



Ward Stone

C O L L E G E

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To Whom It May Concern:

This letter confirms that Ward Stone College located in Miami, Florida was accredited by the Association of Independent Colleges and Schools (AICS) in 1990.

In 1991 AICS changed its name to the Accrediting Council for Independent Colleges and Schools (ACICS).

ACICS is an independent, national, institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

If I can be of further assistance, please call me at 202-336-6780.

Sincerely,

A handwritten signature in black ink, appearing to read "Conor O'Malley". The signature is fluid and cursive, with a large loop at the end.

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POL 201 Law & Its Language II**Credits 3**

This course provides an introduction to and a foundation for understanding several areas of substantive law. By focusing on and exploring these areas, students will develop a working knowledge of the fundamental concepts and the legal terminology used in contracts, business, property law, estates and probate and torts.

Prerequisite: POL 101.

PSY 204 Human Relations**Credits 3**

This course will cover the psychology of interpersonal relationships and develop the skills needed to effectively work with people of various cultures. Theories of motivation, styles of communication, components of career and personal satisfaction, and sources of stress will be discussed. Topics will include personal improvement, image, attitude development, and problem-solving skills.

SCI 101 Anatomy and Physiology I**Credits 3**

This course is designed to provide an introductory overall view of the basic structure and function of the human body and its organ systems to include the following: Skeletal system muscular system, circulatory system, respiratory system and lymphatic system. The basic cell physiology, epithelial tissue, connective tissue, muscle tissue, and nervous tissue will be covered as well as the language of anatomy to include basic Latin and Greek root words and combining forms as they relate to basic anatomy.

Prerequisite: None

SCI 111 Anatomy and Physiology II**Credits 3**

This course is designed to provide an introductory overall view of the basic structure and function of the human body and its organ systems to include the following: Nervous system, sense organs, endocrine system, nutrition and metabolism, urinary system, fluid and electrolyte balance, reproduction, development and genetics as well the language of anatomy to include Latin and Greek root words and combining forms as they relate to basic anatomy.

Prerequisite: SCI 101

SEC 101 Keyboarding/Typing**Credits 3**

The course teaches the student the alphabetic and numeric keyboard, correct typewriting techniques, and the proper machine care. Emphasis is placed on the development of manual dexterity, speed, and accuracy through intensive classroom drills, along with special individualized attention. Once the keyboard is mastered, the student will be introduced to straight-copy typing, business correspondence, tabulation, centering, and business forms. This course includes 45 hours of theory and 45 hours of lab practice totaling 90 instructional hours. Exit skill requirement: 25 net words per minute.

SEC 102 Keyboarding/Typing**Credits 3**

Typewriting speed and accuracy are further developed. This course includes the concepts of business correspondence production procedures - rough drafts, proofreading, interoffice memoranda, report writing, and business forms. The student will be introduced to production typewriting where accuracy will be emphasized.

Prerequisite: SEC 101

MEDICAL TRANSCRIPTION TECHNOLOGIES

Curriculum Objective

Ward Stone College's medical transcription program will prepare the student for entry-level employment as a medical transcriptionist, by providing the basic knowledge, understanding, and skills required to transcribe medical dictation with accuracy, clarity, and timeliness, applying the principles of professional and ethical conduct.

Course Requirements:

SEC 102	Keyboarding and Typing: Intermediate	3 Credits
TEC 101	Word Processing Concepts and Applications	3 Credits
MED 102	Medical Terminology	3 Credits
SCI 101	Anatomy and Physiology I	3 Credits
MED 112	Pharmacology	3 Credits
SEC 103	Keyboarding and Typing: Advanced.	3 Credits
ENG 101	English Composition	3 Credits
SCI 111	Anatomy and Physiology II	3 Credits
MED 103	Disease Processes I	3 Credits
ENG 404	English for Medical Transcription	3 Credits
PHI 201	Ethics	3 Credits
MED 201	Beginning Medical Transcription Applications	3 Credits
MED 113	Disease Processes II	3 Credits
MED 202	Intermediate Medical Transcription	3 Credits
LIT 101	Comparative Literature	3 Credits
PSY 204	Human Relations	3 Credits
MED 104	Advanced Medical Topics	3 Credits
MED 203	Advanced Medical Transcription	3 Credits
COM 203	Speech	3 Credits
INT 403	Medical Transcription Internship	6 Credits
Associate of Science Degree in Medical Transcription Technologies.		63 Credits

** Note: Exit Requirements:

Typing Speed of 55 wpm or better.

Ward Stone

C O L L E G E

February, 1994

To All Who Are Interested in Ward Stone College:

On behalf of the Board of Directors, faculty, students, and administration of this institution, we are happy to welcome you to the Ward Stone College community. This catalog is designed to provide detailed information about our college and its educational programs. However, in this welcoming letter, we wish to offer you a better understanding of our philosophy and how it guides all of us at Ward Stone.

The Ward Stone College philosophy is based on three basic concepts: First, that professional education must be responsive to the needs of the community and industry while never losing sight that a true professional has a broad educational background and an ability to enjoy lifelong learning. Second, that all students should be treated as individuals and encouraged to develop and grow to the highest level their talents allow. Third, that change is a necessary part of growth and development and that our college has an obligation to remain current with available technologies that will be part of our graduates' professional lives.

In short, we believe that Ward Stone graduates should be well-rounded professionals who enjoy learning on their own, who respect individual differences, and who are willing to adapt in an ever-changing technological world.

These principles affect every aspect of our lives at Ward Stone. Our programs are designed to provide exceptional career opportunities, liberal arts, and hands-on experiences using the most current technologies. We promise to respect each student as an individual and we believe that the success of our students is the only measure of our success. The Ward Stone College staff welcomes your questions and invites you to visit our campus.

Warm Regards,

WARD STONE COLLEGE



Martin Knobel
Chairman of the Board



Dr. Leo Orsino
President

9020 Southwest 137th Avenue
Miami, Florida 33186, Phone (305) 386-9900

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MISSION STATEMENT

The primary mission of Ward Stone College is to provide students with the specific academic, professional and technical skills necessary to be properly prepared to deliver high quality support services to the medical, legal, and corporate communities. The curriculum in each program consists of professional, technical, and liberal arts courses that provide students the opportunity to enhance their intellectual, social, cultural, and technical skills. The college and its personnel are committed to teaching the use of innovative technologies and contemporary professional concepts. Ward Stone College seeks to develop graduates with imagination, integrity, professionalism, and a dedication to excellence.

GOALS AND OBJECTIVES

For Our Students

- 1) To encourage students to develop their skills to their fullest potential and to help them gain the maturity and self-discipline they will need to become true professionals.
- 2) To provide well-rounded educational programs - including liberal arts - which will be of sound practical value to students and also serve to enhance their personal and professional growth.
- 3) To maintain a high standard of academic achievement, to instill in students the idea that excellence is an attainable goal, and to encourage participation in relevant professional associations.
- 4) To assist students in achieving their professional objectives by providing guidance and support throughout their studies, by offering placement assistance, and encouraging continuing education after graduation.
- 5) To familiarize students with the working environment of court reporting agencies, law firms, medical offices, and transcription bureaus, corporations, and other professional service firms while teaching students to use the hardware and software that is available for managerial and transcription information processing.

For Our Community and The Industries Our Graduates Serve

- 1) To respond to the need for legal, medical, and corporate stenographers, transcriptionists, secretaries, office managers, medical assistants and Cardiovascular Technologists in South Florida, especially in the Miami-Dade area.
- 2) To provide individuals currently working in offices with courses and technologies to upgrade their knowledge, thereby improving their productivity and career opportunities, particularly in rapid information processing systems for legal, medical, and corporate transcription.

OUR HERITAGE AND HISTORY - Educational Excellence Since 1975

Ward Stone College was named in memory of Mr. Ward Stone Ireland, the recognized inventor of the stenotype keyboard. Born in 1883 in Atlantic City, New Jersey, he pursued his education spending his evenings studying shorthand. At age 15, he entered Western Maryland College. One evening, while he was typing, he thought of the immense potential of a machine that would print several letters at a stroke. He devoted all his spare time to working out such a system. Nine years later he applied for a patent and set out to develop his fascinating invention.

In 1913, Ward Stone Ireland conceived the idea of training stenotypists to enter the prestigious National Shorthand Reporters Association's Speedwriting Contest. Recently educated machine shorthand students were pitted against thirty seasoned court and convention reporters using "pen and pencil" shorthand. The 220 word-a-minute event was won with an accuracy of 97.37% by one of Ward Stone Ireland's machine shorthand students! The rest is court reporting history.

We, at Ward Stone College, pledge to keep alive his innovative spirit and promote the use of the resulting technologies. The college was founded on July 1, 1975, in Coral Gables, Florida, and expanded its curricula to include Medical Transcription Technologies, Paralegal Studies, Business Administration, Medical Assisting and Cardiovascular Technologist. We are proud of our past and look forward to our future.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Ward Stone College is committed to the protection of students' rights and privacy of information. In accordance with Public Law 93-380, Family Educational Rights and Privacy Act, Florida Statute 5.229.782, the College provides for the students to have access to their educational records, to challenge records they believe to be inaccurate, incomplete or misleading, and to limit the release of such information.

Records will not be released without the written consent of the student. A student will be notified whenever a court subpoenas the records.

The parent(s) of a dependant student (as defined in Title 26 U.S.C.S. S. 152 Internal Revenue Code) has the right to inspect records which are maintained by the College on behalf of the student.

ACCREDITATION

Ward Stone College is accredited as a Business School by the Accrediting Council for Independent Colleges and Schools (ACICS). Ward Stone College is officially recognized as a candidate for junior college accreditation by the Accrediting Council for Independent Colleges and Schools (ACICS).

LICENSURE

Ward Stone College is licensed by the State Board of Independent Colleges and Universities and by the Florida Board of Independent Postsecondary Vocational, Technical, Trade and Business Schools. Tallahassee, FL 32399 (904) 488-9504. Ward Stone College holds License #1420. Ward Stone College is a member of the Florida Association of Postsecondary Schools and Colleges (FAPCS). Their Board may be contacted for more information, (813) 681-3877.

MEMBERSHIPS

Florida Association of Postsecondary Schools and Colleges (FAPCS)
Florida Association of Student Financial Aid Administrators (FASFAA)
National Association of Student Financial Aid Administrators (NASFAA)
U.S. Department of Education Region IV Coordinating Council
The Better Business Bureau (BBB)

STATEMENT OF OWNERSHIP

Ward Stone College is owned by National School of Technology, Inc. National School of Technology, Inc. is owned and controlled by Martin Knobel, Rickie Knobel, Mark Knobel, and David Knobel.

DESCRIPTION OF FACILITIES

Ward Stone College is centrally located to our student body in the Kendall area. There is ample parking for student, staff and faculty. The building is housed in a two-story office complex of which Ward Stone College occupies the entire second floor. The second floor consists of classrooms, medical and computer laboratories, school offices and financial aid offices.

The campus is two blocks away from the main bus route, shopping center, restaurants, banks and office supplies stores which are all within walking distance. There is also a new Dade County Library that houses the West Law computer system as well as provides access to information from the Miami downtown library.

Ward Stone College is fortunate to have a day-care located on the first floor. This has proven to be a great asset to those students who require day-care assistance.

The court reporting students utilize a computer lab that is outfitted with computerized stenography machines that allow direct access to the computer. Medical Transcription, Paralegal and Business Administration students utilize an additional computer lab, where they "transcribe" and learn "Wordperfect," respectively.

All students have access to the on-campus library. There is a professional librarian there to help with their needs.

Medical assistant students have laboratories that contain updated medical equipment, such as, EKG machines, microscopes, and medical lab equipment. Cardiovascular Technologist students have laboratories that contain EKG, Stress and Holter machines and other lab equipment used for cardiology exams.

The student lounge is equipped with vending machines for food, drinks and snacks, and a microwave oven. They can also take advantage of an outside seating area before or after classes and during breaks.

Ward Stone College has unrestricted access for handicapped students. It meets ADA regulations and offers support and assistance to students who come across any barriers.

CONVENIENT HOURS OF OPERATION AND CLASS SCHEDULES

Ward Stone's programs are offered in the morning, afternoon, and in the evenings. Students may study on a full or part-time basis depending on their career and family obligations.

Monday through Thursday	8:00 AM to 10:30 PM
Friday	8:00 AM to 5:00 PM

EQUAL OPPORTUNITY STATEMENT

Ward Stone College 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.

Ward Stone College is an equal opportunity employer.

CAREERS WITH A FUTURE

Business Administration

A student who has an associate's degree in Business Administration has several options. With this degree, a student can move into various fields of management and/or administration. Flexibility within one's ability, and job is the secret to being successful in today's market. By getting a degree in Business Administration a student may work in the following areas:

Marketing/Sales

Entry level supervisory or management position

Administrative Assistant

Office Manager

Executive Secretary

Bookkeeper

Accounts Representative/Manager

Special Projects Coordinator

Banking

Some of the skills the program is designed to enhance include problem analysis, problem solving, coordinating, developing, supervising, managing, and general trouble-shooting within the context of the business world. The program stresses a combination of computer skills, analytical thinking skills, solution-oriented training, math skills, and language skills.

