NATIONAL SCHOOL OF TECHNOLOGY
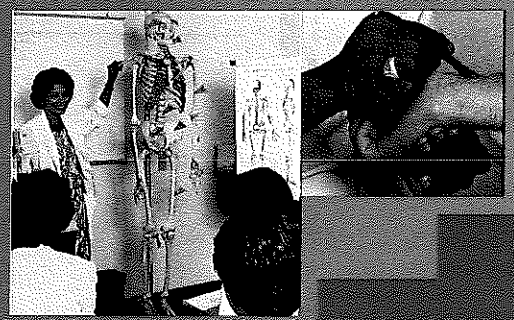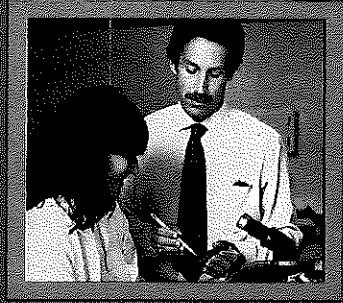
January 1988

CAREER CATALOG 1988 — 89

A Message From The President

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

For over ten years, National School has been providing quality education to students seeking careers in the medical, computer and travel fields. Our programs are geared to provide you with the skills necessary to meet the demands of today's fast-paced job market.

National School's faculty consists of professionals, with extensive experience in each specialized field — our instructors practice what they teach. Classes are kept small, to allow for personalized instruction and individual attention. Classrooms house the latest high-tech equipment, creating a realistic work environment for practical hands-on training. Our curriculum is career oriented and is enhanced by an internship program, designed to prepare you for work in your chosen field.

Our objective is to offer you the training necessary to realize your career goals. We look forward to making your plan to enter National School of Technology one of the best decisions of your life.

**MARTIN KNOBEL, B.Ed., M.S.**
President
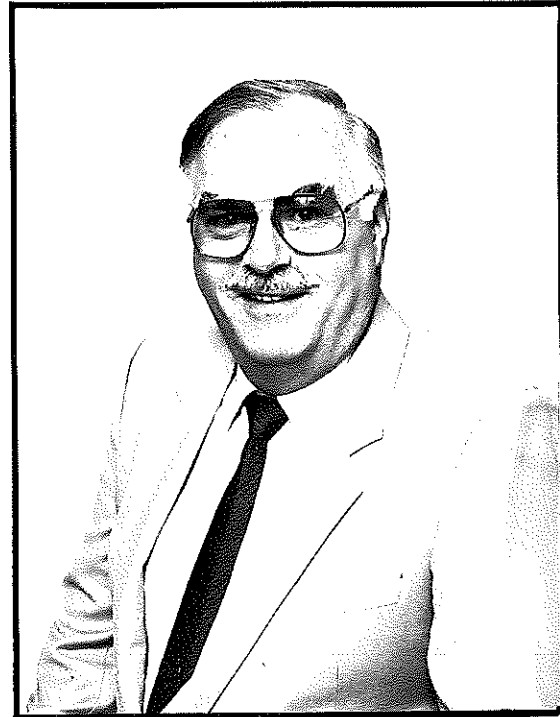
Martin Knobel has the distinction of being one of the few vocational-technical school presidents possessing over 25 years of experience as an educator. He earned a Bachelor of Education from the University of Miami; and a Master of Science in Administration and Supervision from Barry College. He holds a teaching certificate from the State of Florida.

Martin Knobel is the president of the Florida Association of Accredited Private Schools. He has been a commissioner to the Accrediting Bureau of Health Education Schools since 1981, and a member of the Florida State Board of Independent Postsecondary Vocational, Technical, Trade and Business Schools since 1982. In addition, he holds numerous honors and awards.
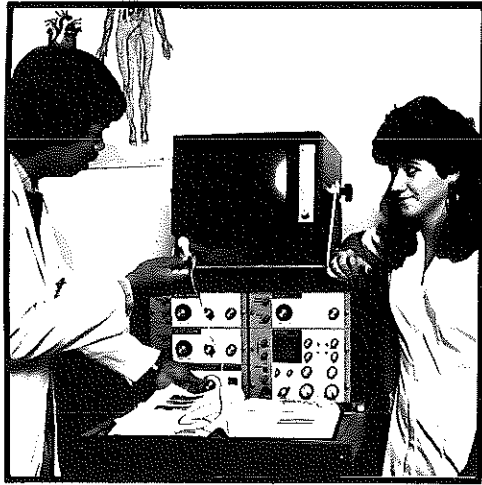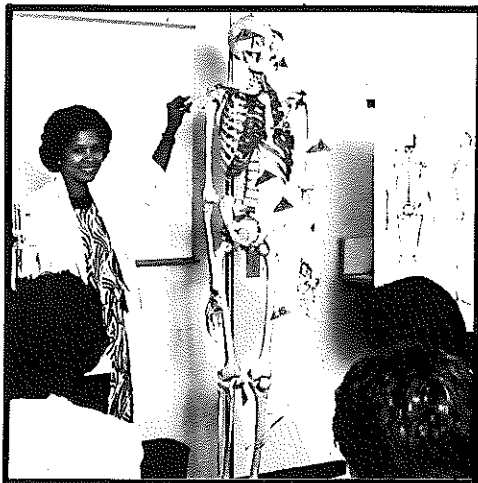
✦ Cardiovascular
   Technologist

✦ Computer Programmer
✦ Micro–Computer Operator
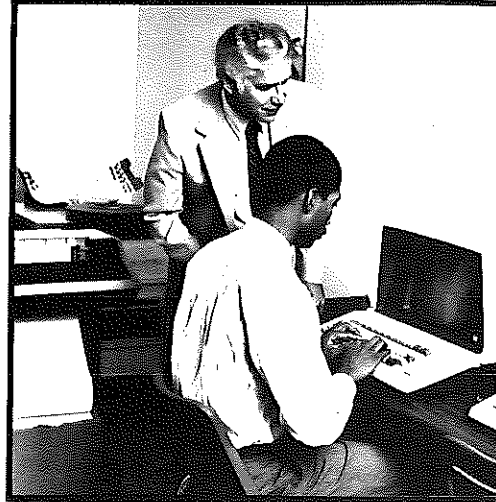
✦ Medical Assistant
✦ Medical Data Processor

✦ Travel and Tourism

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Accreditation and Licensure

National School of Technology, Inc. is institutionally accredited by the National Association of Trade and Technical Schools (NATTS).

The Medical Assistant Program is accredited by the Accrediting Bureau of Health Education Schools.

The school is licensed by the Florida State Board of Independent Postsecondary Vocational, Technical, Trade and Business Schools 904-488-9504. The North Miami Beach campus holds License #599 and the Hialeah campus holds License #747.

