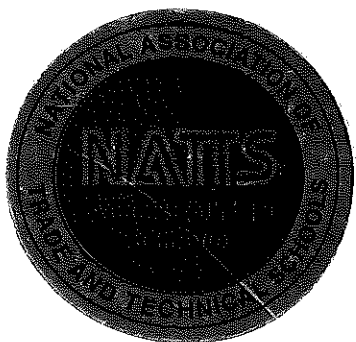


**NATIONAL  
SCHOOL  
OF TECHNOLOGY, Inc.**



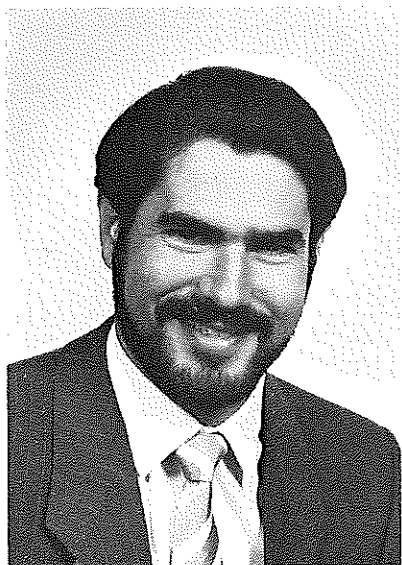
**VOLUME 7  
DECEMBER 1986**



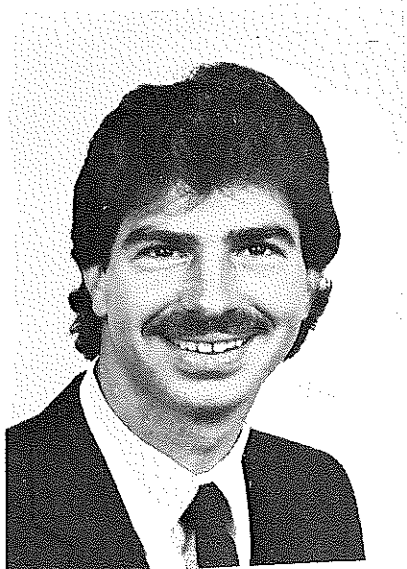
**MARTIN KNOBEL, President/Director**



**RICKIE KNOBEL, Treasurer**



**MARK KNOBEL  
Vice-President**



**DAVID KNOBEL  
Vice-President**

**NATIONAL  
SCHOOL  
OF TECHNOLOGY, Inc.**  
**ALLIED HEALTH AND DATA PROCESSING**

**NORTH MIAMI BEACH**

16150 N.E. 17th AVENUE  
NO. MIAMI BEACH, FLORIDA 33162  
(305) 949-9500

**HIALEAH**

4355 W. 16th AVENUE  
HIALEAH, FLORIDA 33012  
(305) 558-9500



ACCREDITING BUREAU  
OF  
HEALTH EDUCATION SCHOOLS

**NATTS**

Accredited School  
National Association of  
Trade and Technical Schools

FORMERLY NATIONAL SCHOOL OF HEALTH TECHNOLOGY, INC. OF FLORIDA

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FACULTY.....	INSERT

## **INSTITUTIONAL PHILOSOPHY**

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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 Technology continues to provide quality training for health para-professionals 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, 1980-82; vice-president of the Florida Association of Accredited Private Schools, 1984-86; commissioner to the Accrediting Bureau of Health Education Schools, 1981-87; and member of the Florida State Board of Independent Post Secondary Vocational, Trade and Technical Schools, 1982-87. In 1983, Mr. Knobel received the Outstanding Private Educator Award presented by the Florida Association of Accredited Private Schools. 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 Postsecondary Vocational, Technical, Trade and Business Schools. The school is licensed by this board and holds license number 599.

The Allied Health division is 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 (NATTS).

The school is affiliated with Baptist Hospital, Jackson Memorial Hospital, Mount Sinai Medical Center, Northridge Hospital, and Southeastern Medical Center.

National School holds membership in the following organizations:

- Florida Association of Accredited Private Schools (FAAPS)
- National Association of Health Care Schools (NAHCS)
- National Association of Student Financial Aide Administrators (NASFAA)
- Region IV Coordinating Council of Propriety Colleges and Schools

## **DESCRIPTION OF FACILITIES AND EQUIPMENT**

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

The Hialeah campus, located at 4355 W. 16th Avenue, is a modern, new building designed for educational use. The classrooms have the same conveniences as available in North Miami Beach.

Both facilities consist of classrooms, medical and computer laboratories, 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 micro-computer lab is maintained for student use. A computer lab containing a Texas Instruments 990 CPU with eight terminals is available at the North Miami Beach campus.

## **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 programs 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 entrance examination. Students enrolled in Associate of Specialized Technology degree programs must have a high school diploma or valid G.E.D. prior to acceptance into the program.

All students are required to submit their Social Security number for identification purposes. All Allied Health students are required to submit a current health certificate. All students are required to purchase a photo identification badge.

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 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.

Certified Nurse's Assistant and Health Care Specialist day and evening classes begin every six and twelve weeks.

Exact class starting dates are announced in advance.

## **COMMUNITY SERVICES AND AWARDS**

In addition to academics, National School of Technology is very aware of the importance of community services. As a part of our technical courses, we try to instill in our students a feeling of responsibility toward the community, and we encourage them to participate as volunteers on various community projects.

One of our major community projects is active coordination of and participation in the American Red Cross Disaster Action Team program. This team is always on call for assistance at major fires or other disasters. They assist in treating victims, set up and maintain shelters, and help to relocate victims who have been displaced from their housing.

National School also actively participates in Health Fairs and sponsors blood drives in conjunction with South Florida Blood Service several times each year. In addition, the school is also in charge of the First Aid stations at City of Miami stadiums during events such as Miami Dolphins and Miami Hurricanes football games, concerts, and other special events.

In recognition of its efforts and accomplishments in service to the community, National School has received several awards and citations, including the Community Service Award given by the Florida Association of Accredited Private Schools; an award presented by the American Medical Technologists for "promoting professionalism in medical assisting"; and annual awards since 1979 in recognition of blood drives which have consistently collected at least 50 pints of blood. Mayors of Metro-Dade County, the City of Miami, the City of North Miami Beach and the City of Hialeah have all issued proclamations honoring the National School of Technology for its community service.

Not only do current students participate in our community projects, but faculty, staff, and graduates are active as well. The membership and Board of Directors of the Florida State Society of the American Association of Medical Assistants (A.A.M.A.) includes many National School participants. We are also honored to have a student chapter of the Data Processing Management Association (D.P.M.A.) at National School of Technology.

## **STUDENT SERVICES**

The National School of 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 anytime. Tutoring is available during school hours through instructors.

Student records are maintained indefinitely. Students may examine their records at anytime.

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 (GSL), Pell Grants, Supplemental Education 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 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**

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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**

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Maximum class size is 20 students for laboratory and 30 students for lecture.

## **SCHOOL HOLIDAYS**

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

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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.

