

Ward Stone

C O L L E G E

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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

David P. Higley
President

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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 evening 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 dependent student (as defined in the 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), (202) 336-6780. Ward Stone College is officially recognized as a candidate for junior college accreditation by the Accrediting Council for Independent Colleges and Schools (ACICS). Ward Stone College's Medical Assisting Program has accreditation with the Accrediting Bureau of Health Education Schools (ABHES), (219) 293-0124.

LICENSURE

Ward Stone College is licensed by the State Board of Independent Colleges and Universities (904) 488-8695 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 College (FAPCS). Their Board may be contacted for more information, (813) 681-3877.

MEMBERSHIPS

Career College Association (CCA)
Florida Association of Postsecondary Schools and Colleges (FACPS)
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

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 supply outlets 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, Medical Records Technician, 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
Friday

8:00 AM to 10:30 PM
8:00 AM to 5:00 PM

EQUAL OPPORTUNITY STATEMENT

Ward Stone College does not discriminate in the admission or recruitment of its student. 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 a 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 are fundamental in today's market. Researchers and analysts write that these are the most essential skills, and yet the most undeveloped 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.

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 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 Holter monitoring, technologists place electrodes on the patient's chest and attach a portable EKG monitor to the patient's belt. After patients wear the monitor for 24-48 hours while pursuing a normal routine, technologists remove the electrodes and tape, place the tape in a scanner, and read it for abnormalities before sending it to a physician. Sometimes they prepare a report for the physician, noting their findings.

For a stress test, technologists take a medical history, explain the procedure, connect the patient to an EKG monitor, and obtain a baseline recording. 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. They play a major role in providing medical and healthcare services by working in hospitals, cardiologists offices, healthcare clinics and cardiology mobile units.

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 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.

Medical Records Technician

Career opportunities to work in the exciting and rewarding Medical Records profession are in great demand. These opportunities will continue to grow because of an ever increasing need in computer and information technology. The career opportunities exist in medical offices, clinics, hospitals, and nursing homes. In large to medium facilities, technicians may specialize in one aspect of medical records or supervise medical record clerks and transcriptionists. In small hospitals and many nursing homes, the Medical Records Technician may manage the department. Medical Records Technicians tabulate and analyze data to help improve patient care, and to control costs. Technicians, known as registrars, maintain registries showing occurrences of certain diseases, such as cancer. Accuracy is essential, and this demands concentration and close attention to detail.

The Medical Records Technician will find that three out of five jobs are in hospitals. Most of the other career opportunities are in nursing homes, medical group practices, health maintenance organizations, and clinics. In addition, insurance, accounting, and law firms that deal in health related matters, employ Medical Records Technicians to tabulate and analyze data from medical records. Public health departments hire Medical Records Technicians to supervise data collection from health care institutions and to assist in research.

Information on career opportunities can be found in the Records Management Quarterly, in the Dictionary of Occupational Titles, and in the Occupational Outlook Handbook. Other professional associations, such as the Administrative Management Society (AMS), the association of Information and Image Management (AIIM), and the American Medical Records Organization (ARMA), publish periodicals that contain information about career trends in medical records management.

Medical Records Technicians are essential to the survival and growth of the medical profession. They provide organized, up-to-date, accurate information to nurses, doctors and other key medical personnel. This information is vital to the decision-making and problem-solving needs of these medical professionals.

The computer and information age, as well as the medical profession, is expanding at a rapid rate. Clearly, the demand for highly trained Medical Records Technicians will continue to grow well into the twenty-first century.

Medical Transcription Technologies

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

Physicians, having primary responsibility for the medical report, employ state-of-the-art magnetic tape storage and electronic transmission devices. These devices are used 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 judgment, 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, dietitians, 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 lifelong, 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; 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.

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

POL 101	Law and Its Language I	3 Credits
MAC 101	Business Mathematics	3 Credits
ENG 101	English Composition	3 Credits
TEC 101	Word Processing; Concepts and Applications	3 Credits
TEC 105	Computer Systems: Windows	3 Credits
LIT 201	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
TEC 301	Advanced Word Processing: Desk Top Publishing	3 Credits
ENG 210	Technical Writing	3 Credits
COM 203	Speech	3 Credits
TEC 201	Lotus 1-2-3	3 Credits
MAR 101	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 or Project	3 Credits
Associate of Science Degree	Total Credits	63 Credits

CARDIOVASCULAR TECHNOLOGIST PROGRAM

CLOCK HOUR PROGRAM

Curriculum Objective

The Cardiovascular Technologist (CVT) program is a comprehensive study of cardiovascular anatomy and related sciences leading to the understanding of cardiovascular diagnostic procedures and technologies. The latest 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 Cardiovascular Credentialing International.

Course Outline

BLOCK 1

AV 110	Medical Terminology	15 Hours
AV 112	Cellular Basis of Anatomy and Physiology	15 Hours
AV 114	Musculoskeletal System	15 Hours
AV 116	Nervous System	30 Hours
AV 118	Respiratory System	15 Hours
AV 120	Gastrointestinal System	45 Hours
AV 122	Genitourinary System	15 Hours
AV 124	Endocrine System	15 Hours
AV 126	Reproductive System	15 Hours
AV 128	Cardiac Anatomy and Physiology	60 Hours
AV 130	Vascular Anatomy and Physiology	45 Hours
AV 132	Cardiopulmonary Resuscitation (No Prerequisite)	15 Hours 300 Hours

BLOCK 2

AV 210	Computational Science	15 Hours
AV 212	Medical Physics	15 Hours
AV 214	Clinical Lab Procedures	60 Hours
AV 216	Normal ECG and Normal Variants	45 Hours
AV 218	Vectorial Analysis	15 Hours
AV 220	Hypertrophies and Interventricular Conduction Disturbances	15 Hours
AV 222	Ischemia, Injury and Infarction	15 Hours
AV 224	Arrhythmia Recognition and Management	75 Hours
AV 226	Pacemaker Rhythms	15 Hours
AV 228	Cardiovascular Pharmacology	15 Hours
AV 230	Basic Medical Skills (Prerequisite Block 1)	15 Hours 300 Hours

BLOCK 3

AV 310	Graded Exercise Testing	15 Hours
AV 312	Ambulatory Monitoring	15 Hours
AV 314	Stress and Holter Lab	30 Hours
AV 316	Cardiac Pathology	180 Hours
AV 318	Introduction to Vascular Diseases	30 Hours
AV 320	Psychology of Patient Care	15 Hours
AV 322	Professionalism and Medical Ethics (Prerequisite Block 2)	15 Hours 300 Hours

BLOCK 4

AV 410	Business and Medicine	10 Hours
AV 412	Records Management Systems and Procedures	50 Hours
AV 414	Sterilization and Infection Control	15 Hours
AV 416	Introduction to Vascular Studies	30 Hours
AV 418	Non-Invasive Vascular Lab	30 Hours
AV 420	Fundamentals of Radiology Terminology and Mathematics	35 Hours
AV 422	Radiation Physics and Electronics	20 Hours
AV 424	Radiographic Technique and Production	35 Hours
AV 426	Basic X-ray Machine Operator	10 Hours
	Certification Exam Review	
AV 428	Advanced Concepts in Cardiac Technology	35 Hours
AV 430	Physics of Ultrasound	30 Hours
	(Prerequisite Block 3)	300 hours

INTERNSHIP

AV 450	Career Development/Internship Project	300 Hours
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Specialized Associate Degree	Total Clock Hours	1500 Hours
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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 positions as a verbatim court reporter in the Courts, Freelance Agencies, in Grand Juries, and in Government and Civil Service.

