



NATIONAL SCHOOL OF TECHNOLOGY, INC.

Career Catalog
1994

INSTITUTIONAL PHILOSOPHY

The purpose of the school is to provide quality education to students seeking careers in medical and computer related fields.

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 curricula, recognizing its obligation to the students and the professions they serve. National School of Technology continues to provide quality training for health paraprofessionals and computer business.

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 1982 the school changed its name to National School of Technology, Inc. and moved to the present North Miami Beach location, which was built for the school.

In January, 1985 classes began at a campus in Hialeah, Florida which was designated as an additional classroom facility. In June, 1989 the Hialeah Campus was awarded branch status.

In October, 1991, National School of Technology acquired Kendall Florida based Ward Stone College, a junior college accredited by the Accrediting Council for Independent Colleges and Schools and authorized to award Associate of Science degrees.

FACILITIES

National School of Technology consists of classrooms, medical and computer laboratories, school offices and financial aid offices.

The medical classrooms and labs contain equipment commonly found in the medical environment, such as ECG machines, microscopes, examining tables, blood cell counters, ultrasonography and echocardiography equipment as well as other types of cardiovascular diagnostic equipment.

The microcomputer labs are equipped with IBM compatible computers to allow students to receive hands-on training.

A student lounge, equipped with vending machines for food, drinks and snacks, as well as a microwave, is available. The facilities are accessible to people with disabilities.

ACCREDITATION

National School of Technology, Inc is institutionally accredited by the Accrediting Commission of Career Schools/Colleges of Technology (ACCS/CT).

The Medical Assistant Program is accredited by the Accrediting Bureau of Health Education School (ABHES).

LICENSURE

The school is licensed by the Florida Board of Independent Postsecondary Vocational, Technical, Trade and Business Schools, Tallahassee, FL 32399 (904) 488-9504. The North Miami Beach campus holds License #599 and the Hialeah campus holds License #747.

National School of Technology is a member of the Florida Association of Postsecondary Schools and Colleges (FAPSC).

MEMBERSHIPS

Career College Association (CCA)

Florida Association of Postsecondary Schools and Colleges (FAPSC)

Florida Association of Students Financial Aid Administrators (FASFAA)

National Association of Students Financial Aid Administrators (NASFAA)

U.S. Department of Education Region IV Coordinating Council

The Better Business Bureau (BBB)

STATEMENT OF OWNERSHIP

National School of Technology, Inc. is owned and controlled by Martin Knobel, C.E.O., Rickie Knobel, Treasurer, Mark Knobel, President and David Knobel.

MEDICAL DIVISION

MEDICAL ASSISTANT

Diploma – 900 Clock Hours

MEDICAL ASSISTANT TECHNICIAN

*Specialized Associates Degree
1200 Clock Hours*

PROGRAM OBJECTIVE:

This contemporary training program is designed to teach students the skills necessary for employment in the modern medical facility. A qualified medical assistant is capable of performing a wide range of duties, with a variety of technical detail; thus helping the physician in many administrative and clinical situations. Training in medical ethics and professional etiquette, as well as basic office procedures are taught as required elements of the 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 Technicians may be qualified for enhanced employment opportunities with the addition of computer operations and basic X-Ray machine training to their core curriculum.

MEDICAL ASSISTANT - PROGRAM OUTLINE

Block 1

MA 110	Human Bio-organization	15
MA 112	Body Structure, Movement and Function	75
MA 114	Specialized Sense Organs	10
MA 120	The Cardiovascular System- Electrocardiography	60
MA 122	The Respiratory System	15
MA 124	The Nervous System	15
MA 126	CPR Certification - Emergency Cardiac Care	10

Block 2

MA 130	Psychology of Patient Care- Legal & Ethical Issues	25
MA 132	Medical Office Management Procedures	75
MA 160	Infection Control and Sterilization	10
MA 162	Clinical Assisting Skills	50
MA 164	Pharmacology and Drug Therapy	30
MA 166	Nutrition and Diet Therapy	10

Block 3

MA 170	Organization of the Clinical Laboratory	15
MA 172	Phlebotomy Techniques	35
MA 174	Hematology	50
MA 180	Clinical Chemistry	25
MA 182	Basic Urinalysis	35
MA 184	Serology Testing	20
MA 186	Microbiology	20

Block 4 (For S.A.D. Credential Only)

MA 140	Computer Fundamentals	30
MA 142	Medical Office Management Software	10

MA 144	Computer Applications for Office Practice	60
MA 150	Keyboarding Skills/Data Entry	35
MA 152	Rules for Medical Word Processing and Terminology	20
MA 154	Basic Medical Reports	15
MA 156	Medical Word Processing Lab	30

Block 5 (For S.A.D. Credential Only)

RT 190	Fundamentals of Radiology, Terminology, and Mathematics	35
RT 192	Radiation Physics & Electronics	20
RT 194	Radiographic Technique and Production	35
RT 196	Basic X-Ray Machine Operator Certification Exam Review	10

Internship

MA 208	Internship or Project	300
--------	-----------------------	-----

TOTAL CLOCK HOURS - Diploma 900

9 months day / 12 months evening

TOTAL CLOCK HOURS - 1200

Specialized Associates Degree

12 months day / 15 months evening

CARDIOLOGY DIVISION

CARDIOVASCULAR TECHNOLOGIST

Specialized Associates Degree
1500 Clock Hours

PROGRAM OBJECTIVE:

This program will enable the student to perform electrocardiograms (ECG), Ambulatory Monitoring and Graded Exercise diagnostic examinations; as well as basic x-ray and cardiovascular laboratory procedures through the acquisition of necessary medical knowledge and techniques in the field of cardiology. This program also prepares the student with the foundation for advanced study in cardiovascular technology and diagnostic imaging.

CAREER OPPORTUNITIES:

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

CARDIOGRAPHIC TECHNICIAN

Diploma
900 Clock Hours

PROGRAM OBJECTIVE:

This program will enable the student to take electrocardiograms (ECG), through the acquisition of necessary medical knowledge and techniques in diagnostic cardiology.

CAREER OPPORTUNITIES:

Cardiographic Technicians are employed in hospitals, cardiologists' offices, cardiology mobile units and many other health facilities.

CARDIOVASCULAR TECHNOLOGIST - PROGRAM OUTLINE

Block 1

CT 1110	Cellular Basis of Anatomy and Physiology	30
CT 1112	Musculoskeletal System	15
CT 1114	Nervous System	30
CT 1116	Respiratory System	15
CT 1118	Gastrointestinal System	45
CT 1120	Genitourinary System	15
CT 1122	Endocrine System	15
CT 1124	Reproductive System	15
CT 1126	Cardiac Anatomy and Physiology	45
CT 1128	Vascular Anatomy and Physiology	45
CT 1130	Cardiopulmonary Resuscitation	15
CT 1132	Basic Medical Skills I	15

Block 2

CT 1210	Computational Science	15
CT 1212	Medical Physics	15
CT 1214	Normal ECG and Normal Variants	45
CT 1216	Vectorial Analysis	15
CT 1218	Hypertrophies and Interventricular Conduction Disturbances	15
CT 1220	Ischemia, Injury, & Infarction	15
CT 1222	Introduction to Cardiac Pathology	60
CT 1224	Arrhythmia Recognition and Management	75
CT 1226	Pacemaker Rhythms	15
CT 1228	Cardiovascular Pharmacology	15
CT 1230	Basic Medical Skills II	15

Block 3

CV 1310	Graded Exercise Testing	15
CV 1312	Ambulatory Monitoring	15
CV 1314	Stress and Holter Lab	30
CV 1316	Cardiac Pathology	105
CV 1318	Introduction to Vascular Diseases	30
CV 1320	Introduction to Vascular Studies	30
CV 1322	Non-Invasive Vascular Lab I	45
CV 1324	Physics of Ultrasound	30

Block 4

CV 1410	Business and Medicine	10
CV 1412	Records Management Systems & Procedures	75
CV 1414	Sterilization & Infection Control	15
CV 1416	Clinical Laboratory Procedures	60
CV 1418	Psychology of Patient Care	15
CV 1420	Professionalism & Medical Ethics	15
CV 1422	Advanced Concepts in Cardiac Technology	35
RT 0290	Fundamentals of Radiology, Terminology & Mathematics	30
RT 0292	Radiation Physics & Electronics	10
RT 0294	Radiography Technique & Production	30
RT 0296	Basic X-ray Machine Operator Certification Exam Review	5

Internship

CV 1450	Internship or Project	300
---------	-----------------------	-----

TOTAL CLOCK HOURS 1500

15 months day/ 19 months evening

CARDIOGRAPHIC TECHNICIAN - PROGRAM OUTLINE

Block 1

CT 1110	Cellular Basis of Anatomy and Physiology	30
CT 1112	Musculoskeletal System	15
CT 1114	Nervous System	30
CT 1116	Respiratory System	15
CT 1118	Gastrointestinal System	45
CT 1120	Genitourinary System	15
CT 1122	Endocrine System	15
CT 1124	Reproductive System	15
CT 1126	Cardiac Anatomy and Physiology	45
CT 1128	Vascular Anatomy and Physiology	45
CT 1130	Cardiopulmonary Resuscitation	15
CT 1132	Basic Medical Skills I	15

Block 2

CT 1210	Computational Science	15
---------	-----------------------	----

CT 1212	Medical Physics	15
CT 1214	Normal ECG and Normal Variants	45
CT 1216	Vectorial Analysis	15
CT 1218	Hypertrophies and Interventricular Conduction Disturbances	15
CT 1220	Ischemia, Injury, and Infarction	15
CT 1222	Introduction to Cardiac Pathology	60
CT 1224	Arrhythmia Recognition and Management	75
CT 1226	Pacemaker Rhythms	15
CT 1228	Cardiovascular Pharmacology	15
CT 1230	Basic Medical Skills II	15

Internship

CT 1250	Internship or Project	300
---------	-----------------------	-----

TOTAL CLOCK HOURS 900

9 months day/ 12 months evening

ULTRASOUND DIVISION

ULTRASOUND TECHNOLOGIST

*Specialized Associates Degree
1200 Clock Hours*

PROGRAM OBJECTIVE:

This program will provide the student with the foundation leading to the performance of abdominal and OB/GYN diagnostic examinations through the acquisition of necessary medical knowledge and techniques in ultrasound.