## **SATISFACTORY PROGRESS STATEMENT**

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

## **DEFINITION**

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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 TIME FRAMES

Program	FULL-TIME		PART-TIME	
	Scheduled Time	Maximum Time	Scheduled Time	Maximum Time
Medical Assistant	8 months	12 months	11 months	16½ months
Medical Data Processing	9 months	13½ months	14 months	21 months
Cardiovascular Technologist	12 months	18 months	20 months	30 months
Computer Programming	12 months	18 months	20 months	30 months
Micro-Computer Operator	6 months	9 months	10 months	15 months
Health Care Specialist	3 months	4½ months	—	—

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

Students may appeal probation decisions to the Director, in writing, within three days.

## 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 Technology, the student will be awarded a diploma, providing all other graduation requirements have been 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. to 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 an 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 moneys 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 moneys will be refunded.
2. If a student is accepted and then withdraws from the course, for any reason, before the class convenes, all moneys shall be refunded, except as prescribed by school policy and in no case shall more than \$150 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 \$150, but in no event more than \$350.
4. If the student terminates training after one week, but within the first 25% of the course, the school may retain the sum of 25% of the tuition for the course plus \$150.
5. If the student terminates training after completing more than 25%, but before completing 50% of the course, the school may retain the sum of 50% of the tuition for the course plus \$150.
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 date of attendance.

## **WITHDRAWAL AND TERMINATION**

The student shall have the right to withdraw from the school at anytime 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, INSTITUTIONS, AND COMPANIES**

We would like to thank the following doctors, institutions and companies who have hired National School graduates or who have participated in the school's internship programs:

### **DOCTORS**

Aldrich, Juan A., M.D.  
Bader, Daniel, M.D.  
Bain Granville C., M.D.  
Bhandari, Ramdas, M.D.  
Burman, Don M., M.D.  
Chin, D., M.D.  
Coleman, H.E., M.D.  
Connor, Morton, M.D.  
Dayton, Martin, D.O.  
Denis, Camille, M.D.  
Dranoff, Howard, D.C.  
Eisenberg, Ronald, M.D.  
Elias, L.R., M.D.  
Feinerman, Burton, M.D.  
Feidelholtz, Franklin, M.D.  
Fine, Jay B., M.D.  
Friedman, Abraham I., M.D.  
Friedman, Gilbert, M.D.  
Ghaleb, Peter, M.D.  
Gilpin, Charles, M.D.  
Grayson, Robert, M.D.  
Green, James A., D.P.M.  
Green, Sanford, D.P.M.  
Hammond, Daniel O., M.D.  
Herschmann, Elias M., M.D.  
Horowitz, Alan L., D.C.  
Huysman, Arlene, Ph.D.  
Ikpe, Nsidibe, D.O.  
Jacobs, Jerome F., D.P.M.  
Knapp, Richard D., D.O.  
Knauer, Don, D.C.  
Kreps, Joel, M.D.  
Lang, Harvey, M.D.  
Lebow, Jeffrey, D.O.  
Lerer, Solomon, M.D.  
Lien, Ira J., M.D.  
Mansdorf, Michael V., D.C.  
Mazal, Dennis, M.D.  
Miller, Morton L., M.D.  
Oaklander, Jules, D.O.  
Oller, Robert S., D.O.  
Perry, Benton B., M.D.  
Racciatti, Theodore R., D.O.  
Reese, Lawrence T., M.D.  
Reinhard, David N., M.D.  
Rohaidy, Alfredo, M.D.  
Rotbart, Abraham, M.D.  
Rubin, Jeffrey, M.D.  
Safirstein, George, M.D.  
Seinfeld, Barry, M.D.  
Shapiro, Bertram, D.O.  
Shenker, Charles P., M.D.  
Shuman, Joseph, M.D.  
Siegel, Geoffrey M., D.O.  
Snetman, Lawrence, M.D.  
Starkman, Myles, D.C.  
Stein, Reynold M., M.D.  
Stern, Bernard H., M.D.  
Stillman, Laurence P., D.O.  
Sugarbaker, Everett V., M.D.  
Tarkan, Steven L., M.D.  
Vicaria, Carlos, M.D.  
Weinreb, Michael P., D.C.  
Weiser, Albert, M.D.  
Weiss, Richard, D.O.

### **GROUP PRACTICES**

Cooper & Holtzman, M.D.  
Eisman and Eisman, M.D.  
Genovese & Roberts, M.D.  
Grapin & Chaykin, M.D.  
Harris, Harris & Lupu, M.D.  
Internal Medicine Associates  
Jonas, Evans, Duque, Kutner  
and Jonas, M.D.  
Kaplan & Fink, M.D.  
Meitus and Schneider, M.D.  
Mitchel and Lewis, M.D.  
Ornstein and Silverman, M.D.  
Rosenthal & Kane, M.D.

## **CLINICS**

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Center for Psychological Growth  
Cigna Health Plan  
Clinical Pharmacology Associates, Inc.  
Community Health Related Services  
Cooper Medical Center  
Dranoff Chiropractic Clinic  
Family Practice Associates, Inc.  
Greater Miami Medical Center  
Health Testing Centers  
International Medical Centers HMO  
Lock Towns Community Mental Health Center  
Medical Center of Miami, Inc.  
Medical Center Sunny Isles  
Medical Center of Winston Towers  
New Age Practice  
New Life Style Center  
Norwood Medical Clinic  
Queens Medical Center  
Services and Opportunities for Seniors (S.O.S.)  
Sex, Health, Education (S.H.E.) Center of South Florida  
South Florida Blood Service  
South Miami Beach Men's Clinic  
Stanley C. Myers Community Health Center, Inc.  
Sunrise Pediatrics  
Sunshine Medical Center  
Weight Centres

## **HOSPITALS**

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Cedars Medical Center	Southeastern Medical Center
Hollywood Medical Center	South Miami Hospital
Miami Heart Institute	University of Miami Children's Cardiac Center
Mount Sinai Medical Center	Veteran's Administration Hospital

National School has a clinical affiliation with Jackson Memorial Hospital's public health trust for the cardiovascular technologist program.

## **DATA PROCESSING**

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Computer Data Line	Kelly Services
Computer Solutions	Sautts & Bowen
Data Processing Service	SOC Personnel Consultants
Data Systems Maintenance	Storer Communications
Flexible Business Systems	Unilaw Systems, Inc.

## BOARD OF ADVISORS

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**Barton, Charles, M.D.**  
Mehary Medical School  
Albert Einstein College of Medicine  
Down State Medical Center  
Harvard Medical School

**Clark, Ross, M.D., F.A.C.S.**  
University of California, Los Angeles  
University of California  
San Francisco

**Friedman, Abraham, M.D.**  
City College of New York  
University of Paris  
Medical School

**Grumet, Robert, D.D.S.**  
University of South Florida  
Medical College of Virginia  
State Board of Examiners  
Faculty, University of Miami School of  
Medicine

**Martinez, Roberta, M.L.T.**  
Physicians Assistant and Technician  
School  
Chairman, Education Committee,  
Florida State Society,  
American Association of  
Medical Assistants, Dade County

**Rossman, Sally, M.T., CCVT**  
President, National Alliance  
of Cardiovascular  
Technologists, Florida Chapter

**Safirstein, George, M.D.**  
University of Javeriana  
Mayo Clinic  
Chief Resident, Mt. Sinai  
Medical Center, 1968

**Snay, Jean, M.L.T., C.R.T., E.M.T.**  
Florida College of Medical Technology  
Miami Dade Community College

**Starkman, Myles, D.C.**  
Sherman College of Chiropractic  
Member, Dade County  
Chiropractic Society

**Stern, Bernard, M.D.**  
University of Michigan  
Wayne State  
Wayne State School of Medicine  
Detroit Medical Center

---

## COMPUTER INDUSTRY ADVISORY COUNCIL

---

**Murphy, Douglas L.**  
National Systems Administrator  
Storer Communications

**Silverstein, Irving, M.**  
President, Cira Systems, Inc.

**Spewak, Paul J.**  
President, Unilaw Systems, Inc.

---

## ASSOCIATE MEMBERS

---

**Marder, Alan M.**  
Consultants to Industry

**Silverman, Robert**  
Source EDP

## **MEDICAL ASSISTANT CAREER DESCRIPTION**

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The Medical Assistant course is a modern course of training providing the requirements of 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. 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 program.

