

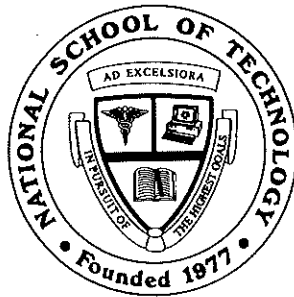
NATIONAL SCHOOL OF TECHNOLOGY, INC.

2001 CATALOG
Volume XXVIII

N. MIAMI BEACH CAMPUS
16150 NE 17th Avenue
N. Miami Beach, FL 33162
(305) 949-9500

KENDALL CAMPUS
9020 SW 137th Avenue
Miami, FL 33186
(305) 386-9900

HEALINGWELL CAMPUS
4410 W. 16th Avenue, Suite 52
Hialeah, FL 33012
(305) 458-9500



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

2001-2002
CATALOG

Volume XXVIII
Published November 2001

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 their futures 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. The school changed its name to National School of Technology, Inc. in 1984 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.

LICENSURE

The schools are licensed by the Commission for Independent 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.

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. ABHES 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.

In addition, NST is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) for its surgical technology programs. This accreditation recognizes the programs' compliance with nationally established standards as determined by CAAHEP in cooperation with the American College of Surgeons (ACS) and the Association of Surgical Technologists (AST).

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 (FASF AA)
- National Association of Student Financial Aid Administrators (NASFAA)
- American Massage Therapy Association (AMTA) Council of Schools
- Florida Massage Therapy Association (FMTA)

INTERNET ACCESS

An interesting and always growing body of current information about National School of Technology is available electronically at www.nst.cc.



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 24 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

TABLE OF CONTENTS

MISSION STATEMENT, GUIDING PRINCIPLES, INSTITUTIONAL PHILOSOPHY, HISTORY, STATEMENT OF OWNERSHIP, FACILITIES & LICENSURE	i-ii
ACCREDITATION, MEMBERSHIPS & INTERNET ACCESS	iii
A MESSAGE FROM THE CEO	iv
ACADEMIC PROGRAMS	
Health Services Administration	1
Medical Coding Specialist	2
Medical Transcriptionist	3
Advanced Medical Assistant	4
Pharmacy Technician	5
Patient Care Technician	6
Massage Therapist	7
Advanced Massage Therapist	8
Surgical Technologist	9
Cardiovascular Technologist	10
Ultrasound Technologist	11
Diagnostic Cardiac Sonographer	12
GENERAL INFORMATION	
Class Size	13
Equal Opportunity Statement	13
Hours of Operation	13
Rules and Regulations	13-14
Campus Security Report	14
Student Complaints/Grievance Procedure	14
Disclosure Statements	14
STUDENT SERVICES	
Job Placement Assistance & Career Center	15
Tutoring	15
Counseling	15
CPR/First Aid Classes	15
Graduation	15
Insurance	15
Learning Resource Center	15
Photo Identification Badges	15
Community Service Awards	15
Refresher Courses	15
Student Records	16
Family Educational Rights and Privacy Act	16
Transcripts	16
Diplomas	16

TABLE OF CONTENTS (CONT)

Professional Examinations	16-17
Professional/Credentialing Organizations and Examinations	17
ACADEMIC INFORMATION	
Admissions Procedures and Requirements	18
Credit For Previous Training	18
Transfer of Course Credits	18
Admissions Representative	19
Application Procedures for International Students	19
Important International Student Visa Information	19-20
Class Hours and Start Dates	20
Grading Scale	20
Attendance Policy	20
Leave of Absence	20-21
Satisfactory Academic Progress Standards	21
Withdrawal and Termination	22
Internship or Project	22-23
Application to Upper-Division Programs	23
DCS Program Advancement Conditions & Considerations	23
FINANCIAL INFORMATION	
Financial Aid Programs	24
Applying for Financial Aid Assistance	24
Scholarship Program	24
Student Financial Services Hours of Operation	24
Tuition and Fees	24
Textbooks, Uniforms and Supplies	24
Changes in Programs and Tuition Charges	24
Veterans' Educational Benefits	24-25
Refund Policy	25
COURSE DESCRIPTIONS	27-38
ADMINISTRATION & FACULTY	39-47
SCHEDULE OF TUITION & FEES	48
HOSPITAL AFFILIATIONS	49
ACADEMIC CALENDAR & SCHOOL HOLIDAYS	50-51

Medical Administration Division

HEALTH SERVICES ADMINISTRATION

Occupational 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	85
HS 1510	Health Insurance Concepts	50
HS 1520	Patient & Insurance Collections	25
HS 1530	Medical Accounts Receivable	20
MS 1320	Cardiopulmonary Resuscitation & First Aid	15
MS 1114	HIV/AIDS	5
		<u>200</u>

Internship

HS 1600	Internship	200
---------	------------	-----

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 health-care 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 Professional Coder and Certified Professional 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
---------	-----------------------	-----

TOTAL CLOCK HOURS 900
9 months days/12 months evenings

Medical Administration Division

MEDICAL TRANSCRIPTIONIST

Occupational Associate Degree • 1200 Clock Hours

PROGRAM OBJECTIVE:

Medical transcriptionists are medical language specialists who interpret and transcribe dictation by physicians and other healthcare professionals regarding patient assessment, workup, therapeutic procedures, clinical course and diagnosis in order to document patient care and facilitate healthcare delivery. 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 Medical Transcriptionist.

CAREER OPPORTUNITIES:

Graduates of the medical transcriptionist program are prepared for entry-level employment in the following areas: physicians' offices, clinics, public and private hospitals, teaching hospitals, transcription agencies, laboratories, radiology departments, insurance companies, medical libraries, governmental medical facilities, law firms, and allied health professional agencies.

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

MT 1100	English Fundamentals	40
MT 1105	English for the Medical Professional	40
MT 1110	Medical Terminology	80
MT 1115	Word Processing/Keyboarding	40
		<u>200</u>

Block 3

MT 1300	Beginning Medical Transcription	80
MT 1305	Disease Processes	75
MS 1114	HIV/AIDS	5
MT 1310	Beginning Medical Keyboarding	40
		<u>200</u>

Block 4

MT 1400	Intermediate Medical Transcription	120
MT 1405	Advanced Medical Topics	20
MT 1410	Pharmacology	20
MT 1415	Intermediate Medical Keyboarding	40
		<u>200</u>

Block 5

MT 1510	Advanced Medical Transcription	120
MT 1505	Personal Development	40
MT 1515	Advanced Keyboarding	40
		<u>200</u>

Internship

MT 1600	Internship or Project	200
---------	-----------------------	-----

TOTAL CLOCK HOURS 1200
12 months days/15 months evenings

Medical Practice Division

ADVANCED MEDICAL ASSISTANT Occupational 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, students become proficient in medical word processing, automated medical insurance processing and basic x-ray technology. 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
		<hr/> 200

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
		<hr/> 200

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
MS 1320	Cardiopulmonary Resuscitation & First Aid	15
MA 1326	Phlebotomy Technician Certification Exam Review	10
		<hr/> 200

Block 4

MA 1410	Computer Fundamentals	10
MA 1412	Medical Office Management Software	5
MA 1414	Computer Applications for Office Practice	80
MA 1416	Keyboarding Skills/Data Entry	5
MA 1418	Rules for Medical Word Processing & Terminology	5
MA 1420	Basic Medical Reports	15
MA 1422	Medical Word Processing Lab	30
RT 0190	Fundamentals of Radiology, Terminology, & Mathematics	45
RT 0192	Radiation Physics & Electronics	25
RT 0194	Radiographic Technique & Production	70
RT 0196	Basic X-Ray Machine Operator Certification Exam Review	10
		<hr/> 300

Internship

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

TOTAL CLOCK HOURS 1200
12 months days/15 months evenings

Medical Practice Division

PHARMACY TECHNICIAN

Occupational 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	20
CV	1114	Nervous System	20
CV	1116	Respiratory System	20
CV	1118	Gastrointestinal System	20
CV	1120	Genitourinary System	20
CV	1122	Endocrine System	20
CV	1124	Reproductive System	20
CV	1126	Cardiac Anatomy & Physiology	55
CV	1128	Vascular Anatomy & Physiology	45
MS	1114	HIV/AIDS	5
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	145
PT	1302	Dosage Forms	20
PT	1304	Intravenous Admixtures & Aseptic Techniques	90
PT	1306	Interpretation of Medication Orders & Prescriptions	30
MS	1320	Cardiopulmonary Resuscitation & First Aid	15
			<u>300</u>

