NST

NATIONAL SCHOOL *of* TECHNOLOGY

Volume XXXI

2004-2005 Catalog

NST 0204

Campus Locations

Miami Campus
Washington Square Bldg., 2nd Flr.
111 NW 183rd St.
Miami Beach, FL 33169
(305) 949-9500

Kendall Campus
9020 SW 137th Avenue
Miami, FL 33186
(305) 386-9900

Hialeah Campus
4410 W. 16th Avenue, Suite 52
Hialeah, FL 33012
(305) 558-9500

Ft. Lauderdale Campus
1040 Bayview Drive
Ft. Lauderdale, FL 33304
(954) 630-0066
(954) 630-0076 (fax)

Accredited by the Accrediting Bureau of Health Education Schools,
Approved to Operate by the Commission for Independent Education the state of Florida

Published February 2004

Effective February 23, 2004 through December 31, 2005

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

A Message from National School of Technology

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

For over 27 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.

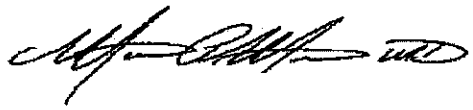
National School's faculty consists of professionals with extensive experience in each specialized field - our instructors practice what they teach. A supportive classroom environment allows for personalized instruction and individual attention. Classrooms house the high-tech equipment, creating a realistic 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.

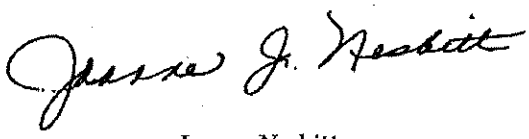
Sincerely,

Gilbert Delgado, M.D.
President
Hialeah Campus

Denise Carsillo
President
Ft. Lauderdale Campus



Mario Miro, M.D.
President
Miami Campus



Joanne Nesbitt
President
Kendall Campus

Table of Contents

National School of Technology

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 that promotes self-esteem and viable career alternatives becomes the goal of everyone involved with National School of Technology.

Guiding Principles

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

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

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

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 has since moved to the present Miami location. In January 1985, classes began at a campus in Hialeah, Florida, which was designated as an additional classroom facility. The Hialeah campus was awarded branch status in June 1989.

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

In August, 2003, the National School of Technology campus in Ft. Lauderdale opened as a branch of the Kendall campus.

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. All facilities are accessible to people with disabilities.

Students attending the Miami Campus may have classes offered at its Additional Classroom Facility located nearby at the Washington Square Office Center, 111 NW 183rd Street, Miami, FL 33169. This facility is easily accessible by public transportation and expressways.

Students are responsible for arranging transportation to and from classroom facilities, as well as externship sites as applicable.

Student Disability Services/Accommodations

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

Licensure

The schools are Annually licensed by the Commission for Independent Education, Department of Education, 2650 Apalachee Parkway Suite A, Tallahassee, FL 32301. Tel: (850) 245-3200. Further information regarding licensure may be obtained by contacting the commission. The campus license numbers are as follows: Miami campus #2668, Hialeah campus #2667, Kendall campus #2666, Ft. Lauderdale campus # 2994.

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 7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043 (703) 917-9503.

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). CAAHEP is located at 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208. Tel: (312) 553-9355.

Memberships

- Career College Association (CCA)
- Florida Association of Postsecondary Schools and Colleges (FAPSC)
- Florida Association of Student Financial Aid Administrators (FASFAA)
- National Association of Student Financial Aid Administrators (NASFAA)
- 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. Information about Rhodes Colleges, Inc. and Corinthian Colleges, Inc. can be found at www.cci.edu.

Rhodes Colleges, Inc.

Statement of Ownership

National School of Technology, Inc. is a wholly owned subsidiary of Rhodes Colleges, Inc., which in turn, is a wholly owned subsidiary of Corinthian Colleges, Inc., a publicly traded corporation. All corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, California 92707.

Officers
David G. Moore
Chairman of the Board& Chief Executive Officer

Jacquelyn L. Parma
President & Chief Operating Officer

Dennis N. Beal
Executive Vice President, Chief Financial Officer & Treasurer

Dennis L. Devereux
Executive Vice President, Administrative Services & Assistant Secretary

Stan A. Mortensen
Senior Vice President, General Counsel & Corporate Secretary

Directors
David Moore
Dennis L. Devereux

Programs by Location

	Miami	*Hialeah*	*Kendall*	*Ft. Lauderdale*
Medical Administration Division				
Health Services Administration	X		X	
Medical Coding Specialist	X	X	X	X
Medical Transcriptionist			X	
Medical Practice Division				
Medical Assistant	X	X	X	X
Pharmacy Technician	X	X	X	
Patient Care Technician	X			
Massage Therapist	X	X	X	
Advanced Massage Therapist	X	X	X	X
Surgical Technology Division				
Surgical Technologist	X	X	X	
Diagnostic Medical Technology Division				
Cardiovascular Technologist		X	X	
Ultrasound Technologist		X		
Diagnostic Cardiac Sonographer		X		

Medical Administration Division

Health Services Administration

Occupational Associate Degree
1200 Clock Hours - 12 Months (Day) / 15 Months (Evening)

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 and medical centers, clinics, home health agencies, and other similar businesses.

Program Outline

Course Number	*Course Title*	*Clock Hours*
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
	Total	***200***
Block 2		
HS 1200	Principles of Management	50
HS 1210	Spreadsheet Applications Lab	70
HS 1215	English Usage & Business Communications	80
	Total	***200***
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
	Total	***200***
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
	Total	***200***
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
	Total	***200***
Internship		
HS 1600	Internship or Project	200
	Total Clock Hours	***1200***

Medical Coding Specialist

Diploma
900 Clock Hours - 9 Months (Day) / 12 Months (Evening)

Program Objective

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

Course Number	*Course Title*	*Clock Hours*
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
	Total	***200***
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
	Total	***200***
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
	Total	***200***
Internship		
MC 1410	Internship or Project	300
	Total Clock Hours	***900***

Medical Transcriptionist

Occupational Associate Degree
1200 Clock Hours - 12 Months (Day) / 15 Months (Evening)

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

Course Number		*Course Title*	*Clock Hours*
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
		Total	***200***
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
		Total	***200***
Block 3			
MT	1300	Beginning Medical Transcription	80
MT	1305	Disease Processes	75
MS	1114	HIV/AIDS	5
MT	1310	Beginning Medical Keyboarding	40
		Total	***200***
Block 4			
MT	1400	Intermediate Medical Transcription	120
MT	1405	Advanced Medical Topics	20
MT	1410	Pharmacology	20
MT	1415	Intermediate Medical Keyboarding	40
		Total	***200***
Block 5			
MT	1510	Advanced Medical Transcription	120
MT	1505	Personal Development	40
MT	1515	Advanced Keyboarding	40
		Total	***200***
Internship			
MT	1600	Internship or Project	200
		Total Clock Hours	***1200***

Medical Practice Division

Medical Assistant

Occupational Associate Degree
1200 Clock Hours - 12 Months (Day) / 15 Months (Evening)

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.

Program Outline

Course Number	*Course Title*	*Clock Hours*
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
	Total	***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
	Total	***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 1316	Phlebotomy Techniques	60
MA 1318	Hematology	25
MA 1320	Basic Urinalysis	20
Course Number	*Course Title*	*Clock Hours*
MA 1314	Pharmacology & Drug Therapy	30
MA 1322	Chemistry Testing	10
MS 1320	Cardiopulmonary Resuscitation & First Aid	15
MA 1326	Phlebotomy Technician Certification Exam Review	10
	Total	***200***
Block 4		
MA 1410	Computer Fundamentals	10
MA 1412	Medical Office Management Software	5
MA 1414	Computer Applications for Office Practice	75
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
MA 1424	Career Development	5
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
	Total	***300***
Internship		
MA 1600	Internship or Project	300
	Total Clock Hours	***1200***

Pharmacy Technician

Occupational Associate Degree
1200 Clock Hours - 12 Months (Day) / 15 Months (Evening)

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

Course Number	*Course Title*	*Clock Hours*
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
	Total	***300***
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
	Total	***300***
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

Total	*300*
Course Number / *Course Title*	*Clock Hours*
Internship	
PT 1400 Internship or Project	300
Total Clock Hours	***1200***

Patient Care Technician

Diploma
600 Clock Hours - 6 Months (Day) / 8 Months (Evening)

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: Postgraduate certification is required in the nursing assistant field for employment in the nursing home setting.)

Program Outline

Course Number	*Course Title*	*Clock Hours*
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
	Total	***200***
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
	Total	***200***
Internship		
PC 1300	Internship - Acute Care Rotation	200
	Total Clock Hours	***600***

Massage Therapist

Diploma
600 Clock Hours - 6 Months (Day) / 8 Months (Evening)

Program Objective

This program prepares graduates to take the National Certification Board for Therapeutic Massage and Bodywork examination which allows them to apply for licensing in the State of Florida, and meets the academic requirements of the Florida Board of Massage Therapy (see Professional/Credentialing Organizations and Examinations section of catalog). 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 state licensing. 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

Course Number	*Course Title*	*Clock Hours*
Block 1		
MS 1110	Human Anatomy & Physiology	175
MS 1112	Introduction to Clinical Pathology	20
MS 1114	HIV/AIDS	5
	Total	***200***
Block 2		
MS 1210	Principles of Therapeutic Massage, Assessment & Practice	100
MS 1212	Therapeutic Massage Applications - Clinical Practicum I	100
	Total	***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
	Total	***200***
	Total Clock Hours	***600***

Advanced Massage Therapist

Diploma
900 Clock Hours - 9 months (Day) / 12 months (Evening)

Program Objective

This program prepares graduates to take the National Certification Board for Therapeutic Massage and Bodywork examination to apply for licensing in the State of Florida and meets the academic requirements of the Florida Board of Massage Therapy (see Professional/Credentialing Organizations and Examinations section of catalog). 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 state licensing. 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

Course Number	*Course Title*	*Clock Hours*
Block 1		
MS 1110	Human Anatomy & Physiology	175
MS 1112	Introduction to Clinical Pathology	20
MS 1114	HIV/AIDS	5
	Total	***200***
Block 2		
MS 1210	Principles of Therapeutic Massage, Assessment & Practice	100
MS 1212	Therapeutic Massage Applications - Clinical Practicum I	100
	Total	***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 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
	Total	***200***
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
	Total	***200***
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
	Total	***100***
	Total Clock Hours	***900***

Surgical Technology Division

Surgical Technologist

Occupational Associate Degree
1200 Clock Hours - 12 Months (Day)

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, outpatient 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

Course Number		*Course Title*	*Clock Hours*
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
		Total	***200***
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	1224	Introduction to Surgical Technology	65
		Total	***200***
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
		Total	***200***
Clinical Practicum			
ST	1410	Clinical Practicum	600
		Total Clock Hours	***1200***

Diagnostic Medical Technology Division

Cardiovascular Technologist

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

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

Course Number	*Course Title*	*Clock Hours*
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
	Total	***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
	Total	***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
	Total	***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
	Total	***300***
Internship		
CV 1450	Internship or Special Concepts Course	300
	Total Clock Hours	***1500***

Ultrasound Technologist

Upper Division Program
Occupational Associate Degree
1500 Clock Hours - 15 Months (Day) / 19 Months (Evening)

Program Objective

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

Career Opportunities

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

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

Program Outline

Course Number	*Course Title*	*Clock Hours*
Block 1		
US 1110	Physics of Ultrasound & Instrumentation	50
US 1112	Cross Sectional & Sagital Anatomy	25
US 1114	Liver, Gall Bladder, Pancreas, Biliary System & Spleen	150
US 1116	Renal System	75
US 1118	Adrenal Gland & Retroperitoneum	25
US 1120	Vascular System	75
US 1122	Thyroid & Parathyroid Glands	15
US 1124	Mammary Gland	15
US 1126	Scrotum & Prostate Gland	20
	Total	*450*
Block 2		
US 1210	Anatomy of the Female Pelvis & Scanning Techniques	15
US 1212	Pelvic Inflammatory Diseases	5
US 1214	Congenital Anomalies of the Female Genital Tract/Benign Diseases of the Vagina	10
US 1216	Malignant Diseases of the Uterus & Cervix/Benign Masses, Malignant Masses of the Ovaries, Fallopian Tubes & Broad Ligaments	15
US 1218	Embryology	10
US 1220	First Trimester: Normal & Abnormal Fetal Anatomy	20
US 1222	Second Trimester: Normal & Abnormal Fetal Anatomy	20
US 1224	Third Trimester: Normal & Abnormal Fetal Anatomy	20
US 1226	Ultrasound Measurements, Biophysical Profile & Multiple Fetuses	20
US 1228	Incompetent Cervix, Placental Abnormalities & Doppler Assessment of Pregnancy	15
US 1230	Clinical Practicum I	300
	Total	*450*
Clinical Practicum		
US 1310	Clinical Practicum II	600
	Total Clock Hours	*1500*

Diagnostic Cardiac Sonographer

Upper Division Program
Occupational Associate Degree
1500 Clock Hours - 15 Months (Day)

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.

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

Program Outline

Course Number	*Course Title*	*Clock Hours*
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
	Total	***300***
Clinical Practicum		
CS 1220A	Sonography Clinical Practicum I	555
CS 1220B	Sonography Clinical Practicum II	555
CS 1250	Special Projects & Seminars	90
	Total	***1200***
	Total Clock Hours	***1500***

Administrative Policies

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.

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.

Class Hours

8:00 AM to	1:00 PM	Monday - Friday	Day
1:00 PM to	6:00 PM	Monday - Friday	Afternoon
6:00 PM to	11:00 PM	Monday - Thursday	Evening
Ft. Lauderdale Campus Only			
6:00 PM to	11:00 PM	Monday - Friday	Evening

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

Student Financial Services Hours

Office hours are as follows:

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

Code of Conduct

Background

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

Students are subject to the Student Conduct Code while participating in any program externship, clinical rotation, or other school-related activity.

Student Conduct Code

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

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

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the National School of Technology. Violations which warrant immediate dismissal include, but are not limited to: threatening the safety of others; possessing alcohol, drugs, dangerous weapons, or other foreign substances on campus; theft; vandalism or misuse of the National School of Technology or another's property; or harassment or intimidation of others. Students dismissed for the reasons outlined above will not be allowed back on campus property without express permission of the Campus President or a designated National School of Technology official

Student Conduct Code Violations/Formal Disciplinary Procedure

If the National School of Technology has reason to believe that a student has violated the Student Conduct Code, the school shall conduct an investigation and follow up with the student in the appropriate manner.

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

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

- *First Offense* - A written warning. The student shall receive a letter which describes the specific examples of the student's misconduct and the consequences if further violations occur.
- *Second Offense* - Student dismissal. Each student dismissed shall receive a dismissal letter from the campus, stating the reasons for dismissal and any applicable appeals procedures.
- *Threats to Health/Safety* - Immediate dismissal with dismissal letter

Appeals

Students dismissed for violations of the Student Conduct Code may appeal the dismissal by submitting a letter to the Campus President stating the reason the student should be allowed to return to school. The President's decision on the appeal shall be considered final.

Transcripts and Diplomas

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

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

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

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

Family Educational Rights and Privacy Act

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

1. The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the School President written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requires students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and degree or diploma awarded.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

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

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

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

Statement of Non-Discrimination

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

Policy and Program Changes

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

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

Student Services

Job Placement Assistance

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

Tutoring

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

Counseling

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

CPR/First Aid Classes

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

The American Heart Association strongly promotes knowledge and proficiency in 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.