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 for and capable of performing a wide variety of duties. He/she has full comprehension of, and the ability to follow the doctor's instruction 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**

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### **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.

<b>NUMBER</b>	<b>SUBJECT</b>	<b>CLOCK HOURS</b>
M 100	<b>Orientation</b> A discussion of school policies; an 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, hemeostasis.	5

<b>NUMBER</b>	<b>SUBJECT</b>	<b>CLOCK HOURS</b>
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 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 testing, holter monitoring and pacemakers are discussed.	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
M 135	<b>First Aid and C.P.R. Certification</b> 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; CPR certification.	25
M 140	<b>The Digestive System</b> A study of the alimentary canal, including the esophagus, stomach, small and large intestines, liver, gall bladder, pancreas. Absorption. Diseases of the digestive system.	15
M 145	<b>The Nervous System</b> The study of neurons, the nerve impulse, reflexes. spinal cord, brain, meninges, autonomic nervous system, and diseases of the nervous system.	15
M 150	<b>The Urinary System</b> A study of the kidneys, ureters, bladder, urine, and urinary diseases.	10
M 155	<b>Reproduction</b> Study of the male and female reproductive systems, the reproductive process, and diseases of the reproductive system.	15

NUMBER	SUBJECT	CLOCK HOURS
M 160	<b>The Endocrine System</b> The study of the endocrine glands, hormones, and diseases of these glands, including the pituitary, thyroid, parathyroid, adrenal, and the pancreas.	5
M 165	<b>The Sensory System</b> The structure and functions of the eye, ear, and skin. Related diseases.	5
<b>TOTAL HOURS</b>		<b>205</b>

### BLOCK O MEDICAL ASSISTING ARTS

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.

NUMBER	SUBJECT	CLOCK HOURS
M 200	<b>Medical Ethics/Jurisprudence</b> 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
M 205	<b>Psychology of Human Relations</b> A study of personality formation, self and adult socialization, stress, patient fear and public relations.	5
M 210	<b>Medical Radiography</b> 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. Preparation for state board examination.	50
M 220	<b>Assisting Arts</b> 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 patient; physical examinations, draping and positioning, medical instrumentation, pre-operative and post-operative care.	30
M 225	<b>Pharmacology</b> The study and practice of injections, 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	<b>Specialized Medical Practices</b> 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



<b>NUMBER</b>	<b>SUBJECT</b>	<b>CLOCK HOURS</b>
M 240	<b>Medical Office Management</b> The study of 'Front Office' procedures, including types of insurance (health, government, Medicare, etc.), medical screening, pegboard and processing of these forms. Telephone techniques, keeping patient's medical records, filing, doctor's correspondence and medical terminology.	50
<b>TOTAL HOURS</b>		<b>200</b>

### **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. Various tests performed on blood by chemical analysis, including blood sugar, and cholesterol determinations. Related terminology.

<b>NUMBER</b>	<b>SUBJECT</b>	<b>CLOCK HOURS</b>
M 300	<b>Introduction to Lab</b> Students learn to use the microscope, collect specimens and familiarize themselves with various laboratory equipment and supplies. Introduction to venipuncture techniques.	10
M 310	<b>Bacteriology and Sterilization</b> 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	<b>Urinalysis</b> 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
M320	<b>Hematology</b> The study of blood and the blood forming organs. Composition and functions of blood. Methods and practice in CBC: RBC, WBC, differentials, hematocrit, sedimentation rate, hemoglobin and coagulation studies.	100
M 325	<b>Blood Chemistry</b> Routine blood tests (blood cholesterol, glucose, uric acid) findings and interpretation, normal values.	30
<b>TOTAL HOURS</b>		<b>200</b>

**BLOCK I INTERNSHIP**

<b>NUMBER</b>	<b>SUBJECT</b>	<b>CLOCK HOURS</b>
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 diploma is issued. The student's supervisor will confirm the student's attendance and will submit evaluations of performance to the school.	280
	<b>MID-TERM INTERNSHIP MEETING</b>	5
	<b>MEDICAL ASSISTANT REVIEW</b>	5
	<b>FINAL EVALUATION AND PLACEMENT ASSESSMENT</b>	5
	<b>TOTAL HOURS</b>	<b>295</b>
	<b>TOTAL MEDICAL ASSISTANT CURRICULUM HOURS</b>	<b>900</b>

## **TRAVEL AND TOURISM CAREER DESCRIPTION**

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This course is designed to provide basic knowledge and develop vocational skills reasonably attainable to average students, in preparation for entry level employment in the travel field. This course provides practical instruction in computer reservations, tariff, ticketing and customer sales (including telephone sales), preparing students for such employment opportunities as reservationist, ticket agent, station agent, passenger service agent, travel agent, car rental agent, and hotel/motel reservation services.

## **TRAVEL AND TOURISM CURRICULUM**

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<b>NUMBER</b>	<b>SUBJECT</b>	<b>CLOCK HOURS</b>
TT 100	<b>Introduction</b> An overview and history of the travel industry. Travel agent job description. Employment outlook, related occupations, earning and benefits.	5
TT 105	<b>North American Geography and Domestic Air</b> Travel geography, major cities and codes. Terminology, codes of airline carriers, major airline routings. Application of major reference guides - North American OAG and Travel Planner. Basic reservation and itinerary construction.	30
TT 110	<b>Hotel and Resort Accommodations and Surface Transportation</b> Hotel and Travel Index, Official Hotel and Resort Guide layout and use. Selecting the right hotel for your client. Overview of the Rental Industry. OAG Ground Transportation Services Manual.	10
TT 115	<b>Travel Salesmanship and Telephone Techniques</b> Introducing the dynamics of the travel agent with emphasis on sales. Exploring and interpreting the non-verbal aspects of selling, listening, appearance, and body language. Mastering telephone techniques for business and leisure clients. Discussing causes of stress and methods of controlling it.	25
TT 120	<b>Domestic Fare Construction and Ticketing</b> Tariff layout and use, rules, basic fares, including point to point, joint, excursion and special fares, explanation of taxes. Explanation of standard ticket forms, including group tickets and group manifests, prepaid ticket advise, ticket exchange, refunds, MCOs and credit card charge forms. Writing a ticket by hand.	40
TT 125	<b>World Geography and International Air</b> International geography, countries, major cities and codes. Worldwide Official Airline Guide; 24-hour clock; European Edition of Travel Planner, international documentation requirements. Basic international reservation and itinerary construction, tariff and ticketing.	40

