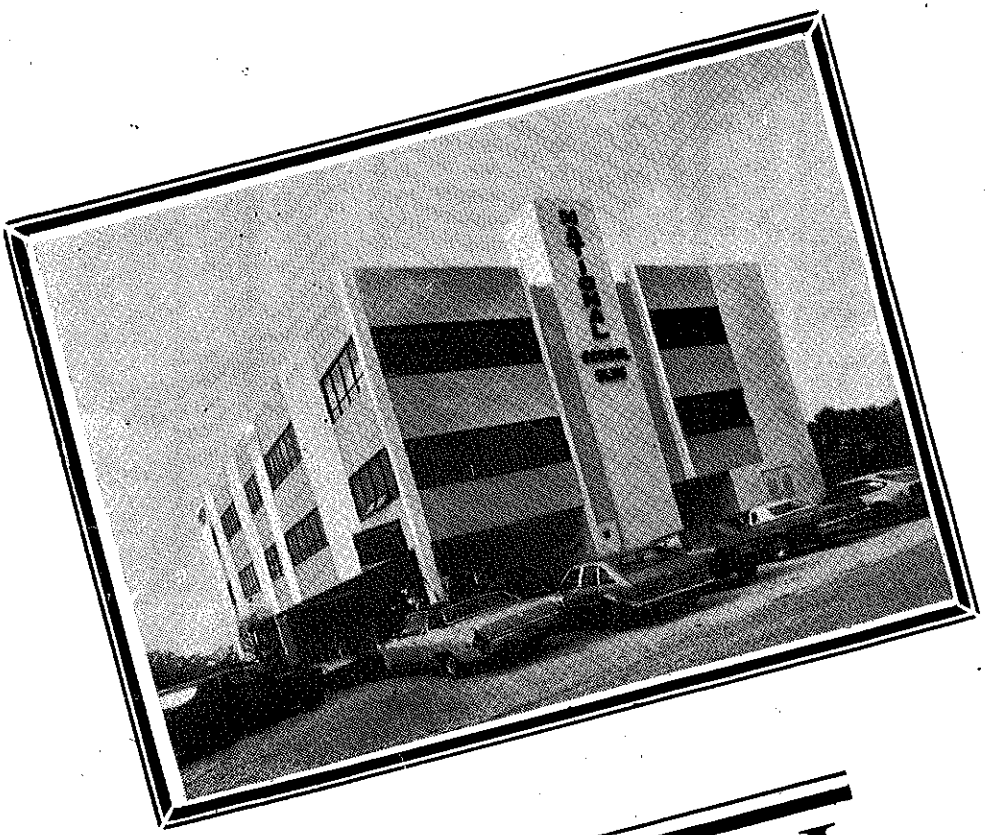
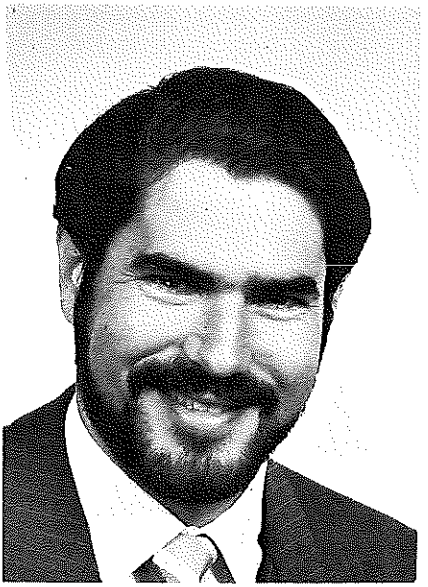
January 1985



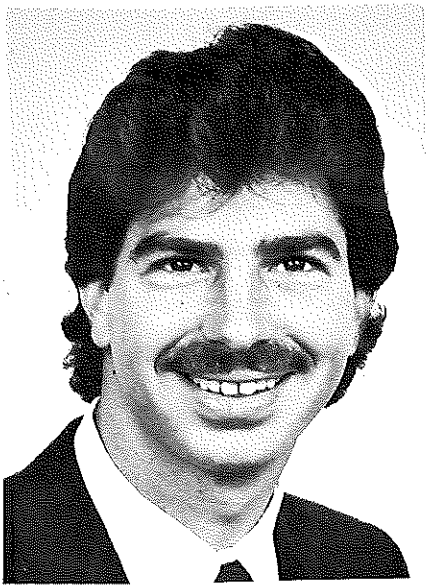
NATIONAL SCHOOL OF TECHNOLOGY, Inc.

VOLUME 6
JANUARY 1985

MARTIN KNOBEL, President/Director
RICKIE KNOBEL, Treasurer



MARK KNOBEL
Vice-President



DAVID KNOBEL
Vice-President

NATIONAL SCHOOL OF TECHNOLOGY, Inc.