National School is a member of the Florida Association of Accredited Private Schools (FAAPS).
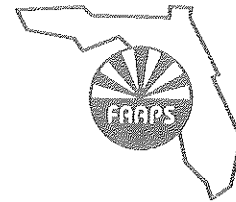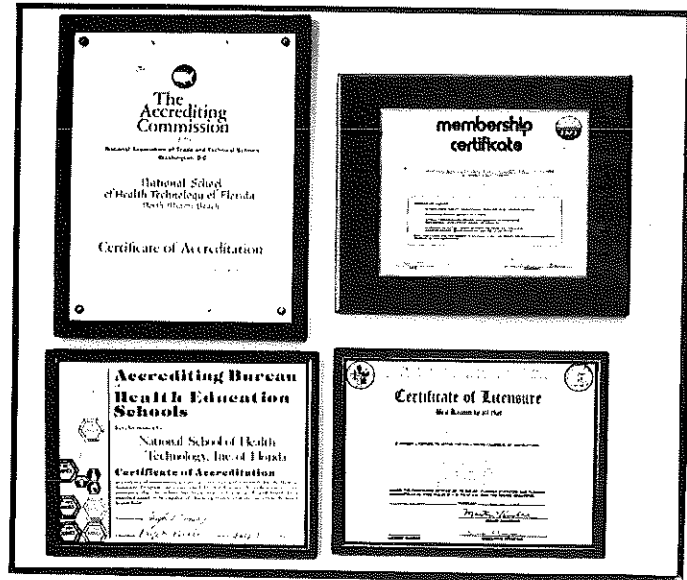
ACCREDITING BUREAU
OF
HEALTH EDUCATION SCHOOLS

Accredited School
National Association of
Trade and Technical Schools

Cardiovascular Technologist A.S.T.

Degree: Associate of Specialized Technology

Objective:

The Cardiovascular Technologist program is a comprehensive study of cardiovascular anatomy and related sciences leading to the understanding of cardiographic diagnostic procedures and technologies. The latest cardio- vascular equipment and theory is thoroughly explained through lecture and hands-on training.

The program is designed to allow new entrants and experienced professionals to become Certified Cardiovascular Technologists. Graduates will be eligible to take the certification offered by the National Alliance of Cardio- vascular Technologists.

Career Opportunities:

Cardiovascular Technologists are employed in hospitals, cardiologists' offices, cardiology mobile units and many other health facilities.
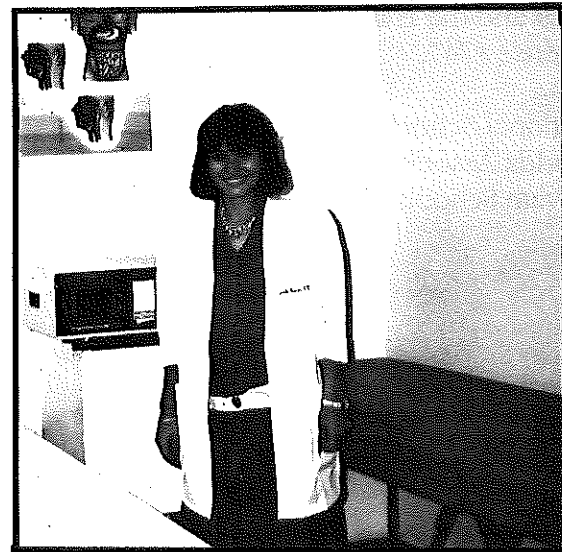
Cardiovascular Technologist – Course Outline

NUMBER	SUBJECT	HOURS	NUMBER	SUBJECT	HOURS
AV700	Orientation	5	AV810	Cardiopulmonary Studies	20
AV705	Anatomy and Terminology	15	AV815	Specialized Procedures in Cardiology	20
AV710	Muscular–Skeletal System	15	AV820	Pacemaker Monitoring	20
AV715	Cardiovascular System	40	AV825	Holter Monitoring Theory	30
AV720	Medical Ethics and Law	10	AV830	Administrative Duties in the EKG Department	25
AV725	Principles of Electrocardiography and the Electrocardiogram	40	AV835	EKG and the Post–Surgical Patient	30
AV730	Patient Preparation, Hookups and Leads	15	AV840	Pharmacology and the Electrocardiogram	30
AV735	Identification of Interference	10	AV845	Pathology	50
AV740	Electrical Safety and Maintenance	5	AV850	Lecture Series	30
AV745	Medical Emergencies	25	AV855	CCVT Certification Review	25
AV750	Terminology Review	15	AV860	Peripheral Vascular Diagnostic Testing I	25
AV755	Arrhythmia Recognition	25	AV865	Peripheral Vascular Diagnostic Testing II	25
AV760	ICU Cardiography	15	AV870	Carotid Ultrasound Diagnostic Techniques I	25
AV765	Emergency Room Cardiography	20			
AV770	Portable Cardiography	20	AV875	Carotid Ultrasound Diagnostic Techniques II	25
AV775	Physiology of the Heart	30			
AV780	Echocardiography I	35	AV880	Echocardiography II	50
AV785	General Pathology	30	AV885	Professional Development Seminar	30
AV790	Nephrology	30	AV900	Internship	280
AV795	Medical History	20			
AV800	Cardiovascular Surgery	20		**Total Clock Hours**	**1200**
AV805	Peripheral Vascular Studies	20			

Day Programs – 12 months ✦ ***Evening Programs – 20 months***

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Computer Programmer A.S.T.

Degree: Associate of Specialized Technology

Objective:

The objective of this program is to provide the student with the skills necessary to become a competent entry level computer programmer, enabling the student to 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. Graduates are awarded an Associate of Specialized Technology degree.

Career Opportunities:

The demand for trained computer programmers exists in almost every employment sector. Career opportunities are found in banks, accounting firms, hospitals, insurance offices, real estate firms, schools, hotels, airports, travel agencies, and law firms.
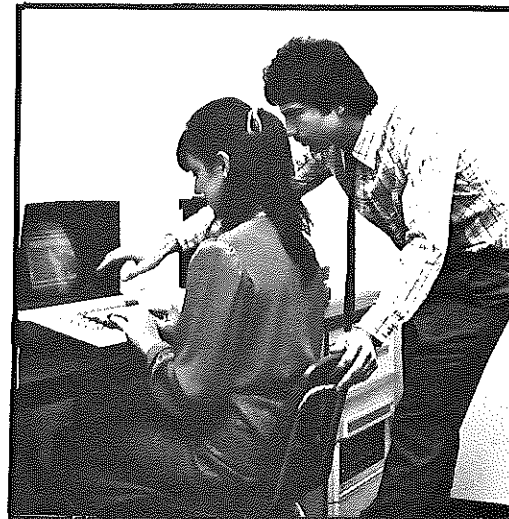
NUMBER	SUBJECT	HOURS	NUMBER	SUBJECT	HOURS
MC100	Computer Fundamentals	40	AP600	C-Language	95
MC105	Keyboarding / Data Entry	40	AP610	COBOL Project	40
MC110	Business Communication	40	AP615	Introduction to Data Communications	25
MC115	Word Processing	40	AP620	Computer Lab	40
MC120	Word Processing Lab	40	AP700	Internship or Project	120
MC200	Introduction to Programming in BASIC	40		**Total Clock Hours**	**1320**
MC205	Bookkeeping	40			
MC210	BASIC Lab	40			
MC215	Business Math	40			
MC220	Operating Systems / Micro-Computer	40			
MC300	Database Programming	40			
MC305	dBASE Lab	40			
MC310	Business Applications	40			
MC315	Spreadsheet Analysis	40			
MC320	Spreadsheet Lab	40			
AP400	COBOL Programming I	80			
AP410	COBOL Programming 2	80			
AP420	Computer Lab	40			
AP500	Advanced COBOL Programming	140			
AP510	Operating Systems	20			
AP520	Computer Lab	40			

Day Programs – 12 months ✦ *Evening Programs – 20 months*

Micro-Computer Operator

Diploma Program

Objective:

The objective of this course is to train the student in all aspects of micro-computer use so that he/she may obtain employment in business.