Internship

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

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
----	------	----------------------------------	-----

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

Occupational 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>

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

ST 1218	Pharmacology	30
MS 1320	Cardiopulmonary Resuscitation & First Aid	15
ST 1222	Computer Concepts	20
ST 1224	Introduction to Surgical Technology	45
		<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>

Clinical Practicum

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

TOTAL CLOCK HOURS	1200
12 months days	

Diagnostic Medical Technology Division

CARDIOVASCULAR TECHNOLOGIST *Occupational Associate Degree • 1500 Clock Hours*

PROGRAM OBJECTIVE:

This program enables students to perform electrocardiograms (ECG), ambulatory monitoring and graded exercise diagnostic examinations, as well as basic x-ray and laboratory procedures through the acquisition of medical knowledge and techniques in the field of cardiology. This program also prepares students with the foundation for advanced study in cardiovascular technology and diagnostic imaging. 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	20
CV 1114	Nervous System	20
CV 1116	Respiratory System	20
CV 1118	Gastrointestinal System	20
CV 1120	Genitourinary System	20
CV 1122	Endocrine System	20
CV 1124	Reproductive System	20
CV 1126	Cardiac Anatomy & Physiology	55
CV 1128	Vascular Anatomy & Physiology	45
MS 1114	HIV/AIDS	5
CV 1134	Basic Chemistry	15
		<hr/> 300

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
		<hr/> 300

Block 3

CV 1310	Graded Exercise Testing	15
CV 1312	Ambulatory Monitoring	15
CV 1314	Stress & Holter Lab	60
CV 1316	Cardiac Pathology	150
CV 1318	Introduction to Vascular Diseases	15
CV 1320	Psychology of Patient Care	15
CV 1322	Professionalism & Medical Ethics	15
MS 1320	Cardiopulmonary Resuscitation & First Aid	15
		<hr/> 300

Block 4

CV 1410	Introduction to Cardiovascular Interventional Technology	50
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	45
RT 0192	Radiation Physics & Electronics	25
RT 0194	Radiographic Technique & Production	70
RT 0196	Basic X-Ray Machine Operator Certification Exam Review	10
		<hr/> 300

Internship

CV 1450	Internship or Special Concepts Course	300
---------	---------------------------------------	-----

TOTAL CLOCK HOURS 1500
15 months days/19 months evenings

Diagnostic Medical Technology Division

Upper-Division Program

ULTRASOUND TECHNOLOGIST

Occupational 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). Graduates may be required to become registered in order to obtain gainful employment, and should become registered to increase professional opportunities once working in the field.

CAREER OPPORTUNITIES:

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

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

PROGRAM OUTLINE:

Block 1

US 1110	Physics of Ultrasound & Instrumentation	50
US 1112	Cross Sectional & Sagittal Anatomy	25
US 1114	Liver, Gall Bladder, Pancreas, Biliary System & Spleen	150
US 1116	Renal System	75
US 1118	Adrenal Gland & Retroperitoneum	25
US 1120	Vascular System	75
US 1122	Thyroid & Parathyroid Glands	15
US 1124	Mammary Gland	15
US 1126	Scrotum & Prostate Gland	20
		450

US 1218	Embryology	25
US 1220	First Trimester: Normal & Abnormal Fetal Anatomy	50
US 1222	Second Trimester: Normal & Abnormal Fetal Anatomy	50
US 1224	Third Trimester: Normal & Abnormal Fetal Anatomy	50
US 1226	Ultrasound Measurements, Biophysical Profile & Multiple Fetuses	75
US 1228	Incompetent Cervix, Placental Abnormalities & Doppler Assessment of Pregnancy	50
		450

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

Clinical Practicum

US 1310	Clinical Practicum	300
---------	--------------------	-----

TOTAL CLOCK HOURS	1200
12 months days/15 months evenings	

Diagnostic Medical Technology Division

Upper-Division Program

DIAGNOSTIC CARDIAC SONOGRAPHER Occupational 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). Graduates may be required to become registered in order to obtain gainful employment, and should become registered to increase professional opportunities once working in the field.

CAREER OPPORTUNITIES:

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). The CV 1450 Special Concepts course is a requirement for all diagnostic cardiac sonographer students.

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 are expected to attend class in professional attire. All students enrolled in medical programs are required to wear uniforms, including white shoes. Students are expected to maintain a high standard of personal cleanliness and grooming. All clothing must be clean and neat. Male students must be clean shaven and maintain neatly trimmed beards and mustaches. Students are expected to dress in clothing that they would wear to their jobs. Shorts, jeans, t-shirts and hats may not be worn in the classrooms. Dress codes applicable to each program are provided at the campuses.

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

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. Children are not allowed in classrooms. Students will be responsible for and pay for all property they destroy or damage. Vandalism will result in immediate expulsion and contract termination without recourse or appeal.

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

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.

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

CAMPUS SECURITY REPORT

National School of Technology gathers statistics relative to crimes occurring within the general location of its campuses. These statistics are compiled annually for inclusion in its campus security report. The school's report is distributed to all active students. Upon request, prospective students may obtain a copy from the campus' administrative office.

STUDENT COMPLAINTS/ GRIEVANCE PROCEDURE

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

their program coordinator; and thereafter the campus director if the matter remains unresolved. If a student feels that the campus director has not adequately addressed a complaint or concern, the student may contact the NST corporate office. All complaints considered by the corporate office must be in written form, directed to the following address:

Att: Chief Operating Officer
National School of Technology Corporate Offices
12000 Biscayne Boulevard, Suite 302
North Miami, Florida 33181

DISCLOSURE STATEMENTS

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

Certain programs, blocks of instruction or courses maybe offered at either of the main campuses in North Miami Beach or Kendall, or the branch campus in Hialeah. This may require students to attend classes at another campus in order to complete their studies. Administrative circumstances such as enrollment levels, availability of specialized equipment or facilities, or other limitations of resources may warrant such offerings.

A block of instruction may occasionally not be offered due to insufficient enrollment levels. Under these circumstances, students will experience a delay in beginning or completing their program.

Students are advised that the American Heart Association strongly promotes knowledge and proficiency in cardiopulmonary resuscitation (CPR) and has developed instructional materials for this purpose. Its use in an instructional course does not represent course sponsorship by the American Heart Association.

STUDENT SERVICES

JOB PLACEMENT ASSISTANCE & CAREER CENTER

The career development department helps graduates find employment in the fields for which they have been trained. Employment advisement, including resume preparation and interviewing tips, is available. By assisting students with part-time employment, internships and job placement services for graduates, the career development staff makes every effort to secure positions for graduates. National School is not permitted by law to guarantee employment. All programs are designed to prepare graduates for entry-level positions.

A career center, including computer stations with Internet access, printers, fax machines, and other resources, is available at each campus to facilitate student and graduate job search activities.

TUTORING

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

COUNSELING

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

CPR/FIRST AID CLASSES

Cardiopulmonary resuscitation (CPR) and first aid classes are held three to six times a year at the school for medically-related programs. CPR certification is awarded upon completion.

GRADUATION

Upon successful completion of all prescribed subjects of instruction with a cumulative grade average of 77 percent or better, demonstrating the ability to perform all required competencies, satisfaction of all financial obligations to the

school and an exit interview, the student will be awarded a credential as stated in the catalog program information. Students may participate in the graduation ceremony and will be eligible for placement assistance, providing all graduation requirements have been met.

INSURANCE

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

LEARNING RESOURCE CENTER

A library of professional reference books and videos are available for student use.

PHOTO IDENTIFICATION BADGES

For security purposes, all students are required to wear a photo identification badge. This badge is issued by the school and is free of charge. Lost badges must be replaced and cost \$5.

COMMUNITY SERVICE AND AWARDS

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

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

REFRESHER COURSES

Refresher courses are available to graduates for the cost of materials and textbooks if needed.

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 Professional Coders (AAPC)
- American Association for Medical Transcription (AAMT)
- American Massage Therapy Association (AMTA)

Registered Medical Assistant (RMA) Exam: The school is a site for the Registered Medical Assistant Examination. This exam is given 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 Professional Coder (CPC) Exam: This exam is offered annually by the American Academy of Professional Coders (AAPC). The Certified Professional Coder -Hospital (CPC-H) exam is also offered by AAPC. These exams are administered nationwide, including 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.

NST reserves the right to decline admission to any applicant convicted of a felony involving drugs or violence.

Prospective students must 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 students are required to submit a Statement of General Health. In addition, certain internship sites require a basic physical examination that is provided by NST without cost to the student. Some sites may require additional examinations. These procedures may be performed by the student's physician, a physician referred by the school, or the public health department. Students are responsible for the cost of these additional procedures that are usually under \$100.