NUMBER	SUBJECT	CLOCK HOURS
TT 130	<p><b>Cruises</b></p> <p>Major regional and worldwide cruise areas, major cruise lines, air/sea information and cruise terminology. Use of steamship guides. Freighter travel information. Presenting cruises as a sales opportunity. Exploring major cruise destinations: Caribbean, Bermuda, Hawaii, Mexico, Alaska/Canada, Mediterranean. Answering the 5 essential questions: who, why, what, where, and when. Use of role playing demonstrating the sales process in each cost determining phase.</p>	20
TT 135	<p><b>Tours</b></p> <p>Types of tours - hosted, escorted, and independent. How to read a tour brochure. Terminology. Consolidated Air Tour layout and use. Fly/drive tours. Tour Orders. Designing a foreign or domestic independent tour (FIT/DIT). Major Tour Operators and use of worldwide tour guide. Client travel profiles based on time/budget/interests theory. Qualifying the tour client.</p>	10
TT 150	<p><b>Travel by Rail</b></p> <p>Booking procedures for Amtrak, types of accommodations, rail terminology, ticketing. How to use the Official Railway Guide. Eurail/Britrail Pass information and booking procedures.</p>	5
TT 155	<p><b>Guidelines for Seeking Employment</b></p> <p>Resume preparation, job interview tips, negotiating salary.</p>	5
TT 160	<p><b>Agency Marketing</b></p> <p>Elements of marketing consisting of product/service/ distribution, pricing and promotion. Budget considerations and establishing a marketing mix. Creating a company image. Acquiring new sales, targeting markets, prospecting and making sales calls. Production of a sales proposal. Handling objections and follow-up of the sales process. Designing a sales proposal and making an oral sales presentation.</p>	10
TT 165	<p><b>International Fares and Ticketing</b></p> <p>Tariff layout use and rules of the Airline passenger tariff and IATA ticketing handbook. Construction of regular fares using mileage principle, surcharges, higher intermediate points, fictitious construction points, more distant points, unflown sectors, class differentials, add-ons, APEX and children's fares. Explanation of IATA areas. Explanation of charters, bulk fares, baggage and weight limitations and ticket validity as it pertains to international travel. Basic components of international ticketing. Refunds, reissues and special instructions.</p>	15
TT 170	<p><b>Destinations</b></p> <p>Chart covering over 100 countries that includes information on major cities, popular attractions, language, currency, general facts and shopping. Detailed information on 10 destinations: England, France, Germany, Switzerland, Italy, Mexico, Japan, Israel, Egypt and Hawaii. Overview of climate considerations. Use of Pan Am World Guide, travel planners and Culture Grams. Presenting an oral report on a destination research project. Using Travel Trivia game to learn pertinent travel information.</p>	10

<b>NUMBER</b>	<b>SUBJECT</b>	<b>CLOCK HOURS</b>
TT 175	<b>Office Procedures and Accounting</b> Handling the procurement, security, disposition and ARC sales reports for traffic documents. Basic principles of travel agency finances. Bookkeeping using cash receipts, accounts receivable, cash disbursements, and ARC international accounting ledgers. Regulations concerning agency Bonds and auditing. Suggestions for organization in the area of time management and maintaining brochures. Designing a budget showing profitability margin for an agency.	10

<b>NUMBER</b>	<b>SUBJECT</b>	<b>CLOCK HOURS</b>
TT 180	<b>Computer/Automation Training</b> Typing review - "TeachMe Type." Student will be able, from memory, to make complete reservations which include: input single and multiple names, input agency and passenger telephone, input ticketing/future ticketing, check city pair availability, manually selling flights, waitlisting/cancel itinerary/rebooking, displaying PNRs. Student will, with the aid of reference materials, be able to perform the following functions: quote fares, check airline availability, change/delete passenger data, reduce number in party, dividing names from PNR, pricing itineraries, ordering cars, special meals, requesting seat assignments, input remarks, work "Q" system, compute fare/tax/totals, currency conversion, reserve hotels, Phase IV - Pricing.	85

TOTAL CLOCK HOURS            320



## MEDICAL DATA PROCESSING CAREER DESCRIPTION

The objective of this program is to provide the student with the skills necessary to perform medical data processing. With the increasing utilization of data processing in medical facilities, the need for cross-trained medical personnel with a fundamental background in computers is essential. With a strong medical foundation in anatomy, terminology, laboratory, assisting arts, and business applications, the graduate of this program is additionally versed in computer operations. Familiarity with basic programming, computer fundamentals, data entry and specialized automated medical software affords this professional a well-rounded education, meeting the demands of the modern medical 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 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.

<b>NUMBER</b>	<b>SUBJECT</b>	<b>CLOCK HOURS</b>
M 100	<b>Orientation</b> A discussion of school policies; an overview of the profession of medical data processing; 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, hemeostasis.	5
M110	<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 pacemakers are discussed.	40

<b>NUMBER</b>	<b>SUBJECT</b>	<b>CLOCK HOURS</b>
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
M 135	<b>First Aid and C.P.R. Certification</b> 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; CPR certification.	25
M 140	<b>The Digestive System</b> A study of the alimentary canal, including the esophagus, stomach, small and large intestines, liver, gall bladder, pancreas. Absorption. Diseases of the digestive system.	15
M 145	<b>The Nervous System</b> The study of neurons, the nerve impulse, reflexes, spinal cord, brain, meninges, autonomic nervous system, and diseases of the nervous system.	15
M 150	<b>The Urinary System</b> A study of the kidneys, ureters, bladder, urine, and urinary diseases.	10
M 155	<b>Reproduction</b> Study of the male and female reproductive systems, the reproductive process, and diseases of the reproductive system.	15
M 160	<b>The Endocrine System</b> The study of the endocrine glands, hormones, and diseases of these glands, including the pituitary, thyroid, parathyroid, adrenal, and the pancreas.	5
M 165	<b>The Sensory System</b> The structure and functions of the eye, ear, and skin. Related diseases.	5
<b>TOTAL HOURS</b>		<b>205</b>

## **BLOCK 2    MEDICAL ASSISTING ARTS**

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.

<b>NUMBER</b>	<b>SUBJECT</b>	<b>CLOCK HOURS</b>
M 200	<b>Medical Ethics/Jurisprudence</b> 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

<b>NUMBER</b>	<b>SUBJECT</b>	<b>CLOCK HOURS</b>
M 205	<b>Psychology of Human Relations</b> A study of personality formation, self and adult socialization, stress, patient fear and public relations.	5
M 210	<b>Medical Radiography</b> 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. Preparation for state board examination.	50
M 220	<b>Assisting Arts</b> 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	<b>Pharmacology</b> The study and practice of injections, 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	<b>Specialized Medical Practices</b> 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	<b>Medical Office Management</b> The study of 'Front Office' procedures, including types of insurance (health, government, Medicare, etc.), medical screening, pegboard and processing of these forms. Telephone techniques, keeping patient's medical records, filing, doctor's correspondence and medical terminology.	50
<b>TOTAL HOURS</b>		<b>200</b>

### **BLOCK 3 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. Various tests performed on blood by chemical analysis, including blood sugar, and cholesterol determinations. Related terminology.

