



# NATIONAL SCHOOL

NATIONAL SCHOOL OF HEALTH  
TECHNOLOGY, INC. OF FLORIDA

MARTIN KNOBEL, B.Ed., M.S.  
Director

NATIONAL SCHOOL BUILDING  
16150 N.E. 17th AVENUE  
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CATALOG

VOLUME IV  
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# NATIONAL SCHOOL

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TECHNOLOGY, INC. OF FLORIDA



ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS

ACCREDITED SCHOOL



NATIONAL ASSOCIATION OF  
TRADE AND TECHNICAL SCHOOLS



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## INSTITUTIONAL PHILOSOPHY

The purpose of the School is to provide quality education to students seeking careers in health care and computer related programs.

In an effort to fill critical needs of the professions for trained personnel, and to provide meaningful and fulfilling careers to capable individuals, the School maintains the highest level of professional dedication.

The School is constantly updating its equipment, curricula and facilities, recognizing our obligation to the students and the professions they serve. The National School of Health Technology continues to provide quality training for health paraprofessionals and computer personnel.

## DIRECTOR

Martin Knobel has the distinction of being one of the few vocational-technical school directors to have over 20 years of experience as an educator. He holds a Bachelor of Education degree from the University of Miami, and a Master of Science in Administration and Supervision from Barry College. He holds a Rank II Teaching Certificate from the State of Florida in Administration and Supervision-Junior College.

He was President of the National Association of Health Career Schools, 1980-81 1981-82; Secretary of the Florida Association of Private Schools, 1982-84; is a Commissioner to the Accrediting Bureau of Health Education Schools, 1981-84 and a member of the Florida State Board of Independent Post-Secondary Vocational, Trade and Technical Schools, 1982-84.

Mr. Knobel is dedicated and committed to quality education and is involved in this commitment on the county, state and national levels. His personal philosophy is that education embodies every significant factor in a person's development of personality, self-sufficiency and social awareness.

## APPROVALS AND MEMBERSHIPS

All courses shown in this catalog have been approved by the Florida State Board of Independent Post-Secondary Vocational, Technical, Trade and Business Schools. The School is licensed by this board and holds license number 255.

The Allied Health programs are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

The School is accredited by the Accrediting Commission of the National Association of Trade and Technical Schools.

The School is affiliated with Southeastern Medical Center, North Miami Beach, Florida.

National School holds membership in the following organizations:

- Florida Association of Private Schools (FAPS)
- National Association of Health Career Schools (NAHCS)
- National Association of Student Financial Aide Administrators (NASFAA)
- Region IV Coordinating Council of Proprietary Colleges and Schools

## DESCRIPTION OF FACILITIES AND EQUIPMENT

Located at 16150 N.E. 17th Avenue, in the National School Building, the facility has been designed as a vocational training center. The 3-story modern building is air-conditioned, carpeted and well-lit.

The facility consists of classrooms, medical laboratories, student lounge and School offices. Parking is readily available in a well-lit parking area adjacent to the building.

A fully equipped Medical Assistant learning laboratory is maintained containing equipment commonly found in a medical office, such as EKG machines, microscopes, examining table, blood cell counters, various equipment for blood and urinalysis, stethoscopes and blood pressure cuffs. In addition, the School has X-ray demonstration equipment, Bio-dynamics unimeters, and an Accu-Stat blood chemistry analyzer. A computer lab containing a Texas Instruments 990 CPU with eight terminals is maintained for student use.

## ADMISSIONS REQUIREMENTS AND PROCEDURES

Applicants will be interviewed by an Admissions Representative and the entire program will be discussed. If the student is acceptable, he or she will be given an application to complete. This application will be reviewed by the Director and the student will be notified as to his decision within seven days. If rejected, the applicant will be notified immediately and any fees paid with the application will be refunded.

Prior training in high school or college is not necessary as the courses are designed to provide quality training regardless of previous educational experience.

Applicants for the Medical Programs and Computer Program courses must pass an entrance examination and have a high school diploma or high school equivalency diploma before starting class. Students who are beyond the age of compulsory school attendance and who have the ability to benefit from the training offered may be admitted after passing the entrance examination.

Applicants for the Nurse's Assistant and Data Entry courses are not required to have a high school diploma or pass an entrance examination.

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

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

## CLASS STARTING DATES

Allied Health and Computer Programmer day division classes begin on or about the first week in January, March, May, July, September and November. Evening division classes start at three month intervals.

Nurse's Assistant classes begin every six weeks for the day program and every 12 weeks for the evening program. Data Entry classes begin every 10 weeks in the afternoon.

Exact class starting dates are announced in advance.

## SCHOOL AWARDS

### FLORIDA ASSOCIATION OF PRIVATE SCHOOLS (F.A.P.S)

National School of Health Technology has won the Community Service Award for the State of Florida.

### AMERICAN MEDICAL TECHNOLOGISTS

National School of Health Technology, for the second consecutive year, won the award from the American Medical Technologists for "Promoting Interest in Certification and Professional Advancement".

### MT. SINAI BLOOD BANK BANQUET

National School of Health Technology was honored at the Mt. Sinai Blood Drive Banquet as being one of the major contributors in Dade County. The School has been honored consecutively for 1980 and 1981.

## STUDENT SERVICES

The National School of Health Technology maintains a placement service for its graduates. While every effort is made to secure positions for our graduates, we are not permitted by law to guarantee employment.

Students may avail themselves of school counseling services at any time. Tutoring is available during school hours through instructors.

Student records are maintained indefinitely. Students may examine their records at any time.

Each Allied Health student is covered with \$1,000,000 of professional liability insurance at no extra charge.

Cardiopulmonary-Resuscitation (CPR) classes are held regularly at the School.

Financial Aid is available to eligible students in the form of Guaranteed Student Loans, Pell Grants, Supplemental Educational Opportunity Grants (SEOG) and National Direct Student Loans (NDSL). Applications are available in the School Financial Aid office. Non-federal interest bearing loans are available to qualified students.

A Student Council is sponsored by the School and is composed of representatives of Day and Evening students. The Council raises money for students, plans activities and maintains a loan fund for students who need small amounts of money on a temporary basis.

Refresher courses are available at no charge to graduates.

A library of professional books is available for student use.



## GRADING SYSTEM

A	95-100	Outstanding
B	85-94	Above Average
C	75-84	Satisfactory
D	70-74	Acceptable but below average
F	Below 70	Unacceptable

## CHANGES IN PROGRAMS, TUITION CHARGES, FACULTY

The School reserves the right to teach subject areas in any order it deems necessary; to add to or delete from certain courses, programs, or areas of study as circumstances may require; and to make faculty changes. Training changes shall not involve additional cost to currently enrolled students.

## CLASS SIZE

Maximum class size is 18 students for laboratory and 30 students for lecture.

## SCHOOL HOLIDAYS

New Year's Day - Martin Luther King Day - Washington's Birthday - Good Friday - Memorial Day - Independence Day - Labor Day - Yom Kippur - Thanksgiving Weekend - Christmas Vacation. The mid-summer one week vacation is normally the first week of July. The Christmas vacation dates are announced. Additional holidays may be declared by the Director, when warranted.

## ACADEMIC REGULATIONS

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

Any student found cheating in any capacity will receive an immediate "zero" for that subject and will be suspended.

A student who is in academic difficulty may be placed on academic probation. A student on academic probation will be placed on a trial period during which his/her ability to achieve the academic standards of the School will be determined. Probationary status will be reviewed in no later than 30 days. A 30-day extension may be granted by the Director at his discretion.

## CONDITIONS OF PROBATION AND SATISFACTORY PROGRESS:

Academic Difficulty -- Any student who exhibits below average or failing grades in a marking period is required to meet with his or her instructor for individual evaluation and plan for assistance. Incomplete work must be made up by the student.

Satisfactory Progress -- A student who shows significant progress during a probationary period, but does not maintain a 70% average, may repeat the block, if in the judgment of the Director the student would benefit from repeating. There is no additional charge for repeating a block except for Laboratory (Block L) where the student is required to pay an additional fee of \$100. Past experience with students who have repeated blocks has shown positive results. Recipients of Title IV funds must maintain Satisfactory progress in order to receive Title IV funds.

Academic Failure -- Any student who consistently exhibits below average or failing grades and fails to improve during the probationary period will be considered in academic failure and subject to termination.