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, disability 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. Preferential consideration is given to those credits earned at institutions accredited by an agency recognized by the United States Department of Education (USDOE) or the Council for Higher Education Accreditation (CHEA). 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 Occupational Associate Degree is a terminal occupational degree and the academic credits earned may or may not be transferable to another higher-level degree program.

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

ATTENDANCE POLICY

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. A minimum attendance of 80% of each

block is required (Surgical Technology students are required to maintain 92.5%). Students whose pattern of attendance indicates non-compliance with the required attendance percentage are warned in writing. Students may be required to make up lost instruction time as deemed appropriate by their instructor. Failure to achieve the required attendance percentage will result in administrative withdrawal for one block of instruction. At the discretion of the campus director, withdrawal may be waived for medical reasons, bereavement, or certain legal obligations (i.e., jury duty). Students receiving Student Financial Aid must maintain a 90% attendance average to retain eligibility for scheduled disbursements. Students must also arrive to class at the scheduled times or be considered tardy. Tardiness is defined as arriving to class 15 minutes after the scheduled class time. Students admitted late to class are considered present for the full session. Three tardies are considered as one absence. Habitual tardiness will be cause for administrative withdrawal.

LEAVE OF ABSENCE POLICY

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 enrollment. By exception, an additional leave of absence may be granted for a maximum of 30 days providing the total of six months is not exceeded and the additional leave is for unforeseen circumstances.

A student who takes an approved leave of absence is considered enrolled and repayment of Federal student loans remains on deferred status. A student who does not return from an approved leave as scheduled, will enter repayment of any Federal student loans six-months after the last date attended prior to the start of the leave of absence.

If a student takes a leave of absence that is not approved, the student is considered to have withdrawn from the school and must apply for re-admission in accordance with the school's policies. In extreme cases, a student may be granted an approved leave of absence upon return to school for documented circumstances that prevented the submission of a written request prior to the start of the leave.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress (SAP) standards encourage students' accountability for the quality of their work and for their attendance. All students are required to maintain satisfactory academic progress as defined by the following standards:

Required Cumulative Grade Average

(CGA): Students must maintain a CGA of 77%, which is equivalent to a "C" average and consistent with the school's graduation requirements. The CGA is evaluated at the end of each block of instruction.

Performance: All competencies associated with the program must be satisfactorily performed.

Maximum Time Frame

Students must complete their program within 150% of the standard program length (in months). Periods of non-attendance are not included in the calculation of the 150%. Failure to complete within the maximum time frame will result in dismissal. Students that are dismissed may reapply after 90 days to complete their program. These students will be responsible for payment of any tuition increases if accepted for re-enrollment. Veterans are required to complete their program within the published program length in order to retain eligibility for VA benefits.

Satisfactory Academic Progress Evaluation

Academic performance is evaluated at the following intervals and compared to the standards indicated in order to measure satisfactory progress toward completion within the maximum time frame permitted:

HRS	PROGRAM LENGTH (MONTHS)		EVALUATION PERIOD (MONTHS)		MINIMUM CGA REQUIRED	MINIMUM UNDUPLICATED HOURS OF ATTENDANCE REQUIRED*	
	DAY	EVE	DAY	EVE		DAY	EVE
600	6	8	3	4	77%	200	200
900	9	12	4.5	6	77%	300	300
1200	12	15	6	7.5	77%	400	400
1500	15	19	7.5	9.5	77%	500	500

*While students maintaining the minimum hours of attendance are considered to be progressing satisfactorily, they may be subject to dismissal for violation of the attendance policy and/or have their financial aid disbursement deferred until 90% attendance is demonstrated.

Repetitions, Incompletes & Transfers

Students are required to retake all blocks with a grade of "F". An "I" indicates incomplete. A grade of "I" is assigned to students with any incomplete assignments, examinations or to students that withdraw prior to the completion of an instructional block. Students are provided a written notice and are required to make-up incomplete assignments or examinations. In order to receive credit, any incomplete assignments or examinations must be made up within one week of such notice. If a student transfers from one program to another, the maximum time frame will be adjusted by the number of months of attendance in the first program. Students returning to school after withdrawal with a grade of "I" must repeat the instructional block. Grades assigned for repeated courses or an instructional block will replace the unsatisfactory grades for the courses or the instructional block.

Non-punitive Grades, Non-Credit or Remedial Courses

The school does not assign non-punitive grades nor offer non-credit or remedial courses.

Mitigating Circumstances

The school, as authorized by federal statute, may waive the satisfactory academic progress requirement, on a case by case basis, under the following circumstances with appropriate documentation: a) illness of the student; b) injury to the student; c) death of a relative of the student; and d) for any case in which the student has experienced undue hardship as a result of special circumstances.

Academic Probation / Termination

If a student falls below the foregoing SAP standards, a school official will counsel the student and issue a written notice placing the student on academic probation for one block of instruction. Students that are placed on academic probation remain eligible for financial aid. Students meeting the specified requirements of their academic probation, at the end of the probationary period, will be removed from probationary status. If the student has not satisfied the specified requirements, the student will be provided the opportunity to repeat a block of instruction to achieve SAP prior to administrative withdrawal from the program. Students failing to satisfy the requirements of probation, or who are terminated from their program, immediately lose student financial aid eligibility.

Appeals Process for Satisfactory Academic Progress Determinations

A student may appeal adverse SAP determinations to the campus director. The administration will review the appeal and render a decision. Administrative decisions rendered on appeals are final. Veterans whose VA educational benefits have been terminated for unsatisfactory progress may appeal to have their benefits restored after one grading period. The school may reinstate the benefits after it determines that the veteran has a reasonable chance of satisfactorily completing the program within the required time frame.

Reinstatement Process

Academic Termination - Students whose training has been interrupted for academic reasons may be reinstated with the following class by making application to the registrar.

Administrative Withdrawal - Applications for reinstatement must be submitted, in writing, to the campus director. A start date will be scheduled following a favorable determination.

Student Financial Aid Eligibility - Reinstatement will occur upon receipt of written documentation from the school's administration that the student has satisfied the SAP standards under either: a) acceptable mitigating circumstances; or b) a favorable decision on appeal.

Application of Standards

These satisfactory academic progress standards apply to all students.

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. A financial aid exit interview is required.

INTERNSHIP OR PROJECT

An internship, practicum or clinic is required as part of all programs of study. Internships, clinical practica or clinics are practical training settings where students apply their skills under the supervision of an experienced professional. Assignments 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. Veterans may not substitute projects for internship attendance. All internships, clinical practica or clinics are graduation requirements and part of the student's final grade average. Each student must demonstrate the ability to correctly perform all required competencies in order to graduate.

Whereas the curricula offered at NST often requires students to access medical records and other sensitive information at healthcare facilities,

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

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.

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

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:

- 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.

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 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.

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 or other circumstances. Veterans enrolled in approved programs may retain eligibility for benefits during the repetition of a singular block of instruction only once during their enrollment period.

A student receiving VA educational benefits will be terminated for VA pay purposes if the student 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.

* *A student withdrawing with Title IV funds earned but not disbursed may be eligible for a post-withdrawal disbursement to cover tuition & fee charges due but not paid.*

REFUND POLICY

CANCELLATION: If the School does not accept a student, a full refund of all monies paid will be issued. The agreement will be canceled and the School will refund all monies paid if a written notice of cancellation is received within three business days of signing the enrollment agreement. 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 \$150.00. 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 the equipment.

WITHDRAWAL: Students who withdraw after starting classes and within the first 60% of the enrollment period will have a refund made of a portion of the tuition & fees. The refund will be equivalent to the difference between the tuition & fees charged and the total of payments due under contractual arrangement with the school *plus* any Title IV SFA funds earned and disbursed or scheduled to be disbursed*. Determination of Title IV SFA funds earned is made in accordance with the RETURN OF TITLE IV SFA FUNDS PRO-RATA CALCULATIONS described below. After the 60% point, the student is responsible for payment of 100% of the tuition & fees.

at the time of withdrawal. Students failing to exercise their eligibility will be obligated for the payment of the outstanding charges that otherwise would have been paid with the SFA funds awarded for the period.