<b>NUMBER</b>	<b>SUBJECT</b>	<b>CLOCK HOURS</b>
M 300	<b>Introduction to Lab</b> Students learn to use the microscope, collect specimens and familiarize themselves with various laboratory equipment and supplies. Introduction to venipuncture techniques.	10



<b>NUMBER</b>	<b>SUBJECT</b>	<b>CLOCK HOURS</b>
M 310	<b>Bacteriology and Sterillization</b> A study of the classification of micro-organisms (bacteria, viruses, fungi, rickettsiae). Principles and techniques of sterilization used in a doctor's office.	25
M 315	<b>Urinalysis</b> 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, billirubin, and blood. Microscopic examination with interpretation of findings.	35
M 320	<b>Hematology</b> The study of blood and the blood forming organs. Composition and functions of blood. Methods and practice in CBC: RBC, WBC, differentials, hematocrit, sedimentation rate, hemoglobin and coagulation studies.	100
M 325	<b>Blood Chemlstry</b> Routine blood tests (blood cholesterol, glucose, uric acid) findings and interpretation, normal values.	30
<b>TOTAL HOURS</b>		<b>200</b>

#### **BLOCK 4 MICRO-COMPUTER**

An introduction to fundamentals of computer operation, including word processing and skills necessary for computer use in the medical office.

<b>NUMBER</b>	<b>SUBJECT</b>	<b>CLOCK HOURS</b>
MC 100	<b>Computer Fundamentals</b> 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.	40
MC 105	<b>Computers in the Medical Office</b> Use of computers in the front office with special interest in the areas of recording data (insurance companies, list of drugs, list of physicians, procedures and diagnosis), and procedures used on a daily basis (patient billing and scheduling, electronic pegboard).	40
MC 112	<b>Data Entry</b> Additional training to upgrade keyboard skills; understanding the role of data entry within the organization; understanding how to use a standard CRT for keyboard entry of data into a computer; entering business oriented data into CRT device, and building speed and accuracy using the CRT.	40

MC 300	<b>Word Processing</b> The concepts of word processing (creating, retrieving, editing and printing text). Merging variable information with documents.	40
MC 305	<b>Word Processing Lab</b> Computer implementation of word processing concepts and techniques.	40
<b>TOTAL HOURS</b>		<b>200</b>
<b>BLOCK 5 INTERNSHIP OR PROJECT</b>		120
MD 300	The student completes a project in the computer lab or serves an internship in a medical facility.	
<b>TOTAL MEDICAL DATA PROCESSING CURRICULUM HOURS</b>		<b>925</b>

### CARDIOVASCULAR TECHNOLOGIST CAREER DESCRIPTION

The Cardiovascular Technologist program is designed to allow new entrants and experienced professionals to become Certified Cardiovascular Technologists. Successful graduates of the program will be eligible to take the certification offered by the National Alliance of Cardiovascular Technologists after six months of experience in the field. In addition, they receive an Associate of Specialized Technology degree upon successful completion of the course.

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

### CARDIOVASCULAR TECHNOLOGIST CURRICULUM

NUMBER	SUBJECT	CLOCK HOURS
CV 700	<b>Orientation</b> Introduction to electrocardiograph, echocardiograph, and principles of electrical activity of the heart. General survey of responsibilities of the CVT, including patient management, human relations, history, and an overview of medical trends, techniques and equipment.	5
CV 705	<b>Anatomy and Terminology</b> 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.	15
CV 710	<b>Muscular-Skeletal System</b> A brief description of overall skeletal plan with particular attention to rib cage. Palpatation of ribs, as well as practice with model of human skeleton, with attention to the placement of chest leads. Heart muscles, myocardium. Description of four types of muscles with in-depth discussion.	15

NUMBER	SUBJECT	CLOCK HOURS
CV 715	<b>Cardiovascular Systems</b> 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—SA node, AV node, bundle of His and purkinje network.	40
CV 720	<b>Medical Ethics and Law</b> The legal liability of the patient as well as the physician. Tort law, confidentiality, privacy rights.	10
CV 725	<b>Principles of Electrocardiography and The Electrocardiogram</b> 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.	40
CV 730	<b>Patient Preparation, Hookups and Leads</b> 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 hook-up to final clean-up, including special patient cases (amputee, neurological disorders, etc.).	15
CV 735	<b>Artifacts, Identification of Interference Sources</b> Somatic tremor, baseline shift, A.C.-electrical interference, grounding, point movement, technical error, loose connections, differentiation between artifacts and arrhythmias.	10
CV 740	<b>Electrical Safety and Maintenance</b> Grounding, electric shock, pacemakers, equipment care and maintenance, proper paper loading, stylus care.	5
CV 745	<b>Medical Emergencies</b> 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; CPR certification.	25
CV 750	<b>Terminology Review</b> An intensive terminology indoctrination to serve as a review and to further expand the terminology competence of the student.	15
CV 755	<b>Arrhythmia Recognition</b> Rapid rhythms, normal sinus rhythm, sinus bradycardia, sinus tachycardia, sinus arrhythmia, sinus arrest, atrial arrhythmias, premature nodal conduction, nodal tachycardia, AV (nodal) block ventricular arrhythmias, bundle branch block.	25

<b>NUMBER</b>	<b>SUBJECT</b>	<b>CLOCK HOURS</b>
CV 760	<b>ICU Cardiology</b> The intensive care unit, recognition of life-threatening arrhythmias, intensive and continuous electrocardiographic monitoring, coronary care unit, causes of myocardial infarction (anterior wall and posterior wall infarction).	15
CV 765	<b>Emergency Room Cardiology</b> 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 770	<b>Portable Cardiology</b> 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. In this time a minimum of ten successful EKG's must be taken by the student.	20
CV 800	<b>Physiology of the Heart</b> The study of the heart from embryo to adulthood. This includes anatomy as well as electrophysical aspect; study of the normal heart as well as the pathology of the heart.	30
CV 805	<b>Echocardiography</b> Basic principles, physics, and training with the echocardiograph machine. This includes vascular as well as structural anatomy. Flow principle and shunts.	35
CV 810	<b>General Pathology</b> Study of pathology that is most related to cardiovascular disease, idiopathic hypertrophic subaortic stenosis, asymmetrical septal hypertrophy tetralogy of Fallot, diabetes mellitus.	30
CV 815	<b>Nephrology</b> Renal dysfunction related to pathology or trauma most common in cardiovascular related functions. This study includes hepatic as well as digestive system and acid base balance.	30
CV 820	<b>Cardiovascular Surgery</b> The reasons for bypass and vascular surgical repairs due to trauma or disease. Circulatory anatomy is included, with some neuroanatomy.	20
CV 825	<b>Medical History</b> Introduction to medical history taking and readings that include signs and symptoms of cardiac related cases.	20
CV 830	<b>Peripheral Vascular Studies</b> This includes Doppler and segmental cuffing of the extremities for occlusion and obstruction; cardiopulmonary including extremity pulses.	20
CV 835	<b>Cardiopulmonary Studies</b> Pulmonary function, obstructive and restrictive disease, and degree of interpretation with phrenology and anatomy.	20