Students may appeal academic probation decisions within 3 days to the Director.

#### GRADUATION REQUIREMENTS

1. The satisfactory completion of all prescribed subjects of instruction with a cumulative grade average of 70 or better.
2. Satisfaction of all financial obligations to the School.

Any student failing to meet above requirements will not participate in graduation exercises and will not be eligible for placement services.

Upon successful completion of any courses offered at National School of Health Technology, the student will be awarded a diploma, providing all other graduation requirements are met.

#### HOURS OF OPERATION

The School office is open from 8:00 A.M. to 8:00 P.M., Monday, Tuesday and Wednesday and from 8:00 A.M. to 5:00 P.M., Thursday and Friday. Classes are in session from 8:00 A.M. through 11:00 P.M., according to course and time selection.

#### CREDIT FOR PREVIOUS TRAINING

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

#### REFUND POLICY

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

1. Each student is accepted with the understanding that he or she has registered for an entire program of study. If a student is not accepted, all advance monies shall be refunded.
2. If student is accepted and then withdraws from the course for any reason, before the class convenes, all monies shall be refunded, except as prescribed by school policy and in no case shall more than \$100.00 be retained by the School.
3. If the student terminates training within the first week of the course, the School may retain the sum of 10% of the tuition for the course plus \$100.00, but in no event more than \$300.00.

4. If the student terminates training after one week but within the first 25% of his course, the school may retain the sum of 25% of the tuition for the course plus \$100.00.
5. If the student terminates training after completing over 25% but before completing 50% of the course, the school may retain the sum of 50% of the tuition for the course plus \$100.00.
6. If the student completes 50% or more of the course, the student shall not receive any refund, as a matter of right and is obligated for the full tuition.
7. All refunds will be made within 30 days after the last day of attendance.

#### WITHDRAWAL AND TERMINATION

The student shall have the right to withdraw from the School at any time at his/her option by giving notice of his/her intention to terminate enrollment to the School office. Should the student be under 18 years of age, his/her notification must be accompanied by a letter from his/her Parent or Guardian consenting to the withdrawal.

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

In the case of a student's prolonged illness, accident, death in the family, or other circumstances that make it impractical for him/her to complete the course, the School shall make a settlement which is reasonable and fair to both. Leaves of Absence may be granted to the student at the Director's discretion.

## COOPERATING DOCTORS AND MEDICAL INSTITUTIONS

The following is a listing of doctors and institutions who have cooperated in our internship program and/or who have employed our graduates:

### DOCTORS

Nuzhat Abbasi, M.D.  
Eric Albin, M.D.  
Mark A. Altschuler, M.D.  
Eric Alvin, M.D.  
Donald Applebaum, M.D.  
Terrence Ash, D.C.  
Granville C. Bain, M.D.  
Martin S. Belle, M.D.  
Richard A. Berger, M.D.  
Ramdas Bhandari, M.D.  
Don Burman, M.D.  
Allan Capson, M.D.  
D. Chin, M.D.  
Alvin Cohen, M.D.  
Elliott Cohen, M.D.  
H. E. Coleman, M.D.  
Cesar Conde, M.D.  
Morton Connors, M.D.  
Harvey Cooper, DPM  
Michael C. Cunningham, M.D.  
Burton Danoff, M.D.  
Martin Dayton, D.O.  
C. Denis, M.D.  
Howard G. Doanoff, D.C.  
Ronald Eisenberg, D.O.  
Lawrence Eisman, M.D.  
Lewis Elias, M.D.  
Juan L. Elridge, M.D.  
Burton Feinerman, M.D.  
Franklin Fiedelholz, M.D.  
Jay Fine, M.D.  
Joseph Fishman, M.D.  
Abraham Friedman, M.D.  
Gillbert Friedman, M.D.  
Anne Garami, M.D.  
Peter Galeb, M.D.  
Jeanette Geider, M.D.  
Jose Gilbert, M.D.  
Charles Gilpen, M.D.  
David Glickman, D.O.  
Kenneth Goldberg, M.D.  
Moises Goldsmidt, M.D.  
Jay S. Gottlieb, D.O.  
Stuart Gottlieb, M.D.  
Robert Grayson, M.D.  
Julian Groff, M.D.  
Robert J. Guliner, D.O.  
Daniel Hammond, M.D.  
Morton Halpern, M.D.  
Joseph Harris, M.D.  
Arthur Haspel, DPM  
Jeffrey Holberg, DPM  
Paulette Hopkins, M.D.  
Alan L. Horowitz, M.D.  
E. Horowitz, M.D.  
Elias M. Hurschman, M.D.  
Arlene Huysman, Ph.D.  
Nsidibe Ikpe, D.O.  
Jerome Jacobs, M.D.  
Stanley Johnson, M.D.  
Allan Kaplan, M.D.  
Todd Kim, M.D.  
Irwin M. Klan, M.D.  
Richard D. Knopp, D.O.  
Don Knauner, D.O.  
Dennis Knobe, D.O.  
Joel Kreps, M.D.  
Harvey B. Lang, M.D.  
Kenneth C. Lassetex, M.D.  
Solomon Lerer, M.D.  
Jeff Lebow, D.O.  
Maurice Lebowitz, M.D.  
Burton Levin, M.D.  
Ira Lien, M.D.  
Donald Lipp, DPM  
John Lister, M.D.  
Maurice Listopad, D.O.  
Arthur Lodato, D.O.  
Rolando Lopez, M.D.  
Zevart Manoyian, M.D.  
Martin Matz, M.D.  
Dennis Mazell, M.D.  
James McCreedy, Jr., M.D.  
Marvin Meitus, M.D.  
Herbert Messinger, D.C.  
Richard Meyers, M.D.  
Morton L. Miller, M.D.  
Stanley Mitchell, M.D.  
Jerome Moskowitz, M.D.  
Albert Narcis, M.D.  
Howard Novell, M.D.  
Jules Oaklander, D.O.  
Robert S. Oller, D.O.  
Kenneth Osborne, D.C.  
David Ornstein, M.D.  
Benton Perry, M.D.  
Paul P. Pesce, D.O.  
Herman Prieto, M.D.  
Theodore R. Ralliath, D.O.  
Lawrence T. Reese, M.D.  
David N. Reinhard, M.D.  
Wayne Rogers, M.D.  
Alfredo Rohaidy, M.D.  
Herbert Ross, M.D.  
Stanley Roth, M.D.  
Carol Rothman, M.D.  
Herbert Rothman, M.D.  
Moises Rub, M.D.  
Peter Rubelman, D.D.S.  
Jeffrey C. Rubin, M.D.  
Lawrence Rubin, M.D.  
T.G. Sammartino, M.D.  
George Saffirstein, M.D.  
M. Murray Schechter, M.D.  
Wm. M. Schmidt I, M.D.  
Donald Schwartz, M.D.  
Charles Schwarz, M.D.  
Barry Seinfeld, M.D.  
Craig Semer, DPM  
Betram Shapiro, D.O.  
Alvin Shapiro, D.O.  
Charles F. Shenkes, M.D.  
Sylvan Shortz, M.D.  
Frederick Shuster, M.D.  
Jeffrey Siegel, M.D.  
Warren Siegal, M.D.  
Wayne Siegal, M.D.  
Eugenia Silva, M.D.  
Barry J. Silverman, M.D.  
Lawrence Snetman, M.D.  
Max Sporn, M.D.  
Barry Steinfield, M.D.  
Bernard Stern, M.D.  
Lawrence Stillman, D.O.  
Myles Starkman, D.C.  
Leon Suissa, M.D.  
Steven Tarkin, M.D.  
William Terhyden, M.D.  
Stephen I. Ticklin, M.D.  
L. A. Toto, M.D.  
Robert Trope, M.D.  
David Tuchinsky, M.D.

Norman Turoff, M.D.  
Rudolph T. Wagner, M.D.  
Michael P. Weinseb, M.D.  
Marvin Wellen, M.D.  
Harold Williams, M.D.  
Rafel Zornosa, M.D.