RETURN OF TITLE IV SFA FUNDS PRO-RATA CALCULATIONS (Title IV SFA Participants Only): The U.S. Department of Education's statutory pro-rata formula provides for the determination of the amount of Student Financial Assistance (SFA) Program funds earned by the student at the time of withdrawal up through the 60% point in each payment period or period of enrollment. A student has earned 100% of the SFA Program funds that have been disbursed or could have been disbursed after the 60% point. National School of Technology uses the payment period for its Return of Title IV SFA Funds calculations. The amount of SFA Program assistance earned is the percentage (%) of the assistance earned multiplied by the total SFA Program assistance that was disbursed or could have been disbursed as of the day the student withdrew. The percentage earned is equal to the percentage of the payment period, for which assistance was awarded, that was completed up to the completion of 60% of the payment period. After the student has completed 60% of the payment period, as calculated under the statutory pro-rata calculations, the percentage earned is 100%. Title IV SFA funds determined to be unearned must be returned to the Title IV SFA Program(s). The School will notify the student of any unearned funds for which the student is responsible for returning and of any grant overpayments due.

NON-FEDERAL CONTRIBUTION: The School requires that a portion of tuition and fees be derived from non-federal sources. Students desiring to pay this amount over an extended period must enter into an agreement with the School setting forth the payment terms under a Retail Installment Contract.

WITHDRAWAL DATE: The withdrawal date is the last date of actual attendance by the student.

DETERMINATION OF WITHDRAWAL: If a student does not give notification of withdrawal, the determination of withdrawal is made not later than 30 days after the end of the payment period. If eligible for a refund, 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 will make a settlement which is reasonable and fair to both parties.

REFUNDS: The School will make refunds within thirty (30) days of the date that the student cancels the enrollment agreement or fails to appear on the first day of class, or within thirty (30) days of the date that the School determines that 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. Examples of the application of the Refund Policy(s) used by the School can be obtained upon request to the School's Business Office.

RETURN OF TITLE IV SFA FUNDS

Title IV funds will be returned by the school in the following order:

1. Unsubsidized Federal Stafford loan
2. Subsidized Federal Stafford loan
3. Unsubsidized Direct Stafford loan
4. Subsidized Direct Stafford loan
5. Federal PLUS loan
6. Direct PLUS loan
7. Federal Pell Grant
8. Federal SEOG
9. Other Title IV Assistance

ALLOCATION OF REFUNDS

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, the school will issue refunds in the following order:

1. State Grants
2. Other Federal/Agency Sources of Aid
3. Institutional Aid
4. Student/Parent

OVERPAYMENT TO STUDENTS

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

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

20 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

20 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 20 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 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 150 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 50 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. 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. The Special Concepts course is a prerequisite course that must be successfully completed by all students prior to entering the ultrasound technologist or diagnostic cardiac sonographer program. This course includes an introduction to the physics of ultrasound, the production of the ultrasound beam, the transducer crystals and their inter-relationships. Students also learn the knobology of ultrasound machines in a simulated lab setting as well as general vascular studies.

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 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 85 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 1326 PHLEBOTOMY TECHNICIAN CERTIFICATION EXAM REVIEW 10 HOURS

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

MA 1410 COMPUTER FUNDAMENTALS 10 HOURS

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

MA 1412 MEDICAL OFFICE MANAGEMENT**SOFTWARE 5 HOURS**

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

MA 1414 COMPUTER APPLICATIONS FOR OFFICE PRACTICE 80 HOURS

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

MA 1416 KEYBOARDING SKILLS/DATA ENTRY**5 HOURS**

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

MA 1418 RULES FOR MEDICAL WORD**PROCESSING & TERMINOLOGY 5 HOURS**

A review of capitalization, use of numbers, punctuation, abbreviations and symbols used in typical medical reports. Prefixes, combining forms, and suffixes which make up the structure of medical language are also studied. Fundamentals of medical word processing are introduced.

MA 1420 BASIC MEDICAL REPORTS 15 HOURS

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

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

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

MA 1600 INTERNSHIP OR PROJECT 300 HOURS

Students are placed in a medical facility where there is an opportunity to observe, assist, learn and perform in an on-the-job setting. Internship is mandatory and must be completed satisfactorily before a diploma is issued. The student's supervisor confirms the student's attendance and submits evaluations of performance to the program coordinator. Internships are scheduled primarily during day hours due to limited availability of appropriate learning experiences in the evening. A special project may be completed in lieu of internship at the program coordinator's discretion.

MC 1310 INTRODUCTION TO INSURANCE**10 HOURS**

An overview of the 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.

MC 1312 CODING CASE STUDIES II 40 HOURS

An expansion of Coding Case Studies I. A series of projects designed to enhance the student's skills to use actual patient medical records to create ICD-9/CPT-4 codes for insurance processing.

MC 1314 MICROCOMPUTER FUNDAMENTALS**10 HOURS**

An overview of the history and concepts of computers, the central processing unit, input/output devices, floppy disks, hard disks, and disk operating systems.

MC 1316 INTRODUCTION TO HOSPITAL BILLING**15 HOURS**

An overview of the billing process within the hospital setting, starting with admission of the patient and ending with posting payments. Students examine the different areas and departments within the hospital.

MC 1317 HOSPITAL BILLING & CLAIMS PROCESSING**20 HOURS**

An introduction to the UB-92 claim form with complete guidelines for completing and submitting claims for insurance processing.

MC 1318 DIAGNOSTIC RELATED GROUPS (DRG'S)**5 HOURS**

An overview of the history and concepts of DRG's and their relationship to Medicare.

MC 1320 AUTOMATED CLAIMS PROCESSING LAB**95 HOURS**

A series of projects to train the student to use medical software to create patient files, generate ledgers, billing statements, claim forms and submission, and examining claims for third party reimbursement.

MC 1410 INTERNSHIP OR PROJECT 300 HOURS

Students are placed in a medical facility where there is opportunity to observe, assist, learn and perform practical related skills. Internships are scheduled during the day only, due to the unavailability of medical coding experiences in the evening. 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.

MS 1110 HUMAN ANATOMY & PHYSIOLOGY**175 HOURS**

A study of the structure and function of the human body and its systems. Emphasis is placed on the functional relationships of the skeletal, nervous, integumentary, circulatory and muscular systems, with added concentration on kinesiology (the study of muscles and body movement). Students also experience palpation of muscles, joints and other anatomical structures. A participative approach to instruction is emphasized.

MS 1112 INTRODUCTION TO CLINICAL PATHOLOGY**20 HOURS**

An introduction to the most common injuries and diseases encountered by the massage therapist. Recognition of these physical conditions and their consequences on therapeutic applications are stressed.

MS 1114 HIV/AIDS**5 HOURS**

Information about HIV and AIDS is presented in accordance with the content guidelines prepared by the U. S. Centers for Disease Control (CDC) and the Federal Occupational Safety and Health Administration (OSHA). HIV/AIDS and other common blood-borne pathogens and communicable diseases are studied with emphasis on modes of transmission, prevention, universal precautions and engineering/work practice controls. Training is also directed toward health care providers with potential for occupational exposure to blood or other potentially infectious materials in order to minimize any related exposure risks.

MS 1210 PRINCIPLES OF THERAPEUTIC MASSAGE, ASSESSMENT & PRACTICE

100 HOURS

A study of the basic techniques of Swedish Massage. Indications, precautions, contraindications and benefits are discussed. Students also learn about asepsis, hygiene, proper body mechanics, client draping and positioning.

MS 1212 THERAPEUTIC MASSAGE APPLICATIONS - CLINICAL PRACTICUM I

100 HOURS

Swedish massage applications are demonstrated and practiced in a supervised clinical setting. Examples of such techniques include: gliding strokes, kneading, direct pressure, direct friction, joint mobilization, superficial warming techniques, percussion, compression, vibration, jostling, shaking and rocking.

MS 1310 THEORY & PRACTICE OF

HYDROTHERAPY

15 HOURS

An introduction to the theoretical basis and applications of water as a therapeutic and rehabilitative medium. Students learn about the proper use of hydrocollator units, hot packs, ice packs, steam baths, contrast baths, and other related contemporary hydro-therapeutic modalities.

MS 1312 ALLIED THERAPEUTIC MODALITIES

50 HOURS

An introduction to common therapeutic modalities which are often practiced as adjuncts to Swedish Massage. Examples of such modalities are: Connective Tissue Massage, Shiatsu, Craniosacral Technique, Chair Massage, Reflexology, Joint Mobilizations, Sports Massage, Deep Relaxation Techniques, Trager, Neuromuscular Therapy and Spa Therapy Techniques.

MS 1314 ALLIED THERAPEUTIC MODALITIES- CLINICAL PRACTICUM II

50 HOURS

Allied therapeutic modalities presented in MS 1312 are demonstrated and practiced in a supervised clinical setting.