ALLIED HEALTH AND DATA PROCESSING

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

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

ACCREDITING BUREAU
OF
HEALTH EDUCATION SCHOOLS

NATTS
Accredited School
National Association of
Trade and Technical Schools

FORMERLY NATIONAL SCHOOL OF HEALTH TECHNOLOGY, INC. OF FLORIDA

TABLE OF CONTENTS

INSTITIONAL PHILOSOPHY

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

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

The school is constantly updating its equipment, curricula and facilities, recognizing our obligation to the students and the professions they serve. The National School of Technology continues to provide quality training for health paraprofessionals and computer personnel.

DIRECTOR

Martin Knobel has the distinction of being one of the few vocational-technical school directors to have over 20 years of experience as an educator. He holds a bachelor of education degree from the University of Miami, and a master of science in administration and supervision from Barry College. He holds a rank II teaching certificate from the State of Florida in administration and supervision - junior college.

He was president of the National Association of Health Career Schools, 1980-82; vice-president of the Florida Association of Private Schools, 1984-86; commissioner to the Accrediting Bureau of Health Education Schools, 1981-87; and member of the Florida State Board of Independent Postsecondary Vocational, Trade and Technical Schools, 1982-87. In 1983, Mr. Knobel received the Outstanding Private Educator Award presented by the Florida Association of Private Schools. Mr. Knobel is dedicated and committed to quality education and is involved in this commitment on the county, state and national levels. His personal philosophy is that education embodies every significant factor in a person's development of personality, self-sufficiency and social awareness.

APPROVALS AND MEMBERSHIPS

All courses shown in this catalog have been approved by the Florida State Board of Independent Postsecondary Vocational, Technical, Trade and Business Schools. The school is licensed by this board and holds license number 599.

The Allied Health division is accredited by the Accrediting Bureau of Health Education Schools (ABHES).

The school is accredited by the Accrediting Commission of the National Association of Trade and Technical Schools (NATTS).

The school is affiliated with Southeastern Medical Center, North Miami Beach, Florida.

National School holds membership in the following organizations:

- Florida Association of Private Schools (FAPS)
- National Association of Health Career Schools (NAHCS)
- National Association of Student Financial Aide Administrators (NASFAA)
- Region IV Coordinaing Council of Proprietary Colleges and Schools

DESCRIPTION OF FACILITIES AND EQUIPMENT

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

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

Both facilities consist of classrooms, medical and computer laboratories, and school offices. Parking is readily available in a well-lit parking area adjacent to the building.

A fully equipped medical assistant learning laboratory is maintained containing equipment commonly found in a medical office, such as EKG machines, microscopes, examining table, blood cell counters, various equipment for blood and urinalysis, stethoscopes and blood pressure cuffs. In addition, the school has x-ray demonstration equipment, Bio-Dynamics unimeters, and an Accu-Stat blood chemistry analyzer. A micro-computer lab is maintained for student use. A computer lab containing a Texas Instruments 990 CPU with eight terminals is available at the North Miami Beach campus.

ADMISSIONS REQUIREMENTS AND PROCEDURES

Applicants will be interviewed by an admissions representative and the entire program will be discussed. If the student is acceptable, he or she will be given an application to complete. This application will be reviewed by the director and the student will be notified as to his decision within seven days. If rejected, the applicant will be notified immediately and any fees paid with the application will be refunded.

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

Applicants for the medical programs and computer programs courses must pass an entrance examination and have a high school diploma or high school equivalency diploma before starting class. Students who are beyond the age of compulsory school attendance and who have the ability to benefit from the training offered may be admitted after passing the entrance examination.

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

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

CLASS STARTING DATES

Allied Health and Computer day division classes begin on or about the first week in January, March, May, July, September, and November. Evening division classes start at three month intervals.

Certified Nurse's Assistant and Health Care Specialist day and evening classes begin every six weeks. Data Entry classes begin every ten weeks in the afternoon.

Exact class starting dates are announced in advance.

COMMUNITY SERVICES AND AWARDS

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

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

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

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

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

STUDENT SERVICES

The National School of Technology maintains a placement service for its graduates. While every effort is made to secure positions for our graduates, we are not permitted, by law, to guarantee employment.

Students may avail themselves of school counseling services at anytime. Tutoring is available during school hours through instructors.

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

Each Allied Health student is covered with $1,000,000 of professional liability insurance at no extra charge.

Cardiopulmonary-Resuscitation (CPR) classes are held regualrly at the school.

Financial aid is available to eligible students in the form of Guaranteed Student Loans (GSL), Pell Grants, Supplemental Education Opportunity Grants (SEOG) and National Direct Student Loans (NDSL). Applications are available in the school financial aid office. Non-federal interest-bearing loans are available to qualified students.

A student council is sponsored by the school and is composed of day and evening students. The council raises money for students, plans activities and maintains a loan fund for students who need small amounts of money on a temporary basis.

Refresher courses are available at no charge to graduates.

A library of professional books is available for student use.