Medical Research Pennsular Testing  
Medical Testing Lab  
Miami Hialeah Medical Center  
Miami Weight Center  
Stanley C. Myers Community Health, Inc.  
National Health Laboratory-Civic Center  
Normandy Medical Center  
North American Biological Laboratory  
North Bay Medical Center  
North Dade Medical Clinic  
North Miami Clinic  
Nutri-System Medical Center  
Planned Parenthood  
Queens Medical Center  
Roney Plaza Medical Center  
Services and Opportunities for Seniors (SOS)  
Siegal Medical Group  
South Broward Cardiac Rehabilitation Center  
South Florida Blood Service  
South Miami Beach Diagnostic Center  
Southwest Chiropractor Clinic  
St. John's Medical Clinic

#### HOSPITALS

Cedars of Lebanon  
Dade County Health Department  
Dodge Memorial Hospital  
Hollywood Medical Center  
Hollywood Memorial Hospital  
International Hospital  
Jackson Memorial Hospital  
Larken General Hospital  
Mount Sinai Medical Center  
North Dade Hospital  
North Miami General Hospital  
Parkway General Hospital  
St. Frances Hospital  
Southeastern Medical Center

#### CLINICS

American Health Plan  
Aventura Medical Center  
Blackstone Medical Center  
Brookwood Labs  
Community Health Related Service, Inc.  
Cooper Medical Center  
Dade Dialysis Center  
Doctors Medical Center  
Family Health Center  
Fisher Medical Center  
Gastroenterology Group of Miami  
Group Health, Inc.  
H.C.G. Medical Clinic  
Health & Rehabilitative Service  
Health Testing Center  
Human Resource Center  
Interama Medical Center  
International Medical Center  
Ladies (SHE) Center  
Ladies First  
Lake Worth Medical Center  
Locktown Community Mental Health  
Malecon Medical Clinic  
Medi-Test  
Medical Administrators Health Center

## GROUP PRACTICES

Abel, Herskowitz, Fischer, M.D.  
Blum, Bradley, Scheib, Donshik, M.D.  
Burstiner, Kane, Rosenthal, M.D.  
Caplan and Fink, M.D.  
Cement, Rothbart, Galbut, M.D.  
Chayken, Grapin, Levy, Zuehlke, M.D.  
Cooke, Stohler & Fein, M.D.  
Cooper & Kolbert, M.D.  
Ecoff and Hand, M.D.  
Eisman & Eisman, M.D.  
Evans, Trope, Duque, Kutner, Jonas, M.D.  
Gelman and Beacher, M. D.  
Glassman & Land, M.D.  
Goldsmith and Taylor, M.D.  
Gorin & Hanabergh, M.D.  
Green, Sanford & James, DPM  
Guber, Felser, Rothman & Leavitt, M.D.  
Haines, Jackson & Sherman, M.D.  
Harsberg & Torress, M.D.  
Julien & Shatz, M.D.  
Kaufman & Shapiro, M.D.  
Kimmel, King, Levine, Nathan, M.D.  
Laszlo & Rosenthal, M.D.  
Lewis, Mitchell, Sylvan & Stanley, M.D.  
Logun & Martinez, M.D.  
Lombello & Mazal, M.D.  
Magoon, Miller & Kulver, M.D.  
Manulkin & Roth, M.D.  
Neber, Nixon, Blaustein, Ratzan, M.D.  
Novell & MacLure, M.D.  
Scheib & Humphreys, M.D.  
Seider & Stevens, M.D.  
Simpson & Velez, M.D.  
Sugarbaker, Roseman & Weingrad, M.D.  
Weinberg & Weiner, M.D.

BOARD OF ADVISORS

MIRIAM AUSTIN, M.L.T.  
Florida College of Medical Technology  
National Vice President of Registered  
Medical Assistants

CHARLES BARTON, M.D.  
Mehary Medical School  
Albert Einstein College of Medicine  
Down State Medical Center  
Harvard Medical School

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Florida International University B.S.  
Health Service  
Florida International University M.S.  
Management Science

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University of California, San Francisco

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Carnegie Institute  
Shaw University B.S. Biology

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University of Paris Medical School

ROBERT GRUMET, D.D.S.  
University of South Florida  
Medical College of Virginia  
State Board of Examiners  
Faculty, University of Miami School  
of Medicine

JEFFREY LEBOW, D.O.  
American University  
Philadelphia College of Osteopathic  
Medicine

ROBERTA MARTINEZ, M.L.T.  
Physicians Assistant and Technician  
School  
Treasurer, American Association of  
Medical Assistants, Dade County

GEORGE SAFIRSTEIN, M.D.  
University of Javeriana  
Mayo Clinic  
Chief Resident, Mt. Sinai Medical  
Center 1968

JEAN SNAY, M.L.T., C.R.T., E.M.T.  
Florida College of Medical Technology  
Miami Dade Community College

BERNARD STERN, M.D.  
University of Michigan  
Wayne State  
Wayne State School of Medicine  
Detroit Medical Center

## MEDICAL ASSISTANT CAREER DESCRIPTION

The Medical Assistant course is a modern course of training providing the requirements to today's physician. The Medical Assistant receives a broadbased background in the fundamental practice of medicine. He/she is taught the systems of the human body, and how they work; the nervous, skeletal, circulatory, and respiratory system. Various subjects in theory are studied, and learning is acquired by demonstration and practice.

As the student progresses in the course, he/she learns how to prepare patients for various types of examinations and treatments, how to administer electrocardiograms, operate physiotherapy equipment, obtain and analyze blood and urine samples. Training in medical ethics and professional behavior, and etiquette, as well as basic office procedures are given in the course as required elements of the course.

Students attend classes in a specially designed classroom which offers modern equipment. Classes are limited in size to assure each student maximum personal attention. Pleasant companionship is enjoyed by students who share the same interest and purpose.

Today the physician depends more and more on the Medical Assistant, as a valued adjunct between himself and his patients, to help in many clinical situations, with a great variety of technical detail. The Medical Assistant's role as public relations agent between the physician and patient is invaluable and well recognized.

The Medical Assistant is the doctor's right hand. He/she is prepared and capable of performing a wide variety of duties. He/she has full comprehension, and the ability to follow the doctor's instructions accurately.

He/she develops take-charge proficiency in the office and learns patient-relations, including all office procedures before and after the appointment.

Medical care and its accelerated growth recognizes the need for Medical Assistants. Qualified Medical Assistants find no difficulty in pursuing a career in medical offices, hospitals or clinics. A career as a Medical Assistant offers a dignified and challenging position, security and interesting work. It provides an income with prestige, and the knowledge of a meaningful contribution to the welfare and health of the public.



## MEDICAL ASSISTANT CURRICULUM

### BLOCK A - ANATOMY

A comprehensive study of the human body, the structures and functions, endocrine, skeletal, muscular, nervous, digestive, respiratory, cardiovascular, sensory, urinary, male and female reproductive systems. A study of electrocardiography, first aid and Cardiopulmonary Resuscitation (CPR) and related terminology.

<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
M 100	<b>ORIENTATION</b> A discussion of school policies; and overview of the profession of Medical Assisting; tour of the school, introduction of teachers and student council representatives.	5
M 105	<b>THE BODY AS A WHOLE</b> A general overview of the body, including the cells, tissues, membranes, glands, body water, systems homeostasis.	5
M 110	<b>THE SKELETAL SYSTEM</b> A study of the types of bones, bone markings, bone structure, ossification, articulation, axial skeleton, appendicular skeleton, and bone diseases.	15
M 115	<b>THE MUSCULAR SYSTEM</b> A study of muscle fiber, muscle contraction, stretching, motor summation. The names of muscles. Diseases of the muscles and related disorders.	15
M 120	<b>THE CARDIOVASCULAR SYSTEM</b> A study of the heart and blood vessels including blood pressure, blood flow, circulation and the lymphatic system, cardiovascular and lymphatic diseases.	20
M 125	<b>ELECTROCARDIOGRAPHY</b> Preparation of the patient, familiarity and care of the equipment; tracings and markings. Artifacts, recognition of abnormalities, editing and mounting of the tracing. Stress tests, Holter monitoring and pacemaker checking.	40
M 130	<b>THE RESPIRATORY SYSTEM</b> Study includes the nose, pharynx, larynx, trachea, bronchi, lungs, thorax. Chemistry of oxygen and carbon-dioxide transport. Respiratory control normal and abnormal breathing.	15