<b>NUMBER</b>	<b>SUBJECT</b>	<b>CLOCK HOURS</b>
CV 840	<b>Specialized Procedures in Cardiology</b> 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.	20
CV 845	<b>Pacemaker Monitoring</b> The pacemaker patient, a personality profile, chronic AV conduction disturbances, sinus arrest or SA block, complete AV block. The fixed-rate, demand, atrial triggered and sequential pacemakers. How to recognize pacemaker malfunction. Utilization of magnet for taking EKG with pacemaker shut down.	20
CV 850	<b>Holter Monitoring Theory</b> 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 855	<b>Administrative Duties in the EKG Department</b> Purchasing—principle and application. The importance of quality control. Department image and efficient time management. Private and public insurance and its application to the cardiology screening and specialized testing, accurate mounting, record keeping, interdepartmental employee relations and supervision principles.	25
CV 860	<b>EKG and the Post-Surgical Patient</b> 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.	30
CV 865	<b>Pharmacology and the Electrocardiogram</b> The effects of medication on the EKG. Review of the most commonly prescribed prescription and non-prescription drugs—side effects, drug abuse.	30
CV 870	<b>Pathology</b> Congenital defects (heart murmur, rheumatic fever), congenital tendencies in the pediatric cardiology patient. Overview of cardiac disease, pulmonary complications, arterial and valve deterioration.	50
CV 875	<b>Lecture Series</b> A variety of lectures, workshops, and demonstrations by medical experts in the field of echocardiography.	30
CV 880	<b>CCVT Certification Review</b> A combination self-study and classroom study to review all materials and subject relative to available cardiology certification and EKG technology accreditation.	25

<b>NUMBER</b>	<b>SUBJECT</b>	<b>CLOCK HOURS</b>
CV 900	<p><b>Peripheral Vascular Diagnostic Testing I</b></p> <p>An introduction to the principles of "state of the art" peripheral arterial and venous diagnostic techniques. A broad overview of the anatomy and physiology of peripheral vascular structures along with physical diagnostic principles, testing procedures and protocols are emphasized.</p>	25
CV 910	<p><b>Peripheral Vascular Diagnostic Testing II</b></p> <p>Advanced principles and physics of ultrasound related to current diagnostic equipment, utilized in the evaluation of peripheral arterial and venous non-invasive testing. An introduction to the pathophysiology of peripheral vascular disease, along with an in-depth review of the most common peripheral vascular diseases. Exposure to extensive "hands-on" learning with diagnostic equipment.</p>	25
CV 920	<p><b>Carotid Ultrasound Diagnostic Techniques I</b></p> <p>An introduction to the basic principles and physics of ultrasound related to the non-invasive evaluation of carotid blood flow. An introduction to the anatomy of the carotid artery and its relation to cerebral blood flow. An introduction to carotid ultrasound testing techniques and protocols for proper B-mode, real time imaging, and Doppler flow with spectral analysis non-invasive diagnostic techniques.</p>	25
CV 930	<p><b>Carotid Ultrasound Diagnostic Techniques II</b></p> <p>Advanced principles and physics of carotid ultrasound. An introduction to the pathophysiology of carotid artery disease with in-depth review of stroke, T.I.A.'s, and arterio-venous malformations. The basic principles of cerebral vascular and neurological physical assessment are reviewed. An intensive "hands-on" experience in the area of carotid imaging and Doppler evaluation.</p>	25
CV 940	<p><b>Echocardiography II</b></p> <p>Extensive review of cardiac anatomy and the pathophysiology of cardiac disease. A strong emphasis on physical assessment of clinical signs and symptoms of cardiac disease as related to echocardiographic findings. Advanced principles and physics along with testing techniques and protocols for extensive "hands-on" experience.</p>	50
CV 950	<p><b>Professional Development Seminar</b></p> <p>The student has intensive lectures on the following subjects: interview techniques, resume development, the impact of governmental regulations on the delivery of health services, and an introduction to medical transcription. Students have the opportunity to practice computer inputting and develop keyboarding skills on an independent study basis.</p>	30

NUMBER	SUBJECT	CLOCK HOURS
CV 960	<b>Internship</b> 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 evaluations of performance to the School.	280
<b>TOTAL CURRICULUM HOURS</b>		<b>1200</b>

### COMPUTER PROGRAMMER CAREER DESCRIPTION

The objective of this program is to provide the student with the skills necessary to be a competent computer programmer so that the student may obtain employment and advance on-the-job through the programming ranks. In addition to the traditional mini-computer environment, the micro-computer is explored in depth. Successful graduates are awarded an Associate of Specialized Technology degree. Employment opportunities are found in business and industry.

### COMPUTER PROGRAMMER CURRICULUM

#### BLOCK 1

NUMBER	SUBJECT	CLOCK HOURS
C 100	<b>Fundamentals of Computers</b> 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. Number and code system.	40
C 105	<b>Basic Programming</b> An introduction to the <b>Beginner's All Purpose Symbolic Instruction Code (BASIC)</b> . The student writes programs using the interactive <b>BASIC</b> language, enters those programs into the computer, and processes them with other computer programs. File concepts are included with an introduction to advanced techniques in data manipulation.	80
C 125	<b>Introduction to Programming and Logic</b> Programming techniques and the process of creating effective computer programs are covered. The development of programming logic is discussed using flowcharting tools.	40
C 155	<b>Computer Lab</b> The student works on programs and projects under the supervision of the instructor.	40
<b>TOTAL HOURS</b>		<b>200</b>

NUMBER	SUBJECT	CLOCK HOURS
<b>BLOCK 2</b>		
C 200	<b>Computer Math</b> 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. Numbering systems, calculations used in <b>COBOL</b> programs.	40
C 205	<b>Introduction to RPG 2 Programming</b> The techniques of <b>RPG 2</b> are learned and applied to the writing of <b>RPG 2</b> computer programs. Advanced concepts, file handling and special features are covered.	80
C 210	<b>Management Information Systems (MIS)</b> 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 and <b>MIS</b> .	40
C 155	<b>Computer Lab</b> The student works on programs and projects under the supervision of the instructor.	40
<b>TOTAL HOURS</b>		<b>200</b>
<b>BLOCK 3</b>		
C 300	<b>COBOL Programming 1</b> The concepts of the <b>Common Business Oriented Language (COBOL)</b> are discussed. The course utilizes program techniques associated with the American National Standards <b>COBOL-74</b> . The student codes, compiles, handles files, tests, and debugs computer programs to solve various business programs.	80
C 305	<b>Accounting</b> 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 310	<b>Systems Analysis and Design 1</b> The concepts and techniques used to design business systems for computers are discussed. Analysis approaches are discussed, such as data gathering, problem identification, solution design, and documentation techniques. File structure with emphasis on development phases. Interaction between files and data bases.	40
C 155	<b>Computer Lab</b> The student works on programs and projects under the supervision of the instructor.	40
<b>TOTAL HOURS</b>		<b>200</b>