Hands-on techniques covered include operating a computer, loading and running a program, using data entry and word processing capabilities, manipulating data, handling electronic files, printing, calculating, using a computer language and softwares. Graduates can go on to become Computer Programmers, A.S.T.

Career Opportunities:

In order to keep pace with today's technology, knowledge of micro-computers is vital. Micro-computer operators are employed by banks, hospitals, retailing firms, schools, travel agencies, medical offices, marketing firms and a variety of other businesses.

NUMBER	SUBJECT	HOURS
MC100	Computer Fundamentals	40
MC105	Keyboarding / Data Entry	40
MC110	Business Communication	40
MC115	Word Processing	40
MC120	Word Processing Lab	40
MC200	Introduction to Programming in BASIC	40
MC205	Bookkeeping	40
MC210	BASIC Lab	40
MC215	Business Math	40
MC220	Operating Systems / Micro-Computer	40
MC300	Database Programming	40
MC305	dBASE Lab	40
MC310	Business Applications	40
MC315	Spreadsheet Analysis	40
MC320	Spreadsheet Lab	40
MC400	Internship or Project	120
Total Clock Hours		**720**

Day Programs – 7 months ✦ *Evening Programs – 10 months*

Medical Assistant

Diploma Program

Objective:

This contemporary training course is designed to teach students the skills necessary for employment in the modern medical facility. A qualified medical assistant is capable of performing a wide range of duties, with a variety of technical detail; thus helping the physician in many clinical situations. Training in medical ethics and professional etiquette, as well as basic office procedures are taught as required elements of the course.

Career Opportunities:

Medical Assistants enjoy secure, prestigious positions. They work with one or more physicians in private practices, clinics, hospitals, laboratories and other health facilities.
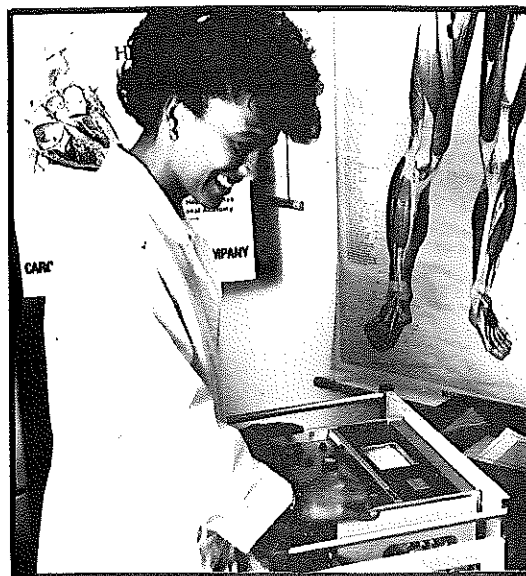
Medical Assistant – Course Outline

NUMBER	SUBJECT	HOURS	NUMBER	SUBJECT	HOURS
MA100	Orientation	5	MA300	Introduction to Lab	10
MA105	The Body as a Whole	5	MA310	Bacteriology and Sterilization	25
MA110	The Skeletal System	15	MA315	Urinalysis	35
MA115	The Muscular System	15	MA320	Hematology	100
MA120	The Cardiovascular System	20	MA325	Blood Chemistry	30
MA125	Electrocardiography	40	MA400	Internship	280
MA130	The Respiratory System	15		Mid-Term Internship Meeting	5
MA135	First Aid and C.P.R. Certification	25		Medical Assistant Review	5
MA140	The Digestive System	15		Final Evaluation and Placement Assessment	5
MA145	The Nervous System	15			
MA150	The Urinary System	10		**Total Clock Hours**	**900**
MA155	Reproduction	15			
MA160	The Endocrine System	5			
MA165	The Sensory System	5			
MA200	Medical Ethics / Jurisprudence	10			
MA205	Psychology of Human Relations	5			
MA210	Medical Radiography	50			
MA220	Assisting Arts	30			
MA225	Pharmacology	40			
MA230	Specialized Medical Practices	15			
MA240	Medical Office Management	50			

Day Programs – 8 months ❖ *Evening Programs – 11 months*

Medical Data Processor

Diploma Program

Objective:

The objective of this program is to provide students with the medical background and computer operation skills necessary to obtain employment as a Medical Data Processor. With a strong foundation in anatomy, terminology, laboratory, and assisting arts, the graduate of this program is additionally versed in computer operations. Familiarity with data entry and word processing affords this professional a well-rounded education to meet the demands of today's medical facility.

Career Opportunities:

Medical offices, dental offices, hospitals, clinics, insurance companies and health maintenance organizations are examples of areas in which the Medical Data Processor may find employment.

NUMBER	SUBJECT	HOURS	NUMBER	SUBJECT	HOURS
MA100	Orientation	5	MA300	Introduction to Lab	10
MA105	The Body as a Whole	5	MA310	Bacteriology and Sterilization	25
MA110	The Skeletal System	15	MA315	Urinalysis	35
MA115	The Muscular System	15	MA320	Hematology	100
MA120	The Cardiovascular System	20	MA325	Blood Chemistry	30
MA125	Electrocardiography	40	MC100	Computer Fundamentals	40
MA130	The Respiratory System	15	MC105	Keyboarding / Data Entry	40
MA135	First Aid and C.P.R. Certification	25	MC110	Business Communication	40
MA140	The Digestive System	15	MC115	Word Processing	40
MA145	The Nervous System	15	MC120	Word Processing Lab	40
MA150	The Urinary System	10	MD400	Internship or Project	120
MA155	Reproduction	15			
MA160	The Endocrine System	5		**Total Clock Hours**	**925**
MA165	The Sensory System	5			
MA200	Medical Ethics / Jurisprudence	10			
MA205	Psychology of Human Relations	5			
MA210	Medical Radiography	50			
MA220	Assisting Arts	30			
MA225	Pharmacology	40			
MA230	Specialized Medical Practices	15			
MA240	Medical Office Management	50			

Day Programs – 9 months ✦ *Evening Programs – 14 months*

Travel and Tourism
Diploma Program

Objective:

This course is designed to provide a basic foundation and develop skills in preparation for employment in the travel and tourism industry. On-line Eastern Airlines System One Direct Access (SODA) reservation terminals are utilized to provide students with practical hands-on instruction. Reservations, tariff, ticketing and customer sales are covered in this program.