Course Outline

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, Career Preparation and Litigation Support	3 Credits
CAT 410	Computer Aided Transcription	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)	8 Credits
TENTH SEMESTER		
STM 406	Advanced Court Reporting	8 Credits
INT 404	Court Reporting Internship (50 Hours)	1 Credit
Specialized Associate Degree	Total Credits	91 Credits

Exit Requirements:

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 ASSISTANT

CLOCK HOUR PROGRAM

Curriculum 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 Outline

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 200 Hours

BLOCK 2

MA 130	Psychology of Patient Care Legal and Ethical Issues	25 Hours
MA 132	Medical Office Management Procedure	105 Hours
MA 160	Infection Control and Sterilization	10 Hours
MA 162	Clinical Assisting Skills	50 Hours
MA 166	Nutrition and Diet Therapy (No Prerequisite)	10 Hours 200 Hours

BLOCK 3

MA 164	Pharmacology and Drug Therapy	30 Hours
MA 170	Organization of Clinical Laboratory	15 Hours
MA 172	Phlebotomy Techniques	35 Hours
MA 174	Hematology	35 Hours
MA 180	Clinical Chemistry	25 Hours
MA 182	Basic Urinalysis	35 Hours
MA 184	Serology Testing	5 Hours
MA 186	Microbiology (Prerequisite: Block1)	20 Hours 200 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 200 Hours

BLOCK 5		
MA 190	Fundamentals of Radiology, Terminology and Mathematics	35 Hours
MA 192	Radiation Physics and Electronics	20 Hours
MA 194	Radiographic Technician and Production	35 Hours
MA 196	Basic X-Ray Machine Operator Certification Exam Review (No Prerequisite)	10 Hours 100 Hours

BLOCK 6		
MA 208	Career Development/Internship or Project	300 Hours

Specialized Associate Degree	Total Clock Hours	1200 Hours
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MEDICAL RECORDS TECHNICIAN

CLOCK HOUR PROGRAM

Curriculum Objective

Ward Stone College's Medical Records Technician program will prepare the student for entry-level employment as a Medical Records Technician by providing the basic knowledge, understanding, and skills required to maintain and manage the medical records with accuracy, clarity, and timeliness, as well as applying the skills of professionalism and ethical conduct.

Course Outline

BLOCK 1		
SCI 105	Anatomy and Physiology	90 Hours
MED 105	Medical Terminology	90 Hours
TEC 110	Word Processing	20 Hours
		200 Hours
BLOCK 2		
MRT 105	Basic Medical Coding	60 Hours
MRT 115	Medical Record Science	30 Hours
ENG 404	English for the Medical Professional	45 Hours
CSP 200	English Fundamentals	45 Hours
TEC 115	Beginning Medical Keyboarding	20 Hours
		200 Hours
BLOCK 3		
MED 135	Disease Processes	90 Hours
MRT 205	Intermediate Medical Coding	45 Hours
MRT 215	Current Procedural Terminology	45 Hours
TEC 215	Intermediate Medical Keyboarding	20 Hours
		200 Hours
BLOCK 4		
MED 155	Pharmacology	45 Hours
MED 145	Advanced Medical Topics	45 Hours
MRT 305	Advanced Medical Coding	90 Hours
TEC 315	Advanced Medical Keyboarding	20 Hours
		200 Hours
BLOCK 5		
INT 407	Medical Records Technician Internship	400 Hours
Specialized Associate Degree	Total Clock Hours	1200 Hours

MEDICAL TRANSCRIPTION TECHNOLOGIES

CLOCK HOUR PROGRAM

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 records with accuracy, clarity, and timeliness, as well as applying the skills of professionalism and ethical conduct.

Course Outline

BLOCK 1		
SCI 105	Anatomy and Physiology	90 Hours
MED 105	Medical Terminology	90 Hours
TEC 110	Word Processing	20 Hours
		200 Hours
BLOCK 2		
MED 115	Beginning Medical Transcription	90 Hours
ENG 404	English for the Medical Professional	45 Hours
CSP 200	English Fundamentals	45 Hours
TEC 115	Beginning Medical Keyboarding	20 Hours
		200 Hours
BLOCK 3		
MED 135	Disease Processes	90 Hours
MED 205	Intermediate Medical Transcription	90 Hours
TEC 215	Intermediate Medical Keyboarding	20 Hours
		200 Hours
BLOCK 4		
MED 155	Pharmacology	45 Hours
MED 145	Advanced Medical Topics	45 Hours
MED 305	Advanced Medical Transcription	90 Hours
TEC 315	Advanced Medical Keyboarding	20 Hours
		200 Hours
BLOCK 5		
INT 403	Medical Transcription Technologies Internship	400 Hours
Specialized Associate Degree	Total Clock Hours	1200 Hours

PARALEGAL STUDIES

Curriculum Objective

Legal Assistants will qualify to work 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 Outline

LAW 101	Introduction to Paralegal Studies: The American Legal System	3 Credits
POL 101	Law and Its Language I	3 Credits
TEC 101	Word Processing; Concepts and Applications	3 Credits
LAW 303*	Legal Research	3 Credits
LAW 302*	Legal Research and Writing	3 Credits
EEP 101	Early Experience Program	_____
ENG 101	English Composition (includes Communications)	3 Credits
LAW 305	Civil Litigation	3 Credits
LAW 306	Business Law (Contract Law)	3 Credits
PHI 201	Ethics	3 Credits
EEP 201	Early Experience Program	_____
LIT 101	Comparative Literature	3 Credits
LAW 316	Business Law (Corporate Law)	3 Credits
LAW 304	Real Estate Practice and Procedure	3 Credits
LAW 401	Wills, Estate, Guardianships and Trusts	3 Credits
EEP 301	Early Experience Program	_____
COM 203	Speech	3 Credits
LAW 402	Criminal Practice and Procedure	3 Credits
LAW 408	Bankruptcy Law	3 Credits
LAW 403	Family Law	3 Credits
EEP 401	Early Experience Program	_____
PSY 204	Human Relations and Interviewing	3 Credits
LAW 411	Computerized Litigation Support	3 Credits
LAW 409	Torts and Personal Injury Law	3 Credits
LAW 412	Law Office Management	3 Credits
EEP 501	Early Experience Program	_____
INT 405	Paralegal Internship	3 Credits
Specialized Associate Degree	Total Credits	66 Credits

Note: (LAW 410) Special Topics in Law, (LAW 413) Education Law, or (LAW 414), Immigration Law, may be substituted for (LAW 403) Family Law or (LAW 409) Personal Injury Law.