CAREER OPPORTUNITIES:

Because of their extensive training, sonographers are capable of working in a variety of clinical environments including a physician's private practice, diagnostic centers, and when considered registry eligible, hospitals.

CARDIAC & VASCULAR IMAGING DIVISION

DIAGNOSTIC CARDIAC SONOGRAPHER

*Specialized Associates Degree
1200 Clock Hours*

PROGRAM OBJECTIVE:

This program will enable the student to perform diagnostic examinations through the acquisition of necessary medical knowledge and techniques in diagnostic cardiac sonography.

CAREER OPPORTUNITIES:

Diagnostic Cardiac Sonographers are employed in hospitals, cardiologists' offices, cardiology mobile units and many other health facilities.

Prerequisite: Cardiovascular Technologist Program (see Statement of Application to Advanced/Upper Division Programs)

ULTRASOUND TECHNOLOGIST - PROGRAM OUTLINE

Block 1

US 1110	Physics of Ultrasound & Instrumentation	70
US 1112	Cross Sectional & Sagittal Anatomy	60
US 1114	Liver, Gall Bladder, Pancreas, Biliary System & Spleen	100
US 1116	Renal System & Adrenal Gland/ Retroperitoneum	70

Block 2

US 1210	Vascular System	70
US 1212	Thyroid & Parathyroid Glands	30
US 1214	Mammary Gland	15
US 1216	Scrotum & Prostate Gland	30
US 1218	Overview of Obstetrics Ultrasound Measurements, Biophysical Profile & Multiple Fetuses	100
US 1220	Incompetent Cervix, Placenta Doppler Assessment of Pregnancy & Instrumentation in Obstetrics	55

Block 3

US 1310	First Trimester, Fetal Anatomy & Common Defects	90
US 1312	Fetal Development & Cardiovascular Malformations	50
US 1314	Anatomy of the Female Pelvis & Scanning Technique	30
US 1316	Pelvic Inflammatory Diseases	30
US 1318	Congenital Anomalies of the Female Genital Tract/Benign Diseases of the Vagina	40
US 1320	Malignant Diseases of the Uterus & Cervix/Benign Masses Malignant Masses of the Ovaries, Fallopian Tubes & Broad Ligaments	60

Internship

US 1430	Internship	300
---------	------------	-----

TOTAL CLOCK HOURS 1200
12 months day / 15 months evening

DIAGNOSTIC CARDIAC SONOGRAPHER - PROGRAM OUTLINE

Block 1

CS 1110	Introduction to Cross-sectional Echo Anatomy	15
CS 1112	Introduction to Normal 2-Dimensional Examination	15
CS 1114	Two-Dimensional Lab	45
CS 1116	Introduction to Normal M-mode	15
CS 1118	Introduction to Conventional Doppler Exam	15
CS 1120	Conventional Doppler Lab	45
CS 1122	Introduction to Color Flow Mapping and Principles	15
CS 1124	Echocardiographic Pathology	75
CS 1126	Non-Invasive Lab II	60

*** Clinical Practicum**

CS 1220	Sonography Clinicals	810
CS 1250	Special Projects and Seminars	90

TOTAL CLOCK HOURS 1200

12 months day/13 months day/evening

* Offered during days only

MIDWIFERY DIVISION

MIDWIFERY

Specialized Associates Degree

2700 Clock Hours

PROGRAM OBJECTIVE:

This program provides training to qualified persons to become proficient in the practice of midwifery, including the supervision and facilitation of the process of normal labor and childbirth, including providing prenatal and postpartum care.

CAREER OPPORTUNITIES:

The licensed Midwife may practice as an independent practitioner following protocols established by the State of Florida. The licensed Midwife may practice alone or in a partnership with another midwife in the home (if appropriate) or office setting. Licensed Midwives may open Birth Centers or be employed by a Birth Center.

Note: Licensed Midwives are considered as primary care practitioners and by Florida State Law are eligible for insurance reimbursement, including Medicaid reimbursement for prenatal and postpartum care for home births and full reimbursement for Birth Center births.

Registered or licensed practical nurses may complete the Midwifery program in two years and are exempt from the third year clinical practicum. Clinical practice hours are substituted for the science courses and advanced standing credit is awarded for the Basic Nursing Skills course in the first year curriculum. The second year curriculum is the same as the three year Midwifery program. Advanced standing is granted as credit for previous training and must be verified by means of an official transcript from the nursing program attended.

MIDWIFERY - PROGRAM OUTLINE

FIRST YEAR

Block 1

*MW 6110	Anatomy & Physiology	75
MW 6115	Practice Management I	20
MW 6120	Basic Nursing Skills	40
MW 6125	Lactation/Breastfeeding	15
MW 6150	Clinical Lab: Birth Observation Practicum I	150

Block 2

*MW 6210	Anatomy & Physiology of the Reproductive Cycle	35
*MW 6215	Human Growth & Development	20
*MW 6220	Fetal Growth & Development/ Embryology	20
MW 6225	Laboratory & Diagnostic Testing	25
MW 6230	Nutrition for the Childbearing & Lactating Woman	15
MW 6235	Practice Management II	20
MW 6240	Birth Review I	15
MW 6150	Clinical Lab: Birth Observation Practicum I (cont)	150

Block 3

*MW 6310	Applied Psychology	20
*MW 6315	Epidemiology & AIDS	30
*MW 6320	Basic Nutrition	25
MW 6325	Childbirth Education	20
MW 6330	Birth Review II	15
MW 6335	Practice Management III	20
MW 6340	Loss & Grieving	10
MW 6345	Religious/Cultural Diversities	10
MW 6150	Clinical Lab: Birth Observation Practicum I (cont)	150

SECOND YEAR

Block 4

MW 6410	Normal Antepartum Knowledge & Skills I	45
MW 6415	Legal & Ethical Aspects of Midwifery	25
MW 6420	Applied Pharmacology	25
MW 6425	Normal Labor, Delivery & Postpartum I	25
MW 6430	Health Care Communications	15
MW 6435	Birth Review III	15
MW 6450	Clinical Lab: Birth Observation Practicum II	150

Block 5

MW 6510	Normal Antepartum Knowledge & Skills II	45
MW 6515	Normal Labor Delivery & Postpartum II	25
MW 6520	Complications of Pregnancy, Birth Postpartum & the Newborn I	25
MW 6525	Birth Review IV	15
MW 6530	Parenting	15
MW 6535	The Neonate	25
MW 6540	Clinical Lab: Birth Observation Practicum II (cont)	150

Block 6

MW 6610	Well-Woman Natural Family Planning	20
MW 6615	Suturing	15
MW 6620	Well-Woman Gynecology	25
MW 6625	Birth Review V	65
MW 6630	Complications of Pregnancy, Birth Postpartum and the Newborn II	25
MW 6450	Clinical Lab: Birth Observation Practicum II (cont)	150

THIRD YEAR

Clinical Practicum

MW 6750	Clinical Lab: Birth Observation & Practicum III	225
MW 6755	Clinical Lab: Birth Observation & Practicum IV	225
MW 6760	Clinical Lab: Birth Observation & Practicum V	225
MW 6765	Clinical Lab: Birth Observation & Practicum VI	225

TOTAL CLOCK HOURS

2700

34 months day & evening

* Science Courses

GENERAL INFORMATION

CLASS SIZE

Class size averages between 15 and 30 students. Medical laboratory class size usually will not exceed 20 students, allowing for personal attention and individualized instruction.

EQUAL OPPORTUNITY STATEMENT

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

National School is an equal opportunity employer.

HOURS OF OPERATION

The school is open from 8:00 a.m. to 11:00 p.m., Monday thru Thursday; and from 8:00 a.m. to 5:00 p.m. on Friday.