GRADING SYSTEM

A	95-100	Outstanding
B	85- 94	Above Average
C	75- 84	Satisfactory
D	70- 74	Acceptable, But Below Average
F	Below 70	Unacceptable

CHANGES IN PROGRAMS, TUITION CHARGES, FACULTY

The school reserves the right to teach subject areas in any order it deems necessary; to add to or delete from certain courses, programs, or areas of study as circumstances may require; and to make faculty changes. Training changes shall not involve additional cost to currently enrolled students.

CLASS SIZE

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

SCHOOL HOLIDAYS

New Year's Day — Martin Luther King Day — Washington's Birthday — Good Friday — Memorial Day — Independence Day — Labor Day — Yom Kippur — Thanksgiving Weekend — Christmas Vacation. The mid-summer one week vacation is normally the first week of July. The Christmas vacation dates are announced. Additional holidays may be declared by the director, when warranted.

ACADEMIC REGULATIONS

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

Any student found cheating in any capacity will receive an immediate "zero" for that subject and will be suspended.

SATISFACTORY PROGRESS STATEMENT

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

DEFINITION

At the National School, satisfactory progress is defined by the following criteria:

1. A grade average of 70%.
2. An attendance average of 80% per block for full-time students, and 80% per block for part-time students.
3. Being on probation.
4. Meeting the specified conditions for incompletes, withdrawals, repititions, and remedial work.

PROBATION

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

INCOMPLETES, WITHDRAWALS, REPETITIONS, REMEDIAL WORK

Students with course incompletes, withdrawals, repetitions, and those doing remedial work are eligible to continue receiving financial aid if the following conditions are met:

1. The student is otherwise making satisfactory progress.
2. The time needed to make up and complete course work is within the program time frame.

MAXIMUM TIME FRAME

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

PROGRAM TIME FRAMES

	FULL-TIME		PART-TIME	
Program	Scheduled Time	Maximum Time	Scheduled Time	Maximum Time
Med. Ass't.	8 months	12 months	11 months	16½ months
Med. Data Proc.	9 months	13½ months	14 months	21 months
Cardiovascular Technologist	10 months	15 months	16 months	24 months
Comp. Prog.	9 months	13½ months	14 months	21 months
Micro Comp. Op.	6 months	9 months	10 months	15 months
Health Care Specialist	3 months	4½ months	—	—

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

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

GRADUATION REQUIREMENTS

1. THE SATISFACTORY COMPLETION OF ALL PRESCRIBED SUBJECTS OF INSTRUCTION WITH A CUMULATIVE GRADE AVERAGE OF 70 OR BETTER.
2. SATISFACTION OF ALL FINANCIAL OBLIGATIONS TO THE SCHOOL.

Any student failing to meet above requirements will not participate in graduation exercises and will not be eligible for placement services.

Upon successful completion of any courses offered at National School of Health Technology, the student will be awarded a diploma, providing all other graduation requirements have been met.

HOURS OF OPERATION

The school office is open from 8:00 a.m. to 8:00 p.m., Monday, Tuesday and Wednesday and from 8:00 a.m. to 5:00 p.m., Thursday and Friday. Classes are in session from 8:00 a.m. to 11:00 p.m., according to course and time selection.

CREDIT FOR PREVIOUS TRAINING

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

REFUND POLICY

All moneys paid by an applicant will be refunded if requested in writing within three business days after signing an enrollment agreement and making an initial payment.

1. Each student is accepted with the understanding that he or she has registered for an entire program of study. If a student is not accepted, all advance moneys will be refunded.
2. If a student is accepted and then withdraws from the course, for any reason, before the class convenes, all moneys shall be refunded, except as prescribed by school policy and in no case shall more than $100 be retained by the school.
3. If the student terminates training within the first week of the course, the school may retain the sum of 10% of the tuition for the course plus $100, but in no event more than $350.
4. If the student terminates training after one week, but within the first 25% of the course, the school may retain the sum of 25% of the tuition for the course plus $100.
5. If the student terminates training after completing more than 25%, but before completing 50% of the course, the school may retain the sum of 50% of the tuition for the course plus $100.
6. If the student completes 50% or more of the course, the student shall not receive any refund as a matter of right, and is obligated for the full tuition.
7. All refunds will be made within 30 days after the last date of attendance.

WITHDRAWAL AND TERMINATION

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

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

In the case of a student's prolonged illness, accident, death in the family, or other circumstances that make it impractical for him/her to complete the course, the school shall make a settlement which is reasonable and fair to both. Leaves of absence may be granted to the student at the director's discretion.