* Prerequisite for all Law Classes

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 (70 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 92 or above in a term for Medical Assisting, Medical Transcription, Medical Records Technician 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 Court and Freelance Reporting, Paralegal Studies, and Business Administration.

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

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 Point per credit (Clock Hour Students)	Quality (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 4 institutional credits in the evening and 8 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 achievements, and to encourage students to work towards their objectives. Ward Stone College complies with the Drug Free Act of 1989.

Martin Knobel Scholarship Program

The Martin Knobel Scholarship Program is a great opportunity to further assist students to achieve success at Ward Stone College. Awards are determined by the administration and granted throughout the academic year. To qualify, students must meet the following criteria:

1. Demonstration of above average academic achievement. (2.5/75% or above)
2. Completion of a minimum of 75% of their program of study.
3. Demonstration of financial need as defined by the school administration.

There is no formal application process. All students who meet the criteria above will be given serious consideration.

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. Refunds, 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 admission's 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 may be enrolled without an official copy of his/her High School transcript or G.E.D. certificate. However, an official transcript must be on file with the college prior to the end of the students first term of study.

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 after completing all of the enrollment process. 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 prerequisite 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 prerequisite 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.
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, nonrefundable 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 and participate in new student orientation. English language reconfirmation testing, advisement, 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 at 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 institutes 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 institution. 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 institution.

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 regulation, 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 purchases, 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.

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. 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 wherein 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, student 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 acknowledgment 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. Foregoing 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 of academic responsibility include, but are not limited to: 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 violations and if charges are upheld will be subject to disciplinary action, including expulsion from the college.

**WARD STONE COLLEGE
STANDARD OF SATISFACTORY PROGRESS**

All Students must meet the following minimum standards of academic achievement. 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 G.P.A. 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 Ward Stone College.

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).

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;
- Free Application for Federal Student Assistance;
- Financial Aid Transcripts from any schools (beyond High School) 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 Ward Stone College).

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;
- High School Graduate or equivalent.
- Demonstrate financial need;
- Not be in default on a student loan or owe a refund on a federal grant received at a prior institution.
- Maintain satisfactory academic progress, as outlined in the school's catalog;
- Be a United States Citizen or eligible noncitizen.

Determining Financial Need

Financial aid award is determined by the financial need of a student or family, based on formulas established by Congress. Because of federal limitations, funding is not always sufficient to fulfill all of a student's financial need. A student's financial need is the difference between the cost of attending school and the amount of the student/family contribution as determined by an established formula.

The cost of attendance or student expense budget is calculated by the Student Financial Services Office. Cost of attendance includes the following: tuition, fees, books and supplies, housing and living expenses, transportation, and miscellaneous personal expenses. The student expense budgets shown below are typical of those used by the SFS Office to determine a student's financial need.

The total budget includes the cost of tuition, fees, books and supplies for the program in which you intend to enroll and this must be added to the following:

	Dependent	Independent
Room and board	217	785
Transportation	173	173
Personal expenses	260	260

If you have any unusual costs such as expenses for a handicap, we will also adjust your budget for these circumstances.

The amount a student/family is expected to contribute to the cost of attendance is derived by using a standardized formula, instituted and regulated by the U.S. Department of Education.

Financial Programs Offered at Ward Stone College

The following is a list of the federal and institutional financial aid programs offered at Ward Stone College.

- The Federal Pell grant program provides federal grants to needy students, with awards currently ranging from \$400 to \$2300 per academic year. No repayment is required.
- The Federal Supplemental Educational Opportunity Grant (FSEOG) program provides additional grant assistance to needy students. Funds for this program are extremely limited and priority is given to those students demonstrating exceptional financial need.
- The Federal Perkins Loan provides low-cost educational loans to qualified students. The interest rate is 5% and repayment begins nine months after the student graduates or ceases to be enrolled at least half-time. Funds for this program are also extremely limited, and priority consideration is given to exceptionally needy students. An entrance and exit interview is required for all borrowers.

THE FEDERAL FAMILY EDUCATIONAL LOAN PROGRAM

Federal Subsidized Stafford Loan

The Federal Stafford Loan provides long-term, low-interest educational loans through participating lending institutions. Borrowers enrolled in the programs offered at Ward Stone College may borrow up to:

- \$6125 - a two year course (\$2625 - 1st year; \$3500 - 2nd year)
- \$2625 - a one year course
- \$1750 - Less than one academic year but at least two-thirds of an academic year
- \$ 875 - Less than two-thirds of an academic year but at least one-third of an academic year

The interest rate established under the Federal Stafford loan program are as follows:

- For first-time borrowers with first disbursements made on or after October 1, 1992, the interest rate will be 6.94% until July 1993.
- If you already have Federal Stafford loan(s), your interest rate on the new loans will be the same as your existing loan(s).

Repayment begins six months after graduation or less than half-time enrollment. An entrance and exit interview is required by Federal Stafford Loan borrowers.

Federal Unsubsidized Stafford Loan

The Federal Unsubsidized Stafford Loan terms and conditions is much like the Federal Stafford Loan, such as loan limits, deferments and interest rates with a few exceptions. Students would pay the interest during in-school and deferment periods (the interest may be capitalized quarterly). The origination/insurance fee is 4 percent. One application and promissory note is used in applying for the subsidized and unsubsidized Stafford Loans and may have a single repayment schedule.

Unsubsidized Federal Stafford Annual Loan Limits

The following annual loan limits for unsubsidized Federal Stafford loans apply to independent undergraduate students and undergraduate students whose parents are unable to obtain a Federal PLUS loan:

<u>Program Length</u>	<u>Increased Annual Loan Limit</u>
1st Year Students	
At least 1 academic year:	\$2,625 + \$4,000 minus sub. amount*
2/3 academic year:	\$1,750 + \$2,500 minus sub. amount*
1/3 academic year:	\$ 875 + \$1,500 minus sub. amount*
2nd Year Students	
At least 1 academic year:	\$3,500 + \$4,000 minus sub. amount*
2/3 academic year:	\$2,325 + \$2,500 minus sub. amount*
1/3 academic year:	\$1,175 + \$1,500 minus sub. amount*

*the amount of any subsidized Federal Stafford loan made to the borrower for the same period.