Graduation

Upon successful completion of all prescribed subjects of instruction with a cumulative grade average of 70 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.

Career and Learning Resource Center

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

Student Lounge

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

Photo Identification Badges

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

Community Service and Awards

National School of Technology recognizes the importance of community service. As a part of the technical training, NST endeavors to instill 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 Miami 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.

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. Formal documentation of high school graduation (in the form of a diploma, certificate or transcript) or GED may be required by these organizations in addition to educational and experiential requirements in order to sit for these examinations. Candidates are encouraged to contact the credentialing organizations directly for information regarding all current requirements.

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

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

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

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

Certified Cardiographic Technician (CCT) Exam: The 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: Test dates and locations are scheduled as graduates apply to 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 $430.

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

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

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

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

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

Basic X-Ray Machine Operator (BXMO) Exam: Developed by the American Registry of Radiologic Technologists (ARRT) and administered by the Florida Department of Health and Rehabilitative Services. The exam is offered at testing sites throughout the year. Test dates and locations are scheduled as graduates apply to the State of Florida.

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, and 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.

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 must be fluent in English.

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 President. 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 arranged 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 (usually under $100).

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 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 President 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.

Transfer of Course Credits

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

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

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, except for the Ft. Lauderdale campus, 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

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 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.

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 School President. 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 director or the School President.

Academic Information

Grading

The progress and quality of students' work is measured by a system of letter grades and grade percentages. The meaning of each grade and its equivalent percentage is as follows:

Grade	*Meaning*	*Percentage*
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
I	Incomplete	
W	Withdrawal	
WZ	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress or cumulative GPAF.	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	

Key to Transcript Symbols	
1	May need to repeat class
2	Class has been repeated
R	Class is currently being repeated
W	Repeat is waived

Attendance Requirements

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

Students who miss more than 20 percent of the total classroom hours scheduled for the program will be dropped. Absences may include tardiness or early departures. (See Tardiness/Early Departure policy.) Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 10 consecutive school days will be dropped from the training program.

Students who miss 15 percent of the total classroom hours will be advised that they are at risk of being dropped from the program. Students who miss 20 percent of the total classroom hours will be advised that they are terminated from the program. If terminated, students must successfully appeal their termination within three school days in order to continue their training without interruption. (See Student Appeal Policy.) If their termination is not successfully appealed, they will remain dropped from the program.

Students may be allowed to make up absences for the classroom-training portion of their program. However students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

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

Tardiness/Early Departure

Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who depart from class before the scheduled completion time will receive an early departure on their attendance record. Students who accumulate a total of four tardies and/or early departures will accrue one day of absence on their attendance record.

Reentry Policy

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

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

Make-up Work

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

Leave of Absence Policy

The institution permits students to request a leave of absence (LOA) for up to 180 days during any 12-month period if there are legitimate extenuating circumstances that require the students to interrupt their education.

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

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

Re-admission Following a Leave of Absence

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

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

Failure to Return from a Leave of Absence

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

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

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

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

Effects of Leave of Absence on Satisfactory Academic Progress

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

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

Satisfactory Academic Progress

Requirements

Students must show satisfactory academic progress. In order to maintain satisfactory academic progress, students must:

- Achieve a cumulative grade percent average (GPA) of at least 70 percent (on a scale of 0-100 percent) or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training programs within 1 1/2 times the planned program length.

Students whose cumulative GPA falls below 70 percent are notified that they are being placed on academic probation, which will begin at the start of the next block. Students on academic probation are considered to be making satisfactory academic progress.

Students will be evaluated for academic progress at the end of each block of coursework.

Academic Probation

Students whose cumulative grade point average falls below 70 percent will be placed on academic probation for the subsequent block. Students remain eligible for financial aid during this period. They are required to repeat the failed block during the probationary period.

If by the end of the probationary period students achieve a cumulative GPA of at least 70 percent, they are notified that the probationary status is removed. If a student fails the block a second time, the student will be allowed to attempt it one more time as long as the student will be able to complete the program within the maximum time frame and satisfy the rate of progress as indicated in the table below. If the second repeat will cause the student to exceed the maximum time frame, the student will not be allowed the second repeat and will be dropped from the program. If the student is allowed a second repeat, he/she will continue on academic probation and continue to be eligible to receive financial aid. At the end of the second probationary period, the student must have achieved a cumulative GPA of at least 70 percent or be dropped from the program.

A veteran student's academic progress must be monitored at the end of each block of instruction and the policy must be applied continually throughout the veteran student's enrollment. If the veteran student's grade average falls below 70% at the end of a block of instruction, the veteran student will be placed on probation for one block of instruction. At the end of the probationary period, if the veteran student has not attained a grade average of 70%, the veteran student will be terminated from veteran benefits.

Rate of Progress

The rate of progress indicates the amount of a program's coursework successfully completed measured against the number of terms attempted. In order to ensure that students will be able to graduate within the maximum timeframe, students' rate of progress will be evaluated as follows:

Rate of Progress (ROP)

Number of Blocks in Program	2	3	4	5	6
Probation if ROP is less than 50% after attempting this # of blocks	1	2	3	3	4
Suspension if ROP is less than 75% after attempting this # of blocks	2	3	5	6	7
Total number of blocks a student may attempt	3	4	6	7	9

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. However, if the student will not be able to finish the program within the time and a half benchmark, the student will be reentered into a non regular status and will not be eligible for financial aid. Veterans are required to complete their program within the published program length in order to retain eligibility for VA benefits.

Appeals Process for Satisfactory Academic Progress Determinations

A student may appeal adverse SAP determinations or attendance suspensions to the campus president or director of education. 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 Policy

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated after one grading period by making a request for reinstatement in writing to the School President. However, if the reinstatement is granted, the student will not be eligible for financial aid during the reinstatement block. If the student achieves a cumulative GPA of at least 70 percent during the reinstatement block, the student will be considered to be making satisfactory academic progress and be eligible for financial aid consideration in subsequent blocks.

Incompletes

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

Withdrawals

To withdraw from a course, students must request approval from the instructor. Requests for withdrawal must then be approved by the academic dean or School President. Extreme academic or personal hardship is considered the only justification for withdrawal.

If a request for withdrawal is approved, the status of "Withdrawal" (W) is recorded but will not have an impact on the course grade or cumulative GPA. Withdrawal status remains on record until students complete the course from which they withdrew. It will have no effect on the course grade or cumulative GPA.

Students who are contemplating withdrawing from a course should be cautioned that:

- The entire scheduled length of the course of study they are currently enrolled in is counted in their maximum program completion time;
- They may have to wait for the appropriate course to be offered;
- They must repeat the entire course from which they elected to withdraw prior to receiving a final grade; and
- Financial aid and/or tuition costs may be affected.

Non-Punitive Grades, Non-Credit or Remedial Courses

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

Exit Interviews

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

Repeat Policy

Students who fail a block must retake that block. The failing grade will be averaged into their GPA at the end of the block and remain in effect until the block is repeated and a new grade is earned. If repeating the training is required, the length of the program must not exceed 1 1/2 times the planned program length.

When students repeat block, the last grade received for that block replaces the original grade on the transcript (even if the original grade was higher), and this new grade is used to calculate the cumulative GPA. The attendance for the repeated block will replace the attendance for the original block.

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

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.

Externship/Clinical Training

Upon successful completion of all classroom requirements, students are expected to begin the externship/clinical portion of their program, if applicable, within 10 days from the last day of their final classroom block.

Students must complete at least 15 clock hours, but no more than 40 clock hours per week at an approved externship/clinical site. National School of Technology recommends that students complete at least 25 clock hours per week. Students must make up absences that occur during the externship/clinical to ensure that the required extern hours are completed prior to graduation.

Students who interrupt their externship/clinical training for more than 10 scheduled work (extern) days will be dropped from the program by the school.

Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship/clinical that make it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship/clinical within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the academic dean and approved by the School President. Students may only be reinstated once due to extenuating circumstances.

Additional Information on Satisfactory Academic Progress

Additional information on satisfactory academic progress and its application to specific circumstances is available upon request from the academic dean or School President.

Termination Procedures

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

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

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

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.

Diagnostic Cardiac Sonographer Program Advancement Conditions & Considerations

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

Financial Information

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.

Changes in Programs and Tuition Charges

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

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; and
- Any other additional documents to complete their financial aid application(s)

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

Scholarship Program

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

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 Students 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 or locations 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.

Cancellation and Refund Policy

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

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

Cancellations

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

Students have the right to cancel the Enrollment Agreement at any time. Cancellation will occur when they give written notice of cancellation at the school address shown on the front page of the Enrollment Agreement. Notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students will not be penalized if they fail to cancel their enrollment in writing.

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

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

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

Refunds

This institution is certified by the U.S. Department of Education as an eligible participant in the federal student financial aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended.

To calculate refunds under the Federal Return of Title IV Funds policy, institutions must complete two separate calculations. First, the institution must determine how much of the tuition, fees and other institutional charges it is eligible to retain using either the state or institutional refund policy. Then, using the Federal Return of Title IV Funds policy, the institution determines how much federal assistance the student has earned which can be applied to the institutional charges.

If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal Treasury.

Any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state or institutional policy must be paid by the student to the institution.

Refund Policies

Any monies due the applicant or student will be refunded within 30 days of the date of withdrawal or termination. A withdrawal is considered to have occurred if the student fails to attend scheduled classes for 10 consecutive school days. If a student received a loan to cover the cost of tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received funding; any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.

If students do not return following a leave of absence on the date indicated on the approved written request, refunds will be made within 30 days from the date the student was scheduled to have returned. For purposes of determining a refund, the last date of attendance is used when a student fails to return from an approved leave of absence.

In cases 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 that is reasonable and fair to both parties.

Uniform Return/Refund Policy

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

Federal Return of Title IV Funds Policy

All institutions participating in the SFA programs are required to use a statutory schedule to determine the amount of SFA funds the student had earned when he or she ceases to attend, which is based on the period of time the student was in attendance.

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

The percentage of the payment period or period of enrollment completed is determined by:

The percentage of the payment period or period of enrollment completed is determined by the total clock hours in the payment period or period of enrollment for which the assistance is awarded divided into the lesser of:

- The number of clock hours completed* by the student in that period as of the day the student withdraws; or
- The number of clock hours that were scheduled to be completed by the student in the period as of the day the student withdrew.

For further details on scheduled hours, please see the Financial Aid Office.

* Excused absences will not count as completed hours in the Return of Title IV Funds calculation. The absences will be classified as scheduled hours that were not completed.

Return of Unearned SFA Program Funds
The School must return the lesser of:

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

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

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

(Note: The student (parent) must make satisfactory arrangements with the U.S. Department of Education and/or the School to repay any outstanding balances owed by the student. However, there are a number of repayment plans that are available to assist the student in meeting repayment obligations. The Student Finance Department will counsel the student in the event that a student repayment obligation exists. The individual might be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Remittance to the Federal Government
If it is determined that a federal refund is due, the statute and the regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student's financial aid award(s) (his/her parent(s) in the case of PLUS Loans) the return of federal funds will be remitted to the appropriate program in the following order:

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

Institutional Refund Calculation (First Time Students)

For students attending this campus who terminate their training before completing more than 60 percent of an enrollment period, the school will perform a pro rata refund calculation.

Under a pro rata refund calculation, the school is entitled to retain only the percentage of school charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student.

The period of enrollment completed by the student is calculated by dividing the total number of weeks in the enrollment period into the number of weeks completed in that period (as of the last recorded day of attendance by the student).

The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed $100 or 5% of the total institutional charges, whichever is less, will be excluded from the institutional charges used to calculate the pro rata refund.

The school may retain the entire contract price of the period of enrollment - including tuition, fees and other charges - if the student terminates the training after completing more than 60 percent of the enrollment period.

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 that 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 1220A SONOGRAPHY CLINICAL PRACTICUM I
555 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 1220B SONOGRAPHY CLINICAL PRACTICUM II
555 Hours
A continuation of the clinical rotation in Sonography Clinical Practicum I.
Prerequisite: CS 1220A SONOGRAPHY CLINICAL PRACTICUM I

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
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 an ultrasound beam, the transducer crystals and their interrelationships. 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 power users.

HS 1115 PRACTICAL OFFICE SKILLS LAB
10 Hours
A seminar placing emphasis on communication and office organization, including proper use of office equipment such as the telephones, copier and facsimile machines.

HS 1200 PRINCIPLES OF MANAGEMENT
50 Hours
Emphasis is placed on aspects of management such as planning, organization, staffing, leading and controlling. The needs for sound management philosophy are identified.

HS 1210 SPREADSHEET APPLICATIONS LAB
70 Hours
In this laboratory course, students learn contemporary spreadsheet applications. Students become proficient in various functions such as entering labels, values, formulas, formatting, aligning, and other important spreadsheet commands.

HS 1215 ENGLISH USAGE & BUSINESS COMMUNICATIONS
80 Hours
Students prepare letters, memos, reports and other business documents using original thought. A study of communication, both oral and written. Organization of material, logical thought, and effective presentation are stressed.

HS 1300 PRINCIPLES OF ACCOUNTING
60 Hours
This course includes the basic structure of accounting, opening a set of books, journal entries, trial balances, financial statements, and closing the books of a business. The student learns about receivable and payable accounts, as well as collections.

HS 1305 PAYROLL PROCESSING
25 Hours
Students learn how to process the payroll of a simulated business.

HS 1310 PAYROLL & SALES TAX REPORTING
15 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 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
75 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 that 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 1424 CAREER DEVELOPMENT
5 Hours
An interactive overview involving professional development. Students will learn how to appropriately dress for an interview, create a resume, develop successful interviewing techniques including follow-up, set goals and manage their time efficiently. Information regarding internship rules and regulations is also provided.

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 patheogens 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. The course includes two hours on the prevention of medical errors in massage therapy.

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 evaluation 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 advance methods of clinical assessment, inclusive of developing and applying appropriate treatment plans and follow-up.

MS 1510 CURRENT CONCEPTS IN THERAPEUTIC MASSAGE
25 Hours
Current concepts in massage are discussed, including new modalities and trends. Guest speakers contribute insight from their realms of experience.

MS 1512 APPLIED CURRENT CONCEPTS IN THERAPEUTIC MASSAGE-CLINICAL PRACTICUM V
50 Hours
An opportunity to apply new concepts learned in MS 1510 in a supervised lab setting.

MS 1514 RESEARCH PROJECT
25 Hours
This requirement involves a written report to accompany a presentation in which findings are shared and discussed among fellow students and instructors. The research topics may be any subject relevant to massage therapy. The educational objective of the requirement is to expose students to therapeutic studies that 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
This course prepares students for employment by developing their skills to properly complete employment applications, prepare resumes and interview successfully. Students learn job search techniques using traditional and nontraditional methods. Also included is an examination of the legal, moral and ethical aspects of medical records, including patient confidentiality.

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 that 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 know 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 & ELECTRONICS
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 microorganism 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 1224 INTRODUCTION TO SURGICAL TECHNOLOGY
65 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 interacts with tissues and organs in the human anatomy to create a diagnostic image. Imaging instrumentation of static and real time modes, as well as doppler instrumentation with continuous wave pulsed and duplex with color flow, are used to produce the image. Quality control is taught for the safety consideration of the ultrasound exam. This course prepares the student to take the ARDMS Physics Registry Examination.