NUMBER	SUBJECT	CLOCK HOURS
<b>BLOCK 4</b>		
C 400	<b>COBOL Programming 2</b> This course is an extension of <b>COBOL Programming 1</b> . Advanced Program Techniques, such as table handling, file handling, subroutines and subprograms, and multiple file usage. Structured concepts are emphasized in program writing.	40
C 405	<b>Business Communications and Management</b> This course is the study in the area of communication ideas, orally and in writing, including the resume. Organization of material, logical thought, and original and effective presentation are stressed in conjunction with management styles. The role of the manager is discussed. The functions of management-planning directing, organization, and controlling are explored.	40
C 410	<b>Systems Analysis and Design 2</b> Advanced techniques in the design phase are studied, with emphasis on procedures and projects applications.	40
C 415	<b>Language Seminar</b> An opportunity for the student to complete a project program utilizing <b>BASIC</b> or <b>RPG 2</b> . Group projects, conversions, and down-loading for DX-10 to MS/DOS are types of elements the student is encouraged to include in his/her programs.	40
C 155	<b>Computer Lab</b> The student works on programs and projects under the supervision of the instructor.	40
<b>TOTAL HOURS</b>		<b>200</b>
<b>BLOCK 5</b>		
C 500	<b>Advanced COBOL Programming</b> Practical <b>COBOL</b> programming techniques such as index file handling, table handling. Simulation of project development from design to user testing stage, within a small <b>COBOL</b> shop.	100
C 501	<b>Micro-Computer Applications</b> This course introduces the student to the micro-computer environment. Spreadsheet analysis, word processing, and data base programming within the MS/DOS operating system environment are explained. Hands-on use of <b>Wordstar</b> , <b>dBASE III</b> , <b>Lotus 1-2-3</b> , <b>Multiplan</b> are featured.	75
C 505	<b>Introduction to Data Communications</b> Basic data communication concepts are introduced. Line protocols, baud rates, parity error checking, full/half duplex data transmission modes are explained along with their relationships to interdependencies.	25
<b>TOTAL HOURS</b>		<b>200</b>

NUMBER	SUBJECT	CLOCK HOURS
<b>BLOCK 6</b>		
C 601	<b>Operating Systems</b> This seminar includes literacy of O/S commands, utilities within the MS/DOS environment, and the use of procedural languages (ie., SCI, JCL). The student creates batch procedures to be executed within MS/DOS.	15
C 605	<b>Practical Data Communiations</b> Current communication trends and practices are discussed in this seminar. Terminal emulation, micro to mainframe file transporation, and data compatability within micro applications.	30
C 607	<b>Professional Development</b> Corporate data processing structures, formalized inter-office communications, resume design, interviewing. The student performs a mock technical interview. Job interview concepts and techniques are reviewed.	20
C 610	<b>Systems Analysis and Design</b> Development cycle, post implementation audit, user interviews are featured in this seminar. The student is involved in the system design of a financial system with emphasis on user interaction.	40
C 614	<b>C-Language</b> Development of fundamental skills in <b>C-Language</b> programming. High-low level language comparison. The use of C in UNIX and MS/DOS.	95
<b>TOTAL HOURS</b>		<b>200</b>
<b>TOTAL CURRICULUM HOURS</b>		<b>1200</b>

### MICRO-COMPUTER OPERATOR CAREER DESCRIPTION

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 CURRICULUM**

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<b>NUMBER</b>	<b>SUBJECT</b>	<b>CLOCK HOURS</b>
<b>BLOCK 1</b>		
MC 100	<b>Computer Fundamentals</b> 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.	40
MC 112	<b>Data Entry</b> Additional training to upgrade keyboard skills; understanding the role of data entry within the organization; understanding how to use a standard CRT for keyboard entry of data into a computer; entering business oriented data into CRT device, and building speed and accuracy using the CRT.	40
MC 210	<b>Business Communication and General Office Management</b> Ethics, conduct, office and telephone etiquette, protocol, dress codes, leadership development; career development, comparison and contrast of micro-computer careers. General management procedures and theory; how to write memos and reports, letter composition, general office communications, resumes.	40
MC 300	<b>Word Processing</b> The concepts of word processing (creating, retrieving, editing and printing text). Merging variable information with documents.	40
MC 305	<b>Word Processing Lab</b> Computer implementation of word processing concepts and techniques.	40
<b>TOTAL HOURS</b>		<b>200</b>
<b>BLOCK 2</b>		
MC 110	<b>Introduction to Programming Languages</b> Development of fundamental skills in <b>BASIC</b> language and flowcharting, input and output commands, fundamental <b>BASIC</b> statements; logical operators.	40
MC 115	<b>Bookkeeping</b> Fundamentals of bookkeeping; relationship of bookkeeping to the operation of a small business; the accounting equation and double entry system, closing entries, adjustments, worksheet, trial balance.	40
MC 120	<b>Lab</b> Computer implementation of <b>BASIC</b> and fundamentals.	40

<b>NUMBER</b>	<b>SUBJECT</b>	<b>CLOCK HOURS</b>
MC 200	<b>Business Math</b> Review of basic arithmetic skills, fundamentals of business math, percentages and fractions, elementary algebra.	40
MC 205	<b>Operating Systems/Micro-Computer Technology</b> Concepts of disk operating systems with special emphasis on MS/DOS. Comparisons with other operating systems and hardware. Proper backup procedures; copy commands; checking disk format; copying. The systems analysis approach in software. Utilities and operating procedures; documentation, general discussion of "off the shelf" software applications.	40
<b>TOTAL HOURS</b>		<b>200</b>
 <b>BLOCK 3</b>		
MC 215	<b>dBASE II</b> An introduction to data base management systems, including full-screen editing commands, indexed and non-indexed files, and report generation. Various dBASE programs are written to emphasize the use of data base management systems in a business environment.	40
MC 220	<b>Lab</b> Computer implementation of dBASE II and operating systems/micro-computer technology.	40
MC 310	<b>Business Applications</b> Function and support; standard business applications; systems, database, flow, life stream, converting to computer systems from manual systems; accounts payable, main-stream and flow control. Creation of sequential and random files.	40
MC 315	<b>Spreadsheet Analysis</b> Preparation of reports using the micro-computer as an electronic worksheet, eliminating the use of a calculator. Projects include: sales, cost and profit projection; checkbook reconciliation and budget analysis.	40
MC 320	<b>Lab</b> Computer implementation of spreadsheet analysis.	40
 <b>BLOCK 4</b>		
MC 400	<b>Internship or Project</b> The student completes an internship in a computer facility or a project in the computer lab.	120
<b>TOTAL MICRO-COMPUTER OPERATOR CURRICULUM HOURS</b>		<b>720</b>

## **STUDENT RULES AND REGULATIONS**

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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 20% 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 at North Miami Beach 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 restrooms. Smoking will not be allowed in any other area of the school building.

A public telephone is available immediately outside the building for use of the students. Telephones in the school 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 clean shaven 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.



COMPUTER PROGRAMMING

OCT. 1986

## COMPUTER PROGRAMMER CAREER DESCRIPTION

The objective of this program is to provide the student with the skills necessary to be a competent computer programmer so that the student may obtain employment and advance on-the-job through the programming ranks. In addition to the traditional mini-computer environment, the micro-computer is explored in depth. Successful graduates are awarded an Associate of Specialized Technology degree. Employment opportunities are found in business and industry.

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.

