1. Aventura Hospital and Medical Center
2. Baptist Hospital of Miami
3. Boca Raton Community Hospital
4. Cedars Medical Center
5. Charlotte-Mecklenburg Hospital Authority - NC
6. Cleveland Clinic Hospital
7. Coral Gables Hospital
8. Deering Hospital
9. Doctors' Hospital
10. Florida Medical Center
11. Hialeah Hospital
12. Hollywood Medical Center
13. Holy Cross Hospital
14. Homestead Hospital
15. Kendall Regional Medical Center
16. Memorial Pembroke Hospital
17. Memorial Regional Hospital
18. Mercy Hospital
19. Miami Children's Hospital
20. Miami Heart Institute
21. Miami Jewish Home and Hospital
22. Miami VA Medical Center
23. Mont Clair Baptist Medical Center - AL
24. Mt. Sinai Medical Center
25. New York Downtown Hospital - NY
26. North Ridge Hospital
27. North Shore Medical Center
28. Northwest Medical Center
29. Orlando Regional Healthcare System
30. Palisades General Hospital - NJ
31. Palmetto General Hospital
32. Palm Springs General Hospital
33. Pan American Hospital
34. Parkway Regional Medical Center
35. Plantation General Hospital
36. Port St. Lucie Hospital
37. Pompano Beach Medical Center
38. Sacred Heart Hospital
39. St. Mary's Hospital of Blue Springs - MO
40. South Georgia Medical Center - GA
41. South Miami Hospital
42. St. Joseph's Hospital - ME
43. University of Miami - Hospital & Clinics
44. Wellington Regional Medical Center
45. West Boca Medical Center
46. Westside Regional Medical Center

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

ACADEMIC CALENDAR

HEALTH SERVICES ADMINISTRATION PROGRAM (N. Miami Beach & Kendall Campuses)

<u>Day</u>	<u>Evening</u>
02/22/00 - 03/06/01	02/14/00 - 05/24/01
04/24/00 - 05/07/01	05/01/00 - 08/13/01
06/26/00 - 07/16/01	

MEDICAL CODING SPECIALIST PROGRAM (All Campuses)

<u>Day</u>	<u>Evening</u>
02/22/00 - 11/22/00	02/14/00 - 01/31/01
04/24/00 - 02/01/01	05/01/00 - 04/17/01
06/26/00 - 04/03/01	

MEDICAL TRANSCRIPTIONIST PROGRAM (Kendall Campus)

<u>Day</u>	<u>Evening</u>
02/22/00 - 03/06/01	02/14/00 - 05/24/01
04/24/00 - 05/07/01	05/01/00 - 08/13/01
06/26/00 - 07/16/01	

MEDICAL ASSISTANT PROGRAM (N. Miami Beach & Hialeah Campuses)

<u>Day</u>	<u>Evening</u>
02/22/00 - 11/22/00	02/14/00 - 01/31/01
04/24/00 - 02/01/01	05/01/00 - 04/18/01
06/26/00 - 04/03/01	

ADVANCED MEDICAL ASSISTANT PROGRAM (All Campuses)

<u>Day</u>	<u>Evening</u>
02/22/00 - 03/06/01	02/14/00 - 05/29/01
04/24/00 - 05/08/01	05/01/00 - 08/13/01
06/26/00 - 07/10/01	

PHARMACY TECHNICIAN PROGRAM (Hialeah & Kendall Campuses)

<u>Day</u>	<u>Evening</u>
02/14/00 - 02/22/01	03/13/00 - 06/11/01
05/15/00 - 05/21/01	

MASSAGE THERAPIST PROGRAM (All Campuses)

<u>Day</u>	<u>Evening</u>
02/22/00 - 08/25/00	02/14/00 - 10/02/00
04/24/00 - 10/24/00	05/01/00 - 12/19/00
06/26/00 - 01/03/01	

ADVANCED MASSAGE THERAPIST PROGRAM

(All Campuses)

<u>Day</u>	<u>Evening</u>
02/22/00 - 11/29/00	02/14/00 - 02/06/01
04/24/00 - 02/05/01	05/01/00 - 04/19/01
06/26/00 - 04/06/01	

SURGICAL TECHNOLOGIST PROGRAM

(All Campuses)

<u>Day</u>
02/22/00 - 02/27/01
04/24/00 - 04/30/01
06/26/00 - 06/28/01

PATIENT CARE TECHNICIAN PROGRAM

(N. Miami Beach Campus)

<u>Day</u>	<u>Evening</u>
02/22/00 - 08/25/00	02/14/00 - 10/02/00
04/24/00 - 10/24/00	05/01/00 - 12/19/00
06/26/00 - 01/03/01	

CARDIOVASCULAR TECHNOLOGIST PROGRAM

(Hialeah & Kendall Campuses)

<u>Day</u>	<u>Evening</u>
02/14/00 - 05/21/01	03/13/00 - 10/09/01
05/15/00 - 08/27/01	

ULTRASOUND TECHNOLOGIST PROGRAM

(Hialeah Campus)

<u>Day</u>	<u>Evening</u>
05/01/00 - 05/01/01	03/13/00 - 06/05/01

DIAGNOSTIC CARDIAC SONOGRAPHER PROGRAM

(Hialeah Campus)

<u>Day</u>
02/14/00 - 02/16/01
05/15/00 - 05/18/01

SCHOOL HOLIDAYS

New Year's Day - Martin Luther King, Jr. Day - Presidents' 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.