US 1112 CROSS-SECTIONAL & SAGITAL ANATOMY
25 Hours
An introduction to cross-sectional and sagital anatomy for the purpose of understanding the ultrasound image. Major emphasis is on the detailed review of sectional anatomy and ultrasound image correlation. Other correlative imaging modalities to cross section anatomy as CT and MRI are described.

US 1114 LIVER, GALL BLADDER, PANCREAS, BILIARY SYSTEM & SPLEEN
150 Hours
Includes a study of the liver, gall bladder, pancreas, biliary system and spleen. Emphasis is placed on normal as well as abnormal anatomy, physiology, laboratory tests, pathology, congenital abnormalities and embryonic development. The student will learn ultrasound techniques, patient preparation and position, and understand clinical problems.

US 1116 RENAL SYSTEM
75 Hours
A study of the renal system with emphasis on normal anatomy, physiology, laboratory data, embryology, pathology, structure and congenital anomalies. The student will learn patient positioning and understand the normal texture and patterns through ultrasound techniques, as well as develop an understanding of clinical problems.

US 1118 ADRENAL GLAND & RETROPERITONEUM
25 Hours
A study of the adrenal glands as well as retroperitoneal anatomy. Emphasis is on normal anatomy, physiology, laboratory data, embryology, pathology, structure and congenital anomalies. The student will learn patient positioning and understand the normal texture and patterns through ultrasound techniques, as well as develop an understanding of clinical problems.

US 1120 VASCULAR SYSTEM
75 Hours
A study of vascular system functions, anatomical composition and construction of the major vessels to include aorta, thoracic and abdominal aorta, inferior vena cava, arteries, celiac trunk, dorsal and lateral aortic branches, minor vessels, veins, lateral and anterior tributaries, portal vein and splenic vein, inferior and superior mesenteric vein, disease processes, possible carotid artery plaque, possible popliteal aneurysm, arterial and venous disease, other linear structures, ultrasound techniques and clinical problems.

US 1122 THYROID & PARATHYROID GLANDS
15 Hours
A study of the anatomy and function of the thyroid and parathyroid glands under both normal and abnormal conditions. Topics of investigation include anatomy, physiology, and pathologies of thyroid and parathyroid glands. Emphasis is placed on the ultrasonographic findings and interpretations of the study.

US 1124 MAMMARY GLAND
15 Hours
A study of mammary gland anatomy and physiology under both normal and abnormal conditions. Topics of investigation include cross-sectional anatomy, physiology and pathology of the mammary gland. Emphasis is placed on ultrasound evaluation and interpretation of the mammary gland.

US 1126 SCROTUM & PROSTATE GLAND
20 Hours
A study of the scrotum and prostate gland anatomy and physiology under both normal and abnormal conditions. Topics of investigation include cross-sectional anatomy, physiology and pathology of the scrotum and prostate gland. Emphasis is placed on interpretation of ultrasonographic evaluation of the scrotum and prostate gland.

US 1210 ANATOMY OF THE FEMALE PELVIS & SCANNING TECHNIQUES
15 Hours
A study of anatomy of the female pelvis and scanning Topics of investigation include gross anatomy of the female pelvis and reproductive physiology with emphasis on scanning techniques and protocols.

US 1212 PELVIC INFLAMMATORY DISEASES
5 Hours
A study of pelvic inflammatory diseases. Topics of investigation include environmental factors, pathogens and complications, with emphasis on ultrasound findings.

US 1214 CONGENITAL ANOMALIES OF THE FEMALE GENITAL TRACT/BENIGN DISEASES OF THE VAGINA
10 Hours
A study of congenital anomalies of the female genital tract and benign diseases of the vagina. Topics of investigation include the embryology disease process.

US 1216 MALIGNANT DISEASES OF THE UTERUS & CERVIX/BENIGN MASSES, MALIGNANT MASSES OF THE OVARIES, FALLOPIAN TUBES & BROAD LIGAMENTS
15 Hours
A study of malignant diseases of the uterus and cervix as well as benign masses of the ovaries, fallopian tubes and broad ligaments. Topics of investigation include pathologies of the uterus, cervix, fallopian tubes, ovaries and broad ligaments, with emphasis on ultrasound findings.

US 1218 EMBRYOLOGY
10 Hours
A study of fetal development. Topics of investigation include embryology, anatomy, fetal circulation, with emphasis on cardiopathologies.

US 1220 FIRST TRIMESTER: NORMAL & ABNORMAL FETAL ANATOMY
20 Hours
A study of normal and abnormal fetal growth and measurements, as well as biophysical profiles. Also covers fetal anatomy including chest and abdomen, urogenital tract, fetal heart, abdominal wall defects, chromosome abnormalities and fetal death during the first trimester.

US 1222 SECOND TRIMESTER: NORMAL & ABNORMAL FETAL ANATOMY
20 Hours
A study of normal and abnormal fetal growth and measurements, as well as biophysical profiles. Also covers fetal anatomy including chest and abdomen, urogenital tract, fetal heart, abdominal wall defects, chromosome abnormalities and fetal death during the second trimester.

US 1224 THIRD TRIMESTER: NORMAL & ABNORMAL FETAL ANATOMY
20 Hours
A study of normal and abnormal fetal growth and measurements, as well as biophysical profiles. Also covers fetal anatomy including chest and abdomen, urogenital tract, fetal heart, abdominal wall defects, chromosome abnormalities and fetal death during the third trimester.

US 1226 ULTRASOUND MEASUREMENTS, BIOPHYSICAL PROFILE & MULTIPLE FETUSES
20 Hours
An overview of obstetric ultrasound measurements, biophysical profile and multiple fetuses. Topics of investigation include proper techniques used in measurements, biophysical profile, multiple gestations with emphasis on ultrasound physics, biophysical profile and multiple fetuses.

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

15 Hours

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

US 1230 CLINICAL PRACTICUM I

300 Hours

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

US 1310 CLINICAL PRACTICUM II

600 Hours

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

Administration

Miami Main Campus

Mario Miro, M.D.	School President
Walter McQuade, B.A.	Director of Admissions
Carlos Alayon, M.S.	Director of Finance
Theresa Willson	Business Office Manager
Peter Bastiony, B.S.I.T.	Academic Dean
Open	Director of Career Services

Kendall Main Campus

Joanne Nesbitt, M.B.A.	School President
John Rios, B.S., M.A.M.	Director of Admissions
Open	Finance Director
Russell Battiata, B.S.	Academic Dean
Alicia Fernandez, B.A.	Registrar
Laura Klopatek, M.B.A.	Director of Career Services

Hialeah Branch Campus
(Branch of Miami)

Gilbert Delgado, M.D.	School President
Daniel Alonso, B.A.	Director of Admissions
Xiomara Campos	Director of Finance
Yenny Perez	Business Office Manager
Gladys Willis, B.A., M.S.	Academic Dean
Lina Parra, B.A., M.S., DPA	Director of Career Services

Ft. Lauderdale Branch Campus
(Branch of Kendall)

Denise Carsillo, M.S.	School President
Ashly Miller, B.A.	Director of Admissions
Kristin Sidor, B.A.	Finance Director
Laraine Cavallo, M.B.A.	Academic Dean

Program Officials

Battiata, Russell
Program Coordinator
Health Services Administration Program
Kendall Campus
C.P.C., B.S., Trinity College & University, Sioux Falls, SD

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

Del Valle, Robert, M.D.
Program Coordinator
Cardiovascular Technologist Program
Kendall Campus
M.D., Universidad Central del Este, Santo Domingo, Dominican Republic

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

Ebanks, Marlene, C.M.A.
Program Coordinator
Medical Assistant& Medical Coding Specialist Programs
Miami Campus
A.S., Medical Assistant, Broward Community College, Ft. Lauderdale, 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

Goode, Karen, C.M.T., C.P.T.
Program Coordinator
Medical Assistant& Medical Coding Specialist Programs
Kendall Campus
A.A.S., Gaston College, Gaston, NC

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

Jorge Madera
Program Coordinator
Pharmacy Technician Program
Hialeah Campus
C.Ph.t., Diploma, Academy of Health Science, San Antonio, TX

Mays, John
Program Coordinator
BS, AS, CST/OSA
Surgical Technologist Program
North Miami Beach Campus
A.S. Miami Dade Community College, Miami , FL B.C.I.S. Florida International University , Miami, Florida

Norris, Kimari
Program Coordinator
Massage Therapist & Advanced Massage Therapist Programs
Miami 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

Pena, Glenn
Program Coordinator
Cardiovascular Technologist Program
B.S., Barry University, Miami, FL
Certificate, Medical Assistant, Florida College of Medical & Dental, Ft. Lauderdale, FL

Rakita, Alexander
Program Coordinator
Pharmacy Technician Program
Kendall Campus
R.Ph., St. Johns University, Queens, NY

Ramos, Xiomara, R.N.
Program Coordinator
Patient Care Technician Program
Miami Campus
R.N., Staten Island College, New York, NY

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

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

Zayas-Bazan, Mario, M.D.
Program Coordinator
Medical Assistant& Medical Coding Specialist Programs
Hialeah Campus
M.D., Universidad Mexico, Reynosa, Mexico

Faculty

Miami Campus

Acosta, Giraldo
Instructor
Health Services Administration Program
B.A., California State University, Los Angeles, CA

Bacchus-Allen, Patsy, R.N.
Instructor-PT
Patient Care Technician Program
B.S.N., Long Island University, Brooklyn, NY

Deacon, Sybril, R.N.
Instructor, Preceptor
Patient Care Technician Program
University of Wisconsin

Docal, Oscar, M.D.
Instructor
Medical AssistantProgram
M.D., University of Valencia, Valencia, Spain

Duverny, Geralda, R.N.
Instructor
Patient Care Technician Program
A.S., Broward Community College

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

Farquharson, Joshua, R.M.A.
Instructor
Medical AssistantProgram
Specialized Associate Degree, Medical Assistant, National School of Technology, N. Miami Beach, FL

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

Godinez, Gladys, C.M.A.
Instructor
Medical Assistant& Health Services Administration Programs
Medical Assistant Diploma, National School of Technology, N. Miami Beach, FL

Jean-Baptiste, Nadine, R.N.
Instructor
Patient Care Technician
M.S. Florida International University
R.N., Harlem Hospital, New York, NY

Kenna, Josephine
Instructor
Health Services Administration Program
B.A., Florida Atlantic University, Broward County, FL
B.A., Florida International University, Miami, FL

Lolagne, Josiane
Instructor
Patient Care Technician Program
B.S., William Paterson College, NJ

Mays, John
Instructor
Medical Assistant& Surgical Technologist Programs
C.S.T., Lindsey Hopkins Technical Education Center, Miami, FL

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

McKenzie, Joan
Instructor
Medical AssistantProgram
M.A. Diploma, National School of Technology
M.T., Keiser College, Ft. Lauderdale, FL

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

Preddie, Steve, D.Sc.
Instructor
Massage Therapist Program
D.Sc., Pacific Western University, Los Angeles, CA
B.S., Business Administration, Broward Community College, Florida Metropolitan University
Certificate, American Institute of Massage Therapy

Rodriguez, Reinaldo, O.T.C., R.T., B.S.C., R.O.T.
Instructor
Medical AssistantProgram
B.A., Florida Atlantic University, Broward County, FL

Seymour, Janet
Instructor
Health Services Administration Program
M.H.S.A., B.S., Florida International University, Miami, FL

Smith, Azona "Kyle"
Instructor
Patient Care Technician Program
B.S.N., University of Miami

Walters, Jeffrey
Instructor-PT
Medical AssistantProgram
R.T., Miami Dade Community College, Miami, FL

Williams, Avril
Instructor
Health Services Administration Program
B.C.S., Liberal Studies, Mount Ida College, Boston, MA
A.S., Medical Secretary, Rocksbury Community College, Boston, MA

Hialeah Campus

Abdul-Rahman, Aishal
Instructor
Pharmacy Technician Program
C.Ph.t., Diploma, McFatter Vocational Technical School, Davie, FL

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

Anglin, Marcia
Instructor
Cardiovascular Technologist & Pharmacy Technician Programs
M.S., Florida International University, Miami, FL
B.S., University of West Indies, Jamaica
Nursing Diploma, University of West Indies, Jamaica

Asencio, Mario, M.D.
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

Canelon, Gustavo, M.D., R.M.A.
Instructor
Medical Assistant& Medical Coding Specialist Program
M.D., R.M.A., Universidad de Oriente, Bolivar, Venezuela

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 & Medical AssistantPrograms
Certificate, Heritage College, Miami, FL
Certificate, Vincam University, Coral Gables, FL

Hacman, Laura
Preceptor
Surgical Technologist Program
Diploma, Sheridan Vocational School, Hollywood, FL

Katwaroo, Adrian, M.D.
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, M.D.
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

Palomino, Michael
Instructor
Ultrasound Technologist Program
Specialized Associate Degree, Ultrasound Technologist Program, National School of Technology, Miami, FL

Perez, Diane
Preceptor
Surgical Technologist Program
Diploma, Pennsylvania College of Technology, Williamsport, PA

Prassad, Narayama, M.D.
Instructor
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

Rodriguez, Roniel, M.D.
Instructor
Cardiovascular Technologist & Pharmacy Technician Programs
M.D., Universidad de Zaragoza, Zaragoza, Spain

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

Sweeting, Dorothy, L.P.N., C.M.A.
Instructor
Medical AssistantProgram
L.P.N., University of Wisconsin, Milwaukee, WI

Tomescu, Severus, M.D.
Instructor
Cardiovascular Technologist Program
M.D., T. Maiorescu University, Bucharest, Romania

Torres, Francisco, M.D.
Instructor
Cardiovascular Technologist Program
M.D., Juan C. Norpas Medical School, Bogota, Colombia

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

Kendall Campus

Arguello, Guido
Instructor
Health Services Administration Program
Florida Computer School of Computer Programming

Ayala, Omar, M.D.
Instructor
Cardiovascular Technologist Program
M.D., Universidad Central del Este, Santo Domingo, Dominican Republic

Brooks, Magdalena, M.D.
Instructor
Cardiovascular Technologist & Medical Transcriptionist Programs
M.D., Universidad Central del Este, Santo Domingo, Dominican Republic

Burk, Brett
Instructor
Medical Coding Specialist Program
Sheridan Technical Center

Davis, Timothy Shawn
Instructor
Health Services Administration Program
B.S., Hospitality Management, Florida International University, Miami, FL

Diaz, Gustavo
Instructor
Massage Therapist & Advanced Massage Therapist Programs
L.M.T. # MA17448
A.S. Miami-Dade Community College, Miami, FL

Donaruma, Linda D.
Instructor
Medical Transcriptionist Program
Specialized Associate Degree, Medical Transcriptionist, National School of Technology, Miami, FL

Duncan, Nathaniel
Instructor
Pharmacy Technologist Program
Specialized Associate Degree, Pharmacy Technician, National School of Technology, Miami, FL

Faine, Jaime
Instructor
Surgical Technologist Program
C.S.T., Lindsey Hopkins, Miami, FL

Fernandez-Rubio, Ramon
Instructor
Health Services Administration Program
B.S., Financial Management, Clemson University, Clemson, SC
B.S., Economics, Clemson University, Clemson, SC