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 arrive to class at the scheduled times and return to class immediately after all breaks and lunch periods, or be considered tardy. Tardiness is defined as arrival to class 15 minutes after the scheduled class time. Three tardies are considered as one absence. Students may be suspended when absences and tardiness constitute more than 20 percent of total class hours. Upon readmission to class, the student must make up lost instruction time to the satisfaction of the instructor. 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. Telephones within the school offices 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 programs 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 and maintain beards and mustaches neatly trimmed.

Students are expected to dress in clothing that they would wear to their jobs. Shorts are not permitted in the classrooms.

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 suspension or expulsion. Students may appeal expulsion in writing within 72 hours to the director of the campus. In the absence of an appeal, the student shall be considered terminated.

STUDENT COMPLAINT/ GRIEVANCE PROCEDURE

National School of Technology endeavors to be responsive to the needs of its students. In the event that a complaint arises, students are expected to resolve such grievances in a constructive and appropriate manner. Most complaints are resolved on an informal basis, however, if necessary, students may pursue more formal channels. Students may contact the Campus Director to obtain information on National School's complaint policy and procedures.

Schools accredited by the Accrediting Commission for Career Schools/Colleges of Technology of the Career College Association must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools/
Colleges of Technology
750 First Street, N.E., Suite 905
Washington, D.C. 20002-4242
(202) 336-6850

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting Mr. Ortiz, NMB Campus Director, or Dr. Barreto, Hialeah Campus Director.

DISCLOSURE STATEMENT

Courses are not necessarily taught in the same order they appear on the curriculum outline. The school reserves the right to change the program outline, start dates, tuition, or to cancel programs. Currently enrolled students will not be affected by tuition increases. All program

cancellations shall be in accordance with the Department of Education and State of Florida rules and regulations.

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

SCHOOL HOLIDAYS

New Year's Day - Martin Luther King Day -
President's Day - Good Friday - Memorial Day -
Independence Day - Labor Day - 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.

STUDENT SERVICES

JOB PLACEMENT ASSISTANCE

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

By assisting students with part-time employment, internships and job placement services for graduates, the Career Development Department makes every effort to secure positions for graduates. National School is not permitted by law to guarantee employment.

COUNSELING

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

CPR/FIRST AID CLASSES

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

GRADUATION

Upon successful completion of all prescribed subjects of instruction with a cumulative grade average of 77 percent or better; demonstrating the ability to perform all required competencies; satisfaction of all financial obligations to the school and an exit interview, the student will be awarded a diploma or Specialized Associate Degree (S.A.D.) credential as stated in the catalog program information.

It should be noted that the State of Florida requires that this vocational credential be considered as a diploma and not the equivalent of a traditional Associates Degree which incorporates liberal arts courses.

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

INSURANCE

Each medical student is covered by \$1 million of professional liability insurance at no extra charge, while on approved internships, practicums and during classroom training exercises. Midwifery students, however, are excluded from this coverage as professional liability insurance for this specialty is presently unavailable.

LIBRARY

A library of professional books is available for student use.

PHOTO IDENTIFICATION BADGES

For security purposes, all students are required to wear a photo identification badge. This badge is issued by the school and is free of charge. Lost badges must be replaced and cost \$5.00.

PROFESSIONAL AND CREDENTIALING ORGANIZATIONS

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

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

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

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

American Society of Cardiovascular Professionals (ASCP)

Student Services Continued

Cardiac Credentialing International (CCI)

Greater Miami Society of Echocardiography

Society of Diagnostic Medical Sonographers (SDMS)

Midwives Association of Florida (MAF)

Midwives Alliance of North America (MANA)

***AMERICAN SOCIETY OF
PHLEBOTOMY TECHNICIAN (ASPT)
EXAM***

The school is a site for the American Society of Phlebotomy Technician Examination. This exam is given three times a year. Students are notified of examination dates as they are scheduled.

COMMUNITY SERVICE AND AWARDS

National School of Technology recognizes the importance of community service. 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 a year.

In recognition of its efforts and accomplishments in service to the community, National School has received several awards and citations. Mayors of Metro-Dade County, the City of Miami, the City of North Miami Beach and the City of Hialeah have all issued proclamations honoring National School for its community service.

***REGISTERED MEDICAL ASSISTANT
(RMA) EXAM***

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

TUTORING

Tutoring is available by appointment with instructors.

REFRESHER COURSES

Refresher courses are available to graduates at the cost of materials only. Costs generally do not exceed \$150.00.

STUDENT RECORDS

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

TRANSCRIPTS

Copies of transcripts may be obtained by submitting written request to the school. A fee of \$5 per copy is charged. Please allow 10 days for processing time.

ACADEMIC INFORMATION

ADMISSIONS PROCEDURES AND REQUIREMENTS

Applicants will be interviewed on campus by an 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. At the level required for the particular program. This general aptitude test is a part of the admissions interview, and guides the admissions representative in determining the student's ability to meet the requirements of the school's study programs.

Applicants for admissions must have a High School Diploma or G.E.D.

Prospective students complete an application for enrollment which is reviewed by the Director. Applicants will be notified whether they have been accepted within two weeks prior to the start date of the program.

All students are required to submit his/her 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 age, race, sex, handicap or national origin.

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

Students who desire to become applicants for the more advanced educational programs of the school will be required to meet additional admissions requirements.

CREDIT FOR PREVIOUS TRAINING

Credit for previous training may be granted 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.

ADMISSIONS REPRESENTATIVE

Each student shall be assigned a representative to aid the student during his or her professional and educational experience.

CLASS HOURS AND START DATES

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

Afternoon class hours range from 1:00 p.m. to 6:00 p.m., on scheduled class days.

Evening class hours range from 6:00 p.m. to 11:00 p.m., Monday thru Thursday.

See the Academic Calendar Insert for start date information.

An hour of instruction is equal to 50 minutes.

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 students shall have the option to withdraw from the school at any time by giving notice of intent to terminate enrollment to the school office.

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.

Any student found guilty of academic dishonesty will receive an immediate "zero" for that subject and will be expelled. Academic dishonesty includes, but is not limited to cheating, copying plagiarism or failure to report the same.

In the case of a student's prolonged illness, accident, death in the family, or other

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.

A Financial Aid Exit Interview is required.

INTERNSHIP OR PROJECT

An internship is required as part of all programs of study. Internship is "on-the-job" training, under the supervision of a skilled professional. Internship sites are arranged by the Education Department. Completion of a project may be required instead of an internship. This is a requirement for graduation.

All internships and practicums are graded by the Education Department and are a part of the student's final average. Each student is expected to demonstrate the ability to correctly perform all required competencies in the workplace in order to graduate and receive a diploma.

STATEMENT OF APPLICATION TO ADVANCED/UPPER DIVISION PROGRAMS

Students desiring admission to advanced or upper division programs must submit an application to the Admissions Screening Committee. The Admissions Screening Committee is comprised of a faculty member, the Campus Director, the Program Coordinator and/or Program Director/Clinical Coordinator of the program to which the student is making application, and an Admissions Representative. In order for the application to be favorably considered, the student must be recommended by the faculty and Program Coordinator and/or Director. These recommendations are based upon consideration of student performance in meeting the established criteria. This criteria is available to all students through their Program Coordinator.

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: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Stafford Loan (FGSL), Federal Perkins Loans and Federal Supplemental Loans for Students (FSLs). Federal Parent Loans for Undergraduate Students (PLUS) may be available to parents of dependent students. Federal and State regulations determine who is an eligible student and the amount of financial aid for which they may be eligible.

STUDENT FINANCIAL SERVICES HOURS OF OPERATION

Students may apply for financial assistance in the Student Financial Services Offices.

Office hours are as follows:

Monday thru Thursday	9:00 a.m. to 8:00 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 \$25.00 to \$50.00.

VETERANS ADMINISTRATION

The Veterans Administration provides educational benefits under the Montgomery GI Bill Active Duty Educational Assistance Program. The program provides education and training opportunities to eligible students.

Veterans who are planning to attend National School, should contact the Office of VA prior to

the date of entry in order to be counselled and to expedite the processing of paperwork required to obtain educational allowances from the Veteran's Administration. Some National School of Technology programs may not qualify for veterans benefits due to recent updates of curriculum.

SATISFACTORY PROGRESS STATEMENT

Satisfactory progress is necessary in order to maintain eligibility for Title IV financial assistance programs, as well as to remain in school.

Satisfactory progress is defined by the following criteria:

- (1) A grade average of 77 percent
- (2) An attendance average of 80 percent per block
- (3) Satisfactory performance of all required competencies
- (4) Meeting the specified conditions for incomplete, withdrawals, repetitions and remedial work

If a student falls below the criteria listed above, consultation with a school official will be scheduled. The student will also receive written notice, placing the student on probationary status for one block of instruction, 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. The student will be provided the opportunity to repeat failed courses prior to termination from the program. Students meeting the specified requirement at the end of the probationary period will be removed from probationary status.

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

Students whose training has been interrupted for academic reasons may be reinstated with the following class by making application directly to the registrar. Students who have been administratively withdrawn from a program may apply for reinstatement by making written application to the campus director in accordance with the appeals process described in the catalog

Financial Information Continued

section entitled "Rules and Regulations". The administration will review these applications and render a final decision.

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 required to make up and complete course work is within the program time frame.