COOPERATING DOCTORS, INSTITUTIONS, AND COMPANIES

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

DOCTORS

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

GROUP PRACTICES

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

CLINICS

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

HOSPITALS

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

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

DATA PROCESSING

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Computer Solutions
Data Processing Service
Data Systems Maintenance
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BOARD OF ADVISORS

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Down State Medical Center
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University of California
San Francisco

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

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

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

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

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

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

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

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

COMPUTER INDUSTRY ADVISORY COUNCIL

Murphy, Douglas L.
National Systems Administrator
Storer Communications

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

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

ASSOCIATE MEMBERS

Marder, Alan M.
Consultants to Industry

Silverman, Robert
Source EDP

MEDICAL ASSISTANT CAREER DESCRIPTION

The Medical Assistant course is a modern course of training providing the requirements of today's physician. The medical assistant receives a broadbased background in the fundamental practice of medicine. He/she is taught the systems of the human body and how they work. Various subjects in theory are studied, and learning is acquired by demonstration and practice.

As the student progresses in the course, he/she learns how to prepare patients for various types of examinations and treatments, how to administer electrocardiograms, operate physiotherapy equipment, obtain and analyze blood and urine samples. Training in medical ethics and professional behavior and etiquette, as well as basic office procedures are given in the course as required elements of the program.

Students attend classes in a specially designed classroom which offers modern equipment. Classes are limited in size to assure each student maximum personal attention. Pleasant companionship is enjoyed by students who share the same interest and purpose.

Today, the physician depends more and more on the medical assistant as a valued adjunct between himself and his patients, to help in many clinical situations, with a great variety of technical detail. The medical assistant's role as public relations agent between the physican and patient is invaluable and well-recognized.

The medical assistant is the doctor's right hand. He/she is prepared for and capable of performing a wide variety of duties. He/she has full comprehension of, and the ability to follow the doctor's instruction accurately.

He/she develops "take charge" proficiency in the office and learns patient-relations, including all office procedures before and after the appointment.

Medical care and its accelerated growth recognizes the need for medical assistants. Qualified medical assistants find no difficulty in pursuing a career in medical offices, hospitals, or clinics. A career as a medical assistant offers a dignified and challenging position, security, and interesting work. It provides an income with prestige, and the knowledge of a meaningful contribution to the welfare and health of the public.

MEDICAL ASSISTANT CURRICULUM

BLOCK A ANATOMY

A comprehensive study of the human body, the structures and functions, endocrine, skeletal, muscular, nervous, digestive, respiratory, cardiovascular, sensory, urinary, male and female reproductive systems. A study of electrocardiography, first aid and cardiopulmonary resuscitation (CPR) and related terminology.

NUMBER	SUBJECT	CLOCK HOURS
M 100	**Orientation** A discussion of school policies; an overview of the profession of medical assisting; tour of the school, introduction of teachers and student council representatives.	5
M 105	**The Body as a Whole** A general overview of the body, including the cells, tissues, membranes, glands, body water, systems, hemeostasis.	5

NUMBER	SUBJECT	CLOCK HOURS
M 110	**The Skeletal System** A study of the types of bones, bone markings, bone structure, ossification, articulation, axial skeleton, appendicular skeleton, and appendicular skeleton, and bone diseases.	15
M 115	**The Muscular System** A study of muscle fiber, muscle contraction, stretching, motor summation. The names of muscles. Diseases of the muscles and related disorders.	15
M 120	**The Cardiovascular System** A study of the heart and blood vessels, including blood pressure, blood flow, circulation and the lymphatic system, cardiovascular and lymphatic diseases.	20
M 125	**Electrocardiography** Preparation of the patient, familiarity and care of the equipment; tracings and markings. Artifacts, recognition of abnormalities, editing and mounting of the tracing. Stress testing, holter monitoring and pacemakers are discussed.	40
M 130	**The Respiratory System** Study includes the nose, pharynx, larynx, trachea, bronchi, lungs, thorax. Chemistry of oxygen and carbon dioxide transport. Respiratory control, normal and abnormal breathing.	15
M 135	**First Aid and C.P.R. Certification** A study of emergency patient care. Care and treatments for abdominal pain, animal bites, stroke, bleeding, burns, seisures or convulsions, fainting, foreign bodies, fractures, heart attacks, insect bites, nose bleeds, poisoning, shock, wounds. Do's and don'ts of first aid. Supplies; CPR certification.	25
M 140	**The Digestive System** A study of the alimentary canal, including the esophagus, stomach, small and large intestines, liver, gall bladder, pancreas. Absorption. Diseases of the digestive system.	15
M 145	**The Nervous System** The study of neurons, the nerve impulse, reflexes, spinal cord, brain, meninges, autonomic nervous system, and diseases of the nervous system.	15
M 150	**The Urinary System** A study of the kidneys, ureters, bladder, urine, and urinary diseases.	10
M 155	**Reproduction** Study of the male and female reproductive systems, the reproductive process, and diseases of the reproductive system.	15

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

BLOCK O MEDICAL ASSISTING ARTS

A study of various duties and office techniques of the paraprofessional in the doctor's office. Telephone techniques, medical records, filing, insurance, and correspondence. Medical radiography. Related terminology.