Career Opportunities:

Employment opportunities exist with airlines, travel agencies, hotel reservation services, car rental companies, and cruise lines.
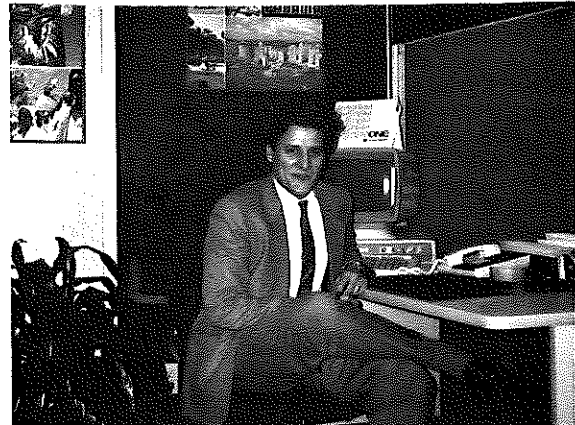
Travel and Tourism – Course Outline

NUMBER	SUBJECT	HOURS
TT100	Introduction to the Travel Industry	5
TT105	North American Geography and Domestic Air	30
TT110	Hotel and Resort Accommodations and Surface Transportation	10
TT115	Telephone and Sales Techniques	25
TT120	Domestic Air Construction and Ticketing	40
TT125	World Geography and International Air	40
TT130	Cruises	20
TT135	Tours	10
TT150	Travel By Rail	5
TT155	Guidelines For Seeking Employment	5
TT160	Agency Marketing	10
TT165	International Fares and Ticketing	15
TT170	Travel Destinations	10
TT175	Office Procedures and Accounting	10
TT180	Computer / Automation Training	85
	Total Clock Hours	**320**

Day Programs – 3 months ✦ *Evening Programs – 5 months*

General Information

Institutional Philosophy

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

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

The school is constantly updating its 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 paraprofessionals, travel and computer personnel.

History

The school was founded in January, 1977 as National School of Health Technology, Inc. of Florida. Classes began in February, 1977 in North Miami Beach.

In 1983 the school changed its name to National School of Technology, Inc. and moved to the present North Miami Beach location which was designed and built for the school.

In January, 1985 classes began at a campus in Hialeah, Florida which was designated as an additional classroom facility.

Facilities

National School operates two campuses, each consisting of classrooms, medical, computer and travel laboratories, school offices, financial aid offices and well-lit parking areas.

The medical learning laboratories contain equipment commonly found in the medical environment, such as EKG machines, microscopes, examining tables, blood cell counters, echocardiography equipment and cardiovascular diagnostic equipment.

Our microcomputer labs are equipped with IBM compatible PC computers to allow students to receive hands-on training. Our North Miami Beach campus also has a mini-computer with ten terminals for training computer programming students.

Each campus has eight on-line Eastern Airlines System One (SODA) travel agent reservation terminals to train travel and tourism students in the latest computer procedures.

A student lounge, equipped with vending machines for food, drinks and snacks, as well as a microwave, is available. Both campuses have handicapped facilities.

Equal Opportunity Statement

National School does not discriminate in the admission or recruitment of its students. The financial aid program is administered free from discrimination as specified by federal law.

National School is an equal opportunity employer.

Hours of Operation

The school office is open from 8:00 a.m. to 10:00 p.m., Monday thru Wednesday; from 8:00 a.m. to 6:30 p.m. on Thursday; and from 8:00 a.m. to 5:00 p.m. on Friday.

Class Size

Class size averages between 15 and 30 students. Maximum class size is 20 students for laboratory and 30 students for lecture, allowing for personal attention and individualized instruction.

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. There are two one-week recesses; normally the first week in July and the week of Christmas thru New Year's. Exact vacation dates are announced and additional holidays may be declared by the Director, when warranted.

Rules and Regulations

Students must attend all classes regularly and arrive punctually. In the event of illness or inability to attend, the student must notify the school in writing, presenting a valid and verifiable excuse. Students must be back in class punctually after all breaks and lunch periods. Students may be suspended when absences and tardiness constitute more than 20 percent 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 instructor. 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 open for use during 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 only in designated areas.

Public telephones are located in the student lounge and outside the building for student use. Telephones within the school are for school use only. Incoming calls for students will be accepted only in cases of extreme emergency.

Firearms, drugs, alcoholic beverages and weapons are strictly prohibited.

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

Children are not allowed in classrooms.

Students will be responsible and pay for all property destroyed or damaged. Vandalism will result in immediate expulsion and contract termination without recourse or appeal.

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

Students are expected to attend class in professional attire. All students enrolled in medical classes are required to wear white uniforms, including white shoes. Students training as health paraprofessionals are expected to maintain a high standard of personal cleanliness and grooming. All clothing must be clean and neat. Male students must be clean shaven or maintain beards and mustaches neatly trimmed.

Computer and travel students are expected to dress in clothing that they would wear to their jobs. Shorts are not permitted in the classroom.

All students must keep 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 reason for student expulsion.

Community Services and Awards

National School of Technology recognizes the importance of community services. As a part of our technical training, we try to instill a feeling of responsibility towards the community in our students and we encourage them to participate as volunteers in various community projects.

National School participates in health fairs and sponsors blood drives in conjunction with the American Red Cross several times each year. For the past six years, the school has been 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. Mayors of Metro-Dade County, the City of Miami, the City of North Miami Beach and the City of Hialeah have all issued proclamations honoring National School for its community service.

Memberships

Florida Association of Accredited Private Schools (FAAPS)

Florida Association of Student Financial Aid Administrators (FASFAA)

National Association of Student Financial Aid Administrators (NASFAA)

American Society of Travel Agents, School Member (ASTA)

U.S. Department of Education Region IV Coordinating Council

Statement of Ownership and Board of Directors

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Mark Knobel, Vice-President

Rickie Knobel, Treasurer
David Knobel, Vice-President

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Student Services

Job Placement Assistance

Our Placement Department helps graduates find employment in the fields for which they have been trained. Employment counseling, including resume preparation and interviewing tips, is available.

By assisting students with part-time employment, internships and job placement services for graduates, the Placement Department makes every effort to secure positions for graduates. However, we are not permitted by law, to guarantee employment.

English as a Second Language (Hialeah Campus)

This special course is designed to provide the student with the basic foundations of English grammar, pronunciation, reading and writing skills. Students will receive instruction in spelling, vocabulary enrichment, sentence structure and conventional punctuation.

Ingles como Segundo Idioma (Hialeah)

Este curso especial está deseñado para ensenarle al alumno los conocimientos básicos de la gramatica, la pronunciacion, la lectura y la escritura del idioma Inglés. Los alumnos reciben conocimientos de la ortografia, del vocabulario y de la estructura gramaticál.

Tutoring

Tutoring is available by appointment with instructors.

Refresher Courses

Refresher courses in medical and micro-computer labs are available to graduates at a cost of $150 per class. Non-lab courses are available free of charge.

Student Records

Student records are maintained indefinitely. Students may examine their academic records by scheduling an appointment.

Copies of transcripts may be obtained by submitting written request to the school. A fee of $1 per copy is charged.

Counseling

Counseling is available to students by request.

Insurance

Each medical student is covered by $1 million of professional liability insurance at no extra charge.

Photo Identification Badges

For security purposes, all students are required to wear a photo identification. This badge is issued by the school and is free of charge. Lost badges must be replaced and cost $2.50.

Registered Medical Assistant Exam

The school is a site for the Registered Medical Assistant Examination. This exam is given twice yearly. Students are notified of examination dates as they are scheduled.

Library

A library of professional books is available for student use.

CPR/First Aid Classes

Cardiopulmonary–Resuscitation (CPR) and first aid classes are held regularly at the school.