The program stresses managerial and accounting skills, as well as document preparation and production skills on the computer. Computers are a critical factor in the success of organizing and managing a business. This program trains the student in the technology which prevails in the business world today, and exposes the student to the cutting edge of computer applications for tomorrow. Again, the emphasis is to endow a student with flexibility, thereby making that individual more "trainable", and successful.

The business concepts are taught using a case study approach which was developed and is being taught at Harvard University. Other schools such as Wharton, The University of Chicago, etc., are also using this technique. The technique makes learning business concepts more interesting, while at the same time developing critical skills such as, problem analyzing and solving, becoming solution-oriented, and trouble-shooting.

Math and English skills and knowledge are fundamental in today's market. Researchers and analysts write that these are the most essential skills, and yet the most underdeveloped and overlooked in most Colleges and Universities. We believe that giving our students a foundation in these skills will give them an advantage in the job market over graduates from other schools.

Court and Freelance Reporting

The field of Court Reporting offers exceptional career opportunities to well-qualified men and women. Among the advantages Court Reporters enjoy are professional status, challenging work with interesting people, and attractive working conditions.

The terms "court reporter" and "shorthand reporter" are sometimes used interchangeably to describe the person engaged in making an accurate record of everything said during a trial, hearing, legal proceeding, business meeting, conference, or convention. Court systems, government, civil service, and business and commerce are all areas in which the expert skills and professional judgment of the reporter are required. This diversified field of activities puts reporters in daily contact with people from every walk of life, many of them leaders in their fields. Since Court Reporting covers such a broad range, the opportunities in the field for competent reporters are excellent.

The path toward the goal of becoming a Court Reporter is both demanding and rewarding. Concentration, patience, reliability, integrity, strong language skills, and initiative are all desirable personal characteristics for success in this profession. Perhaps even more important is the determination and willingness to perfect an exacting skill and acquire a solid academic background.

Classification of Reporters

There are actually four classifications of reporters. The first three groups are known as official reporters.

COURT REPORTERS - are a vital part of the judicial process. They are responsible for the record of a trial. Their transcripts of these proceedings are used by attorneys during the trial and afterwards, in appeals to higher courts. Official court reporters are employed on a full-time basis and generally receive a base salary plus transcript fees for their work.

HEARING REPORTERS - are employed by local, state, and federal agencies to record the proceedings of their hearings. These careers are generally full time civil service positions which offer several fringe benefits in addition to the regular salary.

LEGISLATIVE REPORTERS - are employed in the halls of Congress and in state legislatures to record the speeches and debates of the legislators. Reporters are also employed by the United Nations to report meetings and debates.

GENERAL or FREELANCE REPORTERS - are self-employed or work on the staff of a reporting agency. They handle a wide variety of reporting assignments including board meetings, stockholders meetings, arbitrations, and conventions. Depositions or examinations before trial generally constitute the largest part of their work. Freelance reporters are paid on a per page and attendance fee basis by the person or company requiring their services. Schedule flexibility and geographic mobility are two important benefits of Freelance Reporting.

Graduates of Ward Stone are qualified to work in all phases of the reporting field - in the Courts, for Freelance Agencies, in Grand Juries, and in Government and Civil Service. In pursuing their career objectives, students are encouraged to take full advantage of all the available employment opportunities in the field. Some may even want to own their own Court Reporting Agency.

The National Court Reporters Association (NCRA) prints bimonthly bulletins listing available positions. Students are encouraged to subscribe to professional publications.

Students are also encouraged to participate in the examination given by the NCRA for the designation of Registered Professional Reporters (RPR). This certification will soon be required for employment and has already gained recognition as the national standard of competence for professional reporters.

Medical Transcription Technologies

What is Medical Transcription?

Medical transcription is the act of translating from oral to written form a patient's record of medical care and treatment.

Physicians, having primary responsibility for the medical report, employ state-of-the-art magnetic tape storage and electronic transmission devices to dictate technical information summarizing the medical history, diagnosis, and course of treatment prescribed for their patients.

Freed of the once burdensome task of summarizing patient care in handwritten form, physicians now rely on skilled medical transcriptionists to translate the dictation into comprehensive typed records of patient care and treatments that communicate medical meaning.

Typing and transcription, however, should not be confused. The paramount consideration for performance of medical transcription is extensive medical knowledge and understanding, sound judgement, deductive reasoning, strong language skills and the ability to detect medical inconsistencies in dictation. For example, a laboratory finding may be mistakenly dictated by a physician. A medical transcriptionist questions, seeks clarification, verifies the correct value, and enters it in the report. The professional transcriptionist truly contributes to quality patient care and medical research.

The Attractions of Medical Transcription

Medical transcription provides unlimited intellectual challenge and opportunities for service to doctors, allied health professionals, and above all, patients. Flexible work schedules and work location are an attractive aspect of a medical transcription career.

Medical transcriptionists work with physicians, surgeons, pharmacists, radiologists, therapists, technicians, nurses, dieticians, and other medical personnel, who rely on information that medical transcriptionists receive, document, and disseminate.

Employment options provide the opportunity to regulate one's level of challenge. Medical transcription is a portable skill that allows for professional and geographic mobility. Medical transcription can be a life-long, satisfying career, and it can open the door to other options in the health care field. There are no age restrictions on employment. The medical transcription profession readily accommodates the recent graduate and the mature worker, the trainee and the experienced transcriptionist.

Medical transcriptionists have talents which may be employed in a variety of health related settings including doctors' offices, public and private hospitals, teaching hospitals, medical transcription service bureaus, clinics, laboratories, radiology departments, insurance companies, medical libraries, and governmental medical facilities.

Paralegal Studies

The National Association of Legal Assistants defines a Legal Assistant as follows:

"Under the supervision of a lawyer, the legal assistant shall apply knowledge of law and legal procedures in rendering direct assistance to lawyers, clients and courts; design, develop, and modify procedures for practicing in certain fields of law; research, select, assess, compile and use information from the law library and other references; and analyze and handle procedural problems that involve independent decisions."

The paralegal/legal assistant has become one of the most attractive career fields in the country today. The demand for paralegals with legal secretarial skills is growing rapidly and steadily. Government studies predict that the number of paralegal jobs will increase faster than all other occupations by the year 2000.

Ward Stone College offers a comprehensive legal education by combining the theoretical and practical knowledge that is necessary for employment in both large and small law firms and corporate legal departments. There is no question that competent legal assistants are valuable and profitable members of today's legal and business communities.

Medical Assistant

A complete training program with a variety of recognized employment opportunities

A medical assistant is described as a professional, multi-skilled person dedicated to assisting in all aspects of medical practice under the direct responsibility and supervision of a physician. This practitioner is involved with patient care management, executes administrative and clinical procedures, and frequently performs managerial and supervisory functions as well with additional experience. Competence in the field also requires that the medical assistant adhere to ethical and legal standards of professional practice, recognize and respond to emergencies, and demonstrate the character necessary for effective patient interaction.

The demand for trained medical assistants is projected by the Department Of Labor to continue well into the next century. Therefore, it is a profession with excellent potential for advancement and sophistication to keep pace with the ever changing technologies of medicine. Medical assistants enjoy secure and challenging positions. They are typically employed by one or more physicians in private practices, HMOs, public health clinics, emergency care centers, and other health related facilities.

Ward Stone College offers a comprehensive training program that combines the clerical, administrative, and patient care skills needed for the entry-level medical assistant. Our block system of instruction allows the student to progress in a more logical format through the requirements necessary for certification by national organizations. After completing the classroom portion, students are assigned to various health care facilities ("internship"), which provides the opportunity to become initiated into the clinical environment while gaining valuable experience.

Medical Assistants are proud and respected members of the health care team. This education serves as fundamental preparation for individuals who aspire to higher levels of employment in the medical profession.

Cardiovascular Technologist

An electro (electrical)-cardio (heart)-gram (record), abbreviated as EKG or ECG, traces electrical impulses transmitted by the heart. Cardiovascular Technologists operate electrocardiograph machines, which record electrocardiograms.

EKG's help physicians diagnose heart disease, monitor the effect of drug therapy, and analyze changes in a patient's heart over time. The test is done before most kinds of surgery and as part of a routine physical examination for persons who have passed a certain age.

For basic "resting" EKG tests, technologists first explain the procedure to the patient. Then they attach 10 electrodes to the patient's chest, arms, and legs. Technologists apply a gel or cream between the electrodes and the patient's skin to facilitate the passage of the electrical impulses. They manipulate switches on the electrocardiograph or enter information into a computer. Technologists look for and correct technical errors, such as crossed leads, incorrect lead placement or electrical interference, that prevent an accurate reading. Technologists prepare electrocardiograms for analysis by a physician, usually a cardiologist, noting any abnormal readings.

More skilled cardiovascular technologists perform ambulatory monitoring (also called Holter monitoring, after the physician who developed the equipment) and stress testing. For a Holter monitoring, technologists place electrodes on the patient's chest and attach a portable EKG monitor to the patients belt. After patients wear the monitor for 24-48 hours while pursuing a normal routine, technologist remove the electrodes and tape, place the tape in a scanner, and read it for electrical interference before sending it to a physician. Sometimes they prepare a report for the physician, noting any significant abnormalities.

For a treadmill stress test, technologists take a medical history, explain the procedure, connect the patient to an EKG monitor, and obtain a baseline reading a resting blood pressure. Then, under supervision of a physician or nurse, they have the patient walk on a treadmill whose speed is gradually increased. Some Cardiovascular Technologists schedule appointments, type doctors' interpretations, maintain patients' EKG files, and care for equipment.

Ward Stone College offers a comprehensive training program that combines the administrative, technical, academic, and patient care skills needed to be successful as an entry-level Cardiovascular Technologist. Our block system of instruction provides each student with an opportunity to receive a comprehensive learning experience with highly qualified professional faculty. The training and education the student receives at Ward Stone College will include advances in electrocardiography, holter monitoring, stress testing and other equipment related activities. The student will be crosstrained to meet the ever changing needs of the medical community. Professional development as well as clinical knowledge is emphasized in all classroom activities.

Graduates from the Cardiovascular Technologist program are eligible to apply for the Diagnostic Cardiac Sonography program as well as the Ultrasound Technologist program at the National School of Technology. In addition, Cardiovascular Technologist graduates are eligible to take national certification exams recognized by the National Society for Cardiovascular Technology.

Cardiovascular Technologists are in great demand and are well respected in the health care profession. The profession is officially recognized by CAHEA, a branch of the American Medical Association. They play a major role in providing medical and healthcare services by working in hospitals, cardiologists offices, healthcare clinics and cardiology mobile units.

BUSINESS ADMINISTRATION

Curriculum Objective

Ward Stone College's program of Business Administration will prepare the student for entry-level employment in the following areas: Marketing/Sales, Management, Bookkeeping, Human Resources, Payroll and Banking. The program stresses managerial and accounting skills, as well as document preparation and production skills on the computer.

Course Outline

Course Requirements:

SEC 101	Beg. Keyboarding and Typing	3 Credits
MAC 101	Business Mathematics	3 Credits
ENG 101	English Composition	3 Credits
TEC 101	Word Processing; Concepts & Applications	3 Credits
SEC 102	Inter. Keyboarding and Typing	3 Credits
LIT 101	Comparative Literature	3 Credits
MAN 101	Principles of Office Procedures	3 Credits
MAN 102	Principles of Management I	3 Credits
ACC 101	Principles of Accounting	3 Credits
LAW 306	Business Law I	3 Credits
SEC 103	Adv. Keyboarding and Typing	3 Credits
ENG 210	Technical Writing	3 Credits
COM 203	Speech	3 Credits
TEC 102	Lotus 1-2-3	3 Credits
MAR 102	Principles of Marketing	3 Credits
LAW 316	Business Law II	3 Credits
ECO 102	Principles of Microeconomics	3 Credits
PSY 204	Human Relations	3 Credits
PHI 201	Ethics	3 Credits
MAN 103	Principles of Management II	3 Credits
INT 406	Internship of Project	3 Credits
Associate of Science Degree in Business Administration		63 Credits

COURT AND FREELANCE REPORTING

Curriculum Objective

Ward Stone College's program of Court and Freelance Reporting prepares the graduates to work in an entry level position as a verbatim court reporter in the Courts, Freelance Agencies, in Grand Juries, and in Government and Civil Service.