Federal Parent Loan (FPLUS)

The Federal Parent Loan (FPLUS) Program provides loans to parents of dependent students. The maximum amount a parent may borrow at Ward Stone College is the cost of education minus other aid. The Lender may limit the amount a family can borrow.

Repayment for a Federal PLUS begins 30 to 60 days after disbursement of the loan; however, principal payments may be deferred while the student is in school full-time. The interest rate is variable, but will range from 7%-10%.

These loans are both based on financial need, but the student's eligibility for Federal Pell Grant and Federal Stafford Loan must be determined before a student may apply.

FEDERAL WORK STUDY

The Federal Work Study (FWS) program provides part-time jobs on campus. Generally, students work 15 to 20 hours per week.

VERIFICATION DEADLINES AND CONSEQUENCES

Verification is the process of checking the accuracy of information supplied by students when they apply for Federal Student Aid.

A student whose application is selected for verification must complete verification no later than thirty (30) days after notification unless an extension is granted by the financial aid office. 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 SEOG, Federal Perkins Program must be repaid to the Department of Education. Students on Federal Work Study can no longer continue to work and any funds remaining to be earned must be canceled. 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 is disbursed by check to the school. Funds for the Federal Family Education Loan Program are sent to the school, and the student will be required to endorse the loan check before it may be credited to his or her account. Individual awards are credited to the students account and applied to tuition and other school costs.

Federal Work Study earnings are paid directly to the student biweekly. Students must complete and submit time sheets to the Student Financial Services in order to be paid for the hours worked. Students will not be paid for any portion of their award which they failed to earn in their Work Study employment and do not receive compensation for vacations or holidays.

If the total financial aid awarded exceeds the total costs owed to the school for tuition, fees and books, a credit balance reimbursement agreement form should be completed requesting how the excess funds should be disbursed.

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.

TUITION POLICIES

TUITION AND FEES:

Application Fee (non refundable)	\$50.00
Tuition per credit	165.00
Registration and Student Service fees (per Semester)	45.00
Tuition Monthly Payment Plan	
Service Charge Per Term	15.00
Academic Transcript Fee	
Official	5.00
Unofficial	2.00
Late Registration Fees	25.00 or 50.00
Financial Aid Transcript	N/C
Testing out by Examination	
over 6 credits	25 per credit
Medical Assisting:	
Registration Fee	\$150.00
Tuition	7,815.00
Book & Lab Fee	265.00
Total	\$8,230.00
Cardiovascular Technologist:	
Registration Fee	\$150.00
Tuition	12,785.00
Book & Lab Fee	265.00
Total	\$13,200.00
Medical Transcription and Medical Records Technician:	
Registration Fee	\$150.00
Tuition	7,815.00
Book & Lab Fee	830.00
Total	\$8,795.00

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
Medical Records Technician	32
Cardiovascular Technologist	47

REFUND POLICY FOR CREDIT HOUR STUDENTS

Application Fee: A \$50 Application Fee must accompany an Application for Admission. This fee is paid only once, and is not applicable toward tuition and will not be refunded unless the applicant cancels the application in writing within three (3) business days.

Refund Policy

1. In cases of withdrawal from the College, a properly filed Request for Withdrawal form establishes the date to which the College refund schedule applies. It is also the responsibility of the student to make a written refund request to the Business Office before refunds will be made.

REFUNDS ARE CALCULATED ON THE BASIS OF TOTAL SEMESTER CHARGES PAYABLE, AFTER DEDUCTIONS FOR NONREFUNDABLE DEPOSITS AND OTHER NONREFUNDABLE FEES SUCH AS LAB FEES, AND DEFERRED PAYMENT CHARGES.

When a withdrawing student has been awarded financial aid, the financial aid program funds will be reimbursed to the appropriate agency in accordance with federal regulations. Priority will be given to the following federal student aid programs under Title IV: Pell, SEOG, Perkins Loans and Stafford Loans.

This policy may result in a financial obligation to the College which is payable at the time of the student's withdrawal.

2. Calculation and Refundable Amounts

TUITION: prior to the date publicized as the first day classes, 100 percent; within seven (7) days from the first day of classes, 75 percent; within fourteen (14) days from the first day of classes, 50 percent; within twenty five (25) days from the first day of classes, 25 percent; after twenty five (25) days from the first day of classes, NO REFUND.

3. The date of withdrawal will be considered the last day of recorded attendance. Any funds paid to the College in excess of the sum due to the College will be refunded within thirty (30) days after written notification to the College from the student. In the event such notification is not given in writing, refunds shall be made within thirty (30) days from the date that the College determines that the student withdrew.
4. Degrees, Diplomas, Certificates, and Transcripts will not be issued unless the student has met all requirements including the satisfaction of all Financial obligations.

Dismissal or Withdrawal

Dismissal: The College reserves the right to dismiss any student who fails to meet the required standards of conduct and/or suspend any student for violation of the rules or any other reasonable cause. Tuition and incidental fees will be refunded according to the standard Refund Policy.

Withdrawal: Students wishing to withdraw shall notify the College Registrar, in writing, prior to leaving. However, when a student withdraws without written or verbal notice to Ward Stone College, termination of enrollment shall take effect the last day of recorded attendance, which is the date that will be used in any refund calculations.

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

Should an individual applying for admission to Ward Stone College be rejected by the Admissions Committee for any reason, any tuition funds paid in advance will be refunded in full.

REFUND POLICY FOR CLOCK HOUR STUDENTS

Application Fee: A \$50 Application Fee must accompany an Application for Admission. This fee is paid only once, and is not applicable toward tuition and will not be refunded unless the applicant cancels the application in writing within three (3) business days.

Refund Policy

1. All monies paid by an applicant will be refunded if requested within three days after signing an enrollment agreement and making an initial payment.
2. Each student is accepted with the understanding that he or she has registered for an entire program of study. If a student is not accepted, all advance monies will be refunded.
3. If a student is accepted and then withdraws from the program, for any reason, before the class convenes, all monies shall be refunded, except as prescribed by school policy and in no case shall more than \$150 be retained by the school.
4. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of the equipment.
5. Refunds to students attending the institution for the first time, or for subsequent periods of enrollments. The college shall make a pro rata refund of tuition, fees, and other charges to a student who withdraws or otherwise fails to complete the entire program of study.