Garcia, Luisa, M.D.
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

Gomez, Vivian
Instructor
Massage Therapist & Advanced Massage Therapist Programs
L.M.T. # MA30065, Acupuncture and Massage School, Miami, FL

Jalil, Marcela, R.M.A.
Instructor
Medical Assistant& Medical Coding Specialist Programs
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

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

Martell, Rene, R.M.A.
Instructor
Medical AssistantProgram
R.M.A., Medical Assistant, US Army

Master, Margo
Instructor
Massage Therapist & Advanced Massage Therapist Programs
L.M.T. # MA0016317, Educating Hands, Miami, FL

Mayo, Carlos
Instructor
Cardiovascular Technologist Program
Universidad Central Del Este, Dominican Republic

Menberu, Tariku, M.D.
Instructor
Cardiovascular Technologist & Medical AssistantPrograms
M.D., Addis Ababa University, Ethiopia

Mendoza, Jorge, M.D.
Instructor
Massage Therapist & Advanced Massage Therapist Programs
M.D., Universidad Central del Este, Santo Domingo, Dominican Republic

Montoro, Elby
Instructor
Medical AssistantProgram
C.P.A.T. Certified
B.A., Florida International University, Miami, FL

Mote, Margaret
Instructor
Health Services Administration Program
B.A., Aquinas College, Grand Rapids, MI

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

Ortiz, Wendy
Instructor
Medical Transcriptionist Program
Specialized Associate Degree, Medical Transcriptionist, National School of Technology, Miami, FL

Reyes, Ciro, M.D.
Instructor
Pharmacy Technician Program
M.D., University of Havana, Havana, Cuba

Rodriguez, Mario, M.D.
Instructor
Medical AssistantProgram
M.D., University of Havana, Havana, Cuba
Basic X-Ray Technician, Nova Southeastern University, Davie, 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

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

Santos-Diaz, Eneida
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

Tano, Jessica, R.M.A.
Instructor
Medical Assistant& Medical Coding Specialist Programs
B.A., Florida International University, Miami, FL

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

Torres, Luz, M.D.
Instructor
Medical Assistant, Medical Coding Specialist & Medical Transcriptionist Programs
M.D., Universidad Central del Este, Santo Domingo, Dominican Republic

Trespalacios, Vanessa, M.D.
Instructor
Cardiovascular Technologist Program
M.D., Universidad Central del Este, Santo Domingo, Dominican Republic

Valdes, Michael, M.D.
Instructor
Pharmacy Technologist Program
M.D., Universidad Central del Este, Santo Domingo, Dominican Republic

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

Wilkes, John
Instructor
Health Services Administration Program
B.A., Rutgers University, New Brunswick, NJ

Clinical Preceptors (All Campuses)

Aguilar, Glorida
Preceptor
Surgical Technologist Program
C.S.T. Certificate, Lindsey Hopkins Technical Education Center, Miami, FL

Arango, Uslyses
Preceptor
Surgical Technologist Program
C.S.T., Diploma, U.S. Air Force, Sheppard Air Force Base, TX

Chils, Juan
Preceptor
S.T. Credential

Enzinna, Carolyn, R.N.
Instructor
Patient Care Technician Program
A.A., Broward Community College

Foster, Barry
Preceptor
Surgical Technologist Program
C.S.T., Certificate, University of Southern California, Los Angeles, CA

Reynolds, Michael
Preceptor
Surgical Technologist Program
C.S.T., Diploma, Amarillo College, Amarillo, TX

Smith, Azona "Kyle"
Preceptor
Patient Care Technician Program
N. Miami Beach Campus
B.S.N., University of Miami

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

Ft. Lauderdale Campus

Elizabeth McNair
MHA,LHA,CMCS
Medical Coding Program
B.S., Family Development, University of Maryland
M.S., Healthcare Administration, University of Maryland

Jesse Pearson
Medical Assistant& Medical Coding Programs
B.S., Pre-Medicine, Davidson College
M.S., Health Care Administration, George Washington University

Jose Rodriguez-Abrines, M.D.
Medical Assistant& Massage Therapy Programs
Diploma, Massage Therapy, Educating Hands
M.D., Medicine, UTESA Medical School, Dominican Republic

Denise Carsillo, RMA
Medical Assistant& Medical Coding Programs
A.S., Medical Assisting, Palm Beach Community College
B.S., Organizational Management, Palm Beach Atlantic College
M.S., Organizational Development, Palm Beach Atlantic College

Schedule of Tuition and Fees

Program	*Program Hours*	*Month (Day, Aft, Eve)*	*Tuition*	*Est. Books*	*Lab Fees*	*Registration Fee*	*Total Cost of Program*
Advanced Massage Therapist	900	9-12	$9,545	$363	$250	$50	$10,208
Medical Assistant	1,200	12-15	$12,386	$583	$250	$50	$13,269
Cardiovascular Technologist	1,500	15-19	$18,201	$472	$250	$50	$18,973
Diagnostic Cardiac Sonographer	1,500	15	$13,778	$379	$125	$50	$14,332
Health Services Administration	1,200	12-15	$12,879	$640	$150	$50	$13,719
Massage Therapy	600	6-6-8	$7,458	$270	$250	$50	$8,028
Medical Coding Specialist	900	9-12	$9,801	$493	$125	$50	$10,469
Medical Transcriptionist	1,200	12-15	$11,168	$924	$150	$50	$12,292
Patient Care Technician	600	6-6-8	$7,141	$180	$250	$50	$7,621
Pharmacy Technician	1,200	12-15	$11,261	$365	$100	$50	$11,776
Surgical Technologist	1,200	12	$16,469	$421	$300	$50	$17,240
Ultrasound Technologist	1,500	15-19	$15,983	$297	$300	$50	$16,630

Additional Fees

- Lost Badge Replacement $5
- Program Change Processing Fee [1] $150
- Transcript Fee [2] $5

Uniforms, shoes and hose, which range from $75 to $100 are not included.

[1] Students are permitted to make one change at no additional charge.

[2] Students are provided one official transcript free of charge upon completing graduation requirements.

Hospital Affiliations

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

1. Aventura Hospital and Medical Center
2. Baptist Hospital of Miami
3. Boca Raton Community Hospital
4. Cedars Medical Center
5. Cleveland Clinic Hospital
6. Coral Gables Hospital
7. Frye Regional Medical Center - NC
8. Florida Medical Center
9. HealthSouth Doctors' Hospital
10. Hialeah Hospital
11. Hollywood Medical Center
12. Holy Cross Hospital
13. Homestead Hospital
14. Jackson Memorial Hospital
15. Jackson South Hospital
16. Kendall Regional Medical Center
17. Martin Memorial Hospital
18. Mariner Hospital
19. Memorial Pembroke Hospital
20. Memorial Regional Hospital
21. Mercy Hospital
22. Miami Children's Hospital
23. Miami Heart Institute
24. Miami Jewish Home and Hospital
25. Miami VA Medical Center
26. Mission Hospital Regional Medical Center - CA
27. Mt. Sinai Medical Center
28. North Shore Medical Center
29. Northwest Medical Center
30. Palmetto General Hospital
31. Palm Springs General Hospital
32. Pan American Hospital
33. Parkway Regional Medical Center
34. Plantation General Hospital
35. Port St. Lucie Hospital
36. South Miami Hospital
37. University of Miami - Hospital & Clinics
38. Wellington Regional Medical Center
39. West Boca Medical Center
40. 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.

Advanced Massage Therapist Program (Miami, Hialeah and Kendall Campuses)

DAY CLASSES				EVENING CLASSES			
Start Dates		End Dates		Start Dates		End Dates	
Aug 27 '03	Wed	Jun 09 '04	Wed	Aug 14 '03	Thu	Aug 05 '04	Thu
Oct 27 '03	Mon	Aug 13 '04	Fri	Oct 29 '03	Wed	Oct 20 '04	Wed
Jan 12 '04	Mon	Oct 13 '04	Wed	Jan 28 '04	Wed	Jan 11 '05	Tue
Mar 15 '04	Mon	Dec 14 '04	Tue	Apr 13 '04	Tue	Mar 29 '05	Tue
May 12 '04	Wed	Feb 22 '05	Tue	June 28 '04	Mon	June 13 '05	Mon
Jul 19 '04	Mon	Apr 22 '05	Fri				

Medical Assistant Program (Miami, Hialeah and Kendall Campuses)

DAY CLASSES				EVENING CLASSES			
Start Dates		End Dates		Start Dates		End Dates	
Aug 27 '03	Wed	Sep 09 '04	Thu	Aug 14 '03	Thu	Nov 22 '04	Mon
Oct 27 '03	Mon	Nov 08 '04	Mon	Oct 29 '03	Wed	Feb 09 '05	Wed
Jan 12 '04	Mon	Jan 18 '05	Tue	Jan 28 '04	Wed	Apr 28 '05	Thu
Mar 15 '04	Mon	Mar 18 '05	Fri	Apr 13 '04	Tue	Jul 20 '05	Wed
May 12 '04	Wed	Mar 17 '05	Thu	June 28 '04	Mon	Oct 03 '05	Mon
Jul 19 '04	Mon	Jul 21 '05	Thu				

Medical Assistant Program (Miami, Hialeah and Kendall Campuses)

AFTERNOON CLASSES			
Start Dates		End Dates	
Jul 08 '03	Tue	July 20 '04	Tue
Sep 8 '03	Mon	Sep 20 '04	Mon
Nov 05 '03	Fri	Nov 18 '04	Thu
Jan 22 '04	Thu	Jan 27 '05	Thu
Mar 24 '04	Wed	Mar 28 '05	Mon
May 24 '04	Mon	May 20 '05	Fri

Cardiovascular Technologist Program (Hialeah/Kendall Campuses)

DAY CLASSES				EVENING CLASSES			
Start Dates		End Dates		Start Dates		End Dates	
Sept 25 '03	Thu	Jan 10 '05	Mon	Sept 29 '03	Mon	May 03 '05	Tue
Jan 07 '04	Wed	Apr 28 '05	Fri	Feb 02 '04	Mon	Aug 29 '05	Mon
Apr 06 '04	Tue	Jul 13 '05	Wed	May 24 '04	Mon	Dec 20 '05	Tue

Diagnostic Cardiac Sonographer Program (Hialeah Campus)

DAY CLASSES				EVENING CLASSES			
Start Dates		End Dates		Start Dates		End Dates	
Sept 25 '03	Thu	Dec 20 '04	Mon	Feb 2	Mon	Aug 29	Mon
Jan 07 '04	Wed	Apr 28 '05	Thu	May 24	Mon	Dec 20	Tue
Apr 06 '04	Tue	Jun 27 '05	Mon				

Massage Therapist Program (Miami, Hialeah and Kendall Campuses)
Patient Care Technician Program (Miami Campus)

DAY CLASSES				EVENING CLASSES			
Start Dates		End Dates		Start Dates		End Dates	
Aug 27 '03	Wed	Mar 09 '04	Tue	Aug 14 '03	Thu	Apr 07 '04	Wed
Oct 27 '03	Mon	May 07 '04	Fri	Oct 29 '03	Wed	Jun 22 '04	Tue
Jan 12 '04	Mon	Jul 14 '04	Wed	Jan 28 '04	Wed	Sep 13 '04	Mon
Mar 15 '04	Mon	Sep 13 '04	Mon	Apr 13 '04	Tue	Nov 24 '04	Wed
May 12 '04	Wed	Nov 10 '04	Wed				
Jul 19 '04	Mon	Jan 20 '05	Thu				

Medical Coding Specialist Program (Miami, Hialeah and Kendall Campuses)

DAY CLASSES				EVENING CLASSES			
Start Dates		*End Dates*		*Start Dates*		*End Dates*	
Aug 27 '03	Wed	Jun 07 '04	Mon	Aug 14 '03	Thu	Apr 03 '04	Tue
Oct 27 '03	Mon	Aug 11 '04	Wed	Oct 29 '03	Wed	Oct 18 '05	Tue
Jan 12 '04	Mon	Oct 11 '04	Mon	Jan 28 '04	Wed	Jan 06 '05	Thu
Mar 15 '04	Mon	Dec 10 '04	Fri	Apr 13 '04	Tue	Mar 24 '05	Thu
May 12 '04	Wed	Feb 17 '05	Thu	June 28 '04	Mon	June 08 '05	Wed
Jul 19 '04	Mon	Apr 18 '05	Mon				

Medical Transcriptionist Program (Kendall Campus)
Health Services Administration Program (Miami and Kendall Campuses)
Surgical Technologist Program (Miami, Hialeah and Kendall Campuses) *DAY CLASSES ONLY*

DAY CLASSES				EVENING CLASSES			
Start Dates		*End Dates*		*Start Dates*		*End Dates*	
Aug 27 '03	Mon	Sep 13 '04	Mon	Aug 14 '03	Thu	Nov 24 '04	Wed
Oct 27 '03	Mon	Nov 10 '04	Wed	Oct 29 '03	Wed	Feb 16 '05	Wed
Jan 12 '04	Mon	Jan 20 '05	Thu	Jan 28 '04	Wed	May 2 '05	Mon
Mar 15 '04	Mon	Mar 21 '05	Mon	Apr 13 '04	Tue	Jul 21 '05	Thu
May 12 '04	Wed	May 18 '05	Wed				
Jul 09 '04	Mon	Jul 23 '05	Sat				

Pharmacy Technician Program (Hialeah/ Kendall Campuses)

DAY CLASSES				EVENING CLASSES			
Start Dates		*End Dates*		*Start Dates*		*End Dates*	
Sept 25 '03	Thu	Oct 04 '04	Mon	Sep 29 '03	Mon	Jan 10 '05	Mon
Jan 07 '04	Wed	Jan 10 '05	Mon	Feb 02 '04	Mon	May 03 '05	Tue
Apr 06 '04	Tue	Apr 08 '05	Fri	May 24 '04	Mon	Aug 29 '05	Mon
Jul 12 '04	Mon	Jul 13 '05	Wed	Sep 20 '04	Mon	Dec 19 '05	Mon
Oct 07 '04	Thu	Oct 10 '05	Mon				
Jan 13 '05	Thu	Jan 13 '06	Fri				

Ultrasound Technologist Program (Hialeah Campus)

DAY CLASSES				EVENING CLASSES			
Start Dates		*End Dates*		*Start Dates*		*End Dates*	
Oct 14 '03	Wed	Jan 21 '05	Fri	Dec 15 '03	Mon	Jul 14 '05	Thu
Mar 10 '04	Wed	Jun 02 '05	Thu	Jun 10 '04	Thu	Jan 3 '06	Tue

Ft. Lauderdale Campus

Massage Therapist Program (Miami)
Patient Care Technician Program (Miami)

AFTERNOON CLASSES			
Start Dates		*End Dates*	
Jan 12	Mon	Jan 18	Tue
Mar 15	Mon	Mar 18	Fri
May 12	Wed	May 17	Tue

Medical Assistant Program
Advanced Massage Therapist Program
Medical Coding Specialist Program

DAY AND EVENING CLASSES			
Start Dates		*End Dates*	
Sep 29'03	Mon	Nov 21	Fri
Oct 23'03	Thu	Dec 19	Fri
Nov 24	Mon	Feb 4'04	Wed
Feb 5	Thu	Apr 1	Thu
Mar 10	Wed	May 4	Tue
Apr 5	Mon	May 28	Fri
May 5	Wed	Jun 30	Wed
Jun 1	Tue	Aug 2	Mon

Student Holidays

	2004
New Year's Day	Jan 1-2
Martin Luther King, Jr. Day	Jan 19
President's Day	Feb 16
Memorial Day	May 31
Summer Recess	Jul 5-9
Labor Day	Sep 6
Thanksgiving	Nov 25-26
Winter Recess	Dec 24-31

National School of Technology, Inc.
2004 - 2005 Catalog Addenda

♦ **Addendum #1**

Pharmacy Technician is now offered at the North Miami Beach campus, following are the start dates:

	Start Date	Grad Date
Day	2/23/2004	2/23/2005
	5/18/2004	5/23/2005
	8/23/2004	8/24/2005
	11/18/2004	11/18/2005
Evening	2/23/2004	5/17/2005
	6/9/2004	9/13/2005
	10/4/2004	12/12/2005

♦ **Addendum #2**

The following calendars are inserted on pages 63 and 64:
Ft. Lauderdale Campus
Medical Assistant Program
Advanced Massage Therapist Program
Medical Coding Specialist Program

DAY AND EVENING CLASSES	
Start Dates	End Dates
Jan 26'03	Mar 22 '04
Feb 23'04	Apr 16 '04
Mar 24 '04	May 18 '04
Apr 21 '04	Jun 16 '04
May 19 '04	Jul 21 '04
Jun 21 '04	Aug 20' 04

Student Holidays 2004	
New Year's Day	Jan 1-2
Martin Luther King, Jr. Day	Jan 19
Presidents Day	Feb 16
Memorial Day	May 31
Summer Recess	July 5-9
Labor Day	Sep 6
Thanksgiving	Nov 25-26
Winter Recess	Dec 24-31

♦ **Addendum #3 Effective April 9, 2004**

On page 25, the following sentence under Attendance Requirements is deleted:
Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day.