<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
M 135	FIRST AID AND C.P.R. CERTIFICATION A study of emergency patient care. Care and treatments for abdominal pain, animal bites, stroke, bleeding, burns, seizures or convulsions, fainting, foreign bodies, fractures, heart attacks, insect bites, nose bleeds, poisoning, shock, wounds. Do's and don't's of first aid. Supplies and CPR certification.	25
M 140	THE DIGESTIVE SYSTEM A study of the alimentary canal, which includes the esophagus, stomach, small and large intestine, liver, gall bladder, pancreas. Absorption. Diseases of the digestive system.	15
M 145	THE NERVOUS SYSTEM The study of neurons, the nerve impulse, reflexes, spinal cord, brain, meninges, autonomic nervous system, and diseases of the nervous system.	15
M 150	THE URINARY SYSTEM A study of the kidneys, ureters, bladder, urine and urinary diseases.	10
M 155	REPRODUCTION Study of the male and female reproductive systems, the reproductive process, and diseases of the reproductive system.	15
M 160	THE ENDOCRINE SYSTEM The study of the endocrine glands, hormones, and diseases of these glands, which include the pituitary, thyroid, parathyroid, adrenal, penial gland, and the pancreas.	5
M 165	THE SENSORY SYSTEM The structure and functions of the eye, ear, and skin. Related diseases.	5
TOTAL HOURS		205

#### BLOCK O - OFFICE PRACTICE

A study of various duties and office techniques of the paraprofessional in the doctor's office. Telephone techniques, medical records, filing, insurance, and correspondence. Medical radiography. Related Terminology.

<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
M 200	MEDICAL ETHICS/JURISPRUDENCE A study of the standards of right and wrong as they relate to medicine and the system of laws as they relate to the medical profession. History of ethics, personal ethics.	10

<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
M 205	PSYCHOLOGY OF HUMAN RELATIONS A study of personality formation, self and adult socialization, stress, patient fear and public relations.	5
M 210	MEDICAL RADIOGRAPHY X-ray physics and the practical aspects of producing X-ray films. Safety precautions. Film processing and darkroom procedures. Positioning and film critique. Routine and special radiographic examinations and procedures.	50
M 220	ASSISTING ARTS The study and practice of vital signs, height and weight; explanation of special diets, physical therapy, clinical procedures and examinations; room techniques for assisting the doctor with the patient; physical examinations, draping and positioning, medical instrumentation, pre-operative and post-operative care.	30
M 225	PHARMACOLOGY The study and practice of injections (I.M., S.C.), care of syringes and needles; the study of drugs and solutions, toxic effects of drug abuse, legal regulations and standard inventory, dosage, prescriptions, emergency drugs, storage, labeling and terminology.	40
M 230	SPECIALIZED MEDICAL PRACTICES An introduction to the various specialties of medicine (osteopathy, E.N.T., orthopedics, allergy, ophthalmology, pediatrics, gynecology, etc.) and the role of the Medical Assistant in these specialties.	15
M 240	MEDICAL OFFICE MANAGEMENT The study of 'front office' procedures including types of insurance (health, government, medicare, etc.), medical screening, peg-board and processing of these forms. Telephone techniques, keeping patient's medical records, filing, doctor's correspondence and medical terminology.	50
TOTAL HOURS		200

#### BLOCK L - LABORATORY

Lecture and laboratory experiences in routine tests performed on blood and body fluids by chemical analysis. Venipuncture. Quality control, standard curves, electrolytes, enzymes, and hormones. Preparation of percent, normal and molar solutions. Various tests performed on blood by chemical analysis, including blood sugar, urea nitrogen, and cholesterol determinations. Related terminology.

<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
M 300	INTRODUCTION TO LAB Students learn to use the microscope, collect specimens and familiarize themselves with various laboratory equipment and supplies. Introduction to venipuncture techniques.	10
M 310	BACTERIOLOGY AND STERILIZATION A study of the classifications of microorganisms (bacteria, viruses, fungi, rickettsiae). Principles and techniques of sterilization used in a doctor's office.	25
M 315	URINALYSIS Covers anatomy and physiology of the urinary system in depth; collection of specimens, testing for specific gravity and ph; chemical analysis for glucose, protein, acetone, bilirubin, and blood. Microscopic examination with interpretation of findings.	35
M 320	HEMATOLOGY The study of blood and the blood forming organs. Composition and functions of blood methods and practice in CBC: RBC, WBC, differentials, hematocrit, hemoglobin and coagulation studies.	100
M 325	BLOOD CHEMISTRY Routine blood tests (blood cholesterol, glucose, blood urea nitrogen, uric acid) findings and interpretation, normal values.	30
	TOTAL HOURS	200

BLOCK I - INTERNSHIP

<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
M 400	Student is placed in a medical facility where there is an opportunity to observe, assist, learn and perform in an on-the-job setting. Internship is mandatory and must be completed satisfactorily before a student is issued a diploma. The student's supervisor will confirm the student's attendance and will submit two evaluations of performance to the School.	280
	Mid-term internship meeting	5
	Medical Assistant Review	5
	Final Evaluation and placement assessment	5
	TOTAL HOURS	295
	TOTAL MEDICAL ASSISTANT CURRICULUM HOURS	900

## NURSE'S ASSISTANT CAREER DESCRIPTION

A Nurse's Assistant helps the nurses care for patients in a hospital or nursing home. They work under the direction and supervision of a registered nurse (R.N.) or licensed practical nurse (L.P.N.). The basic nursing care of patients which a Nurse's Assistant performs includes taking temperatures, pulses, respirations and blood pressures. They make beds, give baths, and in some cases feed patients. A Nurse's Assistant has a knowledge of basic nutrition and an understanding of special diets. Because they work in close physical and social contact with patients and co-workers, a Nurse's Assistant should be energetic, cooperative, dependable, and able to follow instructions with accuracy.

A Nurse's Assistant may also do private duty work as a home health aide. Many of the duties for this type of employment would be the same as when employed in a hospital.

The work week is usually forty hours; however, sometimes it is necessary to work nights, weekends, and holidays. The Nurse's Assistant makes a meaningful contribution to the welfare and health of the public and is recognized as a valuable part of the medical community.

## NURSE'S ASSISTANT CURRICULUM

<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
N 100	ORIENTATION An introduction to the program covering the functions of hospitals and health care professions; what a Nurse's Assistant does on the job; and ethical, moral and legal responsibilities.	5
N 105	INTRODUCTION TO THE PATIENT Discussion of desirable qualities and character traits for the Nurse's Assistant including basic human needs, relationships with patients, relationships with visitors, and communication skills (answering the patient call, communicating with patients and others, observing and reporting).	5
N 110	THE PATIENT UNIT Covers the typical unit, its arrangement, and cleanliness.	5
N 115	PERSONAL CARE OF THE PATIENT Proper methods of oral, skin, and hair care, baths, back rubs, and hand washing.	5
N 120	HUMAN ANATOMY Covers the structural plan of the body and its systems, the organs of each system and their functions.	15
N 125	FOOD SERVICE AND NUTRITION Discussion of elements of good nutrition, basic hospital diets (clear liquid, full liquid, soft diet, regular diet) and special diets (low sodium, diabetic).	10

<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
N 130	VITAL SIGNS - FLUIDS AND WASTES Proper techniques for taking the patient's temperature, pulse and respirations. How to take a patient's blood pressure, reporting TPR's and blood pressures to the nurse. Measuring a patient's fluid input and output.	30
N 200	CLINICAL EXPERIENCE Conducted in a hospital facility, includes the following topics: the working environment, care of the patient; bedmaking, food service; comfort and safety measures; taking and reporting vital signs; admission, transfer, and discharge; hot and cold applications; surgical care of patients; isolation techniques; the dying patient.	70
N 205	EMPLOYMENT OPPORTUNITIES Making application for employment, filling out application forms, the personal interview. Employer-employee responsibilities. Resigning from a job, giving notice, writing a letter of resignation.	5
	TOTAL HOURS	150

## MEDICAL DATA PROCESSING CAREER DESCRIPTION

The objective of this program is to provide the student with the skills necessary to perform Medical Data Processing. The student is taught BASIC (Beginner's All-purpose Symbolic Instruction Code), business courses, Medical Assistant skills and terminology, and introductory courses in RPG II and COBOL. In addition, the student will become proficient in the specific skills required in a computer-oriented facility.