MS 1316 INTEGRATED MASSAGE

APPLICATIONS - CLINICAL PRACTICUM III

50 HOURS

A continuation of supervised clinical practice integrating the principles of Swedish Massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects.

MS 1318 FLORIDA STATUTES/RULES &

HISTORY OF MASSAGE

10 HOURS

An examination of the regulatory requirements of the Florida Massage Practice Act (Chapter 480 of the Florida Statutes), governing the practice of massage within the state. The history of massage is also reviewed from its origin to the current state of the profession.

MS 1319 BUSINESS PRINCIPLES & ETHICS

10 HOURS

A discussion of essential business principles for developing a successful massage therapy practice. Included is

a review of the ethical standards of conduct for the massage therapist as defined by the American Massage Therapy Association (AMTA).

MS 1320 CARDIOPULMONARY RESUSCITATION

& FIRST AID

15 HOURS

A study of the emergency management of a cardiac arrest victim and first aid for an obstructed airway. Students meet national certification requirements as determined by the American Heart Association (AHA) and include resuscitation procedures for adults and infants. Appropriate first aid for commonly encountered acute injuries and illnesses is also included.

MS 1410 BUSINESS PRACTICES & CAREER

DEVELOPMENT

35 HOURS

A course to prepare graduates to maximize their effectiveness in the massage therapy profession as an employee or as a proprietor. Included are basic life skills necessary to become competitive in the business world. Information is provided on a variety of subjects such as: insurance bookkeeping, taxes, licensing, zoning, equipment, marketing, interviewing techniques, resume writing, and other essentials for a successful massage therapy practice.

MS 1412 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.

MS 1414 CLINICAL ASSESSMENT, ADVANCED

INJURY EVALUATION & TREATMENT

50 HOURS

Instruction is provided on various approaches to effectively evaluate the client's physiological condition as it relates to the development of an appropriate massage treatment plan. Students learn methodologies such as postural analysis, kinesiology techniques, advanced palpation and SOAP format charting.

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 advanced 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.

PT 1204 INSTITUTIONAL & COMMUNITY PHARMACY SYSTEMS 40 HOURS

There are marked differences in the mission, operation, facility design, equipment needs, information systems used, and work methods employed in community, chain store, home infusion, clinic, and hospital-based pharmacies. Each workplace may emphasize different skills for the pharmacy technician. This course explores specific organizational, philosophical, and work method differences that exist among these distinctive work environments to help guide the student in choosing the most appropriate work site.

PT 1206 PHARMACY MATHEMATICS 120 HOURS

Working with mathematical concepts is an integral part of the practice of pharmacy and represents a practical and important aspect of a technician's daily experience, whether working in a hospital, community, or home healthcare involvement. This course focuses on the practical applications of math and systems of measurement, equivalents, conversions, ratio and proportion and other concepts frequently encountered by the technician with emphasis on the relationship of accuracy to desired patient care outcomes.

PT 1208 INVENTORY MANAGEMENT & COST CONTROL 40 HOURS

The application of sound inventory and purchasing principles is essential in assuring the financial healthcare facilities. Pharmacy technicians are frequently called upon to participate in inventory management functions in addition to assisting pharmacists in drug dispensing. Experienced pharmacy technicians may even be promoted to the position of full-time pharmacy inventory managers with additional responsibilities, pay and status. This course covers general pharmacy inventory management and purchasing skills with specific attention to cost control strategies.

PT 1210 COMPUTER APPLICATIONS IN PHARMACY PRACTICE 60 HOURS

Computers have become an indispensable tool to the practice of pharmacy in hospitals, nursing homes, infusion therapy companies, and community and chain store pharmacies. In pharmacies, computers are used to process medication orders, calculate doses, check for potentially dangerous drug-drug interactions and duplicate medication therapy, print labels and patient drug information sheets, identify insurance coverage and limits, and calculate drug charges. Pharmacies also frequently use various computer application programs to perform other tasks such as word processing, database management, graphs, electronic spreadsheets, and communication links. The position of pharmacy technician in most facilities requires computer literacy and the technician should expect to spend a considerable amount of time each day in computer-related tasks. This course explores general computer principles and exposes the student to some of the common computer application programs used by pharmacies. Special emphasis is given in developing word processing skills.

PT 1300 PHARMACOLOGY & DRUG CLASSIFICATION 145 HOURS

Pharmacology is the study of the action and uses of drugs. In this course the student will learn the general principles of how drugs are absorbed, distributed, and eliminated by the body. This course also examines classification systems used to categorize drugs and discusses the most commonly prescribed drugs in each category. Since the pharmacy technician assists the pharmacist in the dispensing of potent pharmaceutical agents, a knowledge of the drug's basic pharmacology, drug classification, generic and trade names, general use, dosage forms available, dosage range, and special preparation/storage requirements for each of 250-300 most commonly prescribed drugs is an essential skill of a competent pharmacy technician.

PT 1302 DOSAGE FORMS 20 HOURS

Pharmaceuticals are available in a number of different preparations known as dosage forms, to accommodate the many routes of administration. Each dosage form has unique characteristics that may offer advantages in providing reliable and effective delivery of the drug in the body. This course examines the variety of solid, liquid, topical, parenteral, and other miscellaneous dosage forms available and the role of each of these preparations in modern medical practice.

PT 1304 INTRAVENOUS ADMIXTURES & ASEPTIC TECHNIQUES 90 HOURS

A sound theoretical basis of the principles of aseptic techniques is essential for the pharmacy technician to fulfill his/her responsibilities in intravenous admixture compounding for hospitals and home infusion-based

practices. This course focuses on both theoretical and practical considerations for assuring the safe and accurate preparation of these sterile products.

PT 1306 INTERPRETATION OF MEDICATION ORDERS & PRESCRIPTIONS 30 HOURS

Pharmacy technicians frequently assist the pharmacist in medication order interpretation in hospitals and nursing homes and prescription order interpretation in community pharmacies. These duties require specific knowledge about common conventions used by physicians in the writing of their orders. In addition, most pharmacies use electronic patient profiles to maintain patient data and prescription

PT 1400 INTERNSHIP OR PROJECT 300 HOURS

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

RT 0190 FUNDAMENTALS OF RADIOLOGY, TERMINOLOGY & MATHEMATICS 45 HOURS

An introduction to radiant energy, the properties of x-ray radiation and the clinical language of x-ray technology; formulas and calculations for problem solving and the biological effects of radiation on patients.

RT 0192 RADIATION PHYSICS & ELECTRONIC 25 HOURS

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

RT 0194 RADIOGRAPHIC TECHNIQUE & PRODUCTION 70 HOURS

A practical discussion and demonstration of patient positioning, film processing, quality assurance procedures, and basic pathology related to diagnostic radiography in the physician's office.

RT 0196 BASIC X-RAY MACHINE OPERATOR CERTIFICATION EXAMINATION REVIEW 10 HOURS

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

ST 1210 MICROBIOLOGY 35 HOURS

An introduction to micro-organism identification and classification of bacteria. Included are procedures for specimen collection using sterile techniques. Equipment decontamination and sterilization procedures are also introduced and practiced. Emphasis is placed on maintaining a sterile field.

ST 1212 PATIENT PSYCHOLOGY 10 HOURS

Behavioral changes of patients are discussed with emphasis on those associated with disease. Included are the stages of adaptation to crisis and the role of the health care provider. Psychological aspects of human growth and development are also discussed.

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

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

ST 1216 MATHEMATICS FUNDAMENTALS & METRIC SYSTEM 30 HOURS

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

ST 1218 PHARMACOLOGY 30 HOURS

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

ST 1222 COMPUTER CONCEPTS 20 HOURS

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

ST 1224 INTRODUCTION TO SURGICAL TECHNOLOGY 45 HOURS

A study of the organization and management of different health care facilities with emphasis on the job descriptions, communication and work environment, including equipment that is standard in each operating room suite. Also included is an introduction to surgical attire, scrubbing, gowning and gloving one's self and another, opening and maintenance of sterile fields and basic instrumentation.

ST 1312 SURGICAL TECHNIQUES & PROCEDURES 50 HOURS

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

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

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

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

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

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

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

ST 1410 CLINICAL PRACTICUM 600 HOURS

Students are placed in a medical facility where there is an opportunity to observe, assist, learn and perform in a

practical setting. The clinical practicum is an essential component of the program where theoretical and practical skills are integrated. Rotations are scheduled primarily during day hours. Students must assist with surgical cases in various specialties and also pass a mock certification examination. Review sessions in preparation for these examinations are available.