♦ **Addendum #4 Effective April 21, 2004**

On the Table of Contents, page iii, under Medical Administration Division, Advanced Medical Assistant is revised to Medical Assistant.

♦ **Addendum #5 Effective April 22, 2004**

On page 8, for the Medical Assistant program, for MA 1600, the "or Project" is eliminated.

Internship
MA 1600 Internship 300

♦ **Addendum #6 Effective May 3, 2004** **********FOR Ft. Lauderdale Campus Only**

The following programs are replaced with the below program outlines:
Medical Coding Specialist (page 6), Medical Assistant (page 8) and Advanced Massage Therapist (page 12)

Medical Coding Specialist

Diploma
900 Clock Hours - 9 Months (Day) / 12 Months (Evening)

Program Objective

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

	Course Number	Course Title	Clock Hours	Credit Hours
BLOCK 1	MA N110	Medical Terminology	15	1.5
	MA N112	Human Body Organization, Cells, Tissues & Organs	15	1.5
	MA N114	Integumentary Systems	15	1.5
	MA N116	Skeletal System	20	2.0
	MA N118	Muscular System	20	2.0
	MA N120	The Nervous System & Special Senses	15	1.5
	MA N122	Circulatory System	20	2.0
	MA N124	Lymphatic System	15	1.5
	MA N126	Respiratory System	15	1.5
	MA N128	Digestive System	20	2.0
	MA N130	Genitourinary and Reproductive System	15	1.5
	MA N132	Endocrine System	15	1.5
	Total		*200*	*20.0*
BLOCK 2	MA N210	Medical Practices and Specialties	5	0.5
	MA N212	Psychology of Patient Care-Legal & Ethical Issues	10	1.0
	MA N214	Medical Office Management	50	4.5
	MA N216	Medical Records Coding Management	70	6.5
	MA N218	Coding Case Studies I	15	0.5
	MA N220	Practical Skills Lab	50	2.5
	Total		*200*	*15.5*
BLOCK 3	MC N310	Introduction to Insurance	10	1.0
	MC N312	Coding Case Studies II	40	2.0
	MC N314	Microcomputer Fundamentals	10	0.5
	MC N316	Introduction to Hospital Billing	15	1.5
	MC N317	Hospital Billing and Claims Processing	20	2.0
	MC N318	Diagnostic Related Groups (DRG's)	5	0.5
	MC N320	Automated Claims Processing Lab	95	6.0
	MC N114	HIV/AIDS	5	0.5
	Total		*200*	*14.0*
	MC N410	Internship or Project	300	10.0
		PROGRAM TOTAL	**900**	**59.5**

Medical Assistant

Occupational Associate Degree
1200 Clock Hours - 12 Months (Day) / 15 Months (Evening)

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.

Program Outline

	Course Number	Course Title	Clock Hours	Credit Hours
BLOCK 1	MA N110	Medical Terminology	15	1.5
	MA N112	Human Body Organization, Cells, Tissues & Organs	15	1.5
	MA N114	Integumentary Systems	15	1.5
	MA N116	Skeletal System	20	2.0
	MA N118	Muscular System	20	2.0
	MA N120	The Nervous System & Special Senses	15	1.5
	MA N122	Circulatory System	20	2.0
	MA N124	Lymphatic System	15	1.5
	MA N126	Respiratory System	15	1.5
	MA N128	Digestive System	20	2.0
	MA N130	Genitourinary and Reproductive System	15	1.5
	MA N132	Endocrine System	15	1.5
	TOTAL	*TOTAL*	*200*	*20.0*
BLOCK 2	MA N210	Medical Practices and Specialties	5	0.5
	MA N212	Psychology of Patient Care-Legal & Ethical Issues	10	1.0
	MA N214	Medical Office Management	50	4.5
	MA N216	Medical Records Coding Management	70	6.5
	MA N218	Coding Case Studies I	15	0.5
	MA N220	Practical Skills Lab	50	2.5
		TOTAL	***200***	***15.5***
BLOCK 3	MS N114	HIV/AIDS	5	0.5
	MA N310	Organization of the Clinical Lab/Infection Control	10	1.0
	MA N312	Introduction to Electrocardiography	15	1.0
	MA N316	Phlebotomy Techniques	60	3.5
	MA N318	Hematology	25	2.0
	MA N320	Basic Urinalysis	20	1.0
	MA N314	Pharmacology & Drug Therapy	30	3.0
	MA N322	Chemistry Testing	10	0.5
	MS N320	Cardiopulmonary Resuscitation & First Aid	15	1.0
	MA N326	Phlebotomy Technician Certification Exam Review	10	0.5
		TOTAL	*200*	***14.0***
BLOCK 4	MA N410	Computer Fundamentals	10	0.5
	MA N412	Medical Office Management Software	5	0.5
	MA N414	Computer Applications for Office Practice	75	3.5
	MA N416	Keyboarding Skills/Data Entry	5	0.25
	MA N418	Rules for Medical Word Processing & Terminology	5	0.25
	MA N420	Basic Medical Reports	15	1.5
	MA N422	Medical Word Processing Lab	30	1.5
	MA N424	Career Development	5	0.5
	RT N190	Fundamentals of Radiology, Terminology & Mathematics	45	4.5
	RT N192	Radiation Physics & Electronics	25	2.5
	RT N194	Radiographic Technique & Production	70	6.0
	RT N196	Basic X-Ray Machine Operator Certification Exam Review	10	1.0
		TOTAL	*300*	*22.5*
	MA N600	Internship or Project	300	10.0
		PROGRAM TOTAL	**1200**	**82.0**

Advanced Massage Therapist

Diploma

900 Clock Hours - 9 months (Day) / 12 months (Evening)

Program Objective

This program prepares graduates to take the National Certification Board for Therapeutic Massage and Bodywork examination to apply for licensing in the State of Florida and meets the academic requirements of the Florida Board of Massage Therapy (see Professional/Credentialing Organizations and Examinations section of catalog). 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 state licensing. 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

	Course Number	Course Title	Clock Hours	Credit Hours
BLOCK 1	MS N110	Human Anatomy & Physiology	175	17.5
	MS N112	Introduction to Clinical Pathology	20	2.0
	MS N114	HIV/AIDS	5	0.5
	Total		*200*	*20.0*
BLOCK 2	MS N210	Principles of Therapeutic Massage, Assessment and Practice	100	10.0
	MS N212	Therapeutic Massage Applications – Clinical Practicum I	100	3.0
	Total		*200*	*13.0*
BLOCK 3	MS N310	Theory and Practice of Hydrotherapy	15	1.0
	MS N312	Allied Therapeutic Modalities	50	5.0
	MS N314	Allied Therapeutic Modalities – Clinical Practicum II	50	2.5
	MS N316	Integrated Massage Application – Clinical Practicum III	50	2.5
	MS N318	Florida Statues / Rules and History of Massage	10	1.0
	MS N319	Business Principles and Ethics	10	1.0
	MS N320	Cardiopulmonary Resuscitation	15	1.0
	TOTAL		***200***	***14.0***
BLOCK 4	MS N410	Business Practices and Career Development	35	3.5
	MS N412	Medical Terminology	15	1.5
	MS N414	Clinical Assessment, Advanced Injury Evaluation & Treatment	50	3.5
	MS N416	Advanced Therapeutic Massage Applications–Clinical Practicum IV	100	5.0
	TOTAL		*200*	*13.5*
BLOCK 5	MS N510	Current Concepts in Therapeutic Massage	25	2.5
	MS N512	Applied Current Concepts in Therapeutic Massage – Clinical Practicum V	50	2.5
	MS N514	Research Report	25	1.5
	TOTAL		*100*	*6.5*
	PROGRAM TOTAL		**900**	**67.0**

Addendum #7 Effective June 4, 2004

The following modular diploma programs will now be offered at the following NST Schools:

PROGRAM	NORTH MIAMI	KENDALL	HIALEAH
Cardiovascular Technologist (Effective (06/30/04)		X	X
Massage Therapy (Effective 6/24/04)	X	X	X
Medical Assisting	X	X	X
Medical Insurance Billing / Coding	X	X	X
Patient Care Technician	X		
Pharmacy Technician	X	X	X
Surgical Technologist	X	X	X

PROGRAM	PROGRAM LENGTH	CREDIT UNITS	TUITION	ESTIMATED BOOKS	TOTAL TUITION & BOOKS
Cardiovascular Technologist (Effective (06/30/04)	10 Modules	80.0	$16,400	$600	$17,000
Massage Therapy (Effective (06/30/04)	9 Modules	54.0	$ 9,100	$600	$9,700
Medical Assisting	8 Modules	47.0	$9,650	$600	$10,250
Medical Insurance Billing / Coding	6 Modules	35.0	$7,000	$500	$7,500
Patient Care Technician	9 Modules	51.0	$8,500	$600	$9,100
Pharmacy Technician	8 Modules	58.0	$9,650	$600	$10,250
Surgical Technologist	10 Modules	75.0	$17,400	$600	$18,000

Calendar All Module Programs	
Start Date	End Date
7/19/2004	8/13/2004
8/17/2004	9/14/2004
9/16/2004	10/13/2004
10/18/2004	11/12/2004
11/16/2004	12/15/2004
12/16/2004	1/21/2005
1/25/2005	2/22/2005
2/24/2005	3/24/2005
3/28/2005	4/22/2005
4/26/2005	5/23/2005
5/25/2005	6/22/2005
6/23/2005	7/21/2005
7/25/2005	8/19/2005
8/23/2005	9/20/2005
9/21/2005	10/18/2005
10/19/2005	11/15/2005
11/16/2005	12/15/2005
12/19/2005	1/24/2006
1/26/2006	2/23/2006

Surgical Technologist Evening Class Calendar KENDALL CAMPUS ONLY Programs	
Start Date	End Date
4/13/2004	6/22/2004
6/28/2004	9/13/2004
9/16/2004	11/24/2004
12/1/2004	2/16/2005

Medical Assisting

Diploma Program - 8 Months (Day & Evening)
720 Clock Hours/47.0 Credit Units
DOT: Medical Assistant 079.367-010

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

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

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

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

Major Equipment

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

Program Outline

Course Number	Course Title	Clock Hours	Credit Units
Module A	Patient Care and Communication	80	6.0
Module B	Clinical Assisting, Pharmacology	80	6.0
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6.0
Module D	Cardiopulmonary and Electrocardiography	80	6.0
Module E	Laboratory Procedures	80	6.0
Module F	Endocrinology and Reproduction	80	6.0
Module G	Medical Law, Ethics, and Psychology	80	6.0
Module X	Externship	160	5.0
	Program Total	**720**	**47.0**

Medical Insurance Billing/Coding

Diploma Program

6 Months (Day & Evening)
Total Credit Units Required: 35
Total Hours: 560
DOT: Health Claims Examiner/Medical Billing 214.362-022

The Medical Insurance Billing & Coding Program is designed to prepare students for entry level positions as medical insurance billers/coders in today's health care offices, clinics and facilities. Students study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will be introduced and studied.

The combination of these skills will prepare students for the ever-changing field of insurance billing/coding. Students study coding procedures as well as the proper management and execution of various medical insurance plans and programs. In simulated practice, students prepare insurance claim forms both manually and by computer. Students learn about hospital billing and how to complete various claim forms. They also practice interviewing and documentation skills demonstrating the proper methods of obtaining and using patient information necessary for successful claims management.

The legal and ethical responsibilities of the health care worker are introduced as they relate to the medical office and common office billing practices. Professionalism and general communications skills, which are considered essential to any health care professional, are taught throughout this program.

This training program is divided into five learning units called modules. Students must complete modules A through E starting with any module and continuing in any sequence until all five modules are completed. Modules A through E stand alone as units of study and are not dependent upon previous training. If a student does not complete one of these modules, the entire module must be repeated. Upon successful completion of modules A through E, students participate in a 160-clock-hour externship or practicum.

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

Program Outline

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

***Either a Practicum or an Externship, but not both**

Major Equipment

Calculators
Personal Computers

PATIENT CARE TECHNICIAN PROGRAM

Diploma Program 9 Months (Day & Evening)
Day and Evening Courses follow the Day schedule.
720 Clock Hours/51 Credit Units

DOT:	355.674-014	Nursing Assisting / Home Health Aide
	078.362-081	EKG Technician
	079.364-022	Phlebotomist
	355.354-010	Physical Therapy Aide
	355.377-010	Occupational Therapy Aide

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

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

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

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

Program Outline

Module Number	Module Title	Clock Hours	Credit Units
Module A	Basic Healthcare Concepts	80	8.0
Module B	Anatomy & Physiology and Medical Terminology	80	8.0
Module C	Nursing Fundamentals I	80	6.0
Module D	Nursing Fundamentals II	80	6.0
Module E	Clinical Rotation I	80	2.5
Module F	Phlebotomy and Electrocardiography	80	6.0
Module G	Physical Therapy and Occupational Therapy	80	6.0
Module H	Clerical Skills	80	6.0
Module I	Clinical Rotation II	80	2.5
Program Total		**720**	**51.0**

Pharmacy Technician

Diploma Program - 8 Months (Day & Evening)

720 Clock Hours/58.0 Credit Units
DOT:Pharmacy Technician 074.382 010

Pharmacy services have expanded and grown at an accelerated rate, paving a new way for Pharmacy Technicians. It cannot be over emphasized how significant pharmacy technicians have become and the substantial part they play in the healthcare work force. As pharmacy services continue to grow with new services being offered, new drugs entering the market, and comprehensive drug information becoming a necessity, the need for highly trained pharmacy technicians increases. Many of the traditional pharmacy functions once performed by pharmacists are now being performed by pharmacy technicians. Today's pharmacy technician has assumed a position that supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services. Pharmacy is a dynamic field requiring an ongoing learning process. Graduates from this training program will become active participants in this growing field by exhibiting competence through knowledge and skills learned through the college.