Course Requirements

Daytime

STM 301	StenEd Theory	8 Credits
ENG 101	English Composition	3 Credits
POL 101	Law and Its Language I	3 Credits
STM 302	StenEd Post Theory	8 Credits
SEC 103	Inter. Keyboarding and Typing	3 Credits
LIT 101	Comparative Literature	3 Credits
STM 303	Computer Based Technology	8 Credits
MED 101	Medical Terminology/Anatomy & Physiology	3 Credits
SEC 104	Power Typing	3 Credits
STM 404	Court Reporting Development	8 Credits
TEC 101	Word Processing: Concepts and Applications	3 Credits
ENG 303	English for Court Reporters	3 Credits
STM 405	Intermediate Court Reporting	8 Credits
POL 201	Law and Its Language II	3 Credits
CAT 410	Computer Aided Transcription	3 Credits
STM 406	Advanced Court Reporting	8 Credits
CRP 401	Court Reporting Procedures	3 Credits
PHI 201	Ethics	3 Credits
PSY 204	Human Relations	3 Credits
COM 203	Speech	3 Credits
INT 404	Internship (50 Hours)	1 Credit
Associate of Science Degree in Court & Freelance Reporting		91 Credits

** NOTE: Exit Requirements

Court Reporting Speeds of: 225 in Q&A
 200 in Jury Charge
 180 in Literary

Typing Speed of 65 wpm or better

A completed transcript approved by the supervising Court Reporting Agency during internship.

COURT AND FREELANCE REPORTING

Curriculum Objective - Evening Program

Ward Stone College's program of Court and Freelance Reporting prepares the graduates to work in an entry level position as a verbatim court reporter in the Courts, Freelance Agencies, in Grand Juries, and in Government and Civil Service.

Course Requirements

Evening

FIRST SEMESTER

STM 311	StenEd Theory I (0 - 40 wpm)	4 Credits
ENG 101	English Composition	3 Credits
POL 101	Law and It's Language I	3 Credits

SECOND SEMESTER

STM 312	StenEd Theory II (0 - 40 wpm)	4 Credits
SEC 103	Inter. Keyboarding and Typing	3 Credits
LIT 101	Comparative Literature	3 Credits

THIRD SEMESTER

STM 321	StenEd Post Theory I (40 - 60 wpm)	4 Credits
MED 101	Medical Terminology/Anatomy and Physiology	3 Credits
SEC 104	Power Typing	3 Credits

FOURTH SEMESTER

STM 322	StenEd Post Theory II (60 - 80 wpm)	4 Credits
TEC 101	Word Processing Concepts and Applications	3 Credits
ENG 303	English for Court Reporters	3 Credits

FIFTH SEMESTER

STM 331	Computer Based Technology I (80 - 100 wpm)	4 Credits
POL 201	Law and It's Language II	3 Credits
PHI 201	Ethics	3 Credits

SIXTH SEMESTER

STM 332	Computer Based Technology II (100 - 120 wpm)	4 Credits
CRP 401	Court Reporting Procedures	3 Credits
CAT 410	Ethics	3 Credits

SEVENTH SEMESTER

STM 441	Court Reporting Development (120 - 140 wpm)	4 Credits
PSY 204	Human Relations	3 Credits

EIGHTH SEMESTER

STM 442	Court Reporting Development II (140 - 160 wpm)	4 Credits
COM 203	Speech	3 Credits

NINTH SEMESTER

STM 405	Intermediate Court Reporting (160 - 200 wpm)	4 Credits
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TENTH SEMESTER

STM 406	Advanced Court Reporting	4 Credits
INT 404	Court Reporting Internship (50 Hours)	1 Credit

Associate of Science Degree in Court and Freelance Reporting 91 Credits

**** NOTE: Exit Requirements for Court Reporting Students:**

Typing Speed of 65 wpm or better

Court Reporting Speeds of: 225 in Q&A; 200 in Jury Charge; 180 in Literary

A completed transcript approved by the supervising Court Reporting Agency during internship.

MEDICAL TRANSCRIPTION TECHNOLOGIES

Curriculum Objective

Ward Stone College's medical transcription program will prepare the student for entry-level employment as a medical transcriptionist, by providing the basic knowledge, understanding, and skills required to transcribe medical dictation with accuracy, clarity, and timeliness, applying the principles of professional and ethical conduct.

Course Requirements:

SEC 102	Keyboarding and Typing: Intermediate	3 Credits
TEC 101	Word Processing Concepts and Applications	3 Credits
MED 102	Medical Terminology	3 Credits
SCI 101	Anatomy and Physiology I	3 Credits
MED 112	Pharmacology	3 Credits
SEC 103	Keyboarding and Typing: Advanced.	3 Credits
ENG 101	English Composition	3 Credits
SCI 111	Anatomy and Physiology II	3 Credits
MED 103	Disease Processes I	3 Credits
ENG 404	English for Medical Transcription	3 Credits
PHI 201	Ethics	3 Credits
MED 201	Beginning Medical Transcription Applications	3 Credits
MED 113	Disease Processes II	3 Credits
MED 202	Intermediate Medical Transcription	3 Credits
LIT 101	Comparative Literature	3 Credits
PSY 204	Human Relations	3 Credits
MED 104	Advanced Medical Topics	3 Credits
MED 203	Advanced Medical Transcription	3 Credits
COM 203	Speech	3 Credits
INT 403	Medical Transcription Internship	6 Credits
Associate of Science Degree in Medical Transcription Technologies.		63 Credits

** Note: Exit Requirements:

Typing Speed of 55 wpm or better.

PARALEGAL STUDIES

Curriculum Objective

Graduates will qualify for vocational opportunities in this professional role, working under the direction of attorneys in law firms; law departments of corporations and financial institutions; city state and governmental offices; and in legal services programs established under government auspices. The legal assistant program responds to the need to improve the efficiency, economy, and availability of our nation's legal services.

Course Requirements

LAW 101	Introduction to Paralegal Studies	3 Credits
SEC 102	Inter. Keyboarding and Typing	3 Credits
ENG 101	English Composition	3 Credits
TEC 101	Word Processing; Concepts & Applications	3 Credits
ACC 101	Principles of Accounting	3 Credits
LAW 306	Business Law I	3 Credits
SEC 103	Advanced Keyboarding and Typing	3 Credits
POL 101	Law and Its Language I	3 Credits
LAW 305	Civil Litigation	3 Credits
PHI 201	Ethics	3 Credits
LIT 101	Comparative Literature	3 Credits
LAW 302	Legal Research and Writing	3 Credits
LAW 304	Real Estate Practice	3 Credits
LAW 403	Family Law	3 Credits
LAW 316	Business Law II	3 Credits
LAW 401	Wills, estates, Guardianships, & Trusts	3 Credits
MAN 101	Administrative Office Procedures	3 Credits
PSY 204	Human Relations	3 Credits
LAW 402	Criminal Practice	3 Credits
COM 203	Speech	3 Credits
LAW 408	Bankruptcy	3 Credits
INT 405	Paralegal Internship	3 Credits
Associate of Science Degree in Paralegal Studies		66 Credits

Note: (LAW 409) Personal Injury Practice or (LAW 410) Special Topics in Law may be substituted for (LAW 408) Bankruptcy or (LAW 403) Family Law.

CARDIOVASCULAR TECHNOLOGIST PROGRAM

Curriculum Objective

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

Graduates of CVT from Ward Stone College are eligible to take the certification exam offered by the National Society for Cardiovascular Technology.

COURSE OUTLINE

BLOCK 1

CT 110	Cellular Basis of Anatomy and Physiology	30 Hours
CT 112	Musculoskeletal System	15 Hours
CT 114	Nervous System	30 Hours
CT 116	Respiratory System	15 Hours
CT 118	Gastrointestinal System	45 Hours
CT 120	Genitourinary System	15 Hours
CT 122	Endocrine System	15 Hours
CT 124	Reproductive System	15 Hours
CT 126	Cardiac Anatomy and Physiology	45 Hours
CT 128	Vascular Anatomy and Physiology	45 Hours
CT 130	Cardiopulmonary Resuscitation	15 Hours
CT 132	Basic Medical Skills I	15 Hours

(No Prerequisite)

BLOCK 2

CT 210	Computational Science	15 Hours
CT 212	Medical Physics	15 Hours
CT 214	Normal ECG and Normal Variants	45 Hours
CT 216	Vectorial Analysis	15 Hours
CT 218	Hypertrophies and Interventricular Conduction Disturbances	15 Hours
CT 220	Ischemia, Injury & Infarction	15 Hours
CT 222	Introduction to Cardiac Pathology	60 Hours
CT 224	Arrhythmia Recognition and Management	75 Hours
CT 226	Pacemaker Rhythms	15 Hours
CT 228	Cardiovascular Pharmacology	15 Hours
CT 230	Basic Medical Skills II	15 Hours

(Prerequisite Block 1)

BLOCK 3

CV 310	Graded Exercise Testing	15 Hours
CV 312	Ambulatory Monitoring/Cardiac Pacing	15 Hours
CV 314	Stress and Holster Lab	30 Hours
CV 316	Cardiac Pathology	105 Hours

CV 318	Introduction to Vascular Diseases	30 Hours
CV 320	Introduction to Vascular Studies	30 Hours
CV 322	Non-Invasive Vascular Lab I	45 Hours
CV 324	Psychology of Patient Care	15 Hours
CV 326	Sterilization & Infection Control	15 Hours
(Prerequisite Block 2)		

BLOCK 4

CV 410	Records Management Systems & Procedures	75 Hours
CV 412	Cardiovascular Laboratory Procedures	60 Hours
CV 414	Fund. of Radiology Terminology & Mathematics	35 Hours
CV 416	Radiation Physics & Electronics	20 Hours
CV 418	Radiographic Technique & Production	35 Hours
CV 420	Basic X-ray Machine Operator	
	Certification Exam Review	10 Hours
CV 422	Advanced Concepts in ECG, Ambulatory	
	Monitoring and Graded Exercise Testing	35 Hours
CV 424	Physics of Ultrasound	30 Hours

INTERNSHIP

CV 450	Career Development/Internship Project	300 Hours
Specialized Associate Degree	Total Clock Hours	1500 Hours

MEDICAL ASSISTANT

CLOCK HOUR PROGRAM

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.

Course Requirements:

BLOCK 1

MA 110	Human Bio-organization	15 Hours
MA 112	Body Structure, Movement and Function	75 Hours
MA 114	Specialized Sense Organs	10 Hours
MA 120	The Cardiovascular System Electrocardiography	60 Hours
MA 122	The Respiratory System	15 Hours
MA 124	The Nervous System	15 Hours
MA 126	CPR Certification-Emergency Cardiac Care (No Prerequisite)	10 Hours

BLOCK 2

MA 130	Psychology of Patient Care Legal & Ethical Issues	25 Hours
MA 132	Medical Office Management Procedure	75 Hours
MA 160	Infection Control and Sterilization	10 Hours
MA 162	Clinical Assisting Skills	50 Hours
MA 164	Pharmacology and Drug Therapy	30 Hours
MA 166	Nutrition and Diet Therapy (No Prerequisite)	10 Hours

BLOCK 3

MA 170	Organization of Clinical Laboratory	15 Hours
MA 172	Phlebotomy Techniques	35 Hours
MA 174	Hematology	50 Hours
MA 180	Clinical Chemistry	25 Hours
MA 182	Basic Urinalysis	35 Hours
MA 184	Serology Testing	20 Hours
MA 186	Microbiology (Prerequisite: Block 1)	20 Hours

BLOCK 4

MA 140	Computer Fundamentals	30 Hours
MA 142	Medical Office Management Software	10 Hours
MA 144	Computer Applications for Office Practice	60 Hours
MA 150	Keyboarding Skills/Data Entry	35 Hours
MA 152	Rules for Transcription and Terminology	20 Hours
MA 154	Transcribing Basic Medical Reports	15 Hours
MA 156	Medical Transcription Laboratory (No Prerequisite)	30 Hours

BLOCK 5

MA 190	Fund. of Radiology, Terminology and Mathematics	35 Hours
MA 192	Radiation Physics & Electronics	20 Hours
MA 194	Radiographic Techn. & Production	35 Hours
MA 196	Basic X-Ray Machine Operator Certification Exam Review (No Prerequisite)	10 Hours

BLOCK 6

MA 208	Career Development/Internship or Project (No Prerequisite)	300 Hours
	Specialized Associates Degree	1200 Hours

GRADUATION AND GRADING POLICIES

Graduation Requirements

In order to graduate and be awarded a Certificate, Diploma or Degree, students must complete the course requirements with at least 2.0 G.P.A. overall (77 or above for clock hour students) and have no tuition outstanding. Students who are deficient in any subject area will not be considered to have completed the program. It is the student's responsibility to see that all the requirements for graduation are met. This information is available at the Registrar's office and students should consult with the Registrar each term to monitor their progress toward graduation.

College Honor Society

Students who achieve a semester Grade Point Average of 3.7 or above and carry at least 9 credits without receiving an Incomplete for credit courses, or a grade of 87 or above in a term for Medical Assisting or Cardiovascular Technologist courses will be selected as a member of the College Honor Society. As a member of this group you will receive a certificate from the college and be nominated for the Who's Who Among Students in Junior Colleges and the National Dean's List. Both of these groups are national organizations that recognize outstanding students.

Once per semester, the College Honor Society will meet on campus. At this meeting the President will recognize the achievements of students and learn more about how the college can continue to successfully educate and serve its students.