NUMBER	SUBJECT	CLOCK HOURS
M 200	**Medical Ethics/Jurisprudence** A study of the standards of right and wrong as they relate to medicine and the system of laws as they relate to the medical profession. History of ethics, personal ethics.	10
M 205	**Psychology of Human Relations** A study of personality formation, self and adult socialization, stress, patient fear and public relations.	5
M 210	**Medical Radiography** X-ray physics and the practical aspects of producing x-ray films. Safety precautions. Film processing and darkroom procedures. Positioning and film critique. Routine and special radiographic examinations and procedures. Preparation for state board examination.	50
M 220	**Assisting Arts** The study and practice of vital signs, height and weight; explanation of special diets, physical therapy, clinical procedures and examinations; room techniques for assisting the doctor with patient; physical examinations, draping and positioning, medical instrumentation, pre-operative and post-operative care.	30
M 225	**Pharmacology** The study and practice of injections, care of syringes and needles; the study of drugs and solutions, toxic effects of drug abuse, legal regulations and standard inventory, dosage, prescriptions, emergency drugs, storage, labeling and terminology.	40
M 230	**Specialized Medical Practices** An introduction to the various specialties of medicine (osteopathy, E.N.T., orthopedics, allergy , ophthamology, pediatrics, gynecology, etc.) and the role of the medical assistant in these specialties.	15

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

BLOCK L LABORATORY

Lecture and laboratory experiences in routine tests performed on blood and body fluids by chemical analysis. Venipuncture. Quality control, standard curves, electrolytes, enzymes, and hormones. Various tests performed on blood by chemical analysis, including blood sugar, and cholesterol determinations. Related terminology.

NUMBER	SUBJECT	CLOCK HOURS
M 300	**Introduction to Lab** Students learn to use the microscope, collect specimens and familiarize themselves with various laboratory equipment and supplies. Introduction to venipuncture techniques.	10
M 310	**Bacteriology and Sterilization** A study of the classifications of microorganisms (bacteria, viruses, fungi, rickettsiae). Principles and techniques of sterilization used in a doctor's office.	25
M 315	**Urinalysis** Covers anatomy and physiology of the urinary system in depth; collection of specimens, testing for specific gravity and ph; chemical analysis for glucose, protein, acteone, bilirubin, and blood. Microscopic examination with interpretation of findings.	35
M320	**Hematology** The study of blood and the blood forming organs. Composition and functions of blood. Methods and practice in CBC: RBC, WBC, differentials, hematocrit, sedimentation rate, hemoglobin and coagulation studies.	100
M 325	**Blood Chemistry** Routine blood tests (blood cholesterol, glucose, uric acid) findings and interpretation, normal values.	30
	TOTAL HOURS	**200**

BLOCK I INTERNSHIP

NUMBER	SUBJECT	CLOCK HOURS
M 400	Student is placed in a medical facility where there is an opportunity to observe, assist, learn and perform in an on-the-job setting. Internship is mandatory and must be completed satisfactorily before a diploma is issued. The student's supervisor will confirm the student's attendance and will submit evaluations of performance to the school.	280
	MID-TERM INTERNSHIP MEETING	5
	MEDICAL ASSISTANT REVIEW	5
	FINAL EVALUATION AND PLACEMENT ASSESSMENT	5
	TOTAL HOURS	**295**
	TOTAL MEDICAL ASSISTANT CURRICULUM HOURS	**900**

CERTIFIED NURSE'S ASSISTANT CAREER DESCRIPTION

A nurse's assistant helps the nurses care for patients in a hospital or nursing home. He/she works under the direction and supervision of a registered nurse (R.N.) or licensed practical nurse (L.P.N.). The basic nursing care of patients which a nurse's assistant performs includes taking temperatures, pulses, respirations and blood pressures. The make beds, give baths, and in some cases, feed patients. A nurse's assistant has knowledge of basic nutrition and an understanding of special diets. Because they work in close physical and social contact with patients and co-workers, a nurse's assistant should be energetic, cooperative, dependable, and able to follow instructions with accuracy.

A nurse's assistant may also do private duty work as a home health aide. Many of the duties for this type of employment would be the same as when employed in a hospital.

The work week is usually forty hours; however sometimes it is necessary to work nights, weekends, and holidays. The nurse's assistant makes a meaningful contribution to the welfare and health of the public and is recognized as a valuable part of the medical community.

Successful completion of this course entitles graduate to receive certification by the State of Florida.