Qualified graduates will be able to further their education through advanced courses in the Allied Health or computer fields. Medical offices, dental offices, hospitals, clinics, insurance companies, and Health Maintenance Organizations are prime examples of areas in which the successful graduate may find employment.

## MEDICAL DATA PROCESSING CURRICULUM

### BLOCK 1

<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
C 100	FUNDAMENTALS OF COMPUTERS This course offers a survey of the concepts of computers. Topics include a review of the history of data processing, devices, and tools. The major areas of concentration cover the Central Processing Unit, Input/Output devices, control units, main storage, and computer classifications.	40
C 200	BUSINESS APPLICATIONS AND THE COMPUTER The relationships between business applications utilizing the computer and the total business organization are discussed. Exercises and a case study are used to provide the student with a thorough understanding of computerized business applications.	40
MD 105	BASIC PROGRAMMING I An introduction to the Beginner's All-purpose Symbolic Instruction Code (BASIC). The student writes programs using the interactive BASIC language, enters those programs into the computer, and processes them with other computer programs. Medical applications are utilized.	40
C 205	BUSINESS MATH Math skills are developed through the application of specific principles in a series of practical problems. Some areas covered include percentages, finance charges, depreciation, accounting techniques, and payroll.	40

<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
C 120	KEYBOARDING This course is designed to acquaint the students with the techniques of typing using a computer terminal for the purpose of entering computer programs and data.	40
TOTAL HOURS		200

BLOCK 2

<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
MD 110	BASIC PROGRAMMING II This course is an extension of Basic Programming I. The student writes programs using advanced techniques and file concepts.	40
C 125	INTRODUCTION TO PROGRAMMING AND LOGIC Programming techniques and the process of creating effective computer programs are covered. The development of programming logic is discussed using flow-charting tools.	40
MD 130	INTRODUCTION TO RPG II This course provides the students with an introduction to the RPG II programming language. The basic techniques of RPG II are learned and applied to the writing of RPG II computer programs. Medical applications pertaining to billing procedures are discussed.	40
C 210	ACCOUNTING I This course includes the basic structure of accounting, opening a set of books, journal entries, trial balance, financial statements, and closing the books of a business.	40
C 155	COMPUTER LAB The student works on programs and projects under the supervision of the instructor.	40
TOTAL HOURS		200

BLOCK 3

<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
C 220	BUSINESS COMMUNICATIONS This course is the study in the area of communication ideas orally and in writing. Organization of material, logical thought, and original and effective presentation are stressed.	40



<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
C 215	ACCOUNTING II A continuation of Accounting I, with special emphasis given to the equity section of the balance sheet, inventory accounting, and corporate systems.	40
MD 140	COBOL PROGRAMMING I The concepts of the Common Business Oriented Language (COBOL) is discussed. The course utilizes program techniques associated with the American National Standards COBOL-74. The student codes, compiles, tests, and debugs computer programs to solve various business and medical office problems.	40
MD 135	ADVANCED RPG II This course is an extension of Introduction to RPG II. Advanced concepts, file handling, and special features are covered.	40
MD 225	COMPUTER ASSISTED MEDICAL OFFICE MANAGEMENT I This course utilizes the "Medicomp" software system which stimulates the operation of a medical clinic. Each student runs his own clinic on a CRT and gains experience in: clinic records management, patient accounting, responsible party billing, accounts receivable, statements, batch control, insurance forms, patient scheduling, patient recall listing and history files.	40
	TOTAL HOURS	200

BLOCK 4

<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
MD 205	SURVEY OF ANATOMY A survey of the human body, the structures and functions, endocrine, skeletal, muscular, nervous, digestive, respiratory, cardiovascular, sensory, urinary, male and female reproductive systems, related terminology and EKG techniques.	50
MD 210	MEDICAL RADIOGRAPHY X-ray physics and the practical aspects of producing X-ray films. Safety precautions. Film processing and darkroom procedures. Positioning and film critique. Routine and special radiographic examinations and procedures, and related terminology.	25
MD 215	MEDICAL ASSISTING ARTS The study and practice of vital signs, height and weight; medical specialties, clinical procedures and examinations; room techniques for assisting the doctor with the patient; physical examinations, draping and positioning, medical instrumentation; pre-operative	50

<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
	and post-operative care. Medical ethics/ jurisprudence, the psychology of human relations. Venipuncture techniques.	
MD 220	MEDICAL TERMINOLOGY This intensive course relates to the study of anatomy, physiology and radiography. The course covers medical terms, roots, prefixes, suffixes and abbreviations. In addition, disease and drug terminology are covered as well as lectures on the clinical manifestations of the terminology.	35
MD 225	COMPUTER ASSISTED MEDICAL OFFICE MANAGEMENT II A continuation of Computer Assisted Medical Office Management I.	40
	TOTAL HOURS	200
BLOCK 5		
<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
MD 300	MEDICAL DATA PROCESSING PROJECT OR INTERNSHIP The student completes a programming project in a local medical facility or in the computer lab.	120
	TOTAL HOURS	120
	TOTAL MEDICAL DATA PROCESSING CURRICULUM HOURS	920

## CARDIOVASCULAR TECHNICIAN CAREER DESCRIPTION

The Cardiovascular Technician program is designed to allow new entrants and experienced professionals to become Certified Cardiovascular Technicians. Successful graduates of the program will be eligible to take the certification exam offered by the National Alliance of Cardiovascular Technicians.

The program is a comprehensive study of cardiovascular anatomy and related sciences leading to the understanding of cardiographic diagnostic procedures and related techniques. The latest cardiovascular equipment and theory is thoroughly explained through lecture and hands-on training. Employment opportunities are found in hospitals, clinics and cardiovascular specialists' offices.

CARDIOVASCULAR TECHNICIAN CURRICULUM

<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
CV 700	<p>ORIENTATION</p> <p>Introduction to electrocardiograph, electrocardiogram, and principles of electrical activity of the heart. General survey of responsibilities of the EKG Technician, including patient management, human relations, history, and an overview of medical trends, EKG techniques and equipment.</p>	5
CV 705	<p>ANATOMY AND TERMINOLOGY</p> <p>The Body As A Whole: An overview of all systems of the body with particular attention to muscular and cardiovascular systems. The cell, body positions and planes, regions and related terminology.</p>	15
CV 710	<p>MUSCULAR-SKELETAL SYSTEM</p> <p>A brief description of overall skeletal plan with particular attention to rib cage. Palpation of ribs, as well as practice with model of human skeleton with attention to the placement of chest leads. Heart muscles, myocardium. Description of (4) types of muscles with in-depth discussion.</p>	15
CV 715	<p>CIRCULATORY-CARDIOVASCULAR</p> <p>The structure of the heart conduction system and electrical impulses of the heart. Arterial blood flow, types of coronary deficiencies and abnormalities. Cardiac pathology and related medical terminology. Special attention paid to electrophysiology and the electrical pathways--S A Node, A V Node, Bundle of HIS and Purkinje network.</p>	50
CV 720	<p>MEDICAL ETHICS AND LAW</p> <p>The legal liability of the patient, as well as the technician. Tort law, confidentiality, privacy rights.</p>	5

<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
CV 725	<p>PRINCIPLES OF ELECTROCARDIOGRAPHY AND THE ELECTROCARDIOGRAM</p> <p>The cardiac cycle, the QRS complex, P wave and T wave. Types of leads. Types of electrical impulses. Electrocardiograph paper in relation to magnitude of voltage, vertical scale and time (horizontal scale) lead selector, standardization stylus and marker button, lead codes.</p>	50
CV 730	<p>PATIENT PREPARATION, HOOKUPS AND LEADS</p> <p>Preparation of the electrodes, patient preparation, skin preparation, placement of lead electrodes, skin resistance. Includes special considerations in body mechanics and patient draping. Practical application of principles from initial hookup to final cleanup, including special patient cases (amputee, neurological disorders, etc.)</p>	25
CV 735	<p>ARTIFACTS, IDENTIFICATION OF INTERFERENCE SOURCES</p> <p>Somatic tremor, baseline shift, A.C.-electrical interference, grounding, point movement, technical error, loose connections, differentiation between artifact and arrhythmias.</p>	20
CV 740	<p>ELECTRICAL SAFETY AND MAINTENANCE</p> <p>Grounding, electric shock, pacemakers, equipment care and maintenance, proper paper loading, stylus care.</p>	5
CV 745	<p>MEDICAL EMERGENCIES</p> <p>A study of emergency patient care. Care and treatments for abdominal pain, animal bites, stroke, bleeding, burns, seizures or convulsions, fainting, foreign bodies, fractures, heart attacks, insect bites, nose bleeds, poisoning, shock, wounds. Do's and don'ts of first aid. Supplies and CPR instruction.</p>	25