Degrees Conferred

Students preparing for careers in the business world, like all other students, need sound general education. The academic world has long held that collegiate institutions are expected to require students, regardless of career goals, to pursue a program of study that enables them to become acquainted with the major areas of knowledge. For that reason, Ward Stone College confers the Degree of Associate of Science in the areas of Medical Transcription Technologies, Court and Freelance Reporting, Paralegal Studies, and Business Administration.

Ward Stone College also confers the Specialized Associate Degree in Cardiovascular Technologist and Medical Assisting.

For those individuals who already have a Bachelor of Science/Arts or an Associate of Science/Arts Degree, Ward Stone College has a Diploma credential for each of its degree awarding programs. The requirements of each program will consist of the core courses for each major. Only those general education courses not required as core courses will be eliminated from the curricula.

Those students in the credit programs that have an AS/AA or BS/BA are not required to take the following courses:

COM 203
ENG 101
LIT 101
PHI 201
PSY 204

Grading System

Letter Grade	Numeric Equivalent (Clock Hour Students)	Quality Points per credit (Semester Students)
A	92-100	4.0
B+	85-91	3.5
B	80-84	3.0
C+	75-79	2.5
C	70-74	2.0
D	65-69	1.0
F	Below 65	0.0
W	Withdrawal (no penalty)	--
WF	Withdrawal Failing	0.0
I	Incomplete	--
TR	Transfer Credit	--
CR	Credit by Examination	--
Skip	Advanced class	--

Incomplete grades must be removed during the following term, or the grade will be changed to an "F". Final examinations not taken must be made up within the following 2 weeks. If this is not done, the same penalty applies.

If a student receives an incomplete grade for any steno course, that student will automatically be registered for that level's "skill building" component, or (SB) course. The "SB" course is 3 institutional credits in the evening and 6 institutional credits in the day for which the student receives a pass or fail grade. Successful completion of the course, will qualify the student to test out of the previous incomplete steno course. At the point when the student makes up the incomplete grade, that student will be eligible to move into the next steno level.

Internship Program

The purpose of the internship program is to offer students an opportunity to observe, learn, and perform in an on-the-job setting. Internship is mandatory and must be successfully completed prior to graduation. For details regarding each program's specific requirements, please contact the College's Career Development Office or your department's chairperson.

Policy on Grade Replacement and Course Repeats

Any student who received a grade of "D" or "F" in a course may be required to retake this course in the succeeding semester in which it is offered and replace the "D" or "F" with the new grade. If the course is to be used as a replacement, the student must give written notice of this fact to the Registrar at the time of registration.

The "D" or "F" will remain on the student's transcript but will not be used in the computation of his/her cumulative average. Only the new grade will be used and will be marked with the notation: "Retaken for improvement of grade."

Transcripts

A transcript of final grades will be retained with the student's permanent records. Students may obtain transcripts through the Registrar by submitting a request and paying \$2.00 for an unofficial transcript or \$5.00 for an official transcript.

Grade Reports

All students will receive a grade report (transcript) at the end of each term. The term's grade point average will be reflected as well as a cumulative grade point average.

REGULATIONS, ACADEMIC POLICIES, AND STUDENT SERVICES

The regulations and academic policies of the college have been established to maintain and promote the high standards required by the professional communities we serve, to recognize the individual differences among students, to honor achievement, and to encourage students to work towards their objectives. Ward Stone College complies with the Drug Free Act of 1989.

College Standards

Students are expected to respect the rules and regulations of the college and to conform to the requirements of good citizenship and good manners. Professional behavior and attitude, as well as courtesy towards instructors, staff, and fellow students, is essential. Students are expected to be well groomed and to maintain a neat, professional appearance at all times. Appropriate business attire is required for all weekday and evening classes, field trips, professional extracurricular activities, and the Internship Program.

Medical Assisting and Cardiovascular Technologist students are required to wear uniforms for all day and evening classes, field trips, and other school-related activities.

A student may be dismissed from the college for unsatisfactory conduct, unsatisfactory academic progress, poor attendance, or failure to pay tuition charges when due.

Class Hours

Classes are in session from Monday through Thursday. Although individual student schedules may vary somewhat throughout the program, most students carrying a full academic program will have classes beginning at 8:15 a.m. or 9:40 a.m. and ending by 1:45 p.m.

Evening classes are held beginning at 6:15 p.m. and ending by 11:00 p.m. Private tutoring with faculty is available during the afternoon hours, and on Friday between 9:00 a.m. and 3:00 p.m. by appointment at no additional cost.

Official Course Withdrawal

All withdrawals require completion of the Change of Status Form available in the Registrar's Office. Courses may be dropped without academic penalty until the date designated on the academic calendar. Courses from which a student officially withdraws will appear on the transcript with a grade of W or WF depending on withdrawal date. Refund, will be given according to the refund policy in this catalog's financial section.

Career Development

Our Career Development Department helps graduates find employment in the fields for which they have been trained. We work closely with each graduating student to define individual goals, prepare resumes, investigate employment opportunities and arrange interviews with potential employers. Ward Stone College continually interacts with the medical, legal, court reporting and corporate communities.

By assisting students with part-time employment, internships and placement services for graduates, the Career Development Department makes every effort to secure positions for graduates.

Counseling and Academic Advisement

The college provides academic and personal counseling. Students are encouraged to take advantage of the support and guidance which identifies and resolves any difficulties that may be encountered in their academic and social development.

Admissions Procedures and Requirements

Applicants will be interviewed 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 and receive a score of 32 or more (Except Cardiovascular Technologist which must be a minimum of 47) to be accepted. 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. A student will be enrolled as a special condition student, and allowed to sit in class for a two week period of time. Within that two week period, the student must provide the admissions representative and the college, either a copy of the official G.E.D. certificate or an official copy of his/her high school transcript. If, after that two week period, the student has not complied with this requirement the student will be dismissed from the college. A student may re-enroll for the next semester contingent on that student's compliance with this requirement.

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

All Medical Assistant and Cardiovascular Technologist students are required to submit a current certificate of good health. These medical students are also required to purchase and wear medical uniforms in all their day and evening classes as well as field trips and other school related activities.

Due to the high level of English which is necessary in their careers, students are required to take an English evaluation exam upon enrollment into the College. A student who does not score 75% or better on this exam will be required to take CSP 200 as a pre-requisite to their program of study. CSP 200 is a three institutional credit course which reviews the basics of English, and better prepares the student for the challenges of his/her career.

When evaluating certain information, paralegals will be exposed to the accounting process. For this reason, Paralegal students will be evaluated for their basic math skills. If a student does not score above a 75% on the Mathematics Evaluation exam, the student will be required to take MAC 102 as a pre-requisite to ACC 101.

Application Procedures For International Students

WARD STONE COLLEGE: Is authorized by the Immigration and Naturalization Service (INS) to issue the I-20 form. When students apply to WSC from outside the United States, they must, in addition to submitting a School Application, submit the following material before an I-20 form can be issued.

1. **EVIDENCE OF HIGH SCHOOL GRADUATION** - transcript must be authentic and accompanied by a certified translation in English if necessary.
2. Authenticated transcripts from other colleges or universities attended. The transcripts must contain the following.
 - A. Subjects studied
 - B. Dates attended
 - C. Grades awarded
 - D. Explanation of the Grading Scale
 - E. A statement at the end of each year stating that the student was promoted to the next level.

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3. **EVIDENCE OF FINANCIAL SUPPORT** - The international student is required by the Immigration Service to satisfy the local U.S. Consulate that he or she will not need to seek employment while attending college in the United States. The student must submit a current bank statement (within the last 6 months) or government sponsorship letter guaranteeing payment for tuition, fees, books, housing, personal expenses and, where appropriate, medical expenses. The amount of money guaranteed should be for a minimum equivalent of one year. Or, if the applicant is not considered financially independent, then the applicant is required to have a financially independent individual fill out an Affidavit of Support Form. This form can be obtained at the local immigration office or local consulate.

 4. **EVIDENCE OF ENGLISH PROFICIENCY** - WSC requires satisfactory evidence of mastery and command of the English language from all international students whose native language is not English. Such evidence may be one of the following:
 - A. Test of English as a Foreign Language (TOEFL)
 - B. Notarized evaluation by an appropriate functionary of a U.S. Binational Cultural Center which evaluates the candidate's ability to undertake a college program of study taught entirely in English.
 - C. Ward Stone College Entrance Placement Examination

 5. **PASSPORT** - If applying from outside the U.S., an international applicant must submit a copy of the front page of a valid passport showing applicant's picture and pertinent information. The passport must be valid for one year as of date of entry into the United States.

 6. **HEALTH AND ACCIDENT INSURANCE CERTIFICATE** - Upon arrival students on visa must provide to the College a certificate indicating the student is covered by standard health and accident insurance. This insurance coverage must continue for the entire period of enrollment at the College.

 7. **SERVICE FEE** - A \$15.00 one time, non-refundable application service fee must be submitted with your first application for admissions.

Important International Visa Student Information

- I. International applicants are required to comply with all College admissions requirements as stated above before they will be admitted to Ward Stone College.

- II. Admitted students should arrive in the United States and Miami community approximately two weeks prior to the first term of enrollment. A College academic calendar gives specific dates and activities. Early arrival is necessary so the student may locate housing, provide a local address to the College, participate in new student orientation, English language reconfirmation testing, advisement and counseling assessment and registration into courses.

- III. The College does not provide or recommend housing, and two to three months rent in advance may be required for housing in the community. Students must have sufficient funds to cover all expenses while in the United States. Students without sufficient funds will not be permitted to register for courses until the required funds are available.

- IV. International students on visa are normally admitted to the United States for the entire time estimated by the College for student to complete his or her approved program of study. International visa students must fulfill the following conditions.
 - a) pursue a full course of study at the educational institution they are authorized to attend.
 - b) file with the Immigration Service an alien address report each January and immediately whenever the student changes address.

c) do not transfer schools or work off campus without Immigration and Naturalization Service's permission.

d) keep a current passport that is valid for a least six months into the future.

V. All Ward Stone College students are required to abide by the policies, regulations and rules of the College, and the United States Department of Justice, Immigration and Naturalization Service.

Transfer Credit and Advanced Standing

Credit may be given for relevant coursework completed at other accredited post-secondary institutions and documented by a transcript. The College reserves the right to administer appropriate examinations to students seeking transfer credits. Ward Stone College accepts qualified transfer students and grants advanced standing to applicants who have received equivalent coursework at an accredited college.

Ward Stone College does not guarantee transferability of credit to any other college, university or insitution. Any decision on the comparability and applicability of credit, and whether they should be accepted is solely at the discretion of the receiving institution. It should not be assumed that any courses or programs can be transferred to another insitution.

Attendance Policy

The development of good business habits is essential for anyone who plans to enter the business or professional world. Students who make the effort to be present and on time for all their classes will find it easier to begin their professional careers.

Students are required to attend all of their scheduled classes, regularly and punctually, and to complete any makeup work which may be assigned to them. They may receive reduced, incomplete, or failing grades if they do not do so. In cases where prolonged absence is caused by justifiable or unavoidable circumstances, students should notify the College promptly and provide appropriate documentation for it's files.

Grievance Policy

In compliance with Federal and State requirements, as well as ACICS accreditation regulations, the College has an institutional grievance policy for students alleging discriminatory practices. Initial contact for students to lodge a claim of discrimination is with the Campus President. If a student does not feel his/her concern or grievance was adequately addressed they may contact the **Accrediting Council for Independent Colleges and Schools: First Street, N.E. Suite 980**

**Washington, D.C. 20002-4242
202-336-6780**

Enhancement Training

Graduates may take advantage of free enhancement training whenever classes are available and space permits. Graduates who are preparing for new employment or a certification exam will find this a valuable way to refine their skills.

Homework and Practice

It is important for a prospective student to understand that a reasonable amount of time must be devoted to homework and skill development practice. The amount of time needed will vary with the individual, but

our experience has shown that strongly motivated students, who are conscientious about attendance and homework assignments, are generally able to make much faster progress than less diligent students.

Property Loss

The College is not responsible for the loss or damage to students' belongings from any cause, on or off the campus. This includes Stenotype machines, whether on loan or purchased, for which the student is responsible. Students who leave their machines on campus are still responsible, even if they are stored in the College Bookstore. Students should notify the College staff immediately if they lose property. It is also incumbent on students to care for any College property and equipment as if it were their own. This attitude helps to maintain a quality environment for current and future students.

Enhancement Training

Graduates may take advantage of free enhancement training whenever classes are available and space permits. Graduates who are preparing for new employment or a certification exam will find this a valuable way to brush up on their skills.

Readmission

Former students whose education was voluntarily interrupted may apply for readmission. Students who were dismissed for academic or disciplinary reasons must wait at least one term and provide detailed justification documenting why success is now possible. Students applying for readmission will receive credit for their previously paid Application Fee.

Books and Supplies

The College Bookstore offers most of the books and supplies required for our programs. Students are responsible for purchasing their textbooks and supplies as required.

Every Court Reporting student is required to have a Stenotype Machine, which must be purchased upon completion of the first term (STM 301). Students may also wish to consider a lease-purchase of a computerized Stenotype machine. The college has a limited number of steno machines that are available for rental to first semester students only.