CERTIFIED NURSE'S ASSISTANT CURRICULUM

NUMBER	SUBJECT	CLOCK HOURS
N 100	**Orientation** An introduction to the program covering the functions of hospitals and health care professions; what a nurse's assistant does on the job; and ethical, moral and legal responsibilities.	5

NUMBER	SUBJECT	CLOCK HOURS
N 105	**Introduction to the Patient** Discussion of desirable qualities and character traits for the nurse's assistant, including basic human needs, relationships with patients, relationships with visitors, and communication skills (answering the patient call, communicating with patients and others, observing and reporting).	5
N 110	**The Patient Unit** Covers the typical unit, its arrangement, and cleanliness.	5
N 115	**Personal Care of the Patient** Proper methods of oral, skin, and hair care, baths, back rubs, and hand washing.	5
N 120	**Human Anatomy** Covers the structural plan of the body and its systems, the organs of each system and their functions.	15
N 125	**Food Service and Nutrition** Discussion of elements of good nutrition, basic hospital diets (clear liquid, full liquid, soft diet, regular diet) and special diets (low sodium, diabetic).	10
N 130	**Vital Signs · Fluids and Wastes** Proper techniques for taking the patient's temperature, pulse and respirations. How to take a patient's blood pressure, reporting TPR's and blood pressures to the nurse. Measuring a patient's fluid input and output. Cardiopulmonary resuscitation (CPR) certification.	30
N 200	**Clinical Experience** Conducted in a hospital and nursing home facility, includes the following topics: the working environment, care of the patient; bedmaking, food service; comfort and safety measures; taking and reporting vital signs; admission, transfer, and discharge; hot and cold applications; care of surgical patients; isolation techniques; the dying patient.	70
N 205	**Employment Opportunities** Making application for employment, filling out application forms, the personal interview. Employer-employee responsibilities. Resigning from a job, giving notice, writing a letter of resignation.	5
	TOTAL CERTIFIED NURSE'S ASSISTANT CURRICULUM HOURS	**150**

HEALTH CARE SPECIALIST CAREER DESCRIPTION

In addition to receiving Certified Nurse's Assistant status, the health care specialist has the opportunity to explore the health care field in great depth.

The health care specialist helps the nurses care for patients in a hospital or nursing home. He/she works under the direction and supervision of a registered nurse (R.N.) or licensed practical nurse (L.P.N.). The basic nursing care of patients which a health care specialist performs includes taking temperatures, pulses, respirations and blood pressures. They make beds, give baths, and in some cases, feed patients. A health care specialist has knowledge of basic nutrition and an understanding of special diets. Because they work in close physical and social contact with patients and co-workers, a health care specialist should be energetic, cooperative, dependable, and able to follow instructions with accuracy.

A health care specialist may also do private duty work as a home health aide. Many of the duties for this type of employment would be the same as when employed in a hospital.

HEALTH CARE SPECIALIST CURRICULUM

NUMBER	SUBJECT	CLOCK HOURS
HC 100	**Orientation** An introduction to the program covering the functions of hospitals, hospital safety, and health care professionals; what a nurse's assistant does on the job; professional ethics, moral and legal responsibilities.	5
HC 105	**Introduction to the Patient** Discussion of desireable qualities and character traits for the health care specialist, including personal health requirements, patient health requirements, communication with the patient, visitors, and co-workers. Admission, transfer and discharge of the patient.	15
HC 110	**The Patient Unit** Covers the typical patient unit, its arrangement, equipment and supplies, and care of supplies. Various methods of bed-making are discussed and demonstrated.	15
HC 115	**Personal Care of the Patient** Proper methods of patient's personal hygiene, including oral, skin and hair care, baths and showers, elimination, answer the patient's call, and routine daily care procedures. The use of hot and cold applications, care of the orthopedic patient.	15
HC 120	**Human Anatomy and Asepsis** Covers the structural plan of the body and its systems, the organs of each system and their functions. Relates medical asepsis and asepsis techniques to control bacteria and other micro-organisms. Special isolation techniques, hand-washing techniques, infection control and the proper cleaning and storage of equipment are discussed and demonstrated.	25

NUMBER	SUBJECT	CLOCK HOURS
HC 125	**Body Mechanics - Care for Special Types of Patients** Covers proper procedures for moving and lifting patients, the use of restraints and binders, the application of a sling and roller bandages, and prevention of bedsores. Care of the chronically ill patient, the dying patient, children, and convulsive patients.	25
HC 130	**Food Service and Nutrition** Discussions of good nutrition, basic foods, basic hospital diets: clear liquid, full liquid, soft diet, regular diets, special diets; low sodium, low fat, low protein, diabetic diets and diets for patients with ulcers. Proper feeding and serving of the patient is discussed and demonstrated.	10
HC 135	**Cardio-Pulmonary Resuscitation** How to administer CPR; symptoms and types of cardiac arrest.	5
HC 140	**Vital Signs - Fluids and Wastes - Charting** Proper techniques for taking the patient's temperature, pulse and respirations. How to take a patient's blood pressure, reporting TPR's blood pressure and observations to the nurse. Measuring a patient's fluid intake and output and waste. Charting: rules and abbreviations. Specimen collection, enemas, vaginal procedures. Catheter equipment and care, bladder irrigations, I.V. therapy are discussed and practiced.	35
HC 200	**Clinical Experience** Application of classroom skills by supervised experience in a nursing home and a hospital. Students practice their knowledge with the patients and staff of cooperating institutions.	145
HC 205	**Employment Opportunities** Making application for employment, filling out application forms, the personal interview. Employer-employee responsibilities, resigning from a job, giving notice, writing a letter of resignation.	5
	TOTAL HEALTH CARE SPECIALIST CURRICULUM HOURS	**300**

MEDICAL DATA PROCESSING CAREER DESCRIPTION

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

Qualified graduates will be able to further their education through advanced courses in the allied health or computer fields. Medical offices, dental offices, hospitals, clinics, insurance companies, and health maintenance organizations are prime examples of areas in which the successful graduate may find employment.