This 720-hour program prepares the student with both administrative and clinical skills for a position in retail, hospital, clinic and home IV facilities. Upon completion, the pharmacy technician will be awarded a diploma and be able to competently perform tasks assigned or delegated by a supervising pharmacist in an entry-level position. The program is comprised of eight modular units of learning. Seven of these modules are made up of 80 hours of combined theory and laboratory time. The last module, referred to as an externship, consists of 160 hours. During the externship, which is completed at the end of the classroom portion of the program, students are given the opportunity to observe and become part of the pharmacy team, as they gain hands-on practice working side-by-side with pharmacists and other health care professionals.

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

- Demonstrate an understanding of the basic principles and practices of pharmacy technology, including how it relates to the patient, the health care facility, and other members of the health care delivery team.
- Recognize, spell, define, and use appropriate medical terminology, words, and abbreviations as part of the study of pharmacology, anatomy and physiology, microbiology, and infection control.
- Demonstrate an understanding of regulatory standards and law and ethics as each relates to the field of pharmacy.
- Use appropriate pharmacy skills, including those required for administrative aspects of pharmacy technology and basic pharmacy applications, pharmaceutical calculations, pharmacy operations, and pharmacology.
- Discuss and be able to demonstrate how to work with pharmaceutical dosage forms.
- Demonstrate competency in performing pharmaceutical calculations, including conversions, working with pediatric dosages, parenteral and IV dosages, admixtures, and compounding dosages.

Major Equipment

Laminar Flow Hood	Retail Bottles
Printer	Retail Labeling Computers
Prescription Stock Items	

Program Outline

Course Number	Course Title	Clock Hours	Credit Units
Module A	Introduction to Pharmacy	80	8.0
Module B	Administrative Aspects of Pharmacy Technology & Basic Pharmacy Applications	80	8.0
Module C	Professional Aspects of Pharmacy Technology	80	8.0
Module D	Pharmaceutical Calculations	80	7.0
Module E	Pharmacy Operations	80	7.0
Module F	Anatomy & Physiology and Pharmacokinetics	80	8.0
Module G	Pharmacology	80	7.0
Module X	Externship	160	5.0
	Program Total	**720**	**58.0**

Section Two

Section Two of the program is the Central Processing Rotation. Students are not allowed to rotate into this section without completing Section One. Students must complete the required hours for the rotation to proceed to Section Three of the program. Thus, Modules A through G are pre-requisites for module H. New students are never enrolled into Section Two.

Course Number	Course Title	Clock Hours	Credit Units
Module G	Clinical Externship Rotation I	160	5.0
	Section Two Total	**160**	**5.0**

Section Three

Section Three of the program is the Surgical Procedures and Mock Surgery Practicum, which is divided into the following modules:

Course Number	Course Title	Clock Hours	Credit Units
Module H	Surgical Procedures I: Mock Surgery Practicum I	80	6.0
Module I	Surgical Procedures II: Mock Surgery Practicum II	80	6.0
	Section Three Total	**160**	**12.0**

To begin Section Three, the student must have completed Sections One and Two of the program. Students must complete section Three in order to proceed into Section Four. New students are never enrolled into Section Three.

Section Four

Section Four of the program is the surgery rotation, wherein students must have completed Sections One, Two, and Three prior to receiving their clinical assignments in Module X. Thus, Modules A through I are pre-requisites for Module X. New students are never enrolled in this final section of the program.

Course Number	Course Title	Clock Hours	Credit Units
Module X	Clinical Externship Rotation II	480	16.0
	Section Four Total	**480**	**16.0**
	Program Total	**1,280**	**75.0**

- **Addendum #8 Effective June 10, 2004**

On page 23the first 2 paragraphs under Admissions Procedures and Requirements are replaced with the following text:

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 must be fluent in English. Qualified applicants must submit a completed application for admission. Applicants will also be required to sign an "attestation regarding high school graduation or equivalency."

Applicants enrolling under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. The Ability to Benefit will be determined by passing the Career Programs Assessment Test (CPAt) offered by ACT, Inc. Applicants must achieve minimum scores of 42 on Language Usage, 43 on Reading, and 41 on Numerical Skills. This test is designed to measure prospective students' ability to benefit from the course of instruction. Applicants who pass this test have fulfilled the school's entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines. The re-test(s) will be administered within the period specified by the test developer or one week, whichever is longer. Students must begin classes within one year of their test date. Students who withdraw after starting school, or are terminated by the school and re-enter more than one year after their test date, must take the test again.

- **Addendum #9 Effective June 11, 2004**

Effective today there will be a Graduation Fee of $50.00 per student.

- **Addendum #10 Effective June 24, 2004**

The massage therapy program offered at Hialeah, Kendall and N. Miami is replaced with the following program:

MASSAGE THERAPY DIPLOMA PROGRAM

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

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

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

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

MODULE NUMBER	MODULE TITLE	LECTURE HOURS	LAB HOURS	OTHER HOURS	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MODULE A	Business and Ethics	40	40	0	80	6.0
MODULE B	Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease	40	40	0	80	6.0
MODULE C	Swedish Massage, Pre-Natal, Post-Natal and Infant; & Elder/Geriatric Massage	40	40	0	80	6.0
MODULE D	Eastern Theory and Practice	40	40	0	80	6.0
MODULE E	Energy & Non-Traditional Therapies, Wellness & CPR	40	40	0	80	6.0
MODULE F	Deep Tissue, Myofascial Release & Pin and Stretch	40	40	0	80	6.0
MODULE G	Neuromuscular/Trigger Point and Muscle Energy Techniques	40	40	0	80	6.0
MODULE H	Clinical and Sports Massage	40	40	0	80	6.0
MODULE I	Health and Wellness	40	40	0	80	6.0
PROGRAM TOTAL:		360	360	0	720	54.0

- **Addendum #11 Effective June 30, 2004**

The Cardiovascular Technologist program is offered at Hialeah and Kendall:

Cardiovascular Technologist (Effective (06/30/04)	10 Modules	80.0	$16,400	$600	$17,000

Cardiovascular Technologist - Diploma Program (June 2004, Version 1-0 Program Outline Program Outline)

COURSE NUMBER	COURSE NAME	LECTURE CONTACT HOURS	LAB CONTACT HOURS	INTERN. CONTACT HOURS	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
Module A	Anatomy and Physiology of the Cardiovascular System	60	20	0	80	7.0
Module B	Cardiac Electrophysiology	60	20	0	80	7.0
Module C	Cardiovascular Diseases	60	20	0	80	7.0
Module D	Stress Testing and Holter Monitoring	60	20	0	80	7.0
Module E	Cardiovascular Interventional Technology	60	20	0	80	7.0
Module F	Radiographic Technique and Production	60	20	0	80	7.0
Module G	Clinical Cardiac Pathology	60	20	0	80	7.0
Module H	Ambulatory Monitoring	60	20	0	80	7.0
Module I	Arrhythmia Recognition and Management	60	20	0	80	7.0
Module J	Fundamentals of Radiology, Terminology and Mathematics	60	20	0	80	7.0
Module X	Externship (clinical rotation)	0	0	300	300	10.0
TOTAL		**600**	**200**	**300**	**1100**	**80.0**

- **Addendum #12 Effective June 26, 2004**

The following program is now offered at the Hileah campus:

Diagnostic Cardiac Sonographer - Associate Degree Program (Version 1-0 Program Outline)

Program Description:

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

COURSE NUMBER	*COURSE TITLE*	*LECTURE HOURS*	*LAB HOURS*	*OTHER HOURS*	*TOTAL CONTACT HOURS*	*QUARTER CREDIT UNITS*
COLLEGE CORE REQUIREMENTS						
SLS N130	Strategies for Success	40	0	0	40	4.0
SLS N320	Career Skills	20	0	0	20	2.0
COLLEGE CORE TOTALS:		**60**	**0**	**0**	**60**	**6.0**
MAJOR CORE REQUIREMENTS						
CVT N111	Ultrasonic Sound Waves	40	0	0	40	4.0
CVT N112	Pulse Echo Instrumentation Display	20	0	0	20	2.0
CVT N113	Doppler Technique	20	0	0	20	2.0
CVT N114	Artifacts and Bioeffects	40	0	0	40	4.0
CVT N115	Hemodynamics	40	0	0	40	4.0
DCS N211	Echocardiography Anatomy and Physiology	40	0	0	40	4.0
DCS N212	Introduction to Normal 2-Dimentional Echocardiograhpy	40	0	0	40	4.0
DCS N213	Introduction to Conventional Doppler Examination.	40	0	0	40	4.0

DCS N214	Echocardiographic Pathology I	40	0	0	40	4.0
DCS N215	Echocardiographic Pathology II	40	0	0	40	4.0
DCS N216	Physics of Ultrasound Laboratory	0	40	0	40	2.0
DCS N217	Two-Dimensional Echo Laboratory	0	40	0	40	2.0
DCS N218	Non-Invasive Echo Laboratory	0	40	0	40	2.0
DCS N219	Seminars and Special Concepts	40	0	0	40	4.0
DCS N220	Clinical Rotation I	0	0	300	300	10.0
DCS N221	Clinical Rotation II	0	0	300	300	10.0
DCS N222	Clinical Rotation III	0	0	300	300	10.0
MAJOR CORE TOTALS:		400	120	900	**1420**	**76.0**
GENERAL EDUCATION REQUIREMENTS						
ENC N106	Composition I	40	0	0	40	4.0
ENC N107	Composition II	40	0	0	40	4.0
SPC N016	Oral Communications	40	0	0	40	4.0
PSY N015	General Psychology	40	0	0	40	4.0
MAC N104	College Algebra	40	0	0	40	4.0
AFL N010	Introduction to American Literature	40	0	0	40	4.0
GENERAL EDUCATION TOTALS:		240	0	0	**240**	**24.0**
PROGRAM TOTAL:					**1720**	**106.0**

♦ Addendum #13 Effective August 3, 2004

NST Ft. Lauderdale start dates are as follows:

Ft. Lauderdale - Day Programs		**Ft. Lauderdale - Evening Programs**	
Monday-Friday 8 am-1 pm		**Monday-Thursday 6 pm-11pm**	
Start	End	Start	End
7/27/04	8/23/04	7/27/04	8/30/04
8/23/04	9/20/04	no eve	
9/22/04	10/18/04	no eve	
10/20/04	11/16/04	10/06/04	11/9/04
12/20/04	1/25/05	no eve	
01/22/05		01/22/05	
02/24/05		02/24/05	
03/24/05		03/24/05	
04/21/05		04/21/05	
05/19/05		05/19/05	
06/20/05		06/20/05	

♦ Addendum #14 Effective August 3, 2004

Page 2 under Licensure the wording should be:

"Licensed by he Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 2650 Apalachee Parkway, Suite A, Tallahassee, FL 32301, toll-free telephone number (888) 224-6684. The campus license numbers are as follows: Miami campus #2668, Hialeah campus #2667, Kendall campus #2666, Ft. Lauderdale campus #2997.

The text at the bottom of the inside front cover page is replaced with:
Accredited by the Accrediting Bureau of Health Education Schools,
Licensed by the Florida Commission for Independent Education in the State of Florida

Surgical Technologist

Diploma Program - 12 Months

1280 Clock Hours/75.0 Credit Units
DOT: Surgical Technologist 079.374-022

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

The objective of the Surgical Technologist program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions as certified surgical technologists in today's health care centers, clinics, and facilities. The combination of introduced skills taught in this program, will prepare students for the ever-changing field of medicine and surgical technology. Students study principles and practices of surgical technology, anatomy and physiology, microbiology and infection control, asepsis and patient care skills, surgical pharmacology, instrumentation and equipment, and in addition to their clinical rotations, students also have the opportunity to practice their skills in two "mock" surgical practicums.

The Surgical Technologist program is a 1280 Clock Hour / 75.0 Credit Unit course of study, consisting of 10 individual learning units, called modules. Of these modules, two are spent in the clinical site. The Surgical Technologist program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Accreditation Review Committee on Education in Surgical Technology (ARC-ST). Upon successful completion of the entire course of study, students are eligible to take the national certification exam, sponsored by the Liaison Council on Certification for the Surgical Technologist (LCC-ST). The LCC-ST awards certificates to those who demonstrate their theoretical and practical knowledge by passing the national surgical technologist examination. Graduates who pass this exam earn the distinction of being able to work as a CST, or Certified Surgical Technologist.

Completion of the Surgical Technologist program, including the classroom training and the clinical rotations, is acknowledged by the awarding of a Diploma.

Major Equipment

- Operating Tables with Standard Attachments
- Anesthesia (Gas) Machine
- Intravenous Pole
- Basic Surgical Instruments (Major and Minor Surgical Set-Ups)
- Antiseptic Soap and Soap Dispensers
- Brushes
- Scrub Sinks
- Mayo Stand and Prep Stand
- Gowns, Gloves, Masks, Caps, and Sheets
- Recovery Room Table
- Catheters
- Skeleton, Head and Torso, and Heart Instructional Aids
- Draping Materials
- Blood Pressure Devices
- Sitting Stool
- Sutures and Needles

Program Outline

Section One

Section One comprises the basic sciences and core subjects for surgical technology including the following modules:

Course Number	Course Title	Clock Hours	Credit Units
Module A	Principles and Practices of Surgical Technology	80	8.0
Module B	Anatomy and Physiology	80	8.0
Module C	Microbiology and Infection Control	80	8.0
Module D	Surgical Technology Clinical I-A: Asepsis and Patient Care Skills	80	5.0
Module E	Surgical Pharmacology	80	8.0
Module F	Surgical Technology Clinical I-B: Instrumentation and Equipment	80	5.0
	Section One Total	**720**	**42.0**

The students must take and pass all of the modules contained in Section One of the program before they can proceed to Section Two. Thus Modules A through F are pre-requisites for Module G (see below). Students may only matriculate in Section One of the program.