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

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

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

Dismissal or Withdrawal

Dismissal: The College reserves the right to dismiss any student who fails to meet the required standards of conduct and/or suspend any student for violation of the rules or any other reasonable cause. Tuition and incidental fees will be refunded according to the standard Refund Policy.

Withdrawal: Students wishing to withdraw shall notify the College Registrar prior to leaving. However, when a student withdraws without verbal notice to Ward Stone College, termination of enrollment shall take effect the last day of recorded attendance, which is the date that will be used in any refund calculations.

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

Should an individual applying for admission to Ward Stone College be rejected by the Admissions Committee for any reason, any tuition funds paid in advance will be refunded in full.

DEFINITION OF CREDIT HOUR AND CLOCK HOUR

Each course number is preceded by three letters that represent a field of study. Prerequisites are identified in each course description and course numbers help to indicate suggested sequence and academic field.

A single credit is awarded for the work of a semester hour. A semester hour's work is defined as the required work in a one hour classroom period per week for 15 weeks, or its equivalent (including the final examination), or in a minimum of one laboratory period of two hours for 15 weeks or in a minimum of one internship period three hours for 15 weeks. To calculate the number of instructional hours in a course multiply credits by 15 hours.

Definition of clock hours: An hour of instruction is equal to 50 minutes (Medical Assistant, Medical Transcription, Medical Records Technician, and Cardiovascular Technologist Programs).

COURSE DESCRIPTIONS

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|----------------|--|------------------|
| ACC 101 | Principles of Accounting | 3 Credits |
| | This course is designed to provide the student with the fundamental knowledge of accounting principles as it applies to his/her field of study. As paralegals, students will need to be able to assess if a business is complying with a court ruling or is indeed in need of filing for Chapter 7 or Chapter 11 bankruptcy by analyzing financial statements. | |
| | Prerequisites: passing score on basic math skills analysis; or MAC 102 | |
| AV 110 | Medical Terminology | 15 Hours |
| | The study of symbols used in typical medical reports. Prefixes, suffixes and root words that make up the structure of medical language are also studied. | |
| AV112 | Cellular Basis of Anatomy and Physiology | 15 Hours |
| | Introduction to the medical field with a review of the responsibilities of a cardiographic technician, including ethical considerations. Study of the cell, its organelles and functions. Detailed discussion of cell membrane structure and its transport systems, and the role it plays in the generation of action potential. | |
| AV 114 | Musculoskeletal System | 15 Hours |
| | Presentation of the overall skeletal plan with the particular attention to anatomical landmarks relevant to echocardiographic and vascular studies. Ultramicroscopic anatomy of a muscle is discussed with a description of excitation-contraction coupling and its relationship with the nervous system. | |
| AV 116 | Nervous System | 30 Hours |
| | Study of the organization and structures in the nervous system, the function of each component, and its blood supply. Includes discussion of the most common derangement involving the system. | |
| AV 118 | Respiratory System | 15 Hours |
| | Study of the anatomical landmarks of the respiratory system, chemistry of oxygen and carbon dioxide transport, breathing patterns. | |

AV 120	Gastrointestinal System	45 Hours
	Covers the general anatomical features of the gastrointestinal system. The anatomical and physiologic characteristics of the stomach, small intestines, large intestines, liver, gallbladder and pancreas are described.	
AV 122	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.	
AV 124	Endocrine System	15 Hours
	Study of hormones, their origin and function with respect to the human body.	
AV126	Reproductive System	15 Hours
	Study of the anatomy and physiology of the female and male reproductive system.	
AV128	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.	
AV 130	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.	
AV 132	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.	
AV 210	Computational Sciences	15 Hours
	A review of basic mathematics, algebra, physics, and statistics.	
AV 212	Medical Physics	15 Hours
	A review of basic physics principles and their application to medical technology.	
AV 214	Clinical 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.	
AV 216	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 cardia cycle.	
AV 218	Vectorial Analysis	15 Hours
	Includes discussion of the principles of vectrocardiography, its similarities and difference from ECG, and different lead placement. Normal and Abnormal ECG results are also covered.	

AV 220	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.	
AV 222	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.	
AV 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.	
AV 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.	
AV 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.	
AV 230	Basic Medical Skills	15 Hours
	A demonstration of the steps involved in patient setup for a standard 12 lead ECG. Proper electrode identification and placement for an artifact-free ECG production. Correct mounting and recording of pertinent information is practiced	
AV 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.	
AV 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.	
AV 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.	
AV 316	Cardiac Pathology	180 Hours
	The study of cardiovascular diseases, their etiologies, anatomic abnormalities, signs and symptoms and hemodynamic changes.	
AV 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.	
AV 320	Psychology of Patient Care	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.	

AV 322	Professionalism and Medical Ethics	15 Hours
	An insight into the morality and ethics that direct today's medical professional. Beginning with the Hippocratic oath to discussing A on A principals on medical ethics. Students will understand the conduct and professionalism that is expected and required in the medical community.	
AV 410	Business and Medicine	10 Hours
	A study of the impact of economics on healthcare, including the history of medical economics and current trends in health care delivery.	
AV 412	Records Management Systems and Procedures	50 Hours
	The study of business communications with an introduction to computers. An insight to medical records management and insurance billing is provided.	
AV 414	Sterilization and 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.	
AV 416	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.	
AV 418	Non-Invasive Vascular Studies	30 Hours
	Practice sessions are conducted in performing arterial and venous studies.	
AV 420	Fundamentals of Radiology Terminology and 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.	
AV 422	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.	
AV 424	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.	
AV 426	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.	
AV 428	Advanced Concepts in Cardiac Technology	35 Hours
	A clinical application of various diagnostic modalities including signaled averaged ECG's, persanttine and thallium stress testing and other related procedures, with simulated demonstrations of each.	
AV 430	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.	