US 1110 PHYSICS OF ULTRASOUND & INSTRUMENTATION 50 HOURS

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

US 1112 CROSS SECTIONAL & SAGITAL ANATOMY 25 HOURS

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

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

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

US 1116 RENAL SYSTEM 75 HOURS

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

US 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 & 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 CLINICAL PRACTICUM**300 HOURS**

Students are placed in a medical facility where there is an opportunity to observe and perform procedures in a practical setting. The practicum is mandatory and must be completed satisfactorily to graduate. Clinical practica are scheduled during the day only, due to the unavailability of ultrasound experiences in the evening. Any limited evening opportunities are unpredictable, therefore program applicants must rely solely on a daytime clinical schedule when considering enrollment.

NATIONAL SCHOOL OF TECHNOLOGY

BOARD OF DIRECTORS

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

ADMINISTRATION

Martin Knobel, B.Ed., M.S. Chief Executive Officer
Rosa M. Iverson Senior Corporate Vice President
Arthur H. Ortiz, B.S. Vice President & Chief Operating Officer
Dan Frazier, B.S. Chief Financial Officer/Controller
Tarcia Hepburn Corporate Director of Business Office
Paul Catania Corporate Director of Management Information Systems
Barbara Moore Corporate Director of Student Financial Services
Hortensia De La Fe, B.S. Corporate Director of Loan Management

CAMPUS ADMINISTRATION

N. MIAMI BEACH MAIN CAMPUS

Mario Miro, M.D. Acting Campus Director
Jaime Hurtado, A.S. Admissions Manager
Amelphy Rosa Student Financial Services Manager
Lorna Holden Business Office Manager
Kookie Dowling Senior Registrar
Jan Bishop, A.A. Career Development Manager

HIALEAH BRANCH CAMPUS (Branch of N. Miami Beach)

Gilbert Delgado, M.D. Campus Director
Xiomara Campos Student Financial Services Manager
Yenny Perez Business Office Manager
Gladys Willis, B.A., M.S. Registrar
Diana Morales Career Development Manager

KENDALL MAIN CAMPUS

Noralis Contractor, A.S. Acting Campus Director
Leigh Harlan, B.A. Admissions Manager
Yalysis Flores Student Financial Services Manager
Sonia Ramallo, B.S. Business Office Manager
Alicia Fernandez, B.A. Registrar
Joan Williams Career Development Manager

PROGRAM OFFICIALS

ALLEN, TIMOTHY

Program Coordinator
Pharmacy Technician Program
Kendall Campus
C.P. T., US Army

BASTIONY, PETER

Program Coordinator
Health Services Administration
Program
N. Miami Beach Campus
Microsoft Office User Specialist
Microsoft Certified Professional
A.A., Barry University
Miami, FL

BATTIATA, RUSSELL

Program Coordinator
Health Services
Administration Program
Kendall Campus
Micro-Computer Diploma
National School of Technology
Miami, FL

BLANKS, ROSEMARY

Administrator of
Clinical Education
A.R.R.T., A.S., Radiology
Northeastern University
Boston, MA
M.S., Business Management
Lesley College, Cambridge, MA
B.A., Art History & Education
University of Massachusetts
Boston, MA

COLUCCI, DONNA

Clinical Coordinator
Surgical Technologist Program
C.S.T., Jackson Memorial Hospital
A.A., Psychology
Broward Community College

DOMATOV, YELENA

Program Coordinator
Surgical Technologist Program
N. Miami Beach Campus
C.S.T., New York
R.N., Republic Medical Jr. College
Russia

DUQUE, DIEGO

Program Director
Diagnostic Cardiac Sonographer
Program - PT
Hialeah Campus
R.D.M.S., R.D.C.S.,
R.V.T., C.C.V.T,
Diploma, National School of Technology
Miami, FL

FERNANDEZ, ENRIQUE FABIAN

Program Coordinator
Massage Therapist &
Advanced Massage Therapist Programs
Hialeah Campus
L.M.T. #MA0025399
A.M.T.A. Certified
A.S., Florida College of Natural Health

GRANELA, CARLOS

Program Coordinator
Massage Therapist &
Advanced Massage Therapist Programs
Kendall Campus
L.M.T. #MA0022474
Florida Institute of Massage Therapy

NORRIS, KIMARI

Program Coordinator
Massage Therapist &
Advanced Massage Therapist Programs
N. Miami Beach Campus
L.M.T. #MA0015374
P.T.A., A.S., Physical Therapy Assist.
A.A., Broward Community College
Massage Certificate
Lindsey Hopkins Vocational School
Miami, FL

ORLOFF, JULIE

Program Coordinator
Medical Assistant,
Advanced Medical Assistant
& Medical Coding
Specialist Programs
N. Miami Beach Campus
R.M.A., C.M.A., C.P.C., C.P.T
Certificate, Medical Assisting
Broward Community College

PADILLA, ALVARO

Program Coordinator
Cardiovascular Technologist Program
Kendall Campus
M.D., Autonomous University of
Central America, CR

PENA, GLENN

Instructor
Cardiovascular Technologist &
Pharmacy Technician Programs
B.S., Barry University
Miami, FL
Certificate, Medical Assistant
Florida College of Medical and Dental
Ft. Lauderdale, FL

PEREZ, ANIBAL

Program Coordinator
Ultrasound Technologist Program
A.R.D.M.S. Eligible
E.M.T. Miami-Dade Community College
Miami, FL
Specialized Associate Degree,
Cardiovascular Technologist &
Ultrasound Technology
National School of Technology
Hialeah, FL

ROWE, VERONA

Program Coordinator
Surgical Technologist Program
Hialeah Campus
B.S., Pace University
Pleasantville, NY
O.R.S., Academy of
Health Sciences - Ft. Sam
Houston, TX

SIROTA, ROSIE

Program Coordinator
Surgical Technologist Program
Kendall Campus
C.S.T., Lindsey Hopkins Institute
Miami, FL

SUGARMAN, DOLLY

Program Coordinator
Patient Care Technician Program
N. Miami Beach Campus
R.N., B.S.N., Ravenswood Hospital
College of Nursing
Chicago, IL
B.S. Education, Catholic University
Manizales, Columbia

VASQUEZ, KIM

Program Coordinator
Medical Transcriptionist Program
Specialized Associate Degree,
Medical Transcriptionist
National School of Technology
Miami, FL

WILKES, JOHN

Program Coordinator
Advanced Medical Assistant
& Medical Coding
Specialist Programs
Kendall Campus
B.A., Philosophy
Rutgers University
New Brunswick, NJ

PROGRAM OFFICIALS

ZAYAS-BAZAN, MARIO
Program Coordinator
Advanced Medical Assistant
& Medical Coding
Specialist Programs
Hialeah Campus
M.D., Universidad Mexico
Reynosa, Mexico

ZOIDIS, JUDITH
Assistant Clinical Coordinator
Surgical Technologist Program
C.S.T., Maine Medical Center
Portland, ME
B.A., University of Maine
Orono, ME

NORTH MIAMI BEACH CAMPUS FACULTY

ALONSO, JORGE

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

ARMSTRONG, ARNET

Instructor
Health Services Administration Program
Certificate - Medical Coding
Miami Dade Community College
Miami, FL

ARTEGA, MIGUEL

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

BACCHUS-ALLEN, PATSY

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

BENEDETTO, MARCUS

Instructor
Massage Therapist Program
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-AMIN, NICOLE

Instructor
Medical Coding Specialist &
Advanced Medical Assistant Programs
A.A., C.P.C.
Miami Dade Community College
Medical Coding Specialist Diploma
National School of Technology
Miami, FL

DOCAL, OSCAR

Instructor
Advanced Medical Assistant Program
M.D., University of Valencia
Valencia, Spain

EBANKS, MARLENE

Instructor
Health Services Administration Program
A.A., Medical Assistant
Broward Community College
Ft. Lauderdale, FL

ENGLE, STEVEN

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

FRAGOSO, RALPH

Instructor
Surgical Technologist Program
C.S.T., US Army
B.A., Arts & Sciences
Havana, Cuba

LAVASSAS, ANASTASE

Instructor
Advanced Medical Assistant Program
B.S., Radiologic Technology
Center of Technological &
Professional Education
Athens, Greece
A.A., Pre-Med/Biology
Miami Dade Community College
Miami, FL

McGAHARAN, CHRISTINA

Instructor
Patient Care Technician Program
A.A., R.N.,
Owens Community College
Toledo, OH