Graduation

Upon successful completion of all prescribed subjects of instruction with a cumulative grade average of 70 percent or better; and satisfaction of all financial obligations to the school, the student will be awarded a diploma.

Graduates of the Computer Programming and Cardiovascular Technology programs earn an Associate of Specialized Technology degree.

Students may participate in the graduation ceremony and will be eligible for placement assistance, providing that all graduation requirements have been met.

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

Certified Medical Assistant by the American Association of Medical Assistants (CMA/AAMA)

Registered Medical Assistant by the American Medical Technologists (RMA/AMT)

Certified Electrocardiographic Technician by the National Alliance of Cardiovascular Technologists (CET/NACT)

Certified Cardiovascular Technologist by the National Alliance of Cardiovascular Technologists (CCVT/NACT)

CRT–Basic Certified Radiologic Technologist–Basic, license necessary to take X-rays in the doctor's office, issued by the State of Florida.

Data Processors Management Association for Computer Programmers, sponsors certification after three years experience (DPMA)

Fees for all certifications/licensure/organizational dues are the responsibility of those persons applying.

Academic Information
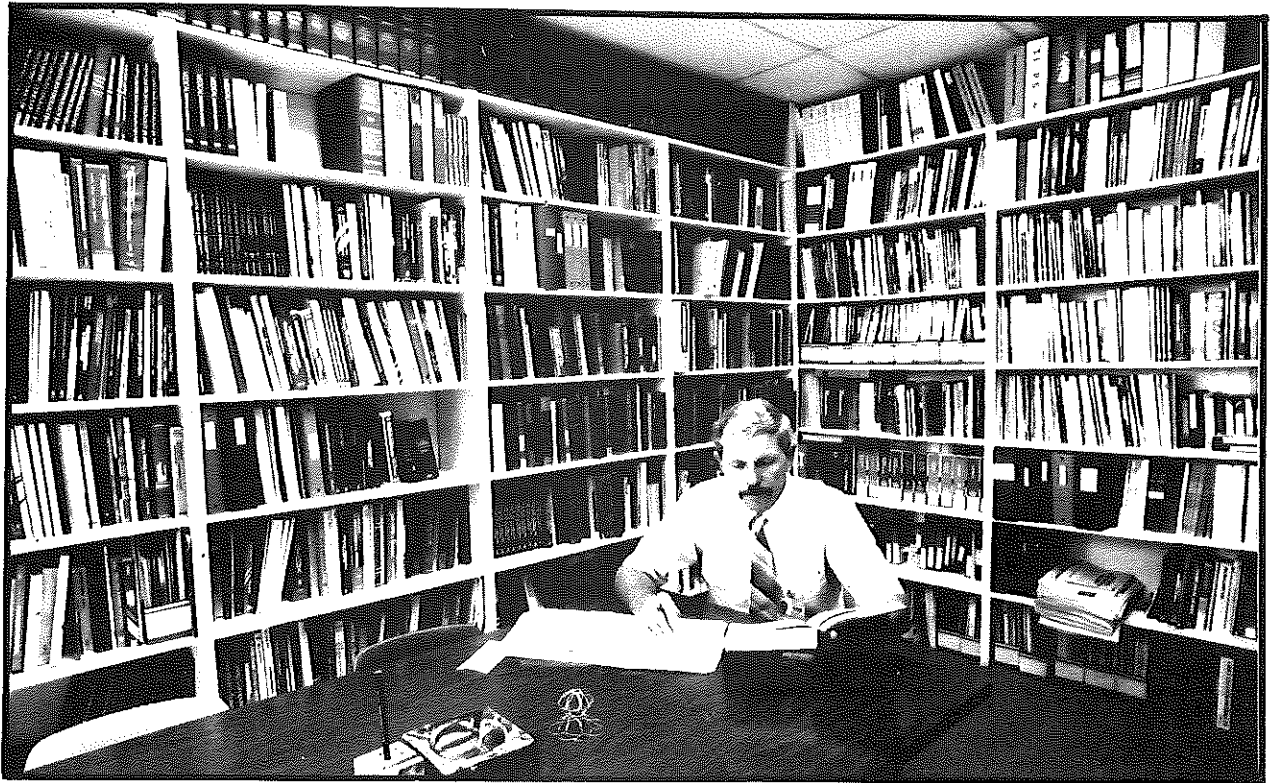
Admissions Procedures and Requirements

Applicants will be interviewed by an admissions advisor or admissions representative, who will discuss the program of study, including the applicant's individual motivation and potential for success in training and subsequent employment.

Each applicant must successfully complete the Thurstone Test of Mental Alertness. This general aptitude test is a part of the admissions interview, and guides the admissions advisor in determining the student's ability to meet the requirements of the school's study programs.

Prospective students complete an application for enrollment which is reviewed by the Director. Applicants will be notified whether they have been accepted within seven days. Applicants not accepted will be refunded any fees paid with the application.

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

Students enrolled in Associate of Specialized Technology degree programs must have a high school diploma or GED prior to acceptance into the program. Applicants who do not have a United States high school diploma or GED can enter the Medical Assistant, Medical Data Processing, Micro-Computer Operator and Travel/Tourism programs after passing a qualification entrance examination (refer to Entrance Examination above). The school urges any non-high school graduate past the age of compulsory school attendance to finish high school through a GED program.

All students are required to submit their Social Security number for identification purposes.

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

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

Credit for Previous Training

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

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.

Students may make up missed work by arrangement with the instructor.

Class Hours and Start Dates

Day class hours are from 8:00 a.m. to 1:00 p.m., Monday thru Friday.

Evening class hours are from 6:00 p.m. to 11:00 p.m., Monday thru Wednesday.

Allied health and computer day classes begin approximately every two months. Evening classes start at three month intervals.

Cardiovascular Technologist classes begin every four months during the day and every nine months in the evenings.

Travel and Tourism classes start every three months, day and evening.

Specific class starting dates are announced in advance.

Grading System

A	93 – 100	Outstanding
B	85 – 92	Above Average
C	77 – 84	Satisfactory
D	70 – 76	Below Average
F	Below 70	Unacceptable

Changes in Programs and Tuition Charges

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.

Changes in training curriculum shall not involve additional cost to currently enrolled students unless a new enrollment agreement is executed for an expanded program.

Students are permitted to make one change at no additional charge. A change is defined as a withdrawal, a change of program of study, a leave of absence, a transfer from day to evening or evening to day class. Students making more than one change will be assessed a $150 processing fee. Any change made during the first two weeks of school will not apply to this policy.

Withdrawal and Termination

The student shall have the option to withdraw from the school at any time by giving notice of intent to terminate enrollment to the school office. Should the student be under 18 years of age, notification must be accompanied by a letter from the parent or guardian consenting to the withdrawal.

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

In the case of a student's prolonged illness, accident, death in the family, or other circumstances that make it impractical to complete the course, the student may withdraw without damage to status and the school shall make a settlement which is reasonable and fair to both. One leave of absence may be granted to the student at the Director's discretion.

Internship or Project

An internship is required as part of all programs of study, except Travel and Tourism. Internship is "on-the-job" training, under the supervision of a skilled professional. Internship sites are arranged by the Placement Director. Completion of a project may be required instead of an internship. This project is undertaken after completion of classroom studies, and is a requirement for graduation.