Code of Academic Responsibility

This code seeks to promote high standards of academic integrity by setting forth the responsibilities of students, faculty, and staff members of the college community. Abiding by the code ensures a climate where in all members of the college can exercise their rights of membership

Certain rights and obligations flow from membership in any academic community committed to such goals:

The rights of personal and intellectual freedom, which are fundamental to the idea of an institute of higher learning.

A scrupulous respect for the equal rights and dignity of others.

Dedication to the educational purposes of the college and participation in promoting and assuring the academic quality and credibility of the institution.

Academic Standard for Students

Students are responsible for obtaining, learning and observing the established college policies as listed in all official publications. In addition, students must comply with the legal and ethical standards of the institution as well as those of Dade county and the state of Florida. All members of the community should inform the appropriate official of any violation of conduct regulations.

Academic Standards

The college expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The academic standards include:

Original Work: Assignments such as course preparations, exams, tests, projects, term papers, practicums, etc. must be the original work of the student. Original thoughts may include the thoughts and works of another, but if that is the case, those ideas or words must be indicated in a manner consistent with a college-recognized form and style manual to be decided by your instructor.

Work is not original that has been submitted previously by anyone. Work is not original that has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for credit at the time the work is being submitted or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used prior to or during the course of the examination.

Referencing the Works of Another: All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each center's specific accepted reference manuals and rules of documentation. Standards of scholarship require that proper acknowledgement be given by the writer when the thoughts and words of another are used.

At Ward Stone College, it is plagiarism to represent another person's work, words or ideas as one's own without the use of an academically recognized method of citation.

Tendering of Information: All academic work must be the original work of the student. Giving or allowing one's work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited.

Acts Prohibited: Students should avoid any impropriety, or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals. Violations of academic responsibility include, but are not limited to:

- a. Plagiarism
- b. Any form of cheating
- c. Conspiracy to commit academic dishonesty
- d. Misrepresentations
- e. Bribery in an attempt to gain an academic advantage
- f. Forging or altering documents or credentials
- g. Knowingly furnishing false information to the college

Supplemental Standards: Students are expected to comply with the legal and ethical standards of this institution and those of their chosen field of study. Each program of study may prescribe additional standards for student conduct and student academic responsibilities.

Violations: Any violation(s) of any of the academic standards may result in a complaint being filed against a student to enforce the Code of Academic Responsibility. Department Chairs may, at their discretion, immediately suspend students pending a hearing on charges of academic standards will be subject to disciplinary action, including expulsion from the college.

WARD STONE COLLEGE STANDARDS OF SATISFACTORY PROGRESS

All Students must meet the following minimum standards of academic achievement and successful course completion requires that all courses be successfully completed in order to graduate from the program.

I. DETERMINATION OF SATISFACTORY PROGRESS - The major components evaluated in the determination of satisfactory progress are:

A. Grade Point Average (G.P.A.) A student must maintain a minimum cumulative G.P.A as defined below Freshman/Sophomore - No minimum cumulative G.P.A required as long as the student remains in good standing as defined in the following chart.

	1st	2nd	3rd	4th	5th	6th
A student must have taken this number of credits (not necessarily received):	0	12	22	33	45	60
A student must have accrued at least this many Semester-Hour Credit with at least this G.P.A	0	6	15	27	39	52
	0	1.0	1.3	1.5	1.7	2.0

Students at Ward Stone College are expected to maintain reasonable standards of satisfactory progress. Progress is measured at the end of each semester. If at the end of the semester a student has not met the minimum expectation as outlined above, that student will be placed on academic probation the following semester. During this probationary semester the student must achieve the required GPA in order to maintain satisfactory academic progress.

Failure to meet this requirement by the end of the probationary semester will result in unsatisfactory progress and automatic suspension from WSC.

B. Credit Hour Completion (Incremental Progress). All full-time undergraduate students must earn at least 24 credits during the academic year. Students who are enrolled less than full-time will be allowed to drop, fail or withdraw one 3 credit course during the academic year; however, students will be subject to the G.P.A. requirements. Credit hours earned during the Summer session preceding the academic year for which the student is applying may be used to make up credit hour deficiencies. If Summer credits are taken at another institution, the student will need to speak with the registrar for further information. **WARNING:** All periods of enrollment (including Summer), will be counted towards maximum time frame. (See Maximum Time Frame Chart below).

C. Maximum Time Frame Limitation (Degree Completion). The length of time necessary to complete a degree will depend on the number of credit hours required for a particular program of study as defined in the college catalog and the student's enrollment status. Maximum time frame will be evaluated on the basis of the applicant's classification at time of entry to the college as described below.

First Time in College Students - All courses attempted at the college will be counted.

Transfer Students - All courses attempted to complete degree requirements, over and above accepted transfer credits applicable to degree sought, will be counted.

DEFICIENCIES/PREREQUISITES - Students, who are admitted with deficiencies and/or prerequisites, will have those credits added to their minimum requirement.

CHANGE OF MAJOR - Students who choose to change their major while enrolled in a different program will not receive additional credit hours for their maximum time frame.

MAXIMUM TIME FRAME LIMITATION CHART (EXAMPLES)

<u>Minimum required</u>		<u>Time allowed</u>
66 Credits + 25%	=	82
78 Credits + 25%	=	97

II TREATMENT OF PUNITIVE AND NON-PUNITIVE GRADES AND COURSES - All courses with a grade of F, IN, WI, DR and Repeated Courses will be considered in the calculation of credits attempted and will be subject to Standards of Satisfactory Progress outlined herein. Audited (AU) courses are not considered in the determination of satisfactory progress.

Incomplete (IN) grades will be calculated as failing grades in regard to Credit Hour Completion until the course has been satisfactorily completed.

III NOTIFICATION OF SATISFACTORY PROGRESS STATUS - At the beginning of each award year, the applicant's eligibility on the basis of his/her academic performance will be reviewed by the Registrar. Students who have not met the minimum standards of progress as outlined under Section I will be notified of their status as follows:

A. Suspension - A student will be suspended for one term if any of the following occurs:

1. The student's G.P.A is below minimum requirements as defined under I-A above.
2. The student does not make the incremental progress as described in I-B above.
3. The student reaches the maximum time frame for completion of his/her program of studies as defined in I-C and the Time Limitation Chart.

B. Probation - A student will be placed on probation if the following occurs:

1. The student's G.P.A. falls below required as in Section I-A after the first term of the academic year. The second term will be considered Probationary.

IV. PROCEDURE FOR APPEAL - A student is subject to academic dismissal immediately following a second consecutive semester block on academic probation. Students who receive notification of academic dismissal will be allowed one option should they wish to return. Accompanying the dismissal notice, will be a letter of agreement containing conditions that must be met for reenrollment. If the dismissed student wishes to return, the agreement must be signed and returned within the specified time period to the Registrar. Should the student meet the requirements under satisfactory progress during the following semester block, continued enrollment will be permitted, but conditions will be applied until a student reaches a 2.0/77% G.P.A. Should the student fail to meet the satisfactory progress requirements in the following semester block, an automatic dismissal will follow with no option or appeal permitted.

Students who were dismissed for academic reasons and elected not to return conditionally, may apply for re-admission through the Admission's office after one semester block providing the student is able to show proof that circumstances have changed and the student is able to continue his/her studies. The Office of Admissions will review the applications but the College cannot guarantee acceptance.

SATISFACTORY PROGRESS FOR CLOCK HOUR PROGRAMS

All students must meet the standards of satisfactory progress as established by the institution, in accordance with the institution's accrediting agency requirements. The following criteria must be met in order to maintain satisfactory progress. Students must:

1. Maintain a grade average of 77% .
2. Have an attendance average of 80% per block.
3. Meet the specified conditions for incompletes, withdrawals, repetitions, and remedial work.

If a student fails to meet any of the above criteria, consultation with a school registrar is required. At that time, the student will be placed on a one block probation. At the end of the probationary period, if the student has not met the criteria for satisfactory progress, the student will be dismissed from school.

Appeals regarding probation decisions will follow the college's appeal's procedure. Clock hour students have block lengths rather than semesters.

At the mid-point of the maximum time frame the student must have successfully completed 60% of the program he/she has attempted, as well as maintaining a cumulative grade point average of 67. If the student has not met this criteria, he/she will automatically be dismissed. At the three-quarter point of the maximum time frame the student must have successfully completed 75% of the program he/she has attempted, as well as maintaining a cumulative grade point average of 70. If the student has not met this criteria, he/she will automatically be dismissed.

Incompletes, Withdrawals, Repetitions, and Remedial Work

Incomplete grades must be completed by mid-point of the following block, or those grades will revert to failing. The student will be placed on probation until work is completed.

Students do not receive grades for a block from which they withdraw. In most cases coursework will have to be repeated if the student re-enters in the future.

When it is necessary for a student to repeat a course, the second grade earned will be the grade entered on a student's record or transcript. A student may repeat a course only once. Extenuating circumstances may be taken into account at the discretion of the Director. In most cases the extenuating circumstances would be related to health or hardship conditions, and in all cases documentation is required.

Maximum Time Frame for the Medical Assisting Program is 22.5 months.

Maximum Time Frame for the Cardiovascular Technologist Program is 28 months.

OFFICE OF FINANCIAL AID

The Student Financial Services Office at Ward Stone College is dedicated to assisting students in finding ways to finance their education. We hope this guide will help answer your questions regarding what sources of financial assistance may be available to you and what steps you need to take to obtain financial assistance. Please feel free to contact the Student Financial Services Office for further information.

APPLYING FOR FINANCIAL ASSISTANCE

Students wishing to apply for financial aid through Ward Stone College must submit the following forms:

Ward Stone College
Financial Aid Application;

Application for Federal Student Assistance

Students must apply to receive Financial Aid Transcripts from any schools previously attended.

In addition, students may be asked to provide additional documents to complete their financial aid applications. Such documentation could include, but is not limited to:

Copies of the student's and/or spouse's and/or parent's tax returns for previous tax years

Documentation of citizenship.

Completed loan applications (if the student is applying for any of the federal loan programs available at WSC).

The Student Financial Services Office will notify you if further documentation is needed. In order to receive a financial aid award you must be admitted and enrolled in Ward Stone College. The Student Financial Services Office will not award financial aid to any student who has not formally enrolled in the school.

GENERAL ELIGIBILITY REQUIREMENTS

Students wishing to receive financial aid must meet the following requirements:

Be enrolled in an academic program leading to a degree, certification or diploma;

Demonstrate financial need;

Not be in default on a student loan or owe a refund on a federal grant received at prior institution. Students who are in default, may initiate a defaulted loan rehabilitation program, see a financial aid administrator for more information;

Maintain satisfactory academic progress, as outlined in the school's catalog;

Be a United States Citizen or eligible non-citizen.

OTHER SOURCES OF ASSISTANCE

Payment plans - Ward Stone College will set up a payment plan for students wishing to pay all or a portion of their tuition costs. No interest is charged for the school's payment plan, but the length of the payment plan is limited. Payments made over five days late are assessed a \$10.00 fee. For students who are unable to meet the terms of the school payment plan, the Tuition Finance Corporation (TFC) an outside financial institution, has loans available with more extended payment plans. Interest is charged, and payments are made directly to TFC. Students must pass a credit approval in order to participate in the TFC plan.

Educational assistance can often be obtained through employers. Students should check with their employer to see if they are eligible for tuition reimbursement for their programs.

VERIFICATION DEADLINES AND CONSEQUENCES

A student whose application is selected for verification must complete verification no later than sixty (60) days after the last day of enrollment or August 30, whichever is earlier. If an applicant fails to complete verification by the applicable deadline he or she forfeits eligibility for Federal Student Aid. Any funds already disbursed, from the Federal Pell Grant, Federal SOEG, Federal Perkins Program must be repaid to the Department of Education in accordance with overpayment procedures either by the student or by the school. Students on Federal Work Study can no longer continue to work and any funds remaining to be earned must be cancelled. Any funds already disbursed from the Federal Stafford loan must be refunded to the lender within 45 days.

DISBURSEMENT OF AID AND REFUNDS

Financial aid funds will be credited to the student's account upon receipt of funds. Federal Pell Grant funds will be paid once a student has completed all the necessary forms, submitted all required documentation, and submitted a Student Aid Report (ESAR) certification statement. Federal SEOG funds are credited to a student who has submitted all necessary forms. In order for Federal Perkins loan funds to be credited to a student's account, the student must complete their financial aid file, and sign notes and necessary loan paperwork. Once all paperwork has been completed, the Federal Perkins loan amount will be credited directly to the student's account. Students wishing to borrow under the Federal Family Education Loan Program need to file loan applications with a participating lender. The student loan lender will forward a check for the loan proceeds directly to the school, and the student will be required to endorse the loan check before it may be credited to his or her account.

Federal Work Study awards are money which must be earned by the student. Students will complete time sheets and receive pay checks. Federal Work Study earnings are applied to the student's account. Students will not be paid for any portion of their award which they fail to earn and there are no vacation or paid holidays.