Students with incomplete courses will receive written notice and are required to make up any incomplete assignments or examinations within two weeks of such notice in order to receive credit. Students withdrawing from a course prior to the midpoint of an instructional block will not receive a grade for the course. Grades assigned for repeated courses will replace the unsatisfactory grades for the same courses previously attempted.

MAXIMUM TIME FRAME

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

All programs must be completed in no more than 1.5 times the normal duration of clock hours.

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

REFUND POLICY

1. All monies paid by an applicant will be refunded if requested within three days after signing an enrollment agreement and making an initial payment.
2. 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.
3. If a student is accepted and then withdraws from the program, 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.

4. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of the equipment.

5. **Refunds to the students attending the institution for the first time, or for subsequent periods of enrollment.** The school shall make a pro rata refund of tuition, fees, and other charges to a student who withdraws or otherwise fails to complete the period of enrollment.

A pro rata refund is required if the student has completed 60% or less of the program. The pro rata refund is equal to the portion of the period of enrollment for which the student has been charged that remains on the last day of attendance by the student. The refund is rounded downward to the nearest 10% of that period, less any unpaid charges, less a withdrawal fee of \$100.

The "portion of the period of enrollment for which the student has been charged that remains" shall be determined as follows: by dividing the total number of clock hours comprising the period of enrollment for which the student has been charged by the number of hours remaining to be completed as of the last day of recorded attendance.

6. If the student completes more than 60% of the program, the student shall not receive any refund, and is obligated for the full tuition, fees, and other charges.
7. Refunds are made within sixty (60) days of the date that the student cancels or fails to appear on or before the first day of class. Any monies due the student shall be refunded within sixty (60) days from the last date of attendance.

Termination Date. The termination date for refund computation purposes is the last date of actual attendance by the student. The School will refund all monies due whether or not the student provided notice of cancellation or withdrawal.

Special Cases. In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the School shall make a settlement which is reasonable and fair to both parties.

COURSE DESCRIPTIONS

BA 100 KEYBOARDING

50 HOURS

Students will be taught by touch, the location of all of the alphabetic keys on the keyboard, proper posture and reaching techniques, and will practice rhythm for more accurate and faster keyboarding. **NOTE:** Students must achieve a minimum keyboarding speed of 35 wpm to graduate

BA 110 BUSINESS MATHEMATICS

50 HOURS

Students learn to use their math abilities in business related fields such as bank reconciliations, payroll computation, sales commissions, markup, simple interest, promissory notes and taxes.

BA 120 COMPUTER CONCEPTS

50 HOURS

An introduction to computer hardware and software and their use in a business environment. Students are also introduced to wordprocessing.

BA 200 INTRODUCTION TO BUSINESS

50 HOURS

An introduction to the practices and duties that are performed in the business environment. Included is common terminology used in business.

BA 210 ENGLISH USAGE AND COMPOSITION

50 HOURS

Students will prepare letters, memos, reports and other business documents using original thought.

BA 220 WORDPERFECT

50 HOURS

In this lab/lecture course students will learn to create and manage documents on the microcomputer. The course will introduce the student to word processing fundamentals.

BA 300 ADVERTISING & MARKETING

50 HOURS

An introduction to the role of advertising and marketing as a sales and communications tool for business. Advertising and marketing methods, techniques and media are examined.

BA 310 PRINCIPLES OF ACCOUNTING I

50 HOURS

This course includes the basic structure of accounting, opening a set of books, journal entries, trial balances, financial statements, and closing the books of a business.

BA 320 ADVANCED LOTUS 1 2 3

50 HOURS

In this lab/lecture course, students will use advanced spreadsheet processing. Students will learn various Lotus functions, macros, and advanced graphing and database techniques.

BA 400 PRINCIPLES OF MANAGEMENT

50 HOURS

Emphasis is placed upon aspects of management such as planning, organization, staffing, leading and controlling. The needs for sound management philosophy are identified.

BA 410 BUSINESS COMMUNICATIONS/ ENGLISH II

50 HOURS

A study of communication, ideas orally and in writing. Organization of material, logical thought, and effective presentation are stressed.

BA 420 ADVANCED WORDPERFECT

50 HOURS

In this advanced lab/lecture class, students will learn the word processing commands that will permit them to become "power users".

BA 500 BUSINESS LAW

50 HOURS

An introductory course that enables students to examine and better understand the legal framework that surrounds routine business activities.

BA 510 PRINCIPLES OF ACCOUNTING II

50 HOURS

A continuation of PRINCIPLES OF ACCOUNTING I. The student will learn how to process payroll, perform inventory accounting and the accounting function for a simulated business.

BA 520 COMPUTERIZED ACCOUNTING

50 HOURS

Students will learn how to process the general ledger, accounts payable and receivable ledgers, and prepare financial statements and reports on a microcomputer.

BA 600 INTERNSHIP OR PROJECT

150 HOURS

The student will complete the internship in computer applications by working at a computer facility or by completing an additional project in the computer lab.

CS 1110 INTRODUCTION TO CROSS- SECTIONAL ECHO ANATOMY

15 HOURS

A study of the parts of the heart as seen in different echocardiographic views using parasternal, apical, subcostal, and suprasternal windows.

**CS 1112 INTRODUCTION TO NORMAL
2-DIMENSIONAL EXAMINATION 15 HOURS**

A discussion of the technique in getting the different echocardiographic views of the heart with emphasis on getting the appropriate plane, achieving transducer control, and eliminating artifacts.

CS 1114 TWO DIMENSIONAL LAB 45 HOURS
Practice on normal 2-dimensional examination.

**CS 1116 INTRODUCTION TO NORMAL
M-MODE EXAMINATION 15 HOURS**

An orientation to M-mode recording with emphasis on the motion pattern of the different parts of the heart seen. Discussion of the technique of performing the exam and the M-mode measurements. Lab time to practice on M-mode examination included.

**CS 1118 INTRODUCTION TO CONVENTIONAL
DOPPLER EXAMINATION 15 HOURS**

A review of blood flow across the different valves of the heart as seen from different echo views. An explanation of the doppler technique of examination and the uses of the different doppler modes and interpretation of the doppler spectral display.

CS 1120 CONVENTIONAL DOPPLER LAB 45 HOURS

Practice on Conventional Doppler examination.

**CS 1122 INTRODUCTION TO COLOR FLOW
MAPPING & PRINCIPLES 15 HOURS**

A review of color flow physics. A demonstration of the technique and uses of color flow doppler. Included are interpretations of the color flow display. Lab time to practice on Color Flow examinations included.

CS 1124 ECHOCARDIOGRAPHIC PATHOLOGY 75 HOURS

A study of cardiac diseases with emphasis on echocardiographic findings.

CS 1126 NON-INVASIVE LAB II 60 HOURS

An orientation to the echocardiographic controls. A demonstration of the technique of performing a complete echocardiographic examination including 2D, M-mode, doppler and color flow. Case studies in echo pathology are also discussed.

CS 1220 SONOGRAPHY CLINICALS 810 HOURS

CS 1250 SPECIAL PROJECTS AND SEMINARS 90 HOURS

**CT 1110 CELLULAR BASIS OF ANATOMY &
PHYSIOLOGY 30 HOURS**

An introduction to the medical field with a review of the responsibilities of a cardiographic technician, including ethical considerations. Study of the cell, its organelles and functions. Detailed discussion of cell membrane structure and its transport systems, and the role it plays in the generation of action potential.

CT 1112 MUSCULOSKELETAL SYSTEM 15 HOURS

A presentation of the overall skeletal plan with particular attention to anatomical landmarks relevant to echocardiographic and vascular studies. Ultramicroscopic anatomy of a muscle is discussed with a description of excitation-contraction coupling and its relationship with the nervous system.

CT 1114 NERVOUS SYSTEM 30 HOURS

A study of the organization and structures in the nervous system, the function of each component, and its blood supply. Includes discussion of the most common derangement involving the system.

CT 1116 RESPIRATORY SYSTEM 15 HOURS

A study of the anatomical landmarks of the respiratory system, chemistry of oxygen and carbon dioxide transport, and breathing patterns.

CT 1118 GASTROINTESTINAL SYSTEM 45 HOURS

Covers the general anatomical features of the gastrointestinal system. The anatomical and physiologic characteristics of the stomach, small intestines, large intestines, liver, gallbladder and pancreas are described.

CT 1120 GENITOURINARY SYSTEM 15 HOURS

A study of the gross anatomy and histological organization of the urinary systems, and the male and female reproductive system. Renal physiology and its role hemodynamic compensatory mechanisms is emphasized. Related pathologies are also discussed.

CT 1122 ENDOCRINE SYSTEM 15 HOURS

A study of hormones, their origin and function with respect to the human body.

CT 1124 REPRODUCTIVE SYSTEM 15 HOURS

A study of the anatomy and physiology of the female and male reproductive system.

CT 1126 CARDIAC ANATOMY & PHYSIOLOGY 45 HOURS

Presents the gross and microscopic anatomy of the heart. Demonstrates the relationship of propagation of electrical impulses with electrocardiographic recording and the cardiac cycle, compensatory mechanisms for the heart and congestive heart failure are also discussed.