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- AV 450 Internship or Project** **300 Hours**
 A demonstration of ECG, Holter and Stress competencies in the workplace with patients.
- CAT 410 Computer-Aided Transcription** **3 Credits**
 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: STM 303, CRP401
- COM 203 Speech** **3 Credits**
 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** **3 Credits**
 The 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
- CSP 200 English Fundamentals** **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.
- ECO 102 Principles of Microeconomics** **3 Credits**
 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** **3 Credits**
 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.
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- ENG 210 Technical Writing 3 Credits**
This course stresses the analytical skills and techniques necessary to write business letters and reports.
- ENG 303 English for Court Reporters 3 Credits**
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 the Medical Professional 45 Hours**
English for the Medical Professional 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.
- INT 403 Medical Transcription Technologies Internship 400 Hours**
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 proof-read 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 1 Credit**
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; Student must pass all STM 406 final speed proficiency as follows: 225 wpm testimony (1 test); 200 jury charge (2 tests) and 180 literacy (2 tests).
Prerequisite: Department Chair Approval.
- INT 405 Paralegal Internship 3 Credits**
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.
- INT 406 Business Administration Intership 3 Credits**
The internship component for the Business Administration student consists of acquiring practical experience in the areas that were covered during the course. Locations who are willing to provide entry-level supervisory, marketing and bookkeeping positions are the most likely places where a student may be placed. The evaluation process for this class is done by the on-site supervisor.
Prerequisite: Department Chair Approval.
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- INT 407 Medical Records Technician Internship 400 Hours**
- The Medical Records Internship is designed to give the student experiences in medical records management outside the classroom. The student will have a number of different types of medical records to handle. The student may be placed in one setting to gain expertise in one area, or may be placed in several settings to broaden the scope of thier experience. The evaluation process for this class is done by the on-site supervisor.
- Prerequisite: Department Chair Approval.
- LAW 101 Introduction to Paralegal Studies: The American Legal System 3 Credits**
- 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 302 Legal Research and Writing 3 Credits**
- 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.
- LAW 303 Legal Research 3 Credits**
- This 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.
- LAW 304 Real Estate Practice and Procedure 3 Credits**
- This course provides a practical approach to real property practice. Basic legal concepts of real property law will be examined, as well as different types of ownership and methods of acquiring ownership. Students will study contracts, deeds, mortgages, notes, title examinations and surveys. Students will also prepare and calculate a closing statement and other closing documents.
- Prerequisite: LAW 302 and LAW 303.
- LAW 305 Civil Litigation 3 Credits**
- 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 study the Federal and Florida Rules of Civil Procedures.
- Prerequisite: LAW 302 and LAW 303.
- LAW 306 Business Law (Contract Law) 3 Credits**
- This course is designed to cover selected introductory topics including: the legal environment of business, contracts, sales, property and credit.
- LAW 316 Business Law (Corporate Law) 3 Credits**
- This course is designed to cover law of business organizations, including sole proprietorship, general and limited partnership and corporations.
- LAW 401 Wills, Estates, Guardianships and Trusts 3 Credits**
- 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 check-lists and probate forms.
- Prerequisite: LAW 302 and LAW 303.
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LAW 402 Criminal Practice and Procedure 3 Credits

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 302 and LAW 303.

LAW 403 Family Law 3 Credits

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 302 and LAW 303.

LAW 408 Bankruptcy Law 3 Credits

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.

Prerequisite: LAW 302 and LAW 303.

LAW 409 Torts and Personal Injury Law 3 Credits

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

Prerequisite: LAW 302 and LAW 303.

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

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.

Prerequisite: LAW 302 and LAW 303.

LAW 411 Computerized Litigation Support 3 Credits

This course will provide an overview of computers in legal research, as well as computer hardware and software for the automated law office.

LAW 412 Law Office Management 3 Credits

This course will provide a thorough introduction to law office procedures as well as covering skills necessary to become an effective law office manager. The legal assistant 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.

LIT 201	Comparative Literature	3 Credits
	This is an overview course which analyzes traditions in short story, modern drama, poetry, Arthurian Legends, short fiction, Shakespearean Drama, nonfiction and novels. The student will receive training on thinking and writing critically about different aspects and genre of literature.	
	Prerequisite: ENG 101	
MA110	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 electrocardiograph.	
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 and 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 Procedure	105 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 coding 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 Laboratory	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	35 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	5 Hours
	Principles of antigen-antibody reactions, blood group specimen collection using sterile techniques.	
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 and 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.	
MAC 101	Business Mathematics	3 Credits
	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.	

MAN 101 Principles of Office Procedures 3 Credits

This course prepares the student with an overview of office systems. Key office tools and techniques are discussed and reviewed.

MAN 102 Principles of Management I 3 Credits

This course is designed to teach students 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 103 Principles of Management II 3 Credits

This course is to teach students 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 3 Credits

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.

MED 101 Medical Terminology/Survey of Human Anatomy 3 Credits

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 105 Medical Terminology 90 Hours

The study of medical terminology including word components, definitions, spelling and pronunciation.

The student will demonstrate knowledge of medical terminology including prefixes, suffixes, combining forms, root words, plurals, abbreviations, acronyms, eponyms, homonyms, antonyms, synonyms, foreign words/phrases 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 practice, 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, cardiovascular system and other body systems.

MED 115 Beginning Medical Transcription 90 Hours

This course is designed to provide basic level medical transcription skills, 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), history and physical examinations, office visits from the private practitioner and medical chart notes.

Prerequisite: MED 105, SCI 105

MED 135	Disease Processes	90 Hours
	<p>The study of common human diseases and conditions, including prevention, etiology, signs and symptoms, diagnostic and treatment modalities, prognoses, 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.</p> <p>Prerequisites: MED 105, SCI 105</p>	
MED 145	Advanced Medical Topics	45 Hours
	<p>This course is designated 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.</p> <p>Prerequisites: MED 113, MED 202</p>	
MED 155	Pharmacology	45 Hours
	<p>This course covers the autonomic drugs, central nervous system drugs, anticoagulants, antihistamines, anti-infectives, cardiovascular drugs, gastrointestinal drugs, hormones and vitamins.</p>	
MED 205	Intermediate Medical Transcription	90 Hours
	<p>This course is designed to provide intermediate level medical transcription skills 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.</p> <p>Prerequisite: MED 115</p>	
MED 305	Advanced Medical Transcription	90 Hours
	<p>This course is designed to provide advanced medical transcription skills utilizing the computer with WordPerfect 5.1, a transcribing machine and medical dictation recorded on medical tape to include general surgical dictations.</p> <p>Prerequisite: MED 205</p>	
MRT 105	Basic Medical Coding	60 Hours
	<p>The organization and development of nomenclatures and classification systems. Introduction to the international classification of disease (ICD-9-CM, volumes 1,2, and 3). The characteristics and conventions of ICD-9-CM are also covered as well as the application of this information.</p>	
MRT 115	Medical Record Science	30 Hours
	<p>This course introduces the function of a medical record department and its relationship to other departments within a healthcare facility. The legal and ethical aspects of the health record; components of a medical health record; and its proper documentation, purposes, and uses are reviewed. Organization of the medical record profession and identification of its membership is also included.</p>	
MRT 205	Intermediate Medical Coding	45 Hours
	<p>This course focuses on the analysis and coding of diagnosis, procedures, and symptoms with ICD-9-CM. Definitions and principles of the Uniform Hospital Discharge Data Set (UHDDS), with emphasis on assignments of the principal diagnosis and sequencing as well as their respective applications.</p> <p>Prerequisites: MRT 105</p>	