MEDICAL DATA PROCESSING CURRICULUM

BLOCK 1 ANATOMY

A comprehensive study of the human body, the structures and functions, endocrine, skeletal, muscular, nervous, digestive, respiratory, cardiovascular, sensory, urinary, male and female reproductive systems. A study of electrocardiography, first aid and cardiopulmonary resuscitation (CPR) and related terminology.

NUMBER	SUBJECT	CLOCK HOURS
M 100	**Orientation** A discussion of school policies; an overview of the profession of medical data processing; tour of the school, introduction of teachers and student council representatives.	5
M 105	**The Body as a Whole** A general overview of the body, including the cells, tissues, membranes, glands, body water, systems, hemeostasis.	5
M110	**The Skeletal System** A study of the types of bones, bone markings, bone structure, ossification, articulation, axial skeleton, appendicular skeleton, and bone diseases.	15
M 115	**The Muscular System** A study of muscle fiber, muscle contraction, stretching, motor summation. The names of muscles. Diseases of the muscles and related disorders.	15
M 120	**The Cardiovascular System** A study of the heart and blood vessels, including blood pressure, blood flow, circulation and the lymphatic system, cardiovascular and lymphatic diseases.	20
M 125	**Electrocardiography** Preparation of the patient, familiarity and care of the equipment; tracings and markings. Artifacts, recognition of abnormalities, editing and mounting of the tracing. Stress tests, holter monitoring and pacemakers are discussed.	40

NUMBER	SUBJECT	CLOCK HOURS
M 130	**The Respiratory System** Study includes the nose, pharynx, larynx, trachea, bronchi, lungs, thorax. Chemistry of oxygen and carbon dioxide transport. Respiratory control, normal and abnormal breathing.	15
M 135	**First Aid and C.P.R. Certification** A study of emergency patient care. Care and treatments for abdominal pain, animal bites, stroke, bleeding, burns. Seizures or convulsions, fainting, foreign bodies, fractures, heart attacks, insect bites, nose bleeds, poisoning, shock, wounds. Do's and don'ts of first aid. Supplies; CPR certification.	25
M 140	**The Digestive System** A study of the alimentary canal, including the esophagus, stomach, small and large intestines, liver, gall bladder, pancreas. Absorption. Diseases of the digestive system.	15
M 145	**The Nervous System** The study of neurons, the nerve impulse, reflexes, spinal cord, brain, meninges, autonomic nervous system, and diseases of the nervous system.	15
M 150	**The Urinary System** A study of the kidneys, ureters, bladder, urine, and urinary diseases.	10
M 155	**Reproduction** Study of the male and female reproductive systems, the reproductive process, and diseases of the reproductive system.	15
M 160	**The Endocrine System** The study of the endocrine glands, hormones, and diseases of these glands, including the pituitary, thyroid, parathyroid, adrenal, and the pancreas.	5
M 165	**The Sensory System** The structure and functions of the eye, ear, and skin. Related diseases.	5
	TOTAL HOURS	205

BLOCK 2 LABORATORY

Lecture and laboratory experiences in routine tests performed on blood and body fluids by chemical analysis. Venipuncture. Quality control, standard curves, electrolytes, enzymes, and hormones. Various tests performed on blood by chemical analysis, including blood sugar, and cholesterol determinations. Related terminology.

NUMBER	SUBJECT	CLOCK HOURS
M 300	**Introduction to Lab** Students learn to use the microscope, collect specimens and familiarize themselves with various laboratory equipment and supplies. Introduction to venipuncture techniques.	10
M 310	**Bacteriology and Sterilization** A study of the classification of micro-organisms (bacteria, viruses, fungi, rickettsiae). Principles and techniques of sterilization used in a doctor's office.	25
M 315	**Urinalysis** Covers anatomy and physiology of the urinary system in depth; collection of specimens, testing for specific gravity and ph; chemical analysis for glucose, protein, acetone, bilirubin, and blood. Microscopic examination with interpretation of findings.	35
M 320	**Hematology** The study of blood and the blood forming organs. Composition and functions of blood. Methods and practice in CBC: RBC, WBC, differentials, hematocrit, sedimentation rate, hemoglobin and coagulation studies.	100
M 325	**Blood Chemistry** Routine blood tests (blood cholesterol, glucose, uric acid) findings and interpretation, normal values.	30
	TOTAL HOURS	**200**

BLOCK 3 MICRO-COMPUTER

An introduction to fundamentals of computer operation, including skills necessary for an office, concepts of computers, and **BASIC** language skills.