If the total financial aid awarded exceeds the total cost owed to the school for tuition and fees, any remaining balance will be refunded to the student once all financial aid has been received and applied to the student's account.

YOUR RIGHTS AND RESPONSIBILITIES

It is important that you are familiar with your rights and responsibilities as a financial aid recipient. Please refer to the Student Guide for information regarding your rights and responsibilities. If you are applying for any of the Federal Student Loan programs, be sure you understand your rights and responsibilities as a borrower before you sign the loan promissory note.

It is your responsibility to complete all necessary forms and provide all requested documentation. It is important that you complete all necessary paperwork in order to receive the funding awarded to you. Failure to submit required paperwork could result in a delay or cancellation of funding.

You must also notify the Student Financial Services Office of any information that has changed since you applied for aid, such as an increase or decrease in your income, a change in your marital status, or any other occurrence which might affect your financial situation.

TUITION POLICIES

TUITION AND FEES:

Application Fee (non refundable)	\$ 50.00
Tuition per credit	145.00
Student Service fees (annual)	35.00
Tuition Monthly Payment Plan	
Service Charge Per Term	25.00
Academic Transcript Fee	
Official	5.00
Unofficial	2.00
Late Registration Fee	35.00
Financial Aid Transcript	N/C
Testing out by Examination	
over 6 credits	25.00 per credit
Medical Assisting:	
Registration Fee	\$150.00
Tuition	7,815.00
Book & Lab Fee	265.00
Total	\$8,238.00
Cardiovascular Technologist:	
Registration Fee	\$150.00
Tuition	12,785.00
Book & Lab Fee	265.00
Total	\$13,200.00

The College reserves the right to change its semester tuition and fees once a year with 60 days notice.

BOOKS AND SUPPLIES: The cost of books and supplies will vary based on your course schedule.

ENTRANCE SCORES:

Thurstone Test of Mental Alertness

Business Administration	32
Medical Transcription Technologies	32
Paralegal Studies	32
Court & Freelance Reporting	32
Medical Assistant	32
Cardiovascular Technologist	47

CT 120	Genitourinary System	15 Hours
	Study of the gross anatomy and histological organization of the urinary systems, and the male and the female reproductive system. Renal physiology and its role hemodynamic compensatory mechanisms is emphasized. Related pathologies are also discussed.	
CT 122	Endocrine System	15 Hours
	Study of hormones, their origin and function with respect to the human body.	
CT 124	Reproductive System	15 Hours
	Study of the anatomy and physiology of the female and male reproductive system.	
CT 126	Cardiac Anatomy and 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 128	Vascular Anatomy and Physiology	45 Hours
	Describes the composition of blood and its various functions. Present the anatomical distribution of major arteries and veins. Describe the hemodynamic principles that regulate blood flow. Discuss the compensatory mechanisms for the control of flow and how hypotension and hypertension can develop.	
CT 130	Cardiopulmonary Resuscitation	15 Hours
	A study of emergency management of a victim of a 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 132	Basic Medical Skills I	15 Hours
	A variety of clinical skills are presented and practiced during this component of the program including vital signs and physical measurements, skin puncture and venipuncture, taking medical history, the routine physical examination, and introduction to medical records.	
CT 210	Computational Sciences	15 Hours
	A review of basic mathematics, algebra, physics, and statistics.	
CT 212	Medical Physics	15 Hours
	A review of basic physics principles and their application to medical technology.	
CT 214	Normal ECG and Normal Variants	45 Hours
	Covers the physical principles behind the electrical activity of the heart. These are correlated with the findings in ECG and the cardiac cycle.	

- CT 216 Vectorial Analysis** **15 Hours**
- Includes 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 218 Hypertrophies and Interventricular Conduction Disturbances** **15 Hours**
- Study of the relationship between cardiac enlargement and interventricular conduction disturbances, as well as their manifestation on the ECG.
- CT 220 Ischemia, Injury, and Infarction** **15 Hours**
- Correlation of hemodynamic abnormality in coronary circulation with electromechanical dysfunction of the heart and its ECG manifestation. Includes conduction abnormalities secondary to coronary flow aberration.
- CT 222 Introduction to Cardiac Pathology** **60 Hours**
- Introduction to the study of cardiac diseases, their etiologies, signs and symptoms, physical findings, with emphasis on ECG manifestations.
- CT 224 Arrhythmia Recognition and Management** **75 Hours**
- Study of the different arrhythmias, mechanism of generation, and technique of interpretation. Includes daily practice reading ECG's and discussion on management of the cardiac arrest patient.
- CT 226 Pacemaker Rhythms** **15 Hours**
- Deals with identification of the presence of pacemaker in an electrocardiogram, learning the different types and their users, and recognizing malfunction.
- CT 228 Cardiovascular Pharmacology** **15 Hours**
- Review the most commonly used drugs in arrhythmia management, their actions, side effects and effects on ECG. Other cardiovascular drugs are also discussed.
- CT 230 Basic Medical Skills II** **15 Hours**
- Demonstrating of the steps involved in the patient setup for a standard 12 lead ECG. Proper electrode identification and placement for an artifact free ECG production.
- CAT 410 Computer-Aided Transcription** **Credits 3**
- This course includes hands-on CAT training and is designed to provide students with competency in computer-aided transcription of machine shorthand notes. Attention will be given to word processing functions of revising and editing, document storage and retrieval, merging texts, and printing documents. Students will be introduced to CAT terminology, the components of a CAT system, and all phases of the computer as they apply to transcript preparation. Litigation support, scope editing, and real-time translation are discussed.
- Students will start to build their own personal CAT dictionaries of thousands of common words which will be supplemented in a continual process throughout their educational training and professional careers. Immediately upon entering the work force, graduates are able to go on CAT. New and updated software, as well as the present technology, are presented.
- Prerequisites: STM303, CRP401

COM 203 Speech**Credits 3**

Self confidence in public speaking is the goal of this course. All aspects of oral communication are studied including types of speech, methods of preparation, and the use of audiovisual materials. Debate methods and practice are included.

CRP 401 Court Reporting Procedures, Career Preparation, and Litigation Support**Credits 3**

This course is offered to aid the advanced student in bridging the gap in the transition from the classroom to assuming the role as a professional court reporter in trials, depositions, and hearings. Among the many topics for discussion are the demeanor, ethical considerations, and marketing responsibilities of the reporter. Professional reporting procedures are explained including administering oaths, marking exhibits, indexing and storage of magnetic and paper notes, financial records, preparation of information sheets and transcripts as well as other pertinent materials.

Prerequisite: STM 303

CRP 403 RPR/CSR Test Preparation**Credits 1**

This course represents an intensive seminar in preparing the student for both the national RPR (Registered Professional Reporter), as well as the state CCR (Certified Court Reporter) examinations. Students will be able to critique previous National Court Reporting Association skills and written knowledge exams. Also reviewed are testing procedures, areas of english grammar and punctuation, medical and legal knowledge. Court and reporting procedures in which additional study and reinforcement may be needed.

Prerequisites: STM 405, ENG 303, POL 201, MED 101, CRP 401

CSP 200 English Fundamentals**(Noncredit) 45 Hours**

This course enables the student to build those language skills necessary to perform well in college, as well as, his/her career. General topics include study skills, grammar, punctuation, reading comprehension, vocabulary, word usage and spelling.

CV 310 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 312 Ambulatory Monitoring**15 Hours**

A presentation of Holter scanning and its application in cardiology. Different types of recording and scanning techniques, lead placements and hook-up, and sources of artifacts are discussed.

CV 314 Stress and 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 doing actual EST and Holter techniques.

CV 316 Cardiac Pathology**105 Hours**

The study of cardiovascular diseases, their etiologies, anatomic abnormalities, signs and symptoms and hemodynamic changes.

- CV 318 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 320 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 322 Non-Invasive Vascular Lab** **45 Hours**
 Practice sessions are conducted in performing arterial and venous studies.
- CV 324 Psychology of Patient Care-Legal and Ethical Issues** **15 Hours**
 A study of personality formation, the stress of illness, patient fear, and public relations in a medical office, including standards of conduct and medical practice acts.
- CV 326 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 410 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 412 Cardiovascular Laboratory Procedures** **60 Hours**
 Routine blood tests (hematocrit and hemoglobin), their findings, and interpretation. Urinalysis with emphasis on the collection of specimens, their physical and chemical examinations. Procedures for obtaining different cultures. The study and practice of injections. A review of skin punctures and procedures and venipunctures using the skin.
- CV 414 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.
- CV 416 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.
- CV 418 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.

- CV 420 Basic X-ray Machine Operator Certification Exam 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.
- CV 422 Advanced Concepts in ECG, Ambulatory Monitoring and Graded Exercise Testing** **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 424 Physics of Ultrasound** **30 Hours**
 An introduction to the fundamental concepts of sound waves physics. Includes discussion of instrumentation including transducer types, beam focusing, causes of artifacts, and other control settings.
- CV 450 Internship or Project** **300 Hours**
 A demonstration of ECG, Holter and Stress competencies in the workplace with patients.
- ECO 102 Microeconomics** **Credits 3**
 This course will prepare the student to understand how the market operates, to understand the tools or principles needed for making decisions, and creating the ability to apply these tools to the economy, enabling analysis and problem solving.
- ENG 101 English Composition** **Credits 3**
 This course introduces the basics of English composition which include prewriting, writing topic sentences, developing ideas, organizing, making a smooth transition, varying sentences, and using appropriate language. Grammar, spelling, punctuation, and mechanics are thoroughly reviewed as bases for writing. Compositions of illustration, description, process, definition, comparison/contrast, classification, and persuasion are discussed and assigned.
- LIT 101 Comparative Literature** **Credits 3**
 This is an overview course which analyzes traditions in short story, modern drama, poetry, Arthurian Legends, short fiction, Shakespearean Drama, non-fiction and novels. The student will receive training on thinking and writing critically about different aspects an genre of literature.
 Prerequisite: ENG 101
- ENG 303 English for Court Reporters** **Credits 3**
 This course focuses on developing high-level punctuation, vocabulary, and spelling skills necessary for transcript preparation in complex litigation situations. The students are familiarized with the proper use of specialized dictionaries and other sources of reference material essential for court reporters.
 Prerequisite: ENG 101
- ENG 404 English for Medical Transcription** **Credits 3**
 English for Medical Transcription is designed to provide an understanding of correct English usage, applying the rules of proper grammar, punctuation and style and using correct spelling and logical sentence structure as well as an understanding of the complete medical record.
 Prerequisite: SEC 103; TEC 101; MED 112; SCI 111; ENG 101

INT 403 Medical Transcription Technologies Internship

Credits 6

Medical Transcription Internship is designed to give the student experiences in medical transcription outside the classroom. This experience will include transcription of dictation of varying degrees of difficulty. The intern will transcribe from auto cassette tapes onto a computer using the skills learned in the classroom, proofread their own transcription, and research the various reference materials provided to produce an accurate, error-free medical report suitable for presentation to the dictator.

Prerequisite: Department Chair Approval.

INT 404 Court Reporting Internship

Credits 1

The court reporting internship provides an exceptional opportunity for advanced students to receive supervised training in an official and/or freelance agency setting. The internship consists of 50 hours, with a minimum of 40 hours spent in actual writing time. Students produce a salable, quality transcript in accordance with professional court reporting standards.

Prerequisites: Successful completion (C or better) of all academic requirements. Minimum speed proficiency as follows: 200 wpm testimony (1 test); 200 jury charge (2 tests) and 180 literacy (2 tests).
Prerequisite: Department Chair Approval.

INT 405 Paralegal Internship

Credits 3

During the last academic semester, students will be eligible to participate in the Internship Program offered by Ward Stone College. We will refer students to law firms, corporations or participating county or state offices. While earning required academic credit, students will have the opportunity to obtain practical experience working directly with attorneys, paralegals and the staff members in a law-related environment.

Prerequisite: Department Chair Approval.

LAW 101 Introduction to Paralegal Studies

Credits 3

An overview of the paralegal profession and studies, including the legal system in Florida and the U.S., with particular emphasis on the duties and ethics of the paralegal as practiced in South Florida. In addition to this, students will gain an understanding of the Florida Disciplinary Rules, Rules of Professional Conduct and the Model Rules of Professional Conduct.

LAW 203 Legal Applications and Procedures: Word Processing

Credits 3

Introduction to legal forms, transcription, and records as well as the preparation of documents for the corporate, civil, litigation, real estate, probate, and criminal departments of law firms is stressed. Use of Word Perfect™ word processing software in a legal environment is emphasized. Students will learn to proofread, edit, and properly store and retrieve documents.

Prerequisites: TEC 101, SEC 102

LAW 302 Legal Research and Writing

Credits 3

This course demonstrates the relationship of legal writing to the entire legal process, introduces the basics of technical writing, and guides the student through theoretical and practical applications of writing techniques. In addition to that a relationship to legal research will also be addressed. The legal research portion of the course will provide the student a study of the sources of law with particular emphasis on the function of the law library and the acquisition of research skills through the use of reporters, manuals,

digests, etc. as well as the use of computer research tools such as Nexis, Lexis, and WESTLAW. Visits to law libraries are required and the student will learn “hands on” how to use the standard library research tools. A research project which will require visits to the library on the student’s behalf will be required.