Financial Information

Financial Aid Programs

To make training affordable, National School offers a number of financial aid programs. Eligible students may apply for federal grants and loans including: Pell Grants, Supplemental Education Opportunity Grants (SEOG), Guaranteed Student Loans (GSL), Perkins Loans (formerly NDSL) and Student Loan Supplements (SLS). Parent Loans (PLUS) may be available to parents of dependent students. Non-federal interest bearing loans are available to qualified students. Monthly budget payments are available to eligible students. Veterans attending the North Miami Beach campus may be eligible for benefits and should inquire at the Financial Aid Office.

Financial Aid Department Hours of Operation

Students may apply for financial assistance in the Financial Aid Offices located in both the North Miami Beach and Hialeah campuses.

Office hours are as follows:

Monday thru Wednesday	9:00 a.m. to 8:30 p.m.
Thursday	9:00 a.m. to 6:00 p.m.
Friday	9:00 a.m. to 5:00 p.m.

Tuition and Fees

Tuition and fees vary according to the length of the program. For a listing of specific tuition costs refer to insert. Tuition and fees are the responsibility of each student, and arrangements for payment must be made before the first day of class.

Textbooks, Uniforms and Supplies

All textbooks and handout materials are included in the tuition fees. Each medical student is issued a stethoscope. Supplies, diskettes, coding forms, uniforms, hose and shoes are not included, and cost between $25 to $50.

Satisfactory Progress Statement

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

Satisfactory progress is defined by the following criteria:

(1) A grade average of 70 percent

(2) An attendance average of 80 percent per block

(3) Meeting the specified conditions for incompletes, withdrawals, repetitions and remedial work

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

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

Incompletes, Withdrawals, Repetitions, Remedial Work

Students with course incompletes, withdrawals, repetitions and those doing remedial work are elibigle 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, financial aid students must complete their programs within a specified time frame:

PROGRAM TIME FRAMES
MAXIMUM TIME

PROGRAM	FULL-TIME	PART-TIME
Medical Assistant	12 months	$16\frac{1}{2}$ months
Medical Data Processor	$13\frac{1}{2}$ months	21 months
Cardiovascular Technologist	18 months	30 months
Computer Programmer	18 months	30 months
Micro-Computer Operator	9 months	15 months
Travel and Tourism	$4\frac{1}{2}$ months	$7\frac{1}{2}$ months

Evaluation for satisfactory progress will take place at the end of each block of instruction.

Change of Status

Students are permitted to make one change at no additional charge. A change is defined as a withdrawal, a change of program of study, a leave of absence, a transfer from day to evening or evening to day class. Students making more than one change will be assessed a $150 processing fee. Any change made during the first two weeks of School will not apply to this policy.

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 monies will be refunded.

2. If a 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 $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. Refunds shall be made within 30 days of the last day of attendance if written notification has been provided to the institution by the student, otherwise, refunds shall be made within 30 days from the date the School determines that the student has withdrawn.

National School of Technology holds two graduation ceremonies each year. Students are honored with awards for academic performance, perfect attendance, community service and other outstanding achievements.

Families and friends are invited to attend the event and proudly share in the celebration of the success of National School's graduates.
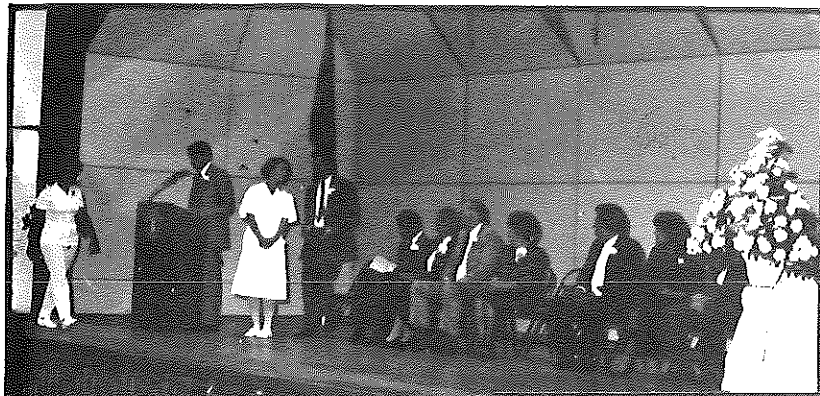
COURSE DESCRIPTIONS

AP 400 COBOL Programming I   **80 Hours**

The concepts of Common Business Oriented Language (COBOL) are discussed. The course utilizes program techniques associated with the American National Standards COBOL-74. The student codes, compiles, handles files, tests and debugs computer programs to solve various business programs.

AP 410 COBOL Programming II   **40 Hours**

This course is an extension of COBOL Programming I. Advanced Program Techniques, such as table handling, file handling, subroutines and subprograms, and multiple file usage. Structured concepts are emphasized in program writing.

AP 420 Computer Lab   **40 Hours**

The student works on programs and projects under the supervision of the instructor.

AP 500 Advanced COBOL Programming   **140 Hours**

Covers practical COBOL programming techniques such as index file handling and table handling. Simulation of project development from design to user testing stage, within a small COBOL shop is included.

AP 510 Operating Systems   **20 Hours**

This seminar includes literacy of O/S commands, utilities within the MS/DOS environment, and the use of procedural command languages. The student creates batch procedures to be executed within MS/DOS.

AP 520 Computer Lab   **40 Hours**

The student works on programs and projects under the supervision of the instructor.

AP 600 C-Language   **95 Hours**

Development of fundamental skills in C-Language programming. High-low level language comparison. The use of C in advanced micro-computer environments.

AP 610 COBOL Project / Micro Lab   **40 Hours**

A hands-on interactive training approach provides students with exposure to all of the features of the language.

AP 615 Introduction to Data Communications   **25 Hours**

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.

AP 620 Computer Lab   **40 Hours**

The student works on programs and projects under the supervision of the instructor.

AP 700 Internship or Project   **120 Hours**

The student completes an internship in a computer facility or a project in the computer lab.

AV 700 Orientation   **5 Hours**

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.

AV 705 Anatomy and Terminology   **15 Hours**

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 are covered.

AV 710 Muscular-Skeletal System   **15 Hours**

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.

AV 715 Cardiovascular Systems   **40 Hours**

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.

AV 720 Medical Ethics and Law   10 Hours

The legal liability of the patient as well as the physician. Includes tort law, confidentiality, privacy rights.

AV 725 Principles of Electrocardiography   40 Hours and The Electrocardiogram

Covers the cardiac cycle, the QRS complex, P wave and T wave, types of leads and types of electrical impulses. Includes electrocardiograph paper in relation to magnitude of voltage, vertical scale and time (horizontal scale) lead selector standardization stylus and marker button, lead codes.

AV 730 Patient Preparation, Hookups   15 Hours and Leads

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 (amputees, neurological disorders, etc.).

AV 735 Artifacts, Identification of   10 Hours Interference Sources

Somatic tremor, baseline shift, A.C.–electrical interference, grounding, point movement, technical error, loose connections, and differentiation between artifacts and arrhythmias are covered.

AV 740 Electrical Safety and   5 Hours Maintenance

Covers grounding, electric shock, pacemakers, equipment care and maintenance, proper paper leading and stylus care.