NUMBER	SUBJECT	CLOCK HOURS
MC 100	**Computer Fundamentals** An overview of the history and concepts of computers. Types of computers; central processing unit, input/output devices, program and data memory, hardware connection , mass storage, floppy disks, hard disks, etc.; software, disk operating systems, multi-tasking, real-time, etc.; elements of data processing.	40
MC 110	**Introduction to Programming Languages** Development of fundamental skills in **BASIC** language and flowcharting, input and output commands, fundamental **BASIC**; statements; logical operators.	40
MC 112	**Data Entry** Additional training to upgrade keyboard skills; understanding the role of data entry within the organization; understanding how to use a standard CRT for keyboard entry of data into a computer; entering business oriented data into CRT device, and building speed and accuracy using the CRT.	40

NUMBER	SUBJECT	CLOCK HOURS
MC 115	**BOOKKEEPING** Fundamentals of bookkeeping; relationship of bookkeeping to the operation of a small business; the accounting equation and double entry system, closing entries, adjustments, worksheet, trial balance.	40
MC 120	**Lab** Computer implementation of **BASIC** and fundamentals.	40
	TOTAL HOURS	**200**

BLOCK 4 MEDICAL ASSISTING ARTS

A study of various duties and office techniques of the paraprofessional in the doctor's office. Telephone techniques, medical records, filing, insurance, and correspondence. Medical radiography. Related terminology.

NUMBER	SUBJECT	CLOCK HOURS
M 200	**Medical Ethics/Jurisprudence** A study of the standards of right and wrong as they relate to medicine and the system of laws as they relate to the medical profession. History of ethics, personal ethics.	10
M 205	**Psychology of Human Relations** A study of personality formation, self and adult socialization, stress, patient fear and public relations.	5
M 210	**Medical Radiography** X-ray physics and the practical aspects of producing x-ray films. Safety precautions. Film processing and darkroom procedures. Positioning and film critique. Routine and special radiographic examinations and procedures. Preparation for state board examination.	50
M 220	**Assisting Arts** The study and practice of vital signs, height and weight; explanation of special diets, physical therapy, clinical procedures and examinations; room techniques for assisting the doctor with the patient; physical examinations, draping and positioning, medical instrumentation, pre-operative and post-operative care.	30
M 225	**Pharmacology** The study and practice of injections, care of syringes and needles; the study of drugs and solutions, toxic effects of drug abuse, legal regulations and standard inventory, dosage, prescriptions, emergency drugs, storage, labeling and terminology.	40
M 230	**Specialized Medical Practices** An introduction to the various specialties of medicine (osteopathy, E.N.T., orthopedics, allergy, ophthamology, pediatrics, gynecology, etc.) and the role of the medical assistant in these specialties.	15

NUMBER	SUBJECT	CLOCK HOURS
M 240	**Medical Office Management** The study of 'Front Office' procedures, including types of insurance (health, government, Medicare, etc.), medical screening, pegboard and processing of these forms. Telephone techniques, keeping patient's medical records, filing, doctor's correspondence and medical terminology.	50
	TOTAL HOURS	**200**
BLOCK 5	**INTERNSHIP OR PROJECT**	
MD 300	The student completes a project in the computer lab or serves an internship in a medical facility.	120
	TOTAL MEDICAL DATA PROCESSING CURRICULUM HOURS	**925**

CARDIOVASCULAR TECHNOLOGIST CAREER DESCRIPTION

The Cardiovascular Technologist program is designed to allow new entrants and experienced professionals to become certified cardiovascular technologists. Success ful graduates of the program will be eligible to take the certification exam offered by the National Alliance of Cardiovascular Technologists after six months of employment in the field.

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

CARDIOVASCULAR TECHNOLOGIST CURRICULUM

NUMBER	SUBJECT	CLOCK HOURS
CV 700	**Orientation** Introduction to electrocardiograph, echocardiograph, and principles of electrical activity of the heart. General survey of responsibilities of the CVT, including patient management, human relations, history, and an overview of medical trends, techniques and equipment.	5
CV 705	**Anatomy and Terminology** The body as a whole: an overview of all systems of the body with particular attention to muscular and cardiovascular systems. The cell, body positions and planes, regions and related terminology.	15

NUMBER	SUBJECT	CLOCK HOURS
CV 710	**Muscular-Skeletal System** A brief description of overall skeletal plan with particular attention to rib cage. Palpation of ribs, as well as practice with model of human skeleton, with attention to the placement of chest leads. Heart muscles, myocardium. Description of four types of muscles with in-depth discussion.	15
CV 715	**Cardiovascular Systems** The structure of the heart conduction system and electrical impulses of the heart. Arterial blood flow, types of coronary deficiencies and abnormalities. Cardiac pathology and related medical terminology. Special attention paid to electrophysiology and the