MRT 215	Current Procedural Terminology	45 Hours
	Current Procedural Terminology (CPT-4) coding principles are emphasized. The course will involve activities in which medical record professional code and classify procedures in CPT for purposes in standardization, retrieval and statistical analysis.	
MRT 305	Advanced Medical Coding	90 Hours
	The relationship of diagnosis related groups (DRG's) and the Prospective Payment System (PPS) to coding. The components of the DRG system and the Prospective Payment regulations. Procedures for ensuring data quality. The application of the Prospective Payment Regulations for DRG validation will also be covered.	
	Prerequisites: MRT 205	
PHI 201	Ethics	3 Credits
	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 and Its Language I	3 Credits
	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 civil and criminal law allowing the student to begin to build a vocabulary of legal terminology and develop an understanding of terminology used.	
POL 201	Law and Its Language II	3 Credits
	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	3 Credits
	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 105	Anatomy and Physiology	90 Hours
	This course is designed to provide an overview of the basic structure and function of the human body and its organ systems to include the following: Skeletal, muscular, circulatory, respiratory and lymphatic system. The basic cell physiology, epithelial, connective, muscular, 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.	
SEC 103	Intermediate Keyboarding and Typing	3 Credits
	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 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 wpm. with a maximum of five errors.	

SEC 104 Power Typing

3 Credits

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

STM 311 (Part I) - 4 Credits; STM 312 (Part II) - 4 Credits

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. The 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 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) - 4 Credits; STM 322 (Part II) - 4 Credits

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 II Computer Based Technology/Court Reporting Overview

STM 331 (Part I) - 4 Credits; STM 332 (Part II) - 4 Credits

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: STM322
For STM 332: STM 331

STM 441 Stenotype IV - Court Reporting Development - Part I 4 Credits

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 questions and answer testimony with 95% accuracy.

Prerequisite: STM 332

STM 442 Stenotype IV - Court Reporting Development - Part II 4 Credits

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, students 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 3 Credits

This course covers the basic concepts of word processing and also includes setting up columns; macros; merging; replace and search; switch between documents.

Prerequisite: 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 105 Computer Systems: Windows 3 Credits

This course will focus on computer systems and programs. Special emphasis will be placed on the "Windows" program.

TEC 110 Word Processing 20 Hours

This course covers the basic concepts of word processing and includes macros, merging, search and replace, and various document procedures.

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- TEC 115 Beginning Medical Keyboarding 20 Hours**
The course teaches the student the alphabetic and numeric keyboard, correct keyboarding techniques, and proper machine care. Exit skills requirement: 25 net wpm.
- TEC 201 Lotus 1-2-3 3 Credits**
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.
- TEC 215 Intermediate Medical Keyboarding 20 Hours**
Emphasis is placed on speed on manual dexterity, speed and accuracy through intensive classroom activities, along with special individual attention. Exit sills requirement: 40 net wpm.
- TEC 315 Advanced Medical Keyboarding 20 Hours**
The mastering of keyboard with high level speed and accuracy. Exit skills requirement: 55 net wpm.
- TEC 301 Advanced Word Processing: Desk Top Publishing 3 Credits**
This course will offer students an opportunity to learn how to develop reports, documents, and newsletters. Student will learn both the concepts and processing associated with Desk Top Publishing.

1995-1996

WARD STONE COLLEGE ACADEMIC CALENDAR

Business Administration • Paralegal • Court Reporting

Summer Semester	1995
Orientation for New Students	May 2
Summer Semester Begins	May 3
Last Day for Late Registration	May 12
Last Day to Drop w/o Academic Penalty	May 24
No Classes - Memorial Day	May 29
No Classes - Independence Day	July 4
Last Day Summer Semester	Aug. 17
Summer Break Credit Students Only	Aug. 18-Sept. 5

Fall Semester	1995
Orientation for New Students	Sept. 5
Fall Semester Begins	Sept. 6
Last Day for Late Registration	Sept. 15
Last Day to Drop w/o Academic Penalty	Sept. 27
No Classes - Yom Kippur	Oct. 4
No Classes - Thanksgiving Break	Nov. 23-24
Last Day Fall Semester	Dec. 20
Winter Break	Dec. 21-Jan.2

Winter Semester	1996
Orientation for New Students	Jan. 2
Winter Semester Begins	Jan. 3
Last Day for Late Registration	Jan. 12
No Classes - Martin Luther King Day	Jan. 15
Last Day to Drop w/o Academic Penalty	Jan. 26
No Classes - President's Day	Feb. 19
Last Day Winter Semester	April 21
Spring Break Credit Students Only	April 22-April 30

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.

1995-1996 WARD STONE COLLEGE ACADEMIC CALENDAR

Cardiovascular Technologist Program

Day		Evening	
Block/Class Start	1995	Block/Class Start	1995
Cardiovascular Tech. Classes Start	Aug. 28	Cardiovascular Tech. Classes Start	May 15
No Classes - Labor Day	Sept. 4	No Classes - Memorial Day	May 29
No Classes - Yom Kippur	Oct. 4	No Classes - Independence Day	July 4
Cardiovascular Tech. Classes End	Nov. 22	Cardiovascular Tech. Classes End	Aug. 24
No Classes - Thanksgiving Day	Nov. 23 - 24		
Block/Class Start	1995-1996	Block/Class Start	1995
Cardiovascular Tech. Classes Start	Nov. 27	Cardiovascular Tech. Classes Start	Aug. 28
No Classes - Winter Recess	Dec. 21-Jan. 1	No Classes - Labor Day	Sept. 4
Cardiovascular Classes Resume	Jan 2	No Classes - Yom Kippur	Oct. 4
No Classes - President's Day	February 19	No Classes - Thanksgiving Day	Nov. 23 - 24
Cardiovascular Classes End	Feb. 23	Cardiovascular Tech. Classes End	Dec. 7
Block/ Class Start	1996	Block/Class Start	1995-1996
Cardiovascular Tech. Classes Start	Feb. 26	Cardiovascular Tech. Classes Start	Dec. 11
Cardiovascular Tech. Classes End	May 17	No Classes - Winter Recess	Dec. 21-Jan. 1
		Cardiovascular Classes Resume	Jan. 2
		President's Day	Feb. 19
		Cardiovascular Classes End	March 28
		Block/ Class Start	1996
		Cardiovascular Tech. Classes Start	April 1
		No Classes - Memorial Day	May 27
		No Classes - Independence Day	July 4
		Cardiovascular Tech. Classes End	July 11