AV 745 Medical Emergencies   25 Hours

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.

AV 750 Terminology Review   15 Hours

An intensive terminology indoctrination to serve as a review and to further expand the terminology competence of the student.

AV 755 Arrhythmia Recognition   25 Hours

Rapid rhythms, normal sinus rhythm, sinus bradycardia, sinus tachycardia, sinus arrythmia, sinus arrest, atrial arrhythmias, premature modal contractions, nodal tachycardia, AV (nodal) block ventricular arrhythmias, bundle branch block.

AV 760 ICU Cardiography   15 Hours

The intesive 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).

AV 765 Emergency Room Cardiography   20 Hours

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.

AV 770 Portable Cardiography   20 Hours

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 minimm of ten successful EKG's must be taken by the student.

AV 775 Physiology of the Heart   30 Hours

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.

AV 780 Echocardiography   35 Hours

Basic principles, physics, and training with the echocardiograph machine. This includes vascular as well as structural anatomy. Flow principle and shunts.

AV 785 General Pathology   30 Hours

Study of pathology that is most related to cardiovascular disease, idiopathic hypertrophic subaortic stenosis, asymmetrical septal hypertrophy of Fallot, diabetes mellitus.

AV 790 Nephrology   **30 Hours**

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.

AV 795 Medical History   **20 Hours**

Introduction to medical history taking and readings that include signs and symptoms of cardiac related cases.

AV 800 Cardiovascular Surgery   **20 Hours**

The reasons for bypass and vascular surgical repairs due to trauma or disease. Circulatory anatomy is included, with some neuroanatomy.

AV 805 Peripheral Vascular Studies   **20 Hours**

This includes Doppler and segmental cuffing of the extremeties for occlusion and obstruction; cardiopulmonary including extremity pulses.

AV 810 Cardiopulmonary Studies   **20 Hours**

Pulmonary function, obstructive and restrictive disease, and degree of interpretation with phrenology and anatomy.

AV 815 Specialized Procedures in   **20 Hours**
Cardiology

The echocardiogram, angiogram and heart catherization, and related pathology. Covers stress testing, including hookup, proper amount of exercise, stress and time element techniques. Angina pectoris, myocardial infarction and nuclear medicine are included.

AV 820 Pacemaker Monitoring   **20 Hours**

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.

AV 825 Holter Monitoring Theory   **30 Hours**

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.

AV 830 Administrative Duties in the   **25 Hours**
EKG Department

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.

AV 835 EKG and the Post–Surgical   **30 Hours**
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.

AV 840 Pharmacology and the   **30 Hours**
Electrocardiogram

The effects of medication on the EKG. Review of the most commonly prescribed prescription and non-prescription drugs — side effects, drug abuse.

AV 845 Pathology   **50 Hours**

Congenital defects (heart murmur, rheumatic fever), congenital tendencies in the pediatric cardiology patient. Overview of cardiac disease, pulmonary complications, arterial and valve deterioration.

AV 850 Lecture Series   **30 Hours**

A variety of lectures, workshops, and demonstrations by medical experts in the field of echocardiography.

AV 855 CCVT Certification Review   **25 Hours**

A combination self-study and classroom study to review all materials and subject relative to available cardiology certification and EKG technology accreditation.

AV 860 Peripheral Vascular Diagnostic   **25 Hours**
Testing I

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.

AV 865 Peripheral Vascular Diagnostic Testing II   25 Hours

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 pheripheral vascular disease, along with an in-depth review of the most common peripheral vascular diseases. Exposure to extensive "hands-on" learning with diagnostic equipment.

AV 870 Carotid Ultrasound Diagnostic Techniques I   25 Hours

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.

AV 875 Carotid Ultrasound Diagnostic Techniques II   25 Hours

Advanced principles and physics of carotid ultrasond. An introduction to the pathophysiology of carotid artery disease with in-depth review of stroke, T.I.A.'s and arteriovenous 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.

AV 880 Echocardiography II   50 Hours

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.

AV 885 Professional Development Seminar   30 Hours

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 inputing and develop keyboarding skills on an independent study basis.

AV 900 Internship   280 Hours

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.

ESL 85 English as a Second Language   100 Hours

Provides the student with the basic foundations of English grammar, pronunciation, reading, and writing skills. Students will receive instruction in spelling, vocabulary enrichment, sentence structure and conventional punctuation.

ESL 90 English as a Second Language — Lab Session   100 Hours

Development of English pronunciation skills for use in conversation. Enrichment of conversational, reading and writing skills.

ESL 95 English Conversation Lab   85 Hours

Advanced language skills development emphasizing listening and speaking.

MA 100 Orientation   5 Hours

A discussion of school policies; an overview of the profession of medical assisting; tour of the school, introduction of teachers.

MA 105 The Body as a Whole   5 Hours

A general overview of the body, including the cells, tissues, membranes, glands, body water, systems, hemeostasis.

MA 110 The Skeletal System   15 Hours

The study of the types of bones, bone markings, bone structure, ossification, articulation, axial skeleton, appendicular skeleton and bone diseases.

MA 115 The Muscular System   15 Hours
The study of muscle fiber, muscle contraction, stretching, motor summation. The names of muscles, diseases of the muscles and related disorders.

MA 120 The Cardiovascular System   20 Hours
A study of the heart and blood vessels, including blood pressure, blood flow, circulation and the lymphatic system, cardiovascular and lymphatic diseases.

MA 125 Electrocardiography   40 Hours
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.

MA 130 The Respiratory System   15 Hours
Study includes the nose, pharynx, larynx, trachea, bronchi, lungs, thorax. Chemistry of oxygen and carbon dioxide transport. Respiratory control, normal and abnormal breathing.

MA 135 First Aid and C.P.R. Certification   25 Hours
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.

MA 140 The Digestive System   15 Hours
A study of the alimentary canal, including the esophagus, stomach, small and large intestines, liver, gall bladder, pancreas. Absorption. Diseases of the digestive system.

MA 145 The Nervous System   15 Hours
The study of neurons, the nerve impulse, reflexes, spinal cord, brain, meninges, autonomic nervous system, and diseases of the nervous system.

MA 150 The Urinary System   10 Hours
A study of the kidneys, ureters, bladder, urine, and urinary diseases.

MA 155 Reproduction   15 Hours
Study of the male and female reproductive systems, the reproductive process, and diseases of the reproductive system.

MA 160 The Endocrine System   5 Hours
The study of the endocrine glands, hormones, and diseases of these glands, including the pituitary, thyroid, parathyroid, adrenal, and pancreas.

MA 165 The Sensory System   5 Hours
The structure and functions of the eye, ear, and skin. Related diseases.

MA 200 Medical Ethics / Jurisprudence   10 Hours
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.

MA 205 Psychology of Human Relations   5 Hours
A study of personality formation, self and adult socialization, stress, patient fear and public relations.

MA 210 Medical Radiography   50 Hours
X-ray physics and the practical aspects of producing x-ray films. Covers safety precautions; film processing and darkroom procedures; positioning and film critique; routine and special radiographic examinations and procedures. Preparation for state board examination.

MA 220 Assisting Arts   30 Hours
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.