<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
CV 750	MAINTAINING, REPORTING AND MOUNTING EKG TRACINGS Proper identification of patient preparation of EKG strips, identification of electrocardiograph, neatness and accuracy in mounting.	10
CV 755	INTERPERSONAL RELATIONS AND PATIENT management Role playing, the importance of human relations, patient ease, patient anxiety reduction, relaxation techniques for stress-related angina victims, understanding the cardiac patient. Nutritional considerations and basic diets for cardiac patients. Considering patient privacy and privileged knowledge and information.	15
CV 760	ARRHYTHMIA I A systematic breakdown of arrhythmia types leading to recognition of abnormal rates and rhythms and elementary interpretation.	30
CV 765	PERSONAL APPEARANCE & GROOMING Neatness and professional appearance, uniform, personal hygiene, dental hygiene, personal and departmental image, non-professional statements and appearances.	5
CV 770	DEATH & DYING How to deal with the dying patient as well as insights into the dying process. Discussion in how the EKG Technician can deal with patient death.	10
CV 775	PRACTICUM Extensive practical applications of skill and technique of taking an EKG. Students are expected to spend at least 20 minutes per day in practical skills room in observation and/or actual practice. In this time a minimum of 10 successful EKG's must be taken by student.	15
TOTAL HOURS		300

## ADVANCED CARDIOVASCULAR TECHNICIAN CURRICULUM

Prerequisite: Cardiovascular Technician, or equivalent experience and demonstration by examination or proficiency in both practical and theoretical application of EKG, with letters of recommendation.

<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
CV 800	TERMINOLOGY REVIEW An intensive terminology indoctrination to serve as a review and to further expand the terminology competence of the student.	40
CV 805	ARRHYTHMIA RECOGNITION - INTERPRETATION Rapid rhythms, normal sinus rhythm, sinus bradycardia, sinus tachycardia, sinus arrhythmia, sinus arrest, atrial arrhythmias, premature modal contractions, nodal tachycardia, A V (nodal) block ventricular arrhythmias, bundle branch block.	50
CV 810	ICU CARDIOGRAPHY The Intensive Care Unit, recognition of life-threatening arrhythmias, intensive and continuous electrocardiographic monitoring, coronary care unit, causes of myocardial infarction, localization of the infarction (anterior wall and posterior wall infarction).	20
CV 815	EMERGENCY ROOM CARDIOGRAPHY Understanding the role of the technician in a code situation. The emergency scenario including a mock emergency room setting. Dealing with the traumatized emergency room patient and the cardiac arrest victim. Pharmacology in a code situation.	20
CV 820	PORTABLE CARDIOGRAPHY Applications of the portable EKG unit and machine mechanics. Problems that can arise in a home setting. Introduction to portable EKG recorders in relation to the Holter monitoring system.	15

<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
CV 825	SPECIALIZED PROCEDURES IN CARDIOLOGY The echocardiogram, angiogram and heart catheterization, and related pathology. Stress testing, including hookup, proper amount of exercise, stress and time element technique. (Angina pectoris, myocardial infarction.) Nuclear medicine.	50
CV 830	PACEMAKER MONITORING The pacemaker patient, a personality profile, chronic A V conduction disturbances, sinus arrest or S A block, complete A V block. The fixed-rate, demand, atrial triggered and sequential pacemakers. How to recognize the pacemaker patient, how to recognize pacemaker malfunction. Utilization of magnet method for taking EKG with pacemaker shut down.	30
CV 835	HOLTER MONITORING THEORY Basic principles and objectives of Holter recording and scanner process. 24-hour DCG analysis, indications for monitoring, quantitative summaries of DCG, ventricular ectopics, graphic recording--cardiac event recording, patient preparation and management.	30
CV 840	HOLTER MONITORING LAB Technique of Holter scanning--its application and utilization in cardiology. Single channel exposure, two channel scanning, computerization key-in, computer terminology, digital presets, time input synchronization rapid scanning, tape maintenance, mounting.	30
CV 845	ADMINISTRATIVE DUTIES IN THE EKG DEPARTMENT Purchasing--principle and application. The importance of quality control. Department image and efficient time management. Private and public insurance and its applications to the cardiology screening and specialized testing, accurate mounting, record keeping, interdepartmental employee relations and supervision principles.	25



<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
CV 850	EKG AND THE POST-SURGICAL PATIENT A survey of the most common surgical procedures with special considerations in cardiac monitoring of the surgical patient. The importance of reassurance--supportive, emotional and clinical. Recovery.	10
CV 855	PHARMACOLOGY AND THE ELECTROCARDIOGRAM The effects of medication on the EKG. Review of the most commonly prescribed prescription and non-prescription drugs--side effects, drug abuse.	25
CV 860	PATHOLOGY Congenital defects (heart murmur, rheumatic fever), congenital tendencies in the pediatric cardiology patient. Overview of cardiac disease, pulmonary complications, arterial and valve deterioration.	25
CV 865	LECTURE SERIES A variety of lectures, workshops and demonstrations by medical experts in the field of cardiology, including on-site visitation of laboratories, scanning companies, hospital cardiology departments and rehabilitation centers.	20
CV 870	CET/CCVT CERTIFICATION REVIEW A combination self-study and classroom survey to review all materials and subjects relative to available cardiology certification and EKG technology accreditation	50
CV 875	INTERNSHIP Student is placed in a medical facility where there is an opportunity to observe, assist, learn and perform in an on-the-job setting. Internship is mandatory and must be completed satisfactorily before a student is issued a diploma. The student's supervisor will confirm the student's attendance and will submit two evaluations of performance to the school.	280
TOTAL HOURS		720

## COMPUTER PROGRAMMER CAREER DESCRIPTION

The objective of this program is to provide the student with the skills necessary to be a competent computer programmer trainee so that the student may obtain employment and advance on the job through the programming ranks.

## COMPUTER PROGRAMMER CURRICULUM

### BLOCK 1

<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
C 100	FUNDAMENTALS OF COMPUTERS This course offers a survey of the concepts of computers. Topics include a review of the history of data processing, devices, and tools. The major areas of concentration cover the Central Processing Unit, Input/Output devices, control units, main storage, and computer classifications.	40
C 200	BUSINESS APPLICATIONS AND THE COMPUTER The relationships between business applications utilizing the computer and the total business organization are discussed. Exercises and a case study are used to provide the student with a thorough understanding of computerized business applications.	40
C 105	BASIC PROGRAMMING I An introduction to the Beginner's All-purpose Symbolic Instruction Code (BASIC). The student writes programs using the interactive BASIC language, enters those programs into the computer, and processes them with other computer programs.	40
C 205	BUSINESS MATH Math skills are developed through the application of specific principles in a series of practical problems. Some areas covered include percentages, finance charges, depreciation, accounting techniques, and payroll.	40
C 120	KEYBOARDING This course is designed to acquaint the students with the techniques of typing using a computer terminal for the purpose of entering computer programs and data.	40
TOTAL HOURS		200

BLOCK 2

<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
C 110	BASIC PROGRAMMING II This course is an extension of Basic Programming I. The student writes programs using advanced techniques and file concepts.	40
C 125	INTRODUCTION TO PROGRAMMING AND LOGIC Programming techniques and the process of creating effective computer programs are covered. The development of programming logic is discussed using flowcharting tools.	40
C 130	INTRODUCTION TO RPG II PROGRAMMING This course provides the student with an introduction to the RPG II programming language. The basic techniques of RPG II are learned and applied to the writing of RPG II computer programs.	40
C 210	ACCOUNTING I This course includes the basic structure of accounting, opening a set of books, journal entries, trial balance, financial statements, and closing the books of a business.	40
C 155	COMPUTER LAB The student works on programs and projects under the supervision of the instructor.	40
TOTAL HOURS		200