♦ **Addendum #15 Effective September 1, 2004**

The following programs are now offered as listed below:

PROGRAM	NORTH MIAMI	KENDALL	HIALEAH
Criminal Justice - AAS	X		X
Paralegal - AAS	X	X	
Assisted Living Administrator – AAS		X	

Tuition per credit hour per term

PROGRAM	CREDITS REGISTERED FOR	TUITION PER CREDIT HOUR
All Undergraduate Programs	Per credit	$225.00

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

ADDITIONAL FEES			
Registration Fee		$25	per quarter
Technology Fee		$35	per quarter
Book Charges		$200	Approximate book charges
Proficiency Challenge Exam (non-refundable):	$75		
Graduation Fee (non-refundable):	$50		
Transcript Fee*	$5		
Late Registration Fee	$25		per quarter occurrence

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

ASSOCIATE IN SCIENCE

CRIMINAL JUSTICE

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

			Associate's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS			
SLS	N130	Strategies for Success	4.0
SLS	N320	Career Skills	2.0
CGS	N110	Computer Applications	4.0
		TOTAL QUARTER CREDIT HOURS	**10.0**
MAJOR CORE REQUIREMENTS			
BUL	N131	Applied Business Law	4.0
CCJ	N011	Criminology	4.0
CCJ	N024	Introduction to Criminal Justice	4.0
CJL	N130	Criminal Evidence	4.0
CCJ	N160	Criminal Procedure and the Constitution	4.0
CCJ	N800	Criminal Investigations	4.0
CCJ	N358	Criminal Justice Communications	4.0
CCJ	N306	Introduction to Corrections	4.0
CCJ	N560	Introduction to Interviews and Interrogations	4.0

CCJ	N260	Introduction to Terrorism	4.0

Associate and Bachelor's degree students will take two additional courses from the following 4.0 credit courses:

		TOTAL QUARTER CREDIT HOURS	**40.0**

The students will take 12.0 credits from following courses:

CCJ	N110	Policing in America	4.0
CCJ	N288	Spanish for the Criminal Justice Professional	4.0
CCJ	N268	Introduction to Victims Advocacy	4.0
CCJ	N943	Current Issues in Criminal Justice	4.0
CCJ	N020	Introduction to Forensics	4.0
CCJ	N910	Career Choices in Criminal Justice	4.0
		TOTAL QUARTER CREDIT HOURS	**12.0**

Bachelor's degree students will take two additional courses from the following 4.0 credit courses:

GENERAL EDUCATION CORE REQUIREMENTS

ENC	N106	Composition I	4.0
ENC	N107	Composition II	4.0
SPC	N016	Oral Communications	4.0
SYG	N000	Principles of Sociology	4.0
MAC	N104	College Algebra	4.0
PSY	N012	General Psychology	4.0
PHI	N001	Basic Critical Thinking	2.0
AFL	N010	Introduction to American Literature	4.0
SCI	N001	Environmental Science	4.0
		TOTAL QUARTER CREDIT HOURS	**34.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			**96.0**

ASSOCIATE IN SCIENCE

PARALEGAL

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

			Associate's Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS			
CGS	N110	Computer Applications	4.0
SLS	N130	Strategies for Success	4.0
SLS	N320	Career Skills	2.0
OST	N725	Applied Word Processing	4.0
		TOTAL QUARTER CREDIT HOURS	**14.0**
MAJOR CORE REQUIREMENTS			
PLA	N003	Introduction to Paralegal	4.0
PLA	N160	Criminal Procedure and the Constitution	4.0
PLA	N105	Legal Research and Writing I	4.0
PLA	N106	Legal Research and Writing II	4.0
PLA	N273	Torts	4.0

PLA	N423	Contract Law	4.0
PLA	N600	Wills, Trusts, and Probate	4.0
PLA	N800	Family Law	4.0
PLA	N763	Law Office Management	4.0
PLA	N203	Civil Procedure	4.0
		TOTAL QUARTER CREDIT HOURS	**40.0**

The students will select 8.0 credits from the following list:

PLA	N460	Bankruptcy	4.0
PLA	N941	Contemporary Issues and Law	4.0
PLA	N433	Business Organizations	4.0
PLA	N483	Introduction to Administrative Law	4.0
PLA	N610	Real Estate Law	4.0
PLA	N631	Environmental Law	4.0
		TOTAL QUARTER CREDIT HOURS	**8.0**

GENERAL EDUCATION CORE REQUIREMENTS

ENC	N106	Composition I	4.0
ENC	N107	Composition II	4.0
SPC	N016	Oral Communications	4.0
SYG	N000	Principles of Sociology	4.0
MAC	N104	College Algebra	4.0
PSY	N012	General Psychology	4.0
PHI	N001	Basic Critical Thinking	2.0
AFL	N010	Introduction to American Literature	4.0
SCI	N001	Environmental Science	4.0
		TOTAL QUARTER CREDIT HOURS	**34.0**
Total Quarter Credit Hours Required for Graduation			**96.0**

ASSOCIATE IN SCIENCE

Assisted Living Administrator

The **Associate in Science Degree** provides the graduate with a comprehensive knowledge of the assisted living industry and also an administrative foundation to become an active participant in this rapidly developing field. The program provides foundational knowledge in health science and aging to prepare graduates to function as managers and advocates for the elderly. Graduates will synthesize health science knowledge with gerontological knowledge and skills and apply it to the population of elderly to improve quality of life. The program also develops the leadership and management skills of the graduates in marketing, resident care, hospitality services, and operations to be effective in the rapidly growing industry. Assisted living is a dynamic field requiring an ongoing learning process. Graduates from this program will become active participants in this expanding field by demonstrating competence through knowledge and skills learned.

This program prepares the student to function with both administrative and operational skills in a position within the assisted living industry. The program consists of 96 units of learning with an externship of 360 hours in an appropriate setting. Students utilize organizational information to examine organizational structure, roles, and functions within the community.

This program provides the 40 hour initial certification instruction required for the RCFE (Residential Care Facilities for the Elderly) administrator that may be required in some states.

COURSE CODE		COURSE	Associate Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLSP	1130	Strategies for Success	4.0	
SLSP	1320	Career Skills	2.0	
CGSP	2110	Computer Applications	4.0	
OFTP	1141	Keyboarding	2.0	
		TOTAL QUARTER CREDIT HOURS		**12.0**
MAJOR CORE REQUIREMENTS				
ALAP	1100	Aging Issues I	4.0	
ALAP	1101	Aging Issues II	4.0	

ALAP	X001	Externship I	6.0	
ALAP	1102	Ethics of Caring for the Elderly	4.0	
ALAP	1103	Assisted Living Facility Management	5.0	
MAN	2031	Let's Talk Business	2.0	
ALAP	1104	Financial & Computer Software for Assisted Living	4.0	
MEAP	1695	Therapeutic Communication	2.0	
ALAP	1105	Human Resources for Assisted Living	5.0	
ALAP	1106	Assisted Living Internal Relations	4.0	
ALAP	1107	Assisted Living Marketing & Outreach	4.0	
ALAP	1108	Administrator Certification Course	4.0	
ALAP	X002	Externship II	6.0	
		TOTAL QUARTER CREDIT HOURS		**54.0**
GENERAL EDUCATION CORE REQUIREMENTS				
PSY	2015	General Psychology	4.0	
ENCP	1108	Composition I	4.0	
ENCP	1109	Composition II	4.0	
PHIP	1001	Basic Critical Thinking	2.0	
SPC	2602	Oral Communications	4.0	
MACP	2104	College Algebra	4.0	
SCIP	1001	Environmental Science	4.0	
AFLP	2010	Introduction to American Literature	4.0	
		TOTAL QUARTER CREDIT HOURS		**30.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96.0**

- **Addendum #16 Effective September 13, 2004**

Following are the afternoon start dates for Massage Therapy at Hialeah, Kendall and N. Miami and MIBC at Kendall only:

MIBC at Kendall ONLY & Massage Therapy at Hialeah, Kendall & N. Miami Afternoon Classes M-F 1:00 PM - 5:00 PM	
Start Date	**End Date**
9/27/2004	10/22/2004
10/26/2004	11/22/2004
11/24/2004	12/23/2004
1/4/2005	2/1/2005
2/3/2005	3/3/2005
3/7/2005	4/1/2005
4/5/2005	5/2/2005
5/5/2005	6/1/2005
6/6/2005	7/1/2005

Course Descriptions – Cardiovascular Technologist

Module A – Anatomy & Physiology of the Cardiovascular System **7.0 Quarter Credit Hours**

This course describes the structure of the cardiovascular system as it relates to the functions of the cardiovascular systems of the human body. Prerequisite: None. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

Module B – Cardiac Electrophysiology **7.0 Quarter Credit Hours**

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

Module C – Cardiovascular Diseases **7.0 Quarter Credit Hours**

The study of cardiovascular diseases, their etiologies, anatomic abnormalities, signs and symptoms and hemodynamic changes. Given pertinent information regarding clinical pathology, supported by instructional resources, the student will be capable of performing a variety of related skills. Prerequisite: None. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

Module D – Stress Testing and Holter Monitoring **7.0 Quarter Credit Hours**

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

Module E – Cardiovascular Interventional Technology **7.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of the didactic theory and hands-on skills involved in providing advanced patient care skills and providing home health care. Prerequisite: None. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

Module F – Radiographic Technique and Production **7.0 Quarter Credit Hours**

A practical discussion and demonstration of patient positioning, film processing, quality assurance procedures and basic pathology related to diagnostic radiography in the physician's office. Prerequisite: None. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

Module G – Clinical Cardiac Pathology **7.0 Quarter Credit Hours**

The study of cardiovascular diseases, their etiologies, anatomic abnormalities, signs and symptoms and hemodynamic changes. Given pertinent information regarding clinical pathology, supported by instructional resources, the student will be capable of performing a variety of related skills. Prerequisite: None. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

Module H – Ambulatory Monitoring **7.0 Quarter Credit Hours**

Introduction to Holter scanning and its application in cardiology. Different types of recording and scanning techniques, lead placements and hook up, and sources of artifacts are studied. Given pertinent information regarding ambulatory electrocardiology, Holter testing, supported by instructional resources, the student will be capable of performing a variety of related skills. Prerequisite: None. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

Module I – Arrhythmia Recognition and Management **7.0 Quarter Credit Hours**

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

Module J – Fundamentals of Radiology, Terminology and Mathematics **7.0 Quarter Credit Hours**

An introduction to radiant energy, the properties of x-ray radiation and the clinical language of x-ray technology, also, formulas and calculations for problem solving and the biological effects of radiation on patients. Prerequisite: None. Lecture Hours: 60.0 Lab Hours: 20.0 Other Hours: 0.0.

Module X – Externship (clinical rotation) **10.0 Quarter Credit Hours**

Directed practice at a clinical site utilizing cardiovascular testing equipment. This rotation involves the supervised performance of diagnostic procedures in the area of electrocardiography. Experiences leading to technical accuracy in the performance of EKG's, Holters, pacemakers assessment and exercise stress testing will be provided. Beyond the development of technical competency, this clinical rotation will also guide the student toward the professional realm. Upon gathering a complete cardiac data base in the electrocardiographic domain, the student will be able to analyze the information and formulate interpretive statements which are incorporated into preliminary reports. Emphasis is placed on the ability to accurately gather data, note variations, and arrive at logical interpretive conclusions. Prerequisite: All previous Modules. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 300.0.

Modular Descriptions

Medical Assisting Program

Module A - Patient Care and Communication **40/40/6.0**

Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Terminology related to these systems is also covered. Students will also have the opportunity to work with

and review patient charts, and perform additional front office skills related to records management and appointment scheduling, as well as perform clinical patient care skills. Students will also study essential medical terminology, build on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

Module B - Clinical Assisting and Pharmacology **40/40/6.0**

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Anatomy and physiology of the muscular system, and common disorders related to it are also taught. Basic therapeutic drugs, their use, classification and effects on the body are covered. Students become familiar with the principles of administering medication and prepare medication for administration by various methods, as well as prepare for and assist with minor office surgical procedures. They will also demonstrate how to prepare patients for specific examinations, including positioning and draping techniques. They will study essential medical terminology, building on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process

Module C - Medical Insurance, Bookkeeping, and Health Sciences **40/40/6.0**

Module C introduces students to office emergencies and first aid, with an emphasis being placed on bandaging techniques. Anatomy and physiology of the digestive system are presented in conjunction with nutrition and health practices. Students also study medical insurance, billing, and coding, and bookkeeping procedures that are essential to the medical office. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. They will also study essential medical terminology, build on their computer keyboarding, and word processing skills, and become familiar with the self-directed job search process.

Module D - Cardiopulmonary and Electrocardiography **40/40/6.0**

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course also teaches students how to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples, and prepare syringes and medications for administration. Students study essential medical terminology, build upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

Module E - Laboratory Procedures **40/40/6.0**

Module E introduces laboratory procedures commonly performed in a physician's office. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Anatomy and physiology of the renal system, including its structures and functions, and common disorders related to it, are also taught. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

Module F - Endocrinology and Reproduction **40/40/6.0**

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine and reproductive systems. Students learn about child growth and development and assisting in a pediatric office. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

Module G - Medical Law, Ethics, and Psychology **40/40/6.0**

Module G covers concepts related to the medical office and preparing for the day. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Also covered are office management and the use of office equipment. Also covered is mobility assistance and terminology related to basic psychology principles, the history of medicine and the evolution of the profession of medical assisting, medical law and ethics, and physical therapy and special needs concepts. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students will also have the opportunity to build upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

Module X – Externship **0/160/5.0**

Upon successful completion of classroom training, medical assisting students participate in a 160-hour externship at an approved facility. This provides externs an opportunity to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent record. Medical assisting students must successfully complete their externship in order to fulfill requirements for graduation.

Medical Insurance Billing/Coding Program

Module A – Introduction to Medical Insurance and Managed Care **40/40/6.0**

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

Module B – Government Programs **40/40/6.0**

Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module, is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio. **Prerequisite: None**

Module C – Electronic Data Interchange and Modifiers **40/40/6.0**

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

Module D – Medical Documentation, Evaluation, and Management **40/40/6.0**

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

Module E - Health Insurance Claim Forms **40/40/6.0**

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

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

Module F – Practicum **0/160/5.0**

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

Prerequisite: Successful completion of Modules A - E

Module X – Externship **0/160/5.0**

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

Prerequisite: Successful completion of Modules A - E

Patient Care Technician Program

Module A – BASIC HEALTHCARE CONCEPTS **80/0/8.0**

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

Module B – ANATOMY AND PHYSIOLOGY AND MEDICAL TERMINOLOGY **80/0/8.0**

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

Module C – NURSING FUNDAMENTALS I **40/40/6.0**

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

Module D – NURSING FUNDAMENTALS II **40/40/6.0**

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

MODULE E – CLINICAL ROTATION I **0/80/2.6**

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

Module F – PHLEBOTOMY AND ELECTROCARDIOGRAPHY **40/40/6.0**

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

Module G – PHYSICAL THERAPY AND OCCUPATIONAL THERAPY **40/40/6.0**

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

Module H– CLINICAL ROTATION II **0/80/2.6**

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

Module I – CLERICAL SKILLS **40/40/6.0**

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

Pharmacy Technician Program

Module A - Introduction to Pharmacy **80/0/8.0**

In this module, students will be introduced to the basic principles and practices of pharmacy technology. Subjects covered include:

- Introduction to pharmacy and the healthcare system
- Historical development in pharmacy and healthcare
- Organizational structure and function of the hospital
- Home health care and long-term care
- Regulatory standards in pharmacy practice
- The profession of pharmacy and law and ethics

Module B - Administrative Aspects of Pharmacy Technology & Basic Pharmacy Applications **80/0/8.0**

In this module, students will gain an understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Subjects covered include:

- Use of the policy and procedure manual
- Materials management of pharmaceuticals
- The pharmacy formulary system
- Computer applications in drug-use control
- Receiving and processing medication orders and medication orders
- Preparation and utilization of patient profiles
- Handling medications
- Storage and delivery of drug products
- Records management and inventory control
- Compensation and methods of payment for pharmacy services

Module C - Professional Aspects of Pharmacy Technology **80/0/8.0**

In this module, students will be introduced to the professional aspects of working in pharmacy technology. Subjects covered include:

- Review of basic math and algebra
- Pharmaceutical and medical terminology and abbreviations
- Apothecary symbols
- Pharmaceutical dosage forms
- Review of basic math and algebra

Module D - Pharmaceutical Calculations **60/20/7.0**

In this module, students will be introduced to pharmaceutical calculations. Subjects covered include:

- Review of math and algebra
- Systems of measurements
- Conversions between different systems of measurements
- Pharmaceutical calculations of drug dosages
- Extemporaneous compounding and admixtures
- Parenteral and IV medications

Module E - Pharmacy Operations **60/20/7.0**

In this module, emphasis is placed on the role and responsibilities of the pharmacy technician, as well as a study of general operations of pharmacies at different settings. Subjects covered include:

- Customer service
- Record keeping
- Purchasing procedures, pricing and merchandising
- Pricing reimbursement techniques

- Safety in the workplace
- Using computers in the pharmacy
- Communications and interpersonal relations within the pharmacy
- Drug distribution systems
- Ambulatory and institutional pharmacy practice
- Fundamentals of reading prescriptions

Module F - Anatomy and Physiology and Pharmacokinetics **80/0/8.0**

In this module, students will concentrate on the terminology and body systems associated with specific medications. Subjects covered include:

- Organization of the body, cells, tissues, glands, and membranes
- Basic chemistry and the human body
- Medical terminology and anatomy and physiology
- Relationship of pharmacology to anatomy and physiology
- Disorders and abnormalities affecting the body
- Prescription and over-the-counter (OTC) drugs affecting the body
- Actions and use of drugs on specific body systems
- Vital signs, first aid, and cardiopulmonary resuscitation (CPR)

Module G – Pharmacology **60/20/7.0**

In this module, students will become familiarized with all aspects of drugs, their actions and uses, and their administration. Subjects covered include:

- Dosage forms and administration of drugs
- Food-drug interactions
- Clinical applications of drug categories
- Drug administration
- Physician's orders and medication errors
- Actions and use of drugs on specific body systems
- Administration of medications
- Drug distribution systems
- Computerization and pharmacology

Module X - Clinical Externship **0/160/5.0**

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

Surgical Technologist Program

Module A - Principles and Practices of Surgical Technology **80/0/8.0**

This module introduces the student to the basic principles and practices of surgical technology. Subjects covered include the operating room environment, law and ethics, communications and interpersonal skills, safety, and professional development.