CT 1128 VASCULAR ANATOMY & PHYSIOLOGY 45 HOURS

Describes the composition of blood and its various functions. A presentation of the anatomical distribution of major arteries and veins. Included are discussions of the hemodynamic principles that regulate blood flow and the compensatory mechanisms for the control of flow, including the etiology and development of hypotension and hypertension.

CT 1130 CARDIOPULMONARY RESUSCITATION 15 HOURS

A study of emergency management of a victim of cardiac arrest and first aid for an obstructed airway. Certification requirements are determined by the American Heart Association and include resuscitation procedures for adults and infants.

CT 1132 BASIC MEDICAL SKILLS I 15 HOURS

A variety of clinical skills are presented and practiced including vital signs and physical measurements, skin puncture and venipuncture, taking medical history, the routine physical examination, and an introduction to medical records.

CT 1210 COMPUTATIONAL SCIENCES 15 HOURS

A review of basic mathematics, algebra, physics, and statistics. Basic computer knowledge and keyboarding skill is introduced, as well as basic economic skills such as budgeting, interest computations, loans and personal financial management.

CT 1212 MEDICAL PHYSICS 15 HOURS

A review of basic physics principles and their application to medical technology.

CT 1214 NORMAL ECG & NORMAL VARIANTS 45 HOURS

A study of the physical principles and electrical activity of the heart. These are correlated with the findings in ECG and the cardiac cycle.

CT 1216 VECTORIAL ANALYSIS 15 HOURS

A discussion of the principles of vectorcardiography, its similarities and difference from ECG, and different lead placement. Normal and Abnormal ECG results are also covered.

CT 1218 HYPERTROPHIES & INTERVENTRICULAR CONDUCTION DISTURBANCES 15 HOURS

A study of the relationship between cardiac enlargement and interventricular conduction disturbances, as well as their manifestation on the ECG.

CT 1220 ISCHEMIA, INJURY, & INFARCTION 15 HOURS

A correlation of hemodynamic abnormalities in the coronary circulation with electromechanical dysfunction of the heart and its ECG manifestations. Includes conduction abnormalities secondary to coronary flow aberration.

CT 1222 INTRODUCTION TO CARDIAC PATHOLOGY 60 HOURS

An introduction to the study of cardiac diseases, their etiologies, signs and symptoms, and physical findings, with emphasis on ECG manifestations.

CT 1224 ARRHYTHMIA RECOGNITION & MANAGEMENT 75 HOURS

A study of the different arrhythmias, the mechanism of generation, and technique of interpretation. Includes daily practice reading ECG's and discussion on the management of the cardiac arrest patient.

CT 1226 PACEMAKER RHYTHMS 15 HOURS

Deals with identification of the presence of a pacemaker in a cardiogram, learning the different types of pacemakers and their uses, and recognizing malfunctions.

CT 1228 CARDIOVASCULAR PHARMACOLOGY 15 HOURS

A review of the most commonly used drugs in arrhythmia management, their actions, side effects and effects on the ECG. Other cardiovascular drugs are also discussed.

CT 1230 BASIC MEDICAL SKILLS II 15 HOURS

A demonstration of the steps involved in patient setup for a standard 12 lead ECG. Proper electrode identification and placement for an artifact-free ECG production. Correct mounting and recording of pertinent patient information is practiced.

CT 1250 INTERNSHIP OR PROJECT 300 HOURS
A demonstration of ECG competencies in the workplace with patients or a special related project.

CV 1310 GRADED EXERCISE TESTING 15 HOURS
Covers the physiology of exercise and the normal ECG changes accompanying exercise. A discussion of the different modalities and protocols used, reasons for terminating a test and contraindications for the test.

CV 1312 AMBULATORY MONITORING 15 HOURS
A presentation of Holter scanning and its application in cardiology. Different types of recording and scanning techniques, lead placements and attachments, and sources of artifacts are discussed.

CV 1314 STRESS & HOLTER LAB 30 HOURS
A demonstration of the steps involved in preparing a patient for holter monitoring, stress testing and vascular studies. Proper electrode placement for artifact free recording is included. Students practice performing actual EST and Holter techniques.

CV 1316 CARDIAC PATHOLOGY 105 HOURS
A study of Cardiovascular diseases, their etiologies, anatomic abnormalities, signs and symptoms and hemodynamic changes.

CV 1318 INTRODUCTION TO VASCULAR DISEASES 30 HOURS
A review of circulatory hemodynamics followed by study of different arterial and venous disorders, covering etiology, symptoms and physical manifestation.

CV 1320 INTRODUCTION TO VASCULAR STUDIES 30 HOURS
An introduction to the different arterial and venous diagnostic techniques, the physical principles involved, testing protocols, and current diagnostic equipment.

CV 1322 NON-INVASIVE VASCULAR LAB I 45 HOURS
Practice sessions in performing arterial and venous studies.

CV 1324 PHYSICS OF ULTRASOUND 30 HOURS
An introduction to the fundamental concepts of sound wave physics. Includes discussion of instrumentation including transducer types, beam focusing, causes of artifacts, and other control settings.

CV 1410 BUSINESS & MEDICINE 10 HOURS
A study of the impact of economics on health care, including the history of medical economics and current trends in health care delivery. Included are discussions on specialized versus multi-skilled health care. A familiarization with the prospective payment system and utilization review is included. Students will contrast various funding programs such as Medicare, Medicaid, managed care, and private indemnity insurance.

CV 1412 RECORDS MANAGEMENT SYSTEMS & PROCEDURES 75 HOURS
The study of business communications with an introduction to computers. An insight to medical records management and insurance billing is provided.

CV 1414 STERILIZATION & INFECTION CONTROL 15 HOURS
A study of the classification of microorganisms. An introduction to principles, techniques, and equipment used for sterilization in a medical office. Categories of isolation and universal precautions related to HIV (AIDS) transmission are presented.

CV 1416 CLINICAL LABORATORY PROCEDURES 60 HOURS
Routine blood tests (hematocrit and hemoglobin), their findings and interpretation. Urinalysis with emphasis on the collection of specimens, including their physical and chemical examination. Procedures for obtaining different cultures. The study and practice of injections. A review of skin puncture procedures and venipunctures.

CV 1418 PSYCHOLOGY OF PATIENT CARE 15 HOURS
A study of personality formation, the stress of illness, patient fear, and public relations in a health care setting.

CV 1420 PROFESSIONALISM & MEDICAL ETHICS 15 HOURS
An insight into the morality and ethics that direct today's medical professionals. Beginning with the Hippocratic Oath to discussing the AMA principles on medical ethics, students will understand the conduct and professionalism that is expected and required in the medical community.

CV 1422 ADVANCED CONCEPTS IN CARDIAC TECHNOLOGY 35 HOURS
A clinical application of various diagnostic modalities including signaled averaged ECG's, persantine and thallium stress testing and other related procedures, with simulated demonstrations of each.

CV 1450 INTERNSHIP OR PROJECT **300 HOURS**
A demonstration of ECG, Holter and Stress competencies in the workplace with patients.

MA 110 HUMAN BIO-ORGANIZATION **15 HOURS**
A general overview of human development including cells, tissues, organs, body systems and homeostasis. Anatomical position, planes, and orientation terminology is introduced.

MA 112 BODY STRUCTURE, MOVEMENT & FUNCTION **75 HOURS**
A description and practice discussion of the musculoskeletal, digestive, urogenital, and endocrine systems. The gross anatomy and related physiology of each system including medical and surgical terminology is included.

MA 114 SPECIALIZED SENSE ORGANS **10 HOURS**
A study of the five primary senses and related organs including the skin, eye, ear, olfactory and gustatory cells.

MA 120 THE CARDIOVASCULAR SYSTEM-ELECTROCARDIOGRAPHY **60 HOURS**
A study of the heart, blood vessels, and the composition of blood, including the cardiac cycle, pulmonary and systemic circulation, the lymphatic system and related pathology. An introduction to the basic skills of recording the ECG using single and multi-channel electrocardiographs.

MA 122 THE RESPIRATORY SYSTEM **15 HOURS**
A study of the respiratory system including the nose, pharynx, larynx, trachea, bronchi, lungs, thorax. Chemistry of oxygen and carbon dioxide transport, respiratory control, and normal and abnormal breathing is included.

MA 124 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 126 CPR CERTIFICATION - EMERGENCY CARDIAC CARE **10 HOURS**
A study of emergency management for the sudden death victim and first aid for choking. Certification requirements are determined by the American Heart Association and include procedures for adults, children, and infants.

MA 130 PSYCHOLOGY OF PATIENT CARE LEGAL & ETHICAL ISSUES **25 HOURS**
A study of personality formation, the stress of illness, patient fear, and public relations in the medical office, including standards of conduct and medical practice acts. The Code of Ethics of the Registered Medical Assistant is discussed.

MA 132 MEDICAL OFFICE MANAGEMENT PROCEDURES **75 HOURS**
The study of Front Office duties including types of medical practices and specialties, telephone techniques, appointment scheduling, pegboard accounting, maintaining medical records, filing systems, medical reports, correspondence, and processing health insurance claims.