BLOCK 3

<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
C 220	BUSINESS COMMUNICATIONS This course is the study in the area of communication ideas orally and in writing. Organization of material, logical thought, and original and effective presentation are stressed.	40
C 215	ACCOUNTING II A continuation of Accounting I, with special emphasis given to the equity section of the balance sheet, inventory accounting, and corporate systems.	40
C 140	COBOL PROGRAMMING I The concepts of the Common Business Oriented Language (COBOL) are discussed. The course utilizes program techniques associated with the American National Standards COBOL-74. The student codes, compiles, tests, and debugs computer programs to solve various business problems.	40

<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
C 135	ADVANCED RPG II PROGRAMMING This course is an extension of Introduction to RPG II. Advanced concepts, file handling, and special features will be covered.	40
C 155	COMPUTER LAB The student works on programs and projects under the supervision of the instructor.	40
	TOTAL HOURS	200

BLOCK 4

<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
C 150	SYSTEMS ANALYSIS AND DESIGN The concepts and techniques used to design business systems for computers are discussed. Analysis approaches will be discussed, such as data gathering, problem identification, solution design, and documentation techniques.	40
C 145	COBOL PROGRAMMING II The course is an extension of COBOL Programming I. Advanced program techniques such as table handling, file handling, subroutines and sub-programs, and multiple file usage. Structured concepts are emphasized in program writing.	80
C 225	BUSINESS MANAGEMENT The functions of management - planning, directing, organizing, and controlling are explored. Emphasis is placed on management styles and the role of the manager in the business.	40
C 155	COMPUTER LAB The student works on programs and projects under the supervision of the instructor.	40
	TOTAL HOURS	200

BLOCK 5

<u>Number</u>	<u>Subject</u>	<u>Clock Hours</u>
C 300	COMPUTER PROGRAMMING PROJECT OR INTERNSHIP The student completes a programming project in a local data processing shop or in the computer lab.	120
	TOTAL HOURS	120
	TOTAL COMPUTER PROGRAMMER CURRICULUM HOURS	920

## DATA ENTRY OPERATOR CAREER DESCRIPTION

This course is designed to provide additional training to persons with clerical skills for the purpose of interacting with a computer utilizing a CRT (Cathode Ray Tube) terminal. After the completion of this course the student is able to: understand the role of data entry within the organization; understand how to use a standard CRT for keyboard entry of data into a computer; enter business oriented data into the CRT device; and build speed and accuracy using the CRT.

## DATA ENTRY CURRICULUM OUTLINE

### I. Data Entry Concepts

#### A. Data Processing Department Organization

1. Management
2. Systems
3. Programming
4. Operations

#### B. Data Entry Devices

1. History of devices
2. Key to tape devices
3. Key to disk devices
4. Key to diskette devices
5. Online data entry devices

#### C. Employment as a Data Entry Operator

1. Data Entry Supervisor
2. Lead operators
3. Data Entry Operators

#### D. The Processing of Data

1. Source document
2. Data processing cycle
3. Data control

#### E. Terminology

### II. Data Entry Exercises

	<u>Clock Hours</u>
Exercise # 1 - Numeric Data Entry	4
Exercise # 2 - Payroll	4
Exercise # 3 - Sales Analysis	4
Exercise # 4 - Mailing Lists	4
Exercise # 5 - Accounts Receivable	4
Exercise # 6 - Statistical Data	4
Exercise # 7 - Accounts Payable	4
Exercise # 8 - Employee Maintenance	4
Exercise # 9 - Accounting Journal Entries	4
Exercise #10 - Computer Programs - COBOL, BASIC	4

TOTAL HOURS                      40

## STUDENT RULES AND REGULATIONS

Students must attend all classes regularly and arrive punctually. In the event of illness or inability to attend, the student must notify the School in writing, presenting a valid and verifiable excuse. In the event of tardiness, the student must report to the office prior to entering class. Students attending class must remain in class until dismissed by the instructor. Students must be back in class punctually after all breaks and lunch periods. Students may be suspended when excused absences and lateness constitute more than 10% of total class hours. Students may appeal the suspension within 72 hours. Upon readmission to class, the student must make up lost instruction time to the satisfaction of the instructional staff. In the absence of an appeal, the student shall be considered terminated. Habitual tardiness shall be cause for termination of the student.

The student lounge is available at specified lunch and break periods. This is the only area in which students may have food or beverages. Students who wish to smoke may do so within the confines of the student lounge or rest rooms. Smoking will not be allowed in any other area of the School premises.

A public telephone is available in the building lobby for the use of the students. Telephones in the School office are for school use only. Students are not allowed to make calls on these phones. Incoming calls for students will be accepted on these phones only in cases of extreme emergency.

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

Students will be responsible and pay for all property destroyed or damaged, with or without intent. Intentional defacing, damaging or destruction by any student will result in immediate expulsion and contract termination without recourse or appeal.

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

All Allied Health students will wear uniforms for every class session. It is the student's responsibility to keep these uniforms laundered and clean at all times.

Students who are training as health paraprofessionals are expected to maintain a high standard of personal cleanliness and grooming. All clothing must be clean and neat. Hair should be neatly combed. Male students must be cleanly shaved or beards and mustaches neatly trimmed.

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

Failure to cooperate with School rules and regulations will be considered reasons for student expulsion.

STATEMENT OF OWNERSHIP AND BOARD OF DIRECTORS

Martin Knobel, President  
Mark Knobel, Vice President

Rickie Knobel, Sec., Treas.  
David Knobel, Vice President

The School was founded in February, 1977.

ADMINISTRATIVE STAFF

MARTIN KNOBEL, B.Ed., M.S. University of Miami Barry College	Director
MARK KNOBEL, B.A. Queens College University of South Florida	Assistant Director
CAROL EMRICK KEARNEY, B.S. Indiana University of Pennsylvania	Director of Admissions
DEE SLATER, D.N. St. Lukes Hospital Duke University Hospital	Assistant Director of Education
DAVID KNOBEL Broward Community College	Administrative Assistant
RICKIE KNOBEL University of Miami	Treasurer/Controller
AMELIA HOLAWAY Broward Community College Florida Atlantic University	Financial Aid Coordinator
DEBORAH LONDON University of Miami	Financial Aid Advisor
ILEANA RODRIGUEZ, B.A. University of Miami	Assistant Director of Admissions
M. SUNSHINE JONES, B.S. Florida State	Admissions Representative
MARIA PUENTE Lady Cliff College	Admissions Representative
JOAN LEVENSON University of Florida	Office Manager
CATHERINE DIEKMANN	Executive Secretary
SHIRLEY JACOBS University of Illinois	School Secretary
NAIRI BOSTANIAN	Computer Operator
JOANN BELVISO	Receptionist
BOBBIE-ROSE WILSON	Assistant Placement Director

FACULTY

- DR. BARON D. BECK  
University Central Del Este, College of Medicine  
University of South Florida
- DR. JOHN F. BORREGO  
U.N.N.E. Medical School  
Universidad Cetec Medical School
- DR. FRANGETTA BRAYNON  
Florida A & M University  
Universidad Central del Este  
Universidad de CETEC
- PHILLIP E. EIDENIRE, B.S.  
Florida State University
- RAPHAEL FOLCH-PI, B.A.; M.S.Bio  
Belknap College  
Northeastern University
- ZOMNIA GOMEZ, C.M.A.  
Cambridge Business School  
New York University
- DR. ALVARO GORDO  
Universidad Courplutarse  
Universidad de CETEC
- FRAN JOHNSON, E.M.T., M.L.T., Registered E.K.G. Technician  
Florida College of Medical Technology  
Miami Dade Community College
- DOROTHY P. JONES, M.L.T.  
University of Toronto  
Ryerson Polytechnical Institute
- JESSICA I. MAHER, C.L.S.  
St. John's University  
Long Island University  
University of Miami - Medical School
- STEVEN D. MC COY  
University of Maryland  
City Colleges of Chicago  
Prince Georges Community College  
Florida International University
- MARGARET RUDOLPH, R.N.  
St. Mary's Hospital School of Nursing  
Columbia University
- SUE B. RUITER, C.M.A.  
Palm Beach College  
Broward Community College



LOWELL TOM WILLIAMS, B.B.A., M.Ed.  
Southern State College  
University of Arkansas