McHUGH, JOSEPH

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

McKENZIE, JOAN

Instructor
Advanced Medical Assistant Program
MA Diploma - National School of
Technology
MT - Keiser College
Ft. Lauderdale, FL

MIETHE, FEDERICO

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

NAPOLE, NATASHA

Instructor
Health Services Administration Program
BBA, Management
St. Thomas University
Miami, FL

NEWMAN, DAVID

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

PARKS, JANE

Instructor
Medical Coding Specialist Program
R.H.I.A. Registered Health
Information Administrator
American Health Information
Management Association
B.S., Health Information Management
Florida International University
Miami, FL

PREDDIE, STEVE

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

RAMOS, XIOMARA

Instructor
Patient Care Technician Program
RN, Staten Island College
New York, New York

SEYMOUR, JANET

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

SWEETING, DOROTHY

Instructor
Surgical Technologist Program
CMA, LPN
University of Wisconsin
Madison, Wisconsin

TORRES, ANNETTE

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

VIZZARA, ROSA

Preceptor
Patient Care Technician Program
A.A., R.N.,
Miami Dade Community College
Miami, FL

WALTERS, JEFFREY

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

WILLIAMS, AVRIL

Instructor
Health Services Administration Program
BCS, Liberal Studies
Mount Ida College, Boston, MA
A.S., Medical Secretary,
Rocksby Community College,
Boston, MA

HIALEAH CAMPUS FACULTY

ACOSTA, EDGARDO

Instructor
Massage Therapist & Advanced
Massage Therapist Programs
L.M.T. #0006722
Florida School of Massage
Gainesville, FL
B.S., University of Florida
Gainesville, FL

ASENCIO, MARIO

Instructor
Ultrasound Technologist Program
M.D., Universidad San Carlos
Guatemala City, Guatemala

BISPHAM, LINDREY

Instructor
Pharmacy Technician Program
A.A., Bunker Hill Community College
Boston, MA

COLLIE, LOIS

Instructor
Pharmacy Technician Program
B.S., Antillian University
Mayaguez, PR
C.Ph.T., Columbia South University
Diploma-Education, University of the
West Indies

GESUALDI, VIVIAN

Instructor
Medical Coding Specialist &
Advanced Medical Assistant Programs
Certificate, Heritage College
Miami, FL
Certificate, Vincam University
Coral Gables, FL

GONZALEZ, RONALD

Instructor
Ultrasound Technologist Program
A.A., Business Administration
Ft. Lauderdale College
Cardiovascular Technologist Diploma
National School of Technology
Miami, FL

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

MANUEL, VICENTE

Instructor
Cardiovascular Technologist Program
M.D., Universidad Autonoma de
Guadalajara
Guadalajara, Mexico
M.D., Universidad de los Andes
Merida, Venezuela

MELO, VIVIAN

Instructor
Massage Therapist & Advanced
Massage Therapist Programs
L.M.T., #27198
Florida College of Natural Health
Miami, FL

MENDEZ, INGRID

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

MILIAN, MARTHA

Instructor
Massage Therapist &
Advanced Massage Therapist Programs
L.M.T. #MA28197
Florida College of Natural Health
Miami, FL

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

Instructor
Ultrasound Technologist Program
Specializes Associate Degree
Ultrasound Technologist Program
National School of Technology
Miami, FL

PICOU, VORICK

Instructor
Advanced Medical Assistant &
Medical Coding Specialist Programs
M.D. University of Health Sciences
St. John, Antigua
D.P.M., Ohio College of Podiatric
Medicine, Ohio
B.S., University of Maryland
College Park, MD

PUERTO, JUDIANNE

Instructor
Massage Therapist & Advanced
Massage Therapist Programs
L.M.T. #28272
Florida College of Natural Health
Miami, FL

PRASSAD, NARAYAMA

Diagnostic Cardiac Sonographer Program
M.D., University of Bangalore
Bangalore, India
R.D.C.S.
Specialized Associate Degree
Diagnostic Cardiac Sonographer
National School of Technology
Miami, FL

QUINTERO, SAUL

Instructor
Cardiovascular Technologist Program
M.D., Instituto Ciencia de la Salud
Medellin, Colombia

RODRIGUEZ-ABRINES, JOSE

Instructor
Advanced Medical Assistant,
Medical Coding Specialist &
Surgical Technologist Programs
M.D., U.T.E.S.A. Medical School,
Dominican Republic
L.M.T. #MA0025443,
Educating Hands School of Massage
Miami, FL

SANTAMARIA, LUIS

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

SWEETING, DOROTHY

Instructor
Advanced Medical Assistant Program
C.M.A.
L.P.N., University of Wisconsin
Milwaukee, WI

HIALEAH CAMPUS FACULTY

VAZQUEZ-BELLO, ENRIQUE

Instructor-PT
Massage Therapist & Advanced Massage
Therapist Programs
B.A., Saint Thomas University
Miami, FL
A.S.N., Miami-Dade Community College
Miami, FL

WILDER, SABRINA

Instructor
Advanced Medical Assistant &
Medical Coding Specialist Programs
Diploma, Medical Assistant
Bauder College
Miami, FL

KENDALL CAMPUS FACULTY

ACURIO, REYNALDO

Instructor
Advanced Medical Assistant Program
M.D., University of Buenos Aires,
Argentina

ARGUELLO, GUIDO

Instructor
Health Services Administration Program
Florida Computer School
of Computer Programming

BARRIAL, LIZ BETH

Instructor
Medical Coding Specialist Program
C.P.A.T., American Association of
Healthcare Administrative Management

De CASTANEDA, OMAR

Instructor
Pharmacy Technician Program
Certified Pharmacy Technician,
Illinois & Florida
B.S., Creighton University
Omaha, NE

DIAZ, ENEIDA

Instructor
Medical Transcriptionist Program
Specialized Associate Degree,
Medical Transcriptionist
Ward Stone College
Miami, FL

FERNANDEZ-RUBIO, RAMON

Instructor
Health Services Administration Program
B.S., Financial Management,
Clemson University
B.S., Economics, Clemson University
Clemson, SC

GARCIA, LOUISA

Instructor
Advanced Medical Assistant, Medical
Coding Specialist, Medical
Transcriptionist Programs
A.R.M.A.
M.D., Havana University
Havana, Cuba

GIRALDES, SERGIO

Instructor
Massage Therapist & Advanced Massage
Therapist Programs
L.M.T., #MA11198
Educating Hands
Miami, FL

GUZMAN, JOSE

Instructor
Advanced Medical Assistant,
Medical Coding Specialist &
Massage Therapist Programs
M.D., Pontificia Universidad
Madre & Maestra
Dominican Republic

HENRY, TONY

Instructor
Medical Transcriptionist Program
R.N., Tercen Tenary School of Nursing
Barbados, WI
B.A., Health Administration
Florida International University
Miami, FL

JALIL, MARCELA

Instructor
Advanced Medical Assistant &
Medical Coding Specialist Programs
R.M.A.
Medical Assistant Diploma
Ward Stone College
Miami, FL

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

KWINTER, SHARON

Instructor
Surgical Technologist Program
C.S.T., Sheridan Vocational Center
E.M.T. Paramedic
Miami-Dade Community College
Miami, FL

MARLES, YAMILET

Instructor
Pharmacy Technician & Health Services
Administration Programs
M.D., Pontificia Universidad Catolica
Madre y Maestra
Santiago, Dominican Republic

MARTELL, RENE

Instructor
Advanced Medical Assistant Program
R.M.A., Medical Assistant
US Army

MAYO, CARLOS

Instructor
Cardiovascular Technologist Program
Universidad Central Del Este
Dominican Republic

MENBERU, TARIKU

Instructor
Cardiovascular Technologist &
Advanced Medical Assistant Programs
M.D., Addis Ababa University
Ethiopia

MONTORO, ELBY

Instructor
Advanced Medical Assistant Program
C.P.A.T. - Certified
B.A., Florida International University
Miami, FL

NEWMAN, DAVID

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

ORTIZ, OSCAR

Instructor
Medical Transcriptionist Program
M.D., UFHEC School of Medicine
Dominican Republic

RODRIGUEZ, MARIO

Instructor
Advanced Medical Assistant Program
M.D., University of Havana
Havana, Cuba
Basic X-Ray Technician
Nova Southeastern University
Davie, FL

ROMAN, CLARA

Instructor
Medical Transcriptionist &
Health Services Administration Programs
B.S., University of Miami
Miami, FL

ROSADO, ERMILO

Instructor
Massage Therapist,
Advanced Massage Therapist & Surgical
Technologist Programs
Physician-Surgeon
University of National Faculty of
Medicine of Mexico
Mexico City, Mexico
Diploma, Ultrasound Technologist
National School of Technology
Miami, FL