Module B - Anatomy and Physiology **80/0/8.0**

In this module, students will gain an understanding and become familiar with human anatomy and physiology. Subjects covered include organization of the body, cells, tissues, glands, and membranes, body systems, vital signs, cardiopulmonary resuscitation (CPR), medical terminology with body systems, and professional development.

Module C - Microbiology and Infection Control **80/0/8.0**

In this module, students will learn about the many organisms and pathogens affecting our daily lives. Subjects covered include microorganisms, the study of viruses and fungi and protozoa and bacteria, disease classifications, causes and diagnosis of diseases, microbial control, and professional development.

Module D - Surgical Technology Clinical I-A: Asepsis and Patient Care Skills **20/60/5.0**

This module is designed to provide the student with an overall understanding and the hands-on skills involved, in following medical and surgical aseptic techniques and in providing basic pre-operative care to the surgical patient. Subjects covered included medical and surgical aseptic techniques, universal precautions, pre-operative care, scrubbing, gowning, and gloving, surgical positioning, draping and prepping the patient, and professional development.

Module E - Surgical Pharmacology **80/0/8.0**

This module is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in surgical pharmacology. Subjects covered include pharmacology and anesthesia, drugs and solutions, use, care and precautions in drugs, drugs used before, during, and after surgery, and surgical routines and emergencies.

Module F - Surgical Technology Clinical I-B: Instrumentation and Equipment **20/60/5.0**

In this module, students will have the opportunity to learn the names, use, handling, and maintenance of specific surgical instruments and equipment used in the operating room. Subjects covered include names, use, handling, and maintenance of surgical supplies and surgical instruments, names and use of operating room furniture and equipment, creating and maintaining an instrument count, and professional development.

Module G - Clinical Externship Rotation I **0/160/5.0**

This 160-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area. Subjects covered include hands-on practice and observation in central supply, observation in the operating room and obstetrical suite, hands-on practice and observation in the emergency room and respiratory therapy departments, rotation throughout various clinical departments, and professional development. Prerequisites: Modules A through F

Module H - Surgical Procedures I and Mock Surgery Practicum I **40/40/6.0**

In this module, students will have the opportunity to both study surgical procedures and demonstrate how they are performed during the "mock" surgical practicum. Subjects covered include diagnostic procedures and general surgery, gastrointestinal surgery, obstetrics and gynecological surgery, and genitourinary surgery. Prerequisites: Modules A through G

Module I - Surgical Procedures II and Mock Surgery Practicum II **40/40/6.0**

In this module, students will have the opportunity to both study surgical procedures and demonstrate how they are performed during the "mock" surgical practicum. Subjects covered include ear, nose and throat surgery, plastic surgery, orthopedic and neurosurgery, thoracic surgery, and cardiovascular and peripheral vascular surgery. Prerequisites: Modules A through H

Module X - Clinical Externship Rotation II **0/480/16.0**

During this module, students will have the opportunity to rotate throughout the clinical facility, with particular time and emphasis being spent in the operating room suite and the obstetrical suite. Like the Clinical Externship Rotation I, students will be evaluated for their knowledge and their clinical skills, during and at the completion of this rotation. Students will work under the direct supervision of either their clinical instructor or a member of the health care facility. Students must successfully complete this part of their training, in order to graduate and be eligible for the national certification examination. Prerequisites: Modules A through I

Massage Therapy Program

Module A - Business and Ethics **6.0 Quarter Credit Hours**

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

Module B – Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease **6.0 Quarter Credit Hours**

This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish massage. Also covered in this module is joint classification, Range of Motion for shoulder, and Western Theory & History. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module C – Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage **6.0 Quarter Credit Hours**

This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish Massage. Also covered in this module is Range of Motion for hip, Pre-Natal, Post-Natal, Infant & Elder/Geriatric Massage. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module D – Eastern Theory and Practice **6.0 Quarter Credit Hours**

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

Module E – Energy & Non-Traditional Therapies, Wellness & CPR **6.0 Quarter Credit Hours**

This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including Polarity and Beginning Reiki hand-placements. The student will be introduced to basic health and

wellness concepts including CPR. This module will also provide the student with the understanding of the Integumentary System and musculature of the forearms and hands. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

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

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

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

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

COURSE DESCRIPTIONS

SLS N130 Strategies for Success **4.0 Quarter Credit Hours**
This course is designed to equip students for transitions in their education and life. Includes introduction to the University and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SLS N320 Career Skills **2.0 Quarter Credit Hours**
A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

ADDITIONAL COURSE DESCRIPTIONS

AFL N010 Introduction to American Literature **4.0 Quarter Credit Hours**
This course concentrates on the major writers of Modern American literature. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

ALA N100 Aging Issues I **4.0 Quarter Credit Hours**
This course will provide students with an overview of the issues related to aging and some of the unique problems assisted living facilities will be challenged with during the course of providing care and service. Lecture hours: 40.0.

ALA N101 Aging Issues II **4.0 Quarter Credit Hours**
This course will provide students a further examination of the issues related to aging and some of the unique problems assisted living facility managers will be challenged with during the course of providing care and service. Lecture hours: 40.0 Required externship hours: 180.0 hours total upon completion of Aging Issues, Part II. Pre-requisite: ALA 1100 Aging Issues I.

ALA N001 Externship I **6.0 Quarter Credit Hours**
This 180 hour course is designed to provide the student with an opportunity to observe the operation of an assisted living facility and to identify some of the unique needs of the senior population. The focus of this externship is on the uniqueness of the aging population and the skills required to meet their daily needs. Students will gain experience in applying classroom learning and skills through this exposure to "on the job" training. Prerequisites: ALA 1100, 1101. Other: 180.0.

ALA N002Externship II **6.0 Quarter Credit Hours**
This 180 hour externship is designed to provide the student with the opportunity to observe and reflect on the classroom learning and its application and appropriateness to the assisted living setting. The focus in this externship is on the whole

community and how it operates on a daily basis. The students will utilize journaling to document their experiences and interactions with the personnel at the facility.

ALA N102 Ethics of Caring for the Elderly **4.0 Quarter Credit Hours**
This course will provide students an overview of the issues related to ethical dilemmas and decision making in assisted living facilities relating to the elderly, their families and the staff. Lecture hours: 40.0.

ALA N103 Assisted Living Facility Management **5.0 Quarter Credit Hours**
This course will teach the Philosophy and Management of a Residential Care Facility for the Elderly. The manager must possess good skills in interpersonal relationships and have a basic understanding of the management of employees. The manager must also have a generalized knowledge of the structure and organization of a Residential Care Facility for the Elderly. Lecture hours: 40.0 Lab hours: 20.0. Other: 0.0.

ALA N104 Financial & Computer Software for Assisted Living Administrators **4.0 Quarter Credit Hours**
All Administrators must understand the importance of both long and short-term goals of the organization and how to implement and change plans to meet the needs of the community and/or surrounding areas and the current economy. This course prepares students in basic budgeting and accounting, as well as understanding current computer software and systems. Prerequisite: CGS 2110. Lecture hours: 40.0

ALA N105 Human Resources for Assisted Living **5.0 Quarter Credit Hours**
The study of human resource administration and practice is an integral aspect of effective assisted living management. The manager must possess basic knowledge as a human resource generalist in order to comply with the legal mandates and licensing requirements of the state in which they operate. Lecture hours: 40.0. Lab hours: 20.0. Other hours: 0.0

ALAP N106 Assisted Living Internal Relations **4.0 Quarter Credit Hours**
This course will provide students an overview of the issues related to understanding the affect of staff values, culture, and perceptions on the resident population from an internal managerial point of view. In addition, this course will examine the importance of creating an environment that is sensitive to the rights of residents. Lecture hours: 40.0.

ALA N107 Assisted Living Marketing & Outreach **4.0 Quarter Credit Hours**
This course will provide students an overview of the process of marketing their facility to families, professionals and the community. Since marketing and outreach is an active activity, students will be asked to become involved in the development of strategies and the implementation of a marketing plan. Lecture hours: 40.0.

ALA 1108 Administrator Certification Course **4.0 Quarter Credit Hours**
The study of the (**Specific State) Regulations, which govern the operation of a Residential Care Facility for the Elderly. The manager must have a good understanding of what a Residential Care Facility for the Elderly is, who it serves, and what the role is of the governing regulatory agency. The manager must also have the knowledge required to pass the state licensing requirements necessary to operate this type of facility. Lecture hours: 40.0.

BUL N131 Applied Business Law **4.0 Quarter Credit Hours**
This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJN1011 Criminology **4.0 Quarter Credit Hours**
The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ N020 Introduction to Forensics **4.0 Quarter Credit Hours**
This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ N024 Introduction to Criminal Justice **4.0 Quarter Credit Hours**
This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ N110 Policing in America **4.0 Quarter Credit Hours**
This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations,

impact of technology on police and discussion of the future. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ N160 Criminal Procedure and the Constitution **4.0 Quarter Credit Hours**
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ N260 Introduction to Terrorism **4.0 Quarter Credit Hours**
Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ N268 Introduction to Victims Advocacy **4.0 Quarter Credit Hours**
This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1024 (None for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ N288 Spanish for the Criminal Justice Professional **4.0 Quarter Credit Hours**
This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ N306 Introduction to Corrections **4.0 Quarter Credit Hours**
This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ N358 Criminal Justice Communications **4.0 Quarter Credit Hours**
This course will introduce the student to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ N560 Introduction to Interviews and Interrogations **4.0 Quarter Credit Hours**
Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ N910 Career Choices in Criminal Justice **4.0 Quarter Credit Hours**
This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ N943 Current Issues in Criminal Justice **4.0 Quarter Credit Hours**
This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ N1800 Criminal Investigations **4.0 Quarter Credit Hours**
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CGS N110 Computer Applications **4.0 Quarter Credit Hours**
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CJL N130 Criminal Evidence **4.0 Quarter Credit Hours**
This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, documentary and recorded. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENC N106 Composition I **4.0 Quarter Credit Hours**
This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENC N107 Composition II **4.0 Quarter Credit Hours**
This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1106. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAC N104 College Algebra **4.0 Quarter Credit Hours**
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN N031 Let's Talk Business **2.0 Quarter Credit Hours**
Designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Lecture hours. 20.0.

MEA N695 Therapeutic Communication **2.0 Quarter Credit Hours**
This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, patients, family members, and other health care professionals. This course will also aid the student in developing appropriate techniques in dealing with change within the medical environment. Lecture hours: 20.0.

OFT N141 Keyboarding **2.0 Quarter Credit Hours**
This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills. Prerequisite: None. Lecture Hours: 0.0 Lab Hours: 40.0 Other Hours: 0.0.

OST N725 Applied Word Processing **4.0 Quarter Credit Hours**
This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Prerequisite: CGS 2110. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PHI N001 Basic Critical Thinking **2.0 Quarter Credit Hours**
This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

PLA N003 Introduction to Paralegal **4.0 Quarter Credit Hours**
This course introduces students to the paralegal's role and the nature of a career as a legal assistant. Legal procedures are presented in real-world context with a basic introduction to necessary skills, such as legal research, law office operations, technology in the law, and litigation. Vocabulary is learned in context. In-depth coverage is begun on legal ethics, professional regulation, trends and issues in the field, and the legal system. Career management for paralegal professionals is covered thoroughly. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA N105 Legal Research and Writing I **4.0 Quarter Credit Hours**
This course covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students are taught to locate and use both primary, secondary, and CALR legal research sources to solve legal problems. Prerequisite: PLA 1003. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PLA N106 Legal Research and Writing II **4.0 Quarter Credit Hours**
This course covers advanced aspects of legal research, legal writing, and legal analysis for the legal assistant, with an emphasis on legal writing and analysis of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and write a persuasive memorandum or brief. Students also develop skills in computer assisted legal research and are introduced to fee-based services such as Westlaw, LEXIS as well as free Internet legal sources. Prerequisite: PLA 1105. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PLA N160 Criminal Procedure and the Constitution **4.0 Quarter Credit Hours**
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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

This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA N273 Torts **4.0 Quarter Credit Hours**

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

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

The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract Litigation is also covered. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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

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

PLA N460 Bankruptcy **4.0 Quarter Credit Hours**

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

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

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

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

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

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

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

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

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

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

This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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

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

PLA N941 Contemporary Issues and Law **4.0 Quarter Credit Hours**
This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PSY N012 General Psychology **4.0 Quarter Credit Hours**
This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SCI N001 Environmental Science **4.0 Quarter Credit Hours**
This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SLS N130 Strategies for Success **4.0 Quarter Credit Hours**
This course is designed to equip students for transitions in their education and life. Includes introduction to the University and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

SLS N320 Career Skills **2.0 Quarter Credit Hours**
A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

SPC N016 Oral Communications **4.0 Quarter Credit Hours**
This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SYG N000 Principles of Sociology **4.0 Quarter Credit Hours**
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PSY N012 General Psychology **4.0 Quarter Credit Hours**
This course is designed to provide students with an understanding of the general principles and theories underlying modern psychology. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

SCI N001 Environmental Science **4.0 Quarter Credit Hours**
This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

SLS N130 Strategies for Success **4.0 Quarter Credit Hours**
This course is designed to equip students for transitions in their education and life. Includes introduction to the University and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SLS N320 Career Skills **2.0 Quarter Credit Hours**
A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

SPC 2016 Oral Communications **4.0 Quarter Credit Hours**
This course is designed to develop the students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen the students' interpersonal and professional speaking skills. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.