MA 225 Pharmacology   40 Hours
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.

MA 230 Specialized Medical Practices   15 Hours

An introduction to the various specialties of medicine (osteopathy, E.N.T., othopedics, allergy, ophthamology, pediatrics, gynecology, etc.) and the role of the medical assistant in these specialties.

MA 240 Medical Office Management   50 Hours

The study of 'Front Office' procedures, including types of insurance (health, government, Medicare, etc.), medical screening, pegboard and processing of these forms. Includes telephone techniques, maintaining patient's medical records, filing, doctor's correspondence and medical terminology.

MA 300 Introduction to Lab   10 Hours

Students learn to use the microscope, collect specimens and familiarize themselves with various laboratory equipment and supplies. Introduction to venipuncture techniques.

MA 310 Bacteriology and Sterilization   25 Hours

A study of the classifications of microorganisms (bacteria, viruses, fungi, rickettsiae). Principles and techniques of sterilization used in a doctor's office.

MA 315 Urinalysis   35 Hours

Covers anatomy and physiology of the urinary system in depth; collection of specimens, testing for specific gravity and ph; chemical analysis for glucose, protein, acteone, bilirubin, and blood. Microscopic examination with interpretation of findings.

MA 320 Hematology   100 Hours

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.

MA 325 Blood Chemistry   30 Hours

Routine blood tests (blood cholesterol, glucose, uric acid) findings and interpretation, normal values.

MA 400 Internship   280 Hours

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.

MC 100 Computer Fundamentals   40 Hours

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.

MC 105 Keyboarding / Data Entry   40 Hours

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.

**MC 110 Business Communications and   40 Hours
General Office Management**

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.

MC 115 Word Processing   40 Hours

The concepts of word processing (creating, retrieving, editing and printing test). Merging variable information with documents.

MC 120 Word Processing Lab   40 Hours

Computer implementation of word processing concepts and techniques.

**MC 200 Introduction to Programming   40 Hours
Languages**

Development of fundamental skills in BASIC language and flowcharting, input and output commands, fundamental BASIC statements; logical operators.

MC 205 Bookkeeping   **40 Hours**

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.

MC 210 BASIC Lab   **40 Hours**

Computer implementation of BASIC and fundamentals.

MC 215 Business Math   **40 Hours**

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

MC 220 Operating Systems / Micro-Computer Technology   **40 Hours**

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 appproach in software. Utilities and operating procedures; documentation, general discussion of "off the shelf" software applications.

MC 300 Database Programming   **40 Hours**

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.

MC 305 Lab   **40 Hours**

Computer implementation of dBASE and operating systems/micro-computer technology.

MC 310 Business Applications   **40 Hours**

Function and support; standard business applications; systems, database, flow, life stream, converting to computer systems from manual systems; accounts payable, mainstream and flow control. Creation of sequential and random files.

MC 315 Spreadsheet Analysis   **40 Hours**

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 reconcilliation and budget analysis.

MC 320 Lab   **40 Hours**

Computer implementation of spreadsheet analysis.

MC 400 Internship or Project   **120 Hours**

The student completes an internship in a computer facility or a project in the computer lab.

MD 400 Internship or Project   **120 Hours**

The student completes a project in the computer lab or serves an internship in a medical facility.

TT 100 Introduction   **5 Hours**

An overview and history of the travel industry. Travel agent job description, employment outlook, related occupations, earnings and benefits.

TT 105 North American Geography and Domestic Air   **30 Hours**

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.

TT 110 Hotel and Resort Accomodations and Surface Transportation   **10 Hours**

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.

TT 115 Travel Salesmanship and Telephone Techniques   **25 Hours**

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.

TT 120 Domestic Fare Construction and Ticketing   40 Hours

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.

TT 125 World Geography and International Air   40 Hours

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.

TT 130 Cruises   20 Hours

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 five essential questions: who, why, what, where, and when. Use of role playing demonstrating the sales process in each cost determining phase.

TT 135 Tours   10 Hours

Types of tours (hosted, escorted, 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.

TT 150 Travel by Rail   5 Hours

Booking procedures for Amtrak, types of accommodations, rail terminology, ticketing. How to use the Official Railway Guide. Eurorail/Britrail Pass information and booking procedures.

TT 155 Guidelines for Seeking Employment   20 Hours

Resume preparation, job interview tips, negotiating salary.

TT 160 Agency Marketing   10 Hours

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.

TT 165 International Fares and Ticketing   15 Hours

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.

TT 170 Destinations   10 Hours

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.

TT 175 Office Procedures and Accounting   10 Hours

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.

TT 180 Computer / Automation Training   85 Hours

Typing review. On live terminals, students 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. With the aid of reference materials, students will be able to perform the following functions: quote fares, check airline availabilities, change/delete passenger data, reduce number in party, divide names from PNR, price, order cars, special meals, request seat assignments, input remarks, work "Q" system, compute fare/tax/totals, convert currencies, reserve hotels, Phase IV — Pricing.

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

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

Joan Levenson, A.A. .... *Office Manager*
University of Florida

TUITION AND FEES

| PROGRAM	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	2995
Travel and Tourism/ESL	605	6 - 9	4295

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.

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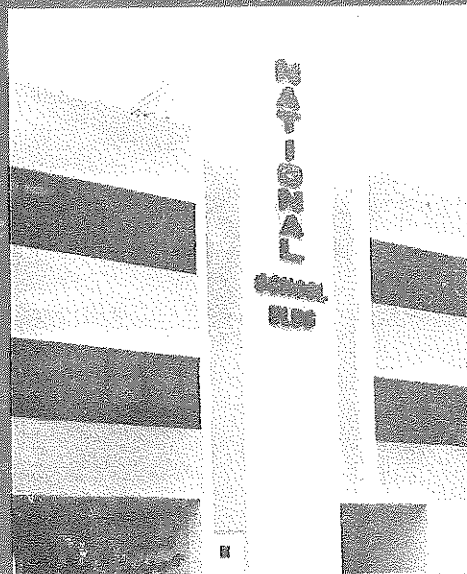
North Miami Campus
16150 N.E. 17th Avenue
North Miami Beach, FL 33162

949-9500
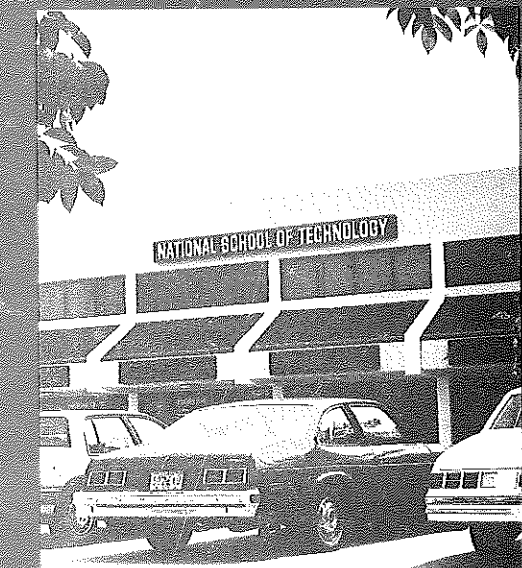
Hialeah Campus
4355 W. 16th Avenue
Hialeah, FL 33012

558-9500