KENDALL CAMPUS FACULTY

SANTIAGO, IRIS

Instructor
Medical Transcriptionist Program
Specialized Associate Degree,
Medical Transcriptionist
Ward Stone College
Miami, FL

SINSKI, MARGARITA

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

TIMOTHEE, HARRY

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

TRIANA, BEATRIZ

Instructor
Cardiovascular Technologist &
Pharmacy Technician Programs
A.A., Miami Dade Community College
B.A., St. Thomas University
M.D., Universidad Central Del Este
Dominican Republic

VEGTER, MENNO

Instructor
Massage Therapist &
Advanced Massage Therapist Programs
L.M.T. #MA0023712
Florida Institute of Massage Therapy

SURGICAL TECHNOLOGY PRECEPTORS

(N. Miami Beach, Hialeah & Kendall Campuses)

AGUILAR, GLORIDA

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

FOSBURG, JENNIFER

Preceptor
Surgical Technologist Program
C.S.T., Community College of Denver
Denver, CO

MARTINDALE, PAM

Preceptor
Surgical Technologist Program
C.S.T., Seridon Vocational School
Hollywood, FL

VELENTZAS, SUSAN

Preceptor
Surgical Technologist Program
Surgery Diploma
Valley Hospital
Ridgewood, NJ

WEIGAND, JAN

Preceptor
Surgical Technologist Program
C.S.T.
Des Moines Area Community College
Ankeny, IA

NATIONAL SCHOOL OF TECHNOLOGY

SCHEDULE OF TUITION & FEES

PROGRAM	PROGRAM HOURS	MONTHS (D & E)	TUITION	LAB & BOOK FEES	REG. FEE	TOTAL
HEALTH SERVICES ADMINISTRATION	1,200	12-15	\$ 10,605	\$ 630	\$ 50	\$ 11,285
MEDICAL CODING SPECIALIST	900	9-12	\$ 8,090	\$ 390	\$ 50	\$ 8,530
MEDICAL TRANSCRIPTIONIST	1,200	12-15	\$ 9,450	\$ 830	\$ 50	\$ 10,330
ADVANCED MEDICAL ASSISTANT	1,200	12-15	\$ 10,310	\$ 475	\$ 50	\$ 10,835
PHARMACY TECHNICIAN	1,200	12-15	\$ 9,365	\$ 600	\$ 50	\$ 10,015
MASSAGE THERAPIST	600	6-8	\$ 5,830	\$ 350	\$ 50	\$ 6,230
ADVANCED MASSAGE THERAPIST	900	9-12	\$ 8,020	\$ 500	\$ 50	\$ 8,570
PATIENT CARE TECHNICIAN	600	6-8	\$ 5,545	\$ 230	\$ 50	\$ 5,825
SURGICAL TECHNOLOGIST	1,200	12	\$ 14,530	\$ 500	\$ 50	\$ 15,080
CARDIOVASCULAR TECHNOLOGIST	1,500	15-19	\$ 15,445	\$ 365	\$ 50	\$ 15,860
DIAGNOSTIC CARDIAC SONOGRAPHER	1,200	12	\$ 11,710	\$ 200	\$ 50	\$ 11,960
ULTRASOUND TECHNOLOGIST	1,200	12-15	\$ 13,545	\$ 685	\$ 50	\$ 14,280

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. Frye Regional Medical Center - NC
10. Florida Medical Center
11. HealthSouth Doctors' Hospital
12. Henry Medical Center - GA
13. Hialeah Hospital
14. Hollywood Medical Center
15. Holy Cross Hospital
16. Homestead Hospital
17. Kendall Regional Medical Center
18. Memorial Pembroke Hospital
19. Memorial Regional Hospital
20. Mercy Hospital
21. Miami Children's Hospital
22. Miami Heart Institute
23. Miami Jewish Home and Hospital
24. Miami VA Medical Center
25. Mission Hospital Regional Medical Center - CA
26. Mont Clair Baptist Medical Center - AL
27. Mt. Sinai Medical Center
28. New York Downtown Hospital - NY
29. North Ridge Hospital
30. North Shore Medical Center
31. Northwest Medical Center
32. Orlando Regional Healthcare System
33. Palisades General Hospital - NJ
34. Palmetto General Hospital
35. Palm Springs General Hospital
36. Pan American Hospital
37. Parkway Regional Medical Center
38. Plantation General Hospital
39. Port St. Lucie Hospital
40. Pompano Beach Medical Center
41. Sacred Heart Hospital
42. St. Mary's Hospital of Blue Springs - MO
43. South Georgia Medical Center - GA
44. South Miami Hospital
45. St. Joseph's Hospital - ME
46. University of Miami - Hospital & Clinics
47. Wellington Regional Medical Center
48. West Boca Medical Center
49. 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

ADVANCED MEDICAL ASSISTANT PROGRAM (All Campuses)

Day
11/26/01 - 12/11/02
02/04/02 - 02/13/03
04/08/02 - 04/16/03
06/10/02 - 06/12/03

Evening
11/05/01 - 02/27/03
02/04/02 - 05/12/03
04/22/02 - 07/24/03

CARDIOVASCULAR TECHNOLOGIST PROGRAM (Hialeah & Kendall Campuses)

Day
12/03/01 - 03/19/03
03/11/02 - 06/12/03
06/10/02 - 09/16/03

Evening
10/15/01 - 05/19/03
02/19/02 - 09/10/03
06/10/02 - 01/07/04

DIAGNOSTIC CARDIAC SONOGRAPHER PROGRAM (Hialeah Campus)

Day
12/03/01 - 12/02/02
03/11/02 - 03/11/03
06/10/02 - 06/06/03

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

Day
11/26/01 - 12/10/02
02/04/02 - 02/19/03
04/08/02 - 04/21/03
06/10/02 - 06/18/03

Evening
11/05/01 - 03/05/03
02/04/02 - 05/15/03
04/22/02 - 07/24/03

MASSAGE THERAPIST PROGRAM (All Campuses)

Day
11/26/01 - 06/03/02
02/04/02 - 08/09/02
04/08/02 - 10/08/02
06/10/02 - 12/10/02

Evening
11/05/01 - 07/08/02
02/04/02 - 09/24/02
04/22/02 - 12/09/02

ADVANCED MASSAGE THERAPIST PROGRAM (All Campuses)

Day
11/26/01 - 09/09/02
02/04/02 - 11/08/02
04/08/02 - 01/21/03
06/10/02 - 03/21/03

Evening
11/05/01 - 10/31/02
02/04/02 - 01/28/03
04/22/02 - 04/10/03

MEDICAL CODING SPECIALIST PROGRAM (All Campuses)

Day
11/26/01 - 09/09/02
02/04/02 - 11/05/02
04/08/02 - 01/15/03
06/10/02 - 03/19/03

Evening
11/05/01 - 10/29/02
02/04/02 - 01/22/03
04/22/02 - 04/09/03

MEDICAL TRANSCRIPTIONIST PROGRAM

(Kendall Campus)

Day
11/26/01 - 12/10/02
02/04/02 - 02/19/03
04/08/02 - 04/21/03
06/10/02 - 06/18/03

Evening
11/05/01 - 03/05/03
02/04/02 - 05/15/03
04/22/02 - 07/24/03

PATIENT CARE TECHNICIAN PROGRAM

(N. Miami Beach Campus)

Day
11/26/01 - 06/03/02
02/04/02 - 08/09/02
04/08/02 - 10/08/02
06/10/02 - 12/10/02

Evening
11/05/01 - 07/08/02
02/04/02 - 09/24/02
04/22/02 - 12/09/02

PHARMACY TECHNICIAN PROGRAM

(Hialeah & Kendall Campuses)

Day
12/03/01 - 12/11/02
03/11/02 - 03/19/03
06/10/02 - 06/12/03

Evening
10/15/01 - 01/29/03
02/19/02 - 05/19/03
06/10/02 - 09/10/03

SURGICAL TECHNOLOGIST PROGRAM

(All Campuses)

Day
11/26/01 - 12/05/02
02/04/02 - 02/10/03
04/08/02 - 04/14/03
06/10/02 - 06/10/03

ULTRASOUND TECHNOLOGIST PROGRAM

(Hialeah Campus)

Day
11/13/01 - 11/19/02
04/08/02 - 04/09/03

Evening
02/04/02 - 04/29/0

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 practice. Exact vacation dates are announced and additional holidays may be declared by the director, when warranted.