## COMPUTER PROGRAMMER CURRICULUM

NUMBER	SUBJECT	CLOCK HOURS
INFORMATION PROCESSING		
MC 100	<b>Computer Fundamentals</b> 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.	40
MC 112	<b>Data Entry</b> Additional training to upgrade keyboard skills; understanding the role of data entry within the organization; understanding how to use a standard CRT for keyboard entry of data into a computer; entering business oriented data into CRT device, and building speed and accuracy using the CRT.	40
MC 210	<b>Business Communication and General Office Management</b> Ethics, conduct, office and telephone etiquette, protocol, dress codes, leadership development; career development, comparison and contrast of micro-computer careers. General management procedures and theory; how to write memos and reports, letter composition, general office communications, resumes.	40
MC 300	<b>Word Processing</b> The concepts of word processing (creating, retrieving, editing and printing text). Merging variable information with documents.	40
MC 305	<b>Word Processing Lab</b> Computer implementation of word processing concepts and techniques.	40
TOTAL HOURS		200



NUMBER	SUBJECT	CLOCK HOURS
<b>"C" PROGRAMMING</b>		
C 605	<b>C-Language</b> Development of fundamental skills in C-Language programming. High-low level language comparison. The use of C in UNIX and MS/DOS.	95
C 610	<b>Cobol Project</b> The student works on programs and projects under the supervision of the instructor.	40
C 614	<b>Introduction to Data Communications</b> Basic data communication concepts are introduced. Line protocols, baud rates, parity error checking, full/half duplex data transmission modes are explained along with their relationships to interdependencies.	25
C 155	<b>Computer Lab</b> The student works on programs and projects under the supervision of the instructor.	40
<b>TOTAL HOURS</b>		<b>200</b>
C 700	<b>Internship or Project</b> The student completes an internship in a computer facility or a project in the computer lab.	120
<b>TOTAL CURRICULUM HOURS</b>		<b>1320</b>



## SCHEDULE OF HOURS - TUITION AND FEES

DAY CLASSES MEET MONDAY THRU FRIDAY, 8:00 A.M. TO 1:00 P.M.

EVENING CLASSES MEET MONDAY THRU WEDNESDAY, 6:00 P.M. TO 11:00 P.M.

	COURSE HOURS	MONTHS DAY - EVE	TUITION & FEES
Medical Assistant	900	8 - 11	\$3995
Medical Assistant/ESL	1100	10 - 13	4895
Medical Data Processing	925	9 - 14	4795
Medical Data Processing/ESL	1125	11 - 16	5695
Cardiovascular Technologist A.S.T. Degree	1200	12 - 20	7295
Computer Programming A.S.T. Degree	1320	12 - 20	7795
Computer Programming/A.S.T. (Micro-Computer Graduates)	600	6 - 9	3895
Micro-Computer Operator	720	7 - 10	3995
Micro-Computer Operator/ESL	920	9 - 12	4895
Travel and Tourism	320	3 - 5	2495
Travel and Tourism/ESL	605	6 - 9	3395

**NOTE:** Tuition and fees include all books and handout materials. Supplies, uniforms, shoes and hose, the last of which range from \$25 to \$50, are not included.



# STATEMENT OF OWNERSHIP AND BOARD OF DIRECTORS

**Martin Knobel, President/Owner**  
**Mark Knobel, Vice-President**

**Rickie Knobel, Secretary/Treasurer/Owner**  
**David Knobel, Vice-President**

FOUNDED IN FEBRUARY, 1977

## ADMINISTRATION

- Martin Knobel, B.Ed., M.S.** ..... *President*  
University of Miami  
Barry University
- Rickie Knobel** ..... *Treasurer*  
University of Miami
- Mark Knobel, B.A.** ..... *Director/Hialeah*  
Queens College  
University of South Florida
- David Knobel, A.A.** ..... *Director/North Miami Beach*  
Broward Community College
- Carol Kearney, B.S.** ..... *Dean*  
Indiana University of Pennsylvania
- Richard Fonseca, M.S.** ..... *Assistant to the President*  
Barry College  
University of Miami
- Amelia Holaway, A.A.** ..... *Director/Financial Aid*  
Broward Community College  
Florida Atlantic University
- Dennis Kriston, B.S.** ..... *Assistant Controller*  
University of Akron
- Marlene Leshin** ..... *Director/Placement*  
University of Florida
- Joan Levenson, A.A.** ..... *Office Manager*  
University of Florida

## FACULTY

- |   |   |
|---|---|
| <b>Octavio Barahona, M.B.A.</b><br>University of Michigan<br>University of Texas  | <b>Frances Mayfield, E.M.T., C.V.T., A.R.T.T.</b><br>Miami-Dade Community College<br>National School of Technology<br>Midland Technical |
| <b>Dr. Baron D. Beck</b><br>Central Eastern University<br>College of Medicine<br>University of South Florida<br>Southern Hypnosis Institute | <b>Toni Nystrom</b><br>Thomas Nelson Community College<br>Virginia Institute of Technology  |
| <b>Thomas Benthin, M.A.</b><br>Ball State University<br>Allegheny College<br>College of William and Mary<br>University of Richmond          | <b>Steve Pilchman</b><br>Barry University<br>Miami-Dade Community College<br>Computer Science Institute                                 |
| <b>Neil Berris, B.A., E.M.T. - P.</b><br>Yeshiva University<br>Miami-Dade Community College   | <b>Ralph Reilly</b><br>Barry University<br>Middlesex County College   |
|   | <b>Juan Rodriguez</b><br>Havana University<br>Carlos J. Finlay  |

**Barry M. Blumenthal, Ph.D., P.A.-C.,  
C.C.V.T**

University of Illinois  
Columbia Pacific University  
Touro College, New York  
State University

**Jerry Fogler, A.A.S.**  
New York Institute of Technology  
Suffolk Community College  
Manhattan Community College

**Nahum Frenkel, M.S.**  
American International University

**John Grudziecki, A.A.**  
Miami-Dade Community College

**Robert Green**  
University of Litoral

**Frederick D. Jones, M.S.**  
North Carolina University  
Xavier University of Louisiana

**Jack Mayer, M.S.**  
University of Pennsylvania  
Trenton State College

**Emilita Sandil, B.S.N.**  
University of Santo Tomas

**Irving M. Silverstein**  
Queens College  
Program and Systems Institute

**Bonnie Stump**  
University of Oklahoma  
Rose College

**Sam Wild, A.A.**  
Florida International University  
Miami-Dade Community College

**Dr. Rodolfo Yambao**  
Divine Word College  
Far Eastern University

**Roger Zarmati**  
Lyceum Fransais

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## STAFF

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Elisa Brooks . . . . . \*Admissions  
Yolanda Cabrera . . . . . Computer Operator  
Kendrick Collie . . . . . Admissions  
Ruben Corbo . . . . . \*Lab Assistant  
Cathy Diekmann . . . . . Executive Secretary  
Gloria Dowling . . . . . Financial Aid Advisor  
Cheryl Edwards . . . . . Computer Operator  
Larry James Gilbert . . . . . Admissions  
Shirley Ann Jacobs . . . . . School Secretary  
Diane Kessler . . . . . Financial Aid Coordinator  
Cliff Korth . . . . . Computer Programmer  
Clarice Lodermeier . . . . . \*Financial Aid Advisor  
Barbara May . . . . . Receptionist  
Margaret Rudolph, R.N. . . . . Assistant to the Vice-President  
Isabel Sosa . . . . . \*Administrative Assistant  
Patricia Stromberg . . . . . \*Administrative Assistant  
Rebeca Suarez . . . . . \*Receptionist  
Mary Upton . . . . . Admissions  
Marta Villamil . . . . . \*Evening Secretary  
Larmot Watkins . . . . . \*Admissions  
Bobby-Rose Wilson, CMA, RMA, CRT . . . . . Student Services

\*Hialeah Campus