LAW 304 Real Estate

Credits 3

This course provides a practical approach to real property practice. While the basic legal concepts of real property law, the different types of ownership and methods of acquiring ownership are explored, the course focuses on bringing a real estate transaction to closing. Students will study contracts, deeds, mortgages, notes and title examination. Through in-class case study, students will learn how to prepare real estate contracts, read a survey, prepare and calculate a closing statement and prepare other closing documents. Prerequisite: LAW 303.

LAW 305 Civil Litigation

Credits 3

This course provides a basic understanding of the theory underlying the practice of civil litigation and enables the student to participate in every phase of the litigation process from initial client interview through trial and post-trial procedures. Students will learn effective interviewing techniques, study the Federal and Florida Rules of Civil Procedures and through in-class study prepare for and participate in a mock trial. Prerequisite: LAW 303.

LAW 306 Business Law I

Credits 3

This course is designed to cover selected introductory topics including: the legal environment of business, crimes and torts, contracts, sales, property and credit.

LAW 316 Business Law II

Credits 3

This course is designed to cover selected introductory topics including: business associations, commercial paper, regulations of business, and special topics that include, international business and computer law.

LAW 401 Wills, Guardianships, Trusts & Estates

Credits 3

This practical course teaches students the fundamentals of drafting wills, uses of trusts and guardianships and handling probate files. Students will study the Florida Probate Code and Guardianship Statutes, develop an understanding of estate planning and estate tax liability, reviews procedures and prepare appropriate checklists and probate forms. Prerequisite: LAW 305.

LAW 402 Criminal Practice

Credits 3

This course provides an overview of criminal law and the criminal justice system. Students will explore substantive elements of crimes and review the Florida Rules of Criminal Procedure. Students will develop an understanding of crimes against the person, the public and property; defenses, justifications and excuses; constitutional guarantees and limits; trial procedures, sentencing guidelines and appeal. Prerequisite: LAW 305.

LAW 403 Family Law

Credits 3

This course is designed to give the student a clear understanding of family law procedures. Basic legal concepts of domestic relations are reviewed to enable the student to gain a greater understanding of family disputes and resolutions. Students will study the legal consequences of and laws governing, marriage,

dissolution of marriage, custody, paternity and adoption. An in-class case study takes the student through a marriage dissolution, including petition, allegations, financial affidavits, distribution of marital assets, property settlements and child custody and support resolutions.
Prerequisite: LAW 305.

LAW 408 Bankruptcy **Credits 3**

An overview of Chapters 7, 11, 12, and 13 of the U.S. Bankruptcy Code, with emphasis on the role of the paralegal in creating the necessary forms and schedules to file such proceedings. Particular emphasis will be placed on creditors rights in the various bankruptcies.

LAW 409 Personal Injury Practice **Credits 3**

An overview of personal injury practice in Florida and the Federal Courts with emphasis on automobile, slip and fall, medical malpractice and products liability.

LAW 410 Current Topics in Florida and U.S. Law **Credits 3**

Under the direction of a practitioner in the field, and in a seminar format, the student will develop knowledge of a current topic in U.S. or Florida law.

LMG 301 Legal Office Procedures **Credits 3**

This course will provide a thorough introduction to law office procedures as well as covering skills necessary to become an effective legal assistant. The legal assistant/secretary will become familiar with authorized practice, ethical rules, and practice rules. Professional rules of conduct becoming to a law office atmosphere will be addressed including: human relations with the employer, clients, co-workers, and office visitors.

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.

MA 112 Body Structure, Movement and Function **75 Hours**

A description and discussion of the musculoskeletal, digestive, urogenital, and endocrine systems; the gross anatomy and related physiology of each system including medical and surgical terminology.

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 EKG using single and multi-channel electrocardiographs.

MA 122 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 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. Code of Ethics of the Registered Medical Assistant.
- MA 132 Medical Office Management Software** **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.
- 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 employment standards.
- MA 152 Rules for Transcription And 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.
- MA 154 Transcribing Basic Medical Reports** **15 Hours**
- An examination of the seven basic reports processed by transcription, including the History and Physical, Radiology Report, Operative Report, Pathology Report, Request for Consultation, Discharge Summary, and the Autopsy Report.

- MA 156 Medical Transcription Lab** **30 Hours**
 A series of projects designed to develop experience in processing and transcribing medical reports from progress notes, medical records, and dictation.
- MA 160 Infection Control and 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 and Drug Therapy** **30 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.
- MA 166 Nutrition and 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.
- MA 172 Phlebotomy Techniques** **35 Hours**
 Skin puncture procedures and venipuncture using the syringe and evacuated tube system. Capillary tubes, microtainers, and color-coded collection tubes are demonstrated.
- 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.
- MA 180 Clinical Chemistry** **25 Hours**
 Routine blood tests (serum cholesterol, glucose, uric acid) findings and interpretation, normal values.
- MA 182 Basic Urinalysis** **35 Hours**
 Reviews 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**
 Principles of antigen-antibody reactions, blood group specimen collection using sterile techniques; culture plating, sensitivity testing, and Group A Strep screening using "kit methods" with quality assurance controls.

- MA 186 Microbiology** **20 Hours**
- Microorganism identification, classification of bacteria specimen collection using sterile technique; culture plating, sensitivity testing, and Group A Strep screening using "kit methods" with quality assurance controls.
- MA 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.
- MA 192 Radiation Physics and 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.
- MA 194 Radiographic Technique and 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.
- MA 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.
- MA 208 Career Development/Internship or Project** **300 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.
- MAN 201 Principles of Management I** **Credits 3**
- This course is designed to teach students the basic management skills, concepts, and practices. Topics include evolution of management thought; organizational environment and effectiveness, managerial decision-making; organizational skills and planning, tactical and operational planning; organizational structure; organization design and culture; managing human resources; organization change, development and revitalization.
- MAN 211 Principles of Management II** **Credits 3**
- This course is disgned to teach students the basic management skills, concepts, and practices. Topics include: motivating employee job performance; leadership and influence processes; interpersonal process; group conflict; communication in organizations; nature of control; operations management; productivity and quality; managing information systems; control techniques and methods; entrepreneurship and small business management; managing in the international sector; managing with ethics and social responsibility.
- MAR 101 Principles of Marketing** **Credits 3**
- This course will provide the student with a broad overview of the marketing process. Topics include Buyer Behavior, Marketing Research, Product Life Cycle, International Marketing, Computers, Ethics, and Legal Issues.

MAC 102 Business Math**Credits 3**

This course is designed as a brief review of mathematical concepts in the areas of addition, subtraction, multiplication, division, decimals and fractions. The latter part of the course covers business applications, percentages, simple interest taxes and insurance accounting applications, and time value of money.

MED 101 Medical Terminology/Survey of Human Anatomy**Credits 3**

This course is designed to provide a fundamental approach to the construction and usage of medical terms relevant to the job requirements of the aspiring court reporter. During each class session much emphasis is placed on word parts, including Latin and Greek root words, common prefixes, and suffixes as they apply to diverse medical specialties. This course also integrates the language of contemporary medical practice with an introduction to the basic structure and function of the human body and its organ systems.

MED 102 Medical Terminology**Credits 3**

The study of medical terminology including word components, definitions, spelling, pronunciation, and the use of medical references and resources for research and practice.

The student will demonstrate knowledge of medical terminology including prefixes, suffixes, combining forms, root words, plurals, abbreviations, acronyms, eponyms, homonyms, antonyms, synonyms, foreign words/phases and colloquialisms. The student will demonstrate the ability to use medical references and other resources for research and practice. The student will correctly define, identify, pronounce, and spell medical terminology related to anatomy, physiology, laboratory tests, drugs, clinical medicine, surgery, pathology and radiology. The student will demonstrate knowledge of common drugs and their indications, actions, dosages, and administration as well as the difference between generic and brand names. This course covers the digestive system, urinary system, female reproductive system, male reproductive system, nervous system and cardiovascular system.

Prerequisites: None.

MED 103 Disease Processes I**Credits 3**

The study of common human diseases and conditions, including prevention, etiology, signs and symptoms, diagnostic and treatment modalities, and prognosis, and the use of medical references for research and verification with regard to neoplasms, congenital diseases, musculoskeletal system diseases, circulatory system diseases and respiratory system diseases.

Prerequisites: MED 112, SCI 111

MED 104 Advanced Medical Topics**Credits 3**

This course is designed to familiarize the student with terminology and usage of surgical instrumentation, pharmaceuticals, surgical procedures, laboratory studies, x-ray diagnostic studies (including MRI and CT scans, etc.) and other noninvasive diagnostic procedures (i.e., EMGs, ENGs, thermograms, EEGs, EKGs, etc). This course also includes oncology and psychiatry. At the end of this course, students will have a broad foundation of knowledge concerning the above-named topics.

Prerequisites: MED 113, MED 202

MED 112 Pharmacology**Credits 3**

The study of pharmacology includes pharmacologic classification of drugs, common generic and brand names, dosage and administration and use of appropriate medical references for research and practice.

The student will demonstrate the ability to use medical references and other resources for research and practice. The student will correctly define, identify, pronounce, and spell pharmacologic terminology related to clinical medicine, surgery, pathology, radiology, and cardiology. The student will demonstrate knowledge of common drugs and their indications, actions, dosages, and administration as well as the difference between generic and brand names. This course covers the autonomic drugs, central nervous system drugs, anticoagulants, antihistamines, anti-infectives, anti-neoplastics, cardiovascular drugs, diuretics, gastrointestinal drugs, hormones and hormone antagonists, and vitamins.
Prerequisite: MED 102

MED 113 Disease Processes II

Credits 3

The study of common human diseases and conditions, including prevention, etiology, signs and symptoms, diagnostic and treatment modalities, and prognoses, and the use of medical references for research and verification with regard to urinary system, reproductive system, digestive system, nervous system, endocrine system, skin, eye and ear diseases, childhood diseases, pain and its management and holistic medicine.
Prerequisite: MED 103

MED 201 Beginning Medical Transcription Applications

Credits 3

This course is designed to provide an introductory overall view of medical transcription utilizing the computer with WordPerfect 5.1, a transcribing machine and medical dictation recorded on magnetic tape to include the medical letter, medical consultations (hospital or office setting), histories and physical examinations, office visits from the private practitioner and medical chart notes.
Prerequisite: SEC 103, TEC 101, MED 112, SCI 111, ENG 101

MED 202 Intermediate Medical Transcription Applications

Credits 3

This course is designed to provide an introductory overall view of medical transcription utilizing the computer with WordPerfect 5.1, a transcribing machine and medical dictation on magnetic tape to include the subspecialties of radiology, pathology and cardiology dictation.
Prerequisite: MED 201, ENG 404

MED 203 Advanced Medical Transcription Applications

Credits 3

This course is designed to provide an introductory overall view of medical transcription utilizing the computer with WordPerfect 5.1, a transcribing machine and medical dictation recorded on medical tape to include general medical and general surgical dictation.
Prerequisite: MED 202, MED 113

PHI 201 Ethics

Credits 3

This is an overview course in morality and ethics. Applications of basic principles are studied as they relate to personal, medicolegal and managerial ethical issues. Students will study the basis of human good, personal rights, privacy rights, and the basis of justice and moral rights.

POL 101 Law & Its Language I

Credits 3

This course seeks to develop a broad understanding of the concepts of law and the American Constitutional System. The course focuses on the American legal system; its history, characteristics and structure, the manner in which law is created and administered as well as the organization and jurisdiction of the Federal and State courts. An overview of substantive and procedural issues in civil and criminal law allows the student to begin to build a vocabulary of legal terminology and develop an understanding of the terminology used.

POL 201 Law & Its Language II**Credits 3**

This course provides an introduction to and a foundation for understanding several areas of substantive law. By focusing on and exploring these areas, students will develop a working knowledge of the fundamental concepts and the legal terminology used in contracts, business, property law, estates and probate and torts.

Prerequisite: POL 101.

PSY 204 Human Relations**Credits 3**

This course will cover the psychology of interpersonal relationships and develop the skills needed to effectively work with people of various cultures. Theories of motivation, styles of communication, components of career and personal satisfaction, and sources of stress will be discussed. Topics will include personal improvement, image, attitude development, and problem-solving skills.

SCI 101 Anatomy and Physiology I**Credits 3**

This course is designed to provide an introductory overall view of the basic structure and function of the human body and its organ systems to include the following: Skeletal system muscular system, circulatory system, respiratory system and lymphatic system. The basic cell physiology, epithelial tissue, connective tissue, muscle tissue, and nervous tissue will be covered as well as the language of anatomy to include basic Latin and Greek root words and combining forms as they relate to basic anatomy.