MA 140 COMPUTER FUNDAMENTALS **30 HOURS**
An overview of the history and concepts of computers. Central processing unit, input-output devices, floppy disks, hard disks, disks operating systems, and elements of data processing are introduced.

MA 142 MEDICAL OFFICE MANAGEMENT SOFTWARE **10 HOURS**
An introduction to the operation of multi-faceted programs designed to create and maintain an electronic office environment for medical office practices.

MA 144 COMPUTER APPLICATIONS FOR OFFICE PRACTICE **60 HOURS**
A series of projects designed to train the student to use medical software to create patient files, schedule appointments, generate ledgers and billing statements, collection notices, insurance claim forms, and practice analysis reports.

MA 150 KEYBOARDING SKILLS/DATA ENTRY **35 HOURS**
Additional training to upgrade keyboard skills; understanding the role of data entry within a medical practice; speed and accuracy exercises with periodic evaluations to develop acceptable performance standards for future employment.

MA 152 RULES FOR MEDICAL WORD PROCESSING & TERMINOLOGY **20 HOURS**
A review of capitalization, use of numbers, punctuation, abbreviations and symbols used in typical medical reports. Prefixes, combining forms, and suffixes which make up the structure of medical language are also studied. Fundamentals of medical word processing are introduced.

MA 154 BASIC MEDICAL REPORTS 15 HOURS

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

MA 156 MEDICAL WORD PROCESSING LAB 30 HOURS

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

MA 160 INFECTION CONTROL & STERILIZATION 10 HOURS

A study of the classifications of microorganisms (bacteria, viruses, fungi, rickettsiae). An introduction to principles, techniques, and equipment used for sterilization in a medical office. Categories of isolation and universal precautions related to HIV (AIDS) transmission are presented.

MA 162 CLINICAL ASSISTING SKILLS 50 HOURS

Practical discussions and the performance of patient care procedures including vital signs and physical measurements, medical instruments, examination trays, patient preparation, positioning and draping, and the complete physical examination sequence.

MA 164 PHARMACOLOGY & DRUG THERAPY 30 HOURS

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

MA 166 NUTRITION & DIET THERAPY 10 HOURS

A study of food groups, complete and simple nutrients, special diet programs and modifications used in the treatment of common disorders.

MA 170 ORGANIZATION OF THE CLINICAL LABORATORY 15 HOURS

An introduction into the various departments of the medical reference laboratory, safety guidelines, use of the microscope, quality assurance, and an identification of various pieces of standard equipment, glassware, and supplies and metric system.

MA 172 PHLEBOTOMY TECHNIQUES 35 HOURS

Skin puncture procedures, injection, and venipuncture using the syringe and evacuated tube system. Capillary tubes, microtainers, and color-coded collection tubes are introduced.

MA 174 HEMATOLOGY 50 HOURS

The study of blood composition and the formation and development of blood cells. Methods and practice in the complete blood count (CBC), differential, sedimentation rate, blood typing, and coagulation studies are introduced.

MA 180 CLINICAL CHEMISTRY 25 HOURS

Routine blood tests (serum cholesterol, glucose, uric acid) are introduced, including findings and interpretation, normal values and reference to the periodic table.

MA 182 URINALYSIS 35 HOURS

A review of the anatomy and physiology of the urinary system in detail; collection of specimens, physical, chemical, and microscopic examinations; confirmatory tests, urine culture, normal values and interpretation of findings.

MA 184 SEROLOGY TESTING 20 HOURS

Group A Strep screening using "kit methods" with quality assurance controls. Further detail on specific serological test including infectious mononucleosis and serological pregnancy testing.

MA 186 MICROBIOLOGY/BACTERIOLOGY 20 HOURS

Micro-organism identification and classification of bacteria specimen collection using sterile techniques, culture plating, sensitivity plating, sensitivity testing, urine uricheck, streaking agar plates, collection of throat cultures, wet mount chemical fixatives, and requesting forms for cytology and histology.

MA 208 INTERNSHIP OR PROJECT 300 HOURS

Students are placed in a medical facility where there is an opportunity to observe, assist, learn and perform in an on-the-job setting. Internship is mandatory and must be completed satisfactorily before a diploma is issued. The student's supervisor will confirm the student's attendance and will submit evaluations of performance to the Program Coordinator. A special project may be completed in lieu of internship at the Program Coordinator's discretion.

MW 6110 ANATOMY & PHYSIOLOGY 75 HOURS

A study of the structure and function of the human body with special emphasis on the female pelvis and organs of reproduction.

MW 6115 PRACTICE MANAGEMENT I
20 HOURS

An introduction to operating a business. How to set up an account with laboratories and how to fill out insurance and Medicaid forms is also discussed. The student midwife learns how to obtain relationships with consulting physicians and how to relay information to medical personnel.

MW 6120 BASIC NURSING SKILLS 40 HOURS

Theory and performance of basic health care skills relevant to midwifery are presented. Topics include vital signs, aseptic technique, preparation and administration of medications, bladder catheterization, finger and heel sticks, venipuncture, enemas, charting, medical terminology and abbreviations, and the surgical environment.

MW 6125 LACTATION/BREASTFEEDING
15 HOURS

The advantages and disadvantages of breastfeeding are discussed. The different problems that might occur with the client and infant are presented, including how to solve each problem. Breastfeeding counseling pre and post birth, is also discussed.

MW 6150 CLINICAL LAB: BIRTH OBSERVATION PRACTICUM I 450 HOURS

Clinical hours are acquired by observing and participating in the different clinical settings. Emphasis is on practice management (office management) and prenatal care.

MW 6210 ANATOMY & PHYSIOLOGY OF THE REPRODUCTIVE CYCLE 35 HOURS

This course will cover the menstrual cycle, conception, pregnancy, puerperium, lactation, fertility, menopause and miscarriage.

MW 6215 HUMAN GROWTH & DEVELOPMENT
20 HOURS

Covers stages of human growth and development with an emphasis on sibling adjustment to new birth.

MW 6220 FETAL GROWTH & DEVELOPMENT/EMBRYOLOGY 20 HOURS

Genetics, genetic testing, teratogenics, the embryo, and the fetus. This course is designed to familiarize the student with the terminology associated with embryological development.

MW 6225 LABORATORY & DIAGNOSTIC TESTING
25 HOURS

Students learn how to perform and/or interpret tests that are relevant to midwifery care. Included are reasons for referral and how to relay the results of the test to the client in a manner they will understand.

MW 6230 NUTRITION FOR THE CHILDBEARING & LACTATING WOMAN
15 HOURS

The importance of good nutrition during pregnancy and lactation. Emphasis is on preventing and correcting problems through good nutrition. Techniques for evaluating and counseling the nutritional requirements for the client are taught.

MW 6235 PRACTICE MANAGEMENT II
20 HOURS

A continuation of Practice Management I.

MW 6240 BIRTH REVIEW I 15 HOURS

A review of those births most recently attended or observed by the student midwife. All aspects of birth will be reviewed and evaluated, allowing those at all levels to participate in discussion.

MW 6310 APPLIED PSYCHOLOGY 20 HOURS

Approaches to counseling, interviewing skills, the use of public and private resources, as well as public health resources and professional ethics are discussed.

MW 6315 EPIDEMIOLOGY & AIDS
30 HOURS

A study of the spread of disease with emphasis on AIDs.

MW 6320 BASIC NUTRITION 25 HOURS

Basic components of human nutrition are introduced. How human growth and development are affected during the prenatal and infant stages and beyond by nutrition. Physiological and cultural aspects are also covered.

MW 6325 CHILDBIRTH EDUCATION
20 HOURS

A preparation of the student midwife to be an educator to clients. The education is specific to out of hospital settings. Organizing classes, teaching aids, devising a client manual and speaking in front of a group, course and content, development and delivery are included topics.

MW 6330 BIRTH REVIEW II 15 HOURS

A continuation of Birth Review I

MW 6335 PRACTICE MANAGEMENT III 20 HOURS

A continuation of Practice Management II.

MW 6340 LOSS & GRIEVING 20 HOURS

An understanding of the grieving process and relevant coping techniques. The effects on the midwife and her family are discussed.

MW 6345 RELIGIOUS & CULTURAL DIVERSITIES 10 HOURS

A discussion of the sensitivity and understanding needed to care for the different cultures and religious families living in the United States.

MW 6410 NORMAL ANTEPARTUM KNOWLEDGE & SKILLS I 45 HOURS

The discomforts of pregnancy, signs and changes of pregnancy components of the prenatal visit, physical evaluation, charting health history, assessing information gathered, and recognizing deviations from the norm. Emphasis is on prevention of complications and disease.

MW 6415 LEGAL & ETHICAL ASPECTS OF MIDWIFERY 25 HOURS

Current laws regulating the practice of midwifery, how they have evolved, and their implications today. Ethical practice, malpractice, and liability are discussed.

MW 6420 APPLIED PHARMACOLOGY 25 HOURS

The use, preparation and effects of drugs related to pregnancy, labor, birth and postpartum, and the neonate, are presented.