SANDRA S. WINOT, R.N.  
Hartford Hospital School of Nursing

SCHEDULE OF HOURS - TUITION AND FEES

DAY CLASSES - MONDAY THROUGH FRIDAY

<u>Course</u>	<u>Hours</u>	<u>Weeks/Months</u>	<u>Tuition &amp; Fees</u>
Medical Assistant	8 - 1	8 Months	\$2495*
Medical Data Processing	8 - 1	9 Months	3595
Nurse's Assistant	8 - 1	6 Weeks	495
Cardiovascular Technician I (EKG Technician)	8 - 1	3 Months	1095
Cardiovascular Technician II (Cardiovascular Technologist)	8 - 1	7 Months	2895
Cardiovascular Technician I & II	8 - 1	10 Months	3595
Computer Programmer	8 - 1	9 Months	3595
Data Entry Operator	1:30-3:30 3:30-5:30	10 Weeks (Mon. & Wed.) or (Tues. & Thurs.)	350

EVENING CLASSES - MONDAY THROUGH WEDNESDAY

Medical Assistant	6 - 11	11 Months	\$2495*
Medical Data Processing	6 - 11	14 Months	3595
Nurse's Assistant	6 - 10:10	12 Weeks	495
Cardiovascular Technician I (EKG Technician)	6 - 11	5 Months	1095
Cardiovascular Technician II (Cardiovascular Technologist)	6 - 11	11 Months	2895
Cardiovascular Technician I & II	6 - 11	16 Months	3595
Computer Programmer	6 - 11	14 Months	3595

Note: Tuition and fees include all books and supplies, but do not include uniforms, shoes and hose, the last of which range from \$25. to \$50.

\* Effective June 1, 1983 Medical Assistant Tuition & Fees - \$2895.

NATIONAL SCHOOL

Supplement to April, 1983 Catalog

January, 1984

Supersedes "Conditions of Probation and Satisfactory Progress," pages 4 & 5

SATISFACTORY PROGRESS STATEMENT

Satisfactory Progress is necessary in order to maintain eligibility for Title IV assistance programs.

DEFINITION

At the National School, satisfactory progress is defined by the following criteria:

1. A grade average of 70%.
2. An attendance average of 80% per block for full-time students, and 80% per block for part-time students.
3. Being on probation.
4. Meeting the specified conditions for incompletes, withdrawals, repetitions and remedial work.

Probation

If a student falls below either or both criteria listed in numbers one and two above, consultation with a school official will be scheduled. At that time, the student will be placed on a one block probation during which Title IV funds will be disbursed. At the end of the probationary period, if the student has not satisfied the specified requirements, financial assistance checks will be withheld.

Incompletes, Withdrawals, Repetitions, Remedial Work

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

1. The student is otherwise making satisfactory progress.
2. The time needed to make up and complete course work is within the program time frame.

Maximum Time Frame

To remain eligible for federal funds, aid students must complete their program within a specified time frame.

PROGRAM	<u>PROGRAM TIME FRAMES</u>		<u>PART-TIME</u>	
	<u>SCHEDULED TIME</u>	<u>MAXIMUM TIME</u>	<u>SCHEDULED TIME</u>	<u>MAXIMUM TIME</u>
Med. Ass't.	8 months	12 months	11 months	16½ months
Med. Data Proc.	9 months	13½ months	14 months	21 months
Cardiovascular Technician	10 months	15 months	16 months	24 months
Comp. Prog.	9 months	13½ months	14 months	21 months
Micro-Comp. Op.	6 months	9 months	10 months	15 months

Evaluation for satisfactory progress will take place at the end of each block of instruction for full-time and part-time students.



MICRO-COMPUTER OPERATOR



NATIONAL SCHOOL  
16150 N.E. 17TH AVENUE  
NORTH MIAMI BEACH, FL 33162

SUPPLEMENT TO CATALOG  
VOLUME IV  
APRIL, 1983



## MICRO-COMPUTER OPERATOR

In order to keep pace with today's technology, knowledge of micro-computers is vital. This course is designed to allow the reasonably diligent student to become proficient in all aspects of micro-computer use so that he/she may obtain employment in business.

To achieve computer literacy, students learn what a computer is, and how it works by using the computer in a methodical way through a well designed course of instruction. Some of the "hands on" techniques covered are:

How to operate a computer terminal, typing on a computer, loading a program and running it, using the data entry and word processing capabilities, manipulating data, handling electronic files, printing, calculating, using a computer language and routine service and maintenance.

Lectures in basic bookkeeping, business communication, math and business applications are included so that a more thorough understanding of micro-computer operations may be achieved.

## MICRO-COMPUTER OPERATOR

Clock  
Hours

### BLOCK I

#### COMPUTER FUNDAMENTALS

40

An overview of the history and concepts of computers. Types of computers; central processing unit, input/output devices, program and data memory; hardware connection, mass storage, floppy disks, hard disks, etc.; software, disk operating systems, multi-tasking, real-time, etc.; elements of data processing.

#### MATHEMATICS FOR COMPUTERS

40

Review of basic arithmetic skills, fundamentals of business math, percentages and fractions, elementary algebra, numbering systems.

#### INTRODUCTION TO PROGRAMMING LANGUAGES

40

Development of fundamental skills in BASIC language and flow charting, input and output commands, fundamental BASIC statements; overview of computer languages; logical operators, addressing.

#### BUSINESS COMMUNICATION AND GENERAL OFFICE MANAGEMENT

40

Ethics, conduct, office and telephone etiquette, protocol, dress codes, leadership development; general management procedures and theory; how to write memos and reports, letter composition, general office communications, resumes.

#### KEYBOARDING LAB

40

Typing; how to operate a computer terminal, how to load and run a program, introduction to word processing, data entry.

### BLOCK II

#### BOOKKEEPING

40

Fundamentals of bookkeeping; relationship of bookkeeping to the operation of a small business; the accounting equation and double entry system, closing entries, adjustments, worksheet, payroll preparation, trial balance, financial statements.



BLOCK II (cont.)

PROGRAM MAINTENANCE

40

BASIC language for arrays and file handling, data manipulation, disk files, creating files, adding, updating, retrieving and deleting records from a file; array processing; data integrity (verification); introduction to documentation, utilities, sub-routines. Student is given project of devising ways to improve a small business billing system.

OPERATING SYSTEMS MANAGEMENT

40

Introduction to the concepts of machine and disk operating systems with special emphasis on 8 bit micros in the 8000 family--MS/DOS and CP/M.

BUSINESS APPLICATIONS

40

Function and support; standard business applications; systems, database, flow, life stream, converting to computer systems from manual systems; accounts payable, mainstream and flow control. Case studies of micro-computer applications to accounts receivable.

LAB

40

Computer implementation of above courses.

BLOCK III

WORD PROCESSING

40

The concepts of word processing are expanded and applied to editing, text manipulation and retrieval; formatting of letters and documents is stressed.

SPREAD SHEET ANALYSIS

40

Preparation of reports and graphs using the micro-computer as a ruled worksheet, eliminating the use of a calculator; using software packages that make this process possible.

MICRO-COMPUTER TECHNOLOGY AND ADVANCED APPLICATIONS

40

The systems analysis approach in software; hardware upgrading is discussed within the context of general operating procedures. (User service parts (board swapping, cables, switch setting, etc); maintenance; case study-billing system. Batch processing and on-line procedures are contrasted.)

	<u>Clock Hours</u>
<u>BLOCK III (cont.)</u>	
<u>OPERATING SYSTEMS/SOFTWARE ANALYSIS</u>	40
Advanced concepts of operating systems and disk operating systems; study of utilities and operating procedures; advanced concepts of documentation; general discussion of "off-the shelf" software applications.	
<u>LAB</u>	40
Computer implementation of above courses.	
TOTAL CLOCK HOURS	600

Tuition, fees, books and TI PC Computer\*                   \$3895  
 (Fees do not include consumable  
 supplies, approximately \$50)

Day Classes                   Monday thru Friday    8:00 a.m. - 1:00 p.m.

Evening Classes           Monday thru Wednesday  6:00 p.m. - 11:00 p.m.

\*Student receives computer at the beginning of Block III if he/she is making satisfactory progress, can demonstrate proficiency on the computer and is paid in full for the course.