Prerequisite: None

SCI 111 Anatomy and Physiology II**Credits 3**

This course is designed to provide an introductory overall view of the basic structure and function of the human body and its organ systems to include the following: Nervous system, sense organs, endocrine system, nutrition and metabolism, urinary system, fluid and electrolyte balance, reproduction, development and genetics as well the language of anatomy to include Latin and Green root words and combining forms as they relate to basic anatomy.

Prerequisite: SCI 101

SEC 101 Keyboarding/Typing**Credits 3**

The course teaches the student the alphabetic and numeric keyboard, correct typewriting techniques, and the proper machine care. Emphasis is placed on the development of manual dexterity, speed, and accuracy through intensive classroom drills, along with special individualized attention. Once the keyboard is mastered, the student will be introduced to straight-copy typing, business correspondence, tabulation, centering, and business forms. This course includes 45 hours of theory and 45 hours of lab practice totaling 90 instructional hours. Exit skill requirement: 25 net words per minute.

SEC 102 Keyboarding/Typing**Credits 3**

Typewriting speed and accuracy are further developed. This course includes the concepts of business correspondence production procedures - rough drafts, proofreading, interoffice memoranda, report writing, and business forms. The student will be introduced to production typewriting where accuracy will be emphasized.

Prerequisite: SEC 101

SEC 103 Keyboarding/Typing**Credits 3**

Typewriting speed and accuracy are further developed. Individual diagnosis continues to maximize speed and accuracy coupled with practical drills on a daily basis. Strategies for speed building are emphasized as well as the completion of all assignments within a prescribed time limit. The main objectives of this course are to equip the student to do realistic work under realistic conditions at professional proficiency levels, and to type five-minute timed writings of average syllabic intensity with a speed of at least 50 wpm, with a maximum of five errors.

Prerequisite: SEC 102

SEC 104 Power Typing**Credits 3**

Typing speed and accuracy are further developed. Students receive special individualized attention and progress at their own speed. Students will complete assigned production work relating to their chosen program of study. Instruction may be given using a typewriter, computer, or word processor.

Exit skill requirement: 65 net words a minute.

Prerequisite: SEC 103

SB 301, SB 302, SB 303, SB 404, SB 405, SB 406

For all STM courses, there is Skill-Building (SB) course which will serve as a remediation course for that particular level. Special attention is given to both speed and accuracy. Successful completion of the course will allow students to move forward in their Court Reporting program.

STM 301 Stenotype I StenEd Computer Compatible, Conflict-Free Theory**Credits 6**

This basic foundation course introduces stenotype and includes the study of StenEd machine shorthand theory principles with emphasis on clear, consistent, and conflict-free writing.

All text material is reinforced by correlated audio cassettes for home practice. Interactive computer tutor lessons covering all theory principles give students hands-on computer experience and keyboard familiarization while insuring accurate fingering skills. Readback of machine shorthand notes, and basic transcription skills are introduced.

Prerequisite: None

STM 302 Stenotype II StenEd Post-Theory**Credits 6**

This course continues to develop, expand, and reinforce StenEd Conflict-Free machine shorthand by coordinating definitive writing principles. Practice incorporates vocabulary building and expansion of writing and language skills in listening, comprehending and writing the spoken word. Practice material includes: Advanced Briefs and Phrases, word relationships, words frequently confused, commonly-used foreign terms, and special subject terminology. Emphasis is on both accuracy and speed. Correlated audio cassettes and computer tutor lessons reinforce material presented. Readback, proofreading, and transcription skills are further developed.

Prerequisite: STM 301

STM 303 Stenotype III - Computer Based Technology/Court Reporting Overview**Credits 6**

This course provides an introduction to court reporting skills by simulating on-the-job situations in order

to support the student in the transitional stage between writing shorthand and becoming a shorthand writer. Advanced methodology is employed including speaker identification in colloquy and multivoice testimony and in the taking of statements, hearings, depositions and the various segments of court trials. More advanced briefs and phrases are presented and further consideration is given to theory development. Speed enhancement, accuracy in spelling, punctuation and proofreading skills are emphasized as well. Special attention is devoted to the utilization of today's reporting technology and in computer-aided transcription.

Prerequisite: STM 302

STM 311/312 Stenotype I - StenEd Computer Compatible, Conflict Free Theory

STM 311 (Part I) - Credits 3; STM 312 (Part II) - Credits 3

STM 311 is the equivalent in content to the first part of STM 301 and STM 312 is the equivalent in content to the second part of STM 301. These courses are offered only in the evening program. This basic foundation course introduces stenotype and includes the study of StenEd machine shorthand principles with emphasis on clear, consistent and conflict-free writing.

All text material is reinforced by correlated by audio cassettes for home practice. Interactive computer tutor lessons covering all theory principles give students hands on computer experience and keyboard familiarization while insuring accurate fingering skills. Readback of machine shorthand notes, and basic transcription skills are introduced.

Prerequisite: For STM 311: None

For STM 312: STM 311

STM 321/322 Sten-Ed Post Theory

STM 321 (Part I) - Credits 3; STM 322 (Part II) - Credits 3

STM 321 is the equivalent in content to the first part of STM 302 and STM 322 is the equivalent in content to the second part of STM 302. These courses are only offered in the evening program.

These courses continue to develop, expand and reinforce StenEd Conflict-Free machine shorthand by coordinating definitive writing principles. Practice incorporates vocabulary building and expansion of writing and language skills in listening, comprehending, and writing the spoken word. Practice material includes advanced briefs and phrases, word relationships, words frequently confused, commonly used foreign terms, and special subject terminology. Emphasis is on both accuracy and speed. Correlated audio cassettes and computer tutor lessons reinforce material presented. Readback, proofreading and transcription skills are further developed.

Prerequisite: For STM 321: STM 312

For STM 322: STM 321

STM 331/332 Stenotype III Computer Based Technology/Court Reporting Overview

STM 331 (Part I) - Credits 3; STM 332 (Part II) - Credits 3

STM 331 is the equivalent in content to the first part of STM 303 and STM 332 is the equivalent in content to the second part of STM 303. These courses are only offered in the evening program.

These courses provide an introduction to court reporting skills by simulating on-the-job situations in order to support the student in the transitional stage between writing shorthand and becoming a shorthand writer. Advanced methodology is employed including speaker identification in colloquy and multivoice testimony and in the taking of statements, hearings, depositions and the various segments of court trials. More advanced briefs and phrases are presented and further consideration is given to theory development. As well as speed enhancement, accuracy in spelling, punctuation, and proofreading skills are emphasized. Special attention is devoted to the utilization of today's reporting technology and in computer-aided transcription.

Prerequisite: For STM 331: STM 322

For STM 332: STM 331

STM 404 Stenotype IV - Court Reporting Development

Credits 6

This course presents to students court, conference and freelance reporting considerations. Practice material includes testimony, jury charge, legal opinion, medical and literary exercises. Standardized transcript formats are developed. The writing of accurate outlines at increasing rates of speed is stressed. The course continues to develop endurance and computer aided transcription skills.

Prerequisite: STM 303

STM 405 Stenotype V - Intermediate Court Reporting

Credits 6

This course stresses speed development while still maintaining accuracy. The taking and transcribing of testimony, jury charge and literary dictation from actual situations is emphasized. Advanced literary material, medical testimony, colloquy and multivoice dictation are utilized. This course continues the skills development of students in using CAT systems and in the standardization of the editing and transcribing processes.

Prerequisite: STM 404

STM 406 Stenotype VI - Advanced Court Reporting

Credits 6

This final Stenotype course stresses accuracy, speed and career development in order to achieve the proficiency needed to pass national and state examinations and to take on professional assignments. Instructors will identify and simulate deposition and courtroom situations that require on-the-spot professional judgment. Two-voice testimony will be presented at speeds upward of 240 wpm. Transcripts will be evaluated not only on accuracy, but also on their marketability and presentation. Readback and transcription skills are reinforced. Advanced technical and medical testimony, legal opinion, colloquy and multivoice skills are fine-tuned to meet community standards. Preparation for RPR and CCR test certification and the student's internship are coordinated so that class scheduling is based on individual needs. This course will enable the beginning reporter to enter the court reporting field with a broad understanding and the skills necessary for entry into the profession.

Prerequisite: STM 405

STM 441 Stenotype IV - Court Reporting Development - Part I

Credits 3

This course is the equivalent in content to the first part of STM 404, and is only offered in the evening program. (See Course Description of STM 404)

At the completion of this course, students should be writing at 100 wpm literary, 120 wpm jury charge, and 140 wpm question and answer testimony with 95% accuracy.

Prerequisite: STM 332

STM 442 Stenotype IV - Court Reporting Development - Part II

Credits 3

This course is the equivalent in content to the second part of STM 404, and is only offered in the evening program. (See Course Description of STM 404)

At the completion of this course, student should be writing at 120 wpm literary, 140 wpm jury charge, and 160 wpm question and answer testimony with 95% accuracy.

Prerequisite: STM 441

TEC 101 Word Processing Concepts and Applications

Credits 3

This course covers the basic concepts of word processing and also includes setting up columns, macros; merging; replace and search; switch between documents. (Pre-requisites: Basic typing skills).

This course provides the student with a working knowledge of the application of database management: list, sort, merge, create a document for sort and merge, and create reports. The course also includes working with spreadsheet: create a worksheet, charts, and formulas for report writing.

TEC 201 Lotus 1-2-3

Credits 3

This course is designed to expose the student to the three basic functions of a spreadsheet; data management, spreadsheet commands and graphics as they apply to accounting and economics.

1994

WARD STONE COLLEGE ACADEMIC CALENDAR

Medical Transcription • Business Administration
Paralegal • Court Reporting

Winter Semester

1994

Orientation for new students	Jan. 4
Winter Semester Begins	Jan. 5
Last Day for Late Registration	Jan. 14
No Classes - Martin Luther King Day	Jan. 17
Last Day to Drop a Class Without Academic Penalty	Jan. 26
No Classes - President's Day	Feb. 21
Last Day Winter Semester	April 22
Spring Break Credit Students Only	April 22 – May 3

Summer Semester

Orientation for new students	May 3
Summer Semester Begins	May 4
Last Day for Late Registration	May 13
Last Day to Drop a Class Without Academic Penalty	May 25
No Classes - Memorial Day	May 30
No Classes - Independence Day	July 4
Last Day Summer Semester	Aug. 19
Summer Break Credit Students Only	Aug. 22 – Sept. 6

Fall Semester

Orientation for new students	Sept. 6
Fall Semester Begins	Sept. 7
Last Day for Late Registration	Sept. 16
No Classes - Yom Kippur	Sept. 15
Last Day to Drop a Class Without Academic Penalty	Sept. 28
No Classes - Thanksgiving Break	Nov. 24 – 25
Last Day Fall Semester	Dec. 21
Winter Break	Dec. 22 – Jan. 2

The College reserves the right to change the Academic Calendar without notice and change any provision or requirement, including fees, pursuant to law, State Board of Education rules, and College policy. The College further reserves the right to require the student to withdraw at any time pursuant to appropriate policies and procedures.

1994

WARD STONE COLLEGE ACADEMIC CALENDAR

Cardiovascular Technologist Program

Cardiovascular Tech. classes resume Jan. 5
No Class Martin Luther King Day Jan. 17
Cardiovascular Tech. classes end Feb. 10

Block / Class Start

Cardiovascular Tech. classes start Feb. 14
No Classes - President's Day Feb. 21
No Class - Memorial Day May 30
Cardiovascular Tech. classes end May 26

Cardiovascular Tech. Break May 27 – June 5

Block / Class Start

Cardiovascular Tech. classes start June 6
No Classes - Independence Day July 4
No Classes - Labor Day Sept. 5
No Classes - Yom Kippur Sept. 15
Cardiovascular Tech. classes end Sept. 15

Block / Class Start

Cardiovascular Tech. classes start Sept. 19
No Classes Thanksgiving Break Nov. 24 – 25
Winter Break All Students Dec. 23 – Jan. 1

Medical Assisting Program

Medical Assistant classes resume Jan. 5
Medical Assisting classes end Jan. 13

Block / Class Start

No Classes Martin Luther King Day Jan. 17
Medical Assistant classes start Jan. 18
No Classes - President's Day Feb. 21
Medical Assistant classes end Mar. 24

Block / Class Start

Medical Assistant classes start Mar. 28
No Classes - Memorial Day May 30
Medical Assisting classes end June 2

Block / Class Start

Medical Assistant classes start June 6
No Classes - Memorial Day July 4
Medical Assisting classes end Aug. 11
Medical Assisting Break Aug. 12 - Aug. 21

Block / Class Start

Medical Assistant classes start Aug. 22
No Classes - Labor Day Sept. 5
No Classes - Yom Kippur Sept. 15
Medical Assistant classes end Oct. 27

Block / Class Start

Medical Assistant classes start Oct. 31
No Classes Thanksgiving Break Nov. 24 – 25
Winter Break All Students Dec. 23 – Jan. 2

The College reserves the right to change the Academic Calendar without notice and change any provision or requirement, including fees, pursuant to law, State Board of Education rules, and College policy. The College further reserves the right to require the student to withdraw at any time pursuant to appropriate policies and procedures.

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