MW 6425 NORMAL LABOR DELIVERY & POSTPARTUM I 25 HOURS

Physiology of normal labor, birth and postpartum.

MW 6430 HEALTH CARE COMMUNICATIONS 15 HOURS

Communication skills with clients and other health care professionals are introduced. Emphasis is on communicating in a sensitive, open manner as to inspire trust.

MW 6435 BIRTH REVIEW III 15 HOURS

A continuation of Birth Review II.

MW 6450 CLINICAL LAB: BIRTH OBSERVATION PRACTICUM II 450 HOURS

Clinical hours are acquired by observing and participating in various clinical settings. Emphasis is on labor, delivery, postpartum and the neonate.

MW 6510 NORMAL ANTEPARTUM KNOWLEDGE AND SKILLS II 45 HOURS

Management skills for normal antepartum care are provided. Emphasis is on preventing complications and disease.

MW 6515 NORMAL LABOR DELIVERY & POSTPARTUM II 25 HOURS

The physiology and management of normal labor is presented. Emphasis is on accumulating management skills to attend normal labor, birth and postpartum; and skill in identifying deviations from the norm.

MW 6520 COMPLICATIONS OF PREGNANCY BIRTH, POSTPARTUM & THE NEWBORN I 25 HOURS

Incidence and etiology of complications are discussed with emphasis on gaining skills at identifying deviations from the norm. Indications for physician/hospital referral as well as the role of the midwife as patient advocate are discussed.

MW 6525 BIRTH REVIEW IV 15 HOURS

A continuation of Birth Review III.

MW 6530 PARENTING 15 HOURS

Midwife parenting skills are developed for counseling clients as well as for the midwife's own utilization.

MW 6535 THE NEONATE 25 HOURS

Basic embryo/fetal development and basic anatomy and physiology of the neonate are presented, as well as physical identification of neonatal complications.

MW 6610 WELL-WOMAN NATURAL FAMILY PLANNING 20 HOURS

Skills are provided for counseling families on methods of birth control including cervical cap and diaphragm fitting.

MW 6615 SUTURING 15 HOURS

Discussions of suturing techniques for first degree tears and episiotomy repair.

MW 6620 WELL-WOMAN GYNECOLOGY 25 HOURS

A study of methods to perform basic gynecological exams, cultures, and tests and identify abnormalities and make an appropriate referral.

MW 6625 BIRTH REVIEW V 65 HOURS

A continuation of Birth Review IV.

**MW 6630 COMPLICATIONS OF PREGNANCY,
BIRTH, POSTPARTUM & THE
NEWBORN II 25 HOURS**

Further study in the incidence and etiology of complications with emphasis on gaining skills at identifying and managing deviations from the norm. Additional indications for physician/hospital referral as well as the role of the midwife as patient advocate is included.

**MW 6750 CLINICAL LAB: BIRTH
OBSERVATION & PRACTICUM III 225 HOURS**

Clinical hours are acquired by observing and participating in various clinical settings. Emphasis is on complications and client transfer/transport.

**MW 6755 CLINICAL LAB: BIRTH OBSERVA-
TION & PRACTICUM IV 225 HOURS**

Clinical hours are acquired by observing and participating in various clinical settings. Emphasis is on home birth.

**MW 6760 CLINICAL LAB: BIRTH
OBSERVATION & PRACTICUM V 225 HOURS**

Clinical hours are acquired by observing and participating in various clinical settings. Emphasis is on Birth Centers.

**MW 6765 CLINICAL LAB: BIRTH
OBSERVATION & PRACTICUM VI 225 HOURS**

Clinical hours are acquired by observing and participating in various clinical settings. Emphasis is on selected topics: professional activities.

**RT 190 FUNDAMENTALS OF RADIOLOGY,
TERMINOLOGY & MATHEMATICS 35 HOURS**

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

**RT 192 RADIATION PHYSICS &
ELECTRONICS 20 HOURS**

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

**RT 194 RADIOGRAPHIC TECHNIQUE
& PRODUCTION 35 HOURS**

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

**RT 196 BASIC X-RAY MACHINE OPERATOR
CERTIFICATION EXAMINATION
REVIEW 10 HOURS**

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

**RT 0290 FUNDAMENTALS OF RADIOLOGY,
TERMINOLOGY & MATHEMATICS 30 HOURS**

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

**RT 0292 RADIATION PHYSICS &
ELECTRONICS 10 HOURS**

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

**RT 0294 RADIOGRAPHY TECHNIQUE &
PRODUCTION 30 HOURS**

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

**RT 0296 BASIC X-RAY MACHINE OPERATOR
CERTIFICATION EXAM REVIEW 5 HOURS**

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

US 1110 PHYSICS OF ULTRASOUND & INSTRUMENTATION 70 HOURS

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

US 1112 CROSS SECTIONAL & SAGITTAL ANATOMY 60 HOURS

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

US 1114 LIVER, GALL BLADDER, PANCREAS, BILIARY SYSTEM, & SPLEEN 100 HOURS

This includes the liver with the biliary system, gall bladder, pancreas and spleen. The emphasis is placed on normal as well as abnormal anatomy, physiology, laboratory tests, pathology, congenital abnormalities and embryonic development. The students will learn ultrasound techniques, patient preparation and position and understand clinical problems.

US 1116 RENAL SYSTEM & ADRENAL GLAND/RETROPERITONEUM 70 HOURS

This includes the renal system and adrenal glands as well as retroperitoneal anatomy. Emphasis is on normal anatomy, physiology, laboratory data, embryology, pathology, structure and congenital anomalies. The student will learn patient positioning and understand the normal texture and patterns through ultrasound techniques, as well as develop an understanding of clinical problems.

US 1210 VASCULAR SYSTEM 70 HOURS

A study of vascular system functions and anatomical composition of the major vessels. Emphasis is on normal anatomy and physiology pathology as well as structural and congenital anomalies. The student will learn proper patient positioning and techniques used to understand clinical problems that may arise in the clinical session.

US 1212 THYROID & PARATHYROID GLANDS 30 HOURS

A study of the thyroid and parathyroid glands anatomy and functions under both normal and abnormal conditions. Topics of investigation include: anatomy, physiology, pathologies of thyroid and parathyroid glands. Emphasis is placed on the ultrasonographic findings and interpretation of the study.

US 1214 MAMMARY GLAND 15 HOURS

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

US 1216 SCROTUM & PROSTATE GLAND 30 HOURS

Gross anatomy of the scrotum with emphasis on evaluation by Ultrasonography.

US 1218 OVERVIEW OF OBSTETRICS ULTRASOUND MEASUREMENTS, BIOPHYSICAL PROFILE & MULTIPLE FETUSES 100 HOURS

An overview of Obstetric Ultrasound Measurements, Biophysical Profile, Multiple Fetuses. Topics of investigation include proper techniques used in measurements, biophysical profile, multiple gestations with emphasis on ultrasound physics.

US 1220 INCOMPETENT CERVIX, PLACENTA, DOPPLER ASSESSMENT OF PREGNANCY, & INSTRUMENTATION IN OBSTETRICS 55 HOURS

Study of the placenta, the incompetent cervix, instrumentation in obstetrics, and doppler assessment of pregnancy.

US 1310 FIRST TRIMESTER, FETAL ANATOMY & COMMON DEFECTS 90 HOURS

Covers normal and abnormal fetal growth and measurements, as well as biophysical profiles. Also covers fetal anatomy including chest and abdomen, urogenital tract, fetal heart, abdominal wall defects, chromosome abnormalities, and fetal death.

US 1312 FETAL DEVELOPMENT & CARDIOVASCULAR MALFORMATIONS 50 HOURS

A study of fetal development and cardiovascular malformations. Topics of investigation include: embryology, anatomy, fetal circulation, with emphasis on cardiopathologies.

US 1314 ANATOMY OF THE FEMALE PELVIS & SCANNING TECHNIQUE 30 HOURS

A study of anatomy of the female pelvis and scanning techniques. Topics of investigation include: cross anatomy of the female pelvis and reproductive physiology with emphasis in scanning techniques and protocols.

US 1316 PELVIC INFLAMMATORY DISEASES 30 HOURS

A study of Pelvic Inflammatory Diseases. Topics of investigation include environmental factors, pathogens, and complications, with emphasis on ultrasound findings.

US 1318 CONGENITAL ANOMALIES OF THE FEMALE GENITAL TRACT/BENIGN DISEASES OF THE VAGINA 40 HOURS

A study of congenital anomalies of the female genital tract and benign diseases of the vagina. Emphasis is placed on ultrasonographic findings and interpretations.

US 1320 MALIGNANT DISEASES OF THE UTERUS & CERVIX/BENIGN MASSES, MALIGNANT MASSES OF THE OVARIES, FALLOPIAN TUBES & BROAD LIGAMENTS 60 HOURS

A study of malignant diseases of the uterus and cervix as well as benign masses of the ovaries, fallopian tubes and broad ligaments. Topics of investigation include: Pathologies of the uterus, cervix, fallopian tubes, ovaries and broad ligaments, with emphasis on ultrasound findings.