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1995-1996

WARD STONE COLLEGE ACADEMIC CALENDAR

Medical Assisting Program

Block/Class Start	1995
Medical Assistant Classes Start	April 10
No Classes - Memorial Day	May 29
Medical Assisting Classes End	June 15
Block/Class Start	1995
Medical Assisting Classes Start	June 19
No Classes - Independence Day	July 4
Medical Assisting Classes End	Aug. 24
Block/Class Start	1995
Medical Assisting Classes Start	Aug. 28
No Classes - Labor Day	Sept. 4
No Classes - Yom Kippur	Oct. 4
Medical Assisting Classes End	Nov. 2
Block/Class Start	1995-1996
Medical Assisting Classes Start	Nov. 6
No Classes - Thanksgiving Holiday	Nov. 23-24
No Classes - Winter Recess	Dec. 21-Jan 2
Medical Assisting Classes End	Jan. 18
Block/Class Start	1996
Medical Assisting Classes Start	Jan. 22
No Classes - President's Day	Feb. 19
Medical Assisting Classes End	March 28

1995-1996

WARD STONE COLLEGE ACADEMIC CALENDAR

Medical Transcription & Medical Records Technician

Day	Evening
Block/Class Start 1995	Block/Class Start 1995
MT & MRT Class Start July 10	MT & MRT Class Start July 10
No Classes - Independence Day July 4	No Classes - Independence Day July 4
MT & MRT Classes End September 1	MT & MRT Classes End September 15
Block/Class Start 1995	Block/Class Start 1995
MT & MRT Classes Start September 5	MT & MRT Classes Start September 18
MT & MRT Classes End October 27	No Classes - Thanksgiving Break Nov. 20-Nov. 24
No Classes - Thanksgiving Break Nov. 20-Nov. 24	MT & MRT Classes End December 1
Block/Class Start 1995-1996	Block/Class Start 1995-1996
MT & MRT Classes Start October 30	MT & MRT Classes Start December 4
MT & MRT Classes End December 22	No Classes - Holiday Recess December 22 - January 1
No Classes - Holiday Recess December 23 - January 1	MT & MRT Classes Resume January 2
	MT & MRT Classes End February 16
Block/Class Start 1996	Block/Class Start 1996
MT & MRT Classes Start January 2	No Classes - President's Day February 19
No Classes - President's Day February 19	MT & MRT Class Start February 20
MT & MRT Classes End February 23	MT & MRT Classes End April 26
Block/Class Start 1996	Block/Class Start 1996
MT & MRT Classes Start February 26	MT & MRT Classes Start April 29
MT & MRT Classes End April 19	No Classes - Memorial Day May 27
	MT & MRT Classes End July 5
Block/Class Start 1996	
MT & MRT Class Start April 22	
No Classes - Memorial Day May 27	
MT & MRT Classes End June 17	

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WARD STONE COLLEGE ADMINISTRATION

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Brenda King Student Financial Services Manager
Rolando Millet Admissions Supervisor
Khemwatti Sukhan, B.A. Career Development Coordinator

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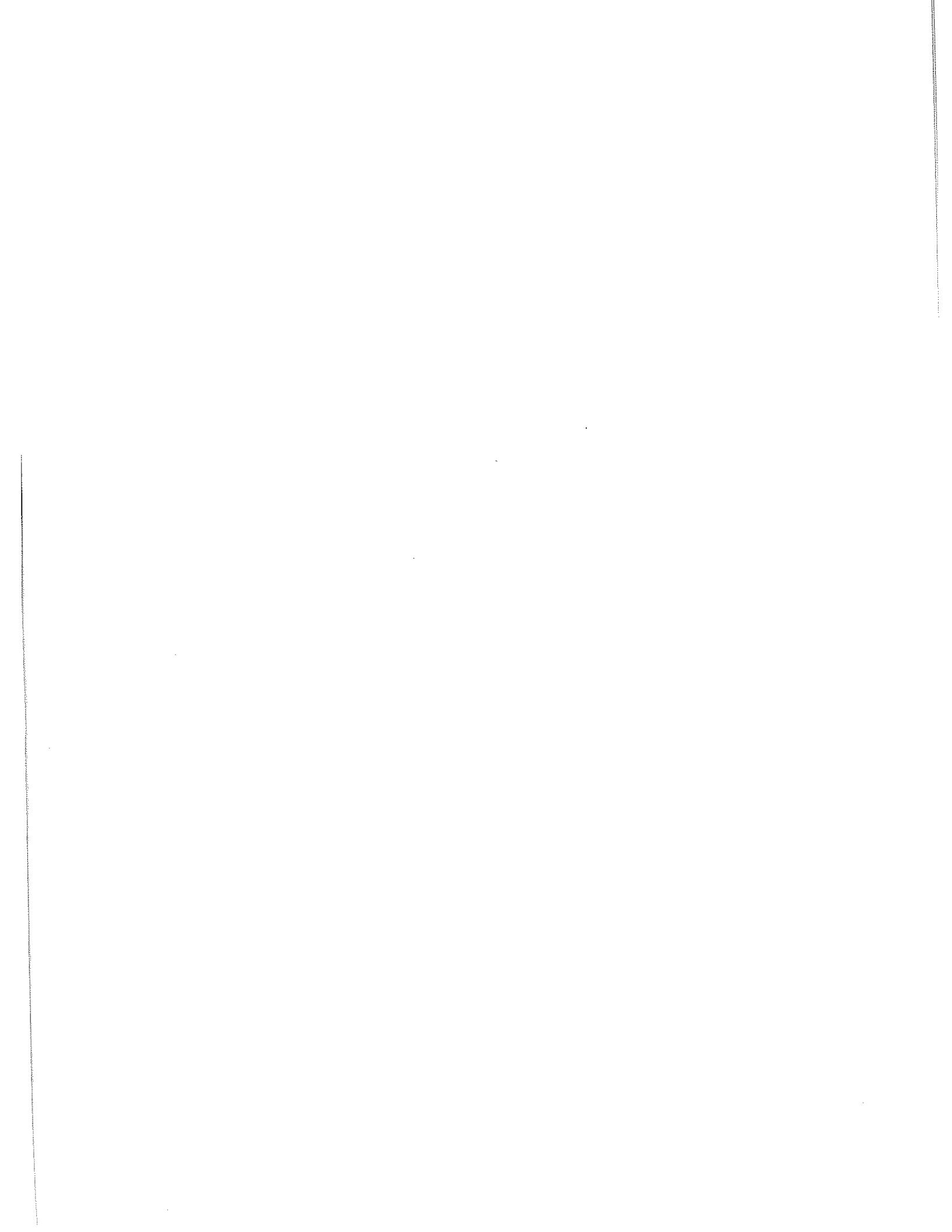
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