US 1430 INTERNSHIP 300 HOURS

Students are placed in a medical facility where there is an opportunity to observe, assist, learn and perform in an on-the-job setting. Internship is mandatory and must be completed satisfactorily before a diploma is issued. The student's supervisor will confirm the student's attendance and will submit evaluations to the Program Director.

US 5120 SPECIAL PROJECTS & SEMINARS IN SONOGRAPHY 90 HOURS

US 5130 CLINICAL PRACTICUM 810 HOURS

NATIONAL SCHOOL OF TECHNOLOGY

MAIN CAMPUS - NORTH MIAMI BEACH

Administration

Arthur Ortiz, B.S. Director
Joe Anctil Admissions Supervisor
Valerie Auriemma Student Financial Services Supervisor
Robert Calahan, B.A. Career Development Manager

BRANCH CAMPUS - HIALEAH

Administration

Juan Barreto, J.D. Director
Giani Anzelotti Admissions Supervisor
Daisy Debs Student Financial Services Supervisor

MAIN & BRANCH CAMPUS

EDUCATIONAL COORDINATORS/DIRECTORS

Diego Duque, R.D.M.S., R.D.C.S., R.V.T., C.C.V.T. Program Director
Cardiac & Vascular Imaging Division
Mary Faiola, M.B.A, A.R.R.T. Program Director - Ultrasound Division
Jennifer Donahue, M.L.T. Program Coordinator
Medical Assistant Program
Julie Orloff, C.M.A. Associate Program Coord. - Medical Asst. Program
Gilbert Delgado, M.D. Program Coordinator - Cardiology Division
Carlos Diaz, M.D. Associate Program Coord. - Cardiology Division
Patti Starkman, L.M. Program Director - Midwifery Division
Debbie Marin Clinical Coordinator - Midwifery Division
Rosemary Blanks, R.T., M.S., Administrative Director of Clinical Education/
Operations

NORTH MIAMI BEACH CAMPUS FACULTY

Brenda Gordon, C.M.A., R.M.A., M.L.T.
Marylou Pfeiffer, R.T., B.A.
Joseph Cian, A.A., B.A.
Kathleen Bazalais, C.C.V.T.
Luis Nodarse, M.D.
Mohamed Saryeldin, M.D.
Sergio Saavedra, M.D.
Sylvia Sharpe, C.M.A.
Julie Orloff, C.M.A.
Stuart Meisel, M.A.
Keith Fingerhut, M.S., C.C.T.
Kurt Marin, O.M.D.
Dean Colson, E.M.T.
Eric Belokon, A.R.R.T.
Alfredo Vazquez, C.C.T., R.C.V.T.
Diane Maxwell, B.A.
Federico Miethe, M.D.
Clyde McCrackine, A.S.

HIALEAH CAMPUS FACULTY

Griseel Cruz-Espailat, M.D.
Carlos Diaz, M.D.
Gilbert Delgado, M.D.
Diego Duque, R.D.M.S., R.D.C.S.,
R.V.T., C.C.V.T.
Kathleen Bazalais, C.C.V.T.
Jennifer Donahue, M.L.T.
Keith Figman, A.R.R.T., R.D.M.S.
Mario Miro, M.D.
Mary Lou Pfeiffer, R.T., B.A.
Stewart Sockol, B.S., R.D.M.S.
Dan Cohen, E.M.T.
Luis Santamaria, M.D.
Eric Belokon, A.R.R.T.
Miriam Menaker, M.D.
Francisco Guzman, M.D.
Charletta Lerman, R.M.A.
Richard D'Arbelles, R.D.M.S.-Eligible

NATIONAL SCHOOL OF TECHNOLOGY

EXECUTIVE BOARD OF DIRECTORS

Martin Knobel, B.Ed., M.S. Chairman & Secretary
 Mark Knobel, B.A. President & Vice-Chairman
 Rosa M. Iverson Vice President
 Arthur Ortiz, B.S. Board Member
 Leo Orsino, Ph.D. Board Member

ADMINISTRATION

Martin Knobel, B.Ed., M.S. C.E.O.
 Rickie Knobel Treasurer
 Mark Knobel, B.A. President
 Rosa M. Iverson V.P. Student Affairs / Employee Relations
 Dan Frazier, B.S. Controller
 John Levenson, A.A. Corporate Director, Personnel Mgmt./Business Office
 Amelia Holaway, B.S. Director, Student Financial Services
 Cheryl Hunter Corporate Director, Career Development
 Carmen Friere, B.S. Corporate Director, Loan Management
 Rick Nail Corporate Director, Admissions
 Paul Catania Corporate Director, Management Information Systems

TUITION & FEES

PROGRAM	ENTRANCE EXAM SCORE	PROGRAM HOURS	MONTHS D&E	TUITION	LAB & BOOKS FEE	REG. FEE	TOTAL
Cardiographic Technician	47	900	9 - 12	5,150	200	150	5,500
Cardiovascular Technologist	47	1500	15-19	12,785	265	150	13,200
Diagnostic Cardiac Sonographer	57	1200	12-13	7,600	200	150	7,950
Ultrasound Technologist	57	1200	12-15	9,135	685	150	9,970
Medical Assistant	28	900	9-12	5,145	190	150	5,485
Medical Assistant Technician	28	1200	12-15	7,815	265	150	8,230
Business Administration	32	900	12	5,325	425	150	5,900
Midwifery	47	2700	34	15,365	415	150	15,930

ACADEMIC CALENDAR

MEDICAL ASSISTANT PROGRAM (N. Miami Beach & Hialeah Campuses)

<u>Day</u>	<u>Evening</u>
06/27/94 - 04/03/95	06/13/94 - 05/15/95
08/29/94 - 05/30/95	08/29/94 - 07/31/95
10/24/94 - 07/31/95	11/07/94 - 10/09/95
01/03/95 - 09/25/95	01/30/95 - 12/18/95
03/06/95 - 11/20/95	04/10/95 - 03/11/96
05/01/95 - 01/29/96	06/19/95 - 05/20/96
06/26/95 - 04/01/96	

MEDICAL ASSISTANT TECHNICIAN PROGRAM (N. Miami Beach & Hialeah Campuses)

<u>Day</u>	<u>Evening</u>
06/27/94 - 06/26/95	06/13/94 - 09/04/95
08/29/94 - 08/28/95	08/29/94 - 11/13/95
10/24/94 - 10/23/95	11/07/94 - 02/05/96
01/03/95 - 01/02/96	01/30/95 - 04/15/96
03/06/95 - 03/04/96	04/10/95 - 06/24/96
05/01/95 - 04/29/96	06/19/95 - 09/09/96
06/26/95 - 06/24/96	

CARDIOVASCULAR TECHNOLOGIST PROGRAM (N. Miami Beach & Hialeah Campuses)

<u>Day</u>	<u>Evening</u>
07/25/94 - 10/09/95	08/22/94 - 03/04/96
10/17/94 - 01/16/96	12/05/94 - 06/17/96
01/23/95 - 04/15/96	04/03/95 - 10/07/96
04/17/95 - 07/15/96	

DIAGNOSTIC CARDIAC SONOGRAPHER PROGRAM (Hialeah Campus)

<u>Day</u>	<u>Evening</u>
07/25/94 - 07/17/95	08/22/94 - 09/04/95
10/17/94 - 10/09/95	12/05/94 - 01/01/96
01/23/95 - 01/16/96	04/03/95 - 04/15/96
04/17/95 - 04/14/96	

ULTRASOUND TECHNOLOGIST PROGRAM (Hialeah Campus)

<u>Day</u>	<u>Evening</u>
07/25/94 - 07/17/95	08/22/94 - 11/06/95
10/17/94 - 10/09/95	12/05/94 - 03/04/96
01/23/95 - 01/16/96	04/03/95 - 06/17/96
04/17/95 - 04/14/96	

BUSINESS ADMINISTRATION PROGRAM (N. Miami Beach Campus)

<u>Day</u>	<u>Evening</u>
06/27/94 - 06/26/95	06/27/94 - 06/26/95
08/29/94 - 08/28/95	08/29/94 - 08/28/95
10/24/94 - 10/23/95	10/24/94 - 10/23/95
01/03/95 - 01/02/96	01/03/95 - 01/02/96
03/06/95 - 03/04/96	03/06/95 - 03/04/96
05/01/95 - 04/29/96	05/01/95 - 04/29/96
06/26/95 - 06/24/96	06/26/95 - 06/24/96

NOTES

NOTES

MISSION STATEMENT

Our mission is to fulfill the professional and educational needs of growth oriented individuals who are prepared to change their careers and lives for the better. A supportive staff and innovative faculty are open to helping students reach their goals.

In a warm, friendly, and professional setting, students realize their strengths in a team approach with staff and faculty.

With a future in mind and the wealth and welfare of students continuously considered, a winning spirit which promotes SELF ESTEEM and viable career alternatives become the goal of everyone involved with National School of Technology.

National School of Technology

**Main Campus
16150 N.E. 17th Avenue
N. Miami Beach, FL 33162
(305) 949-9500**

National School of Technology

**Branch Campus
4445 West 16th Avenue, Ste. #200
Hialeah, FL 33012
(305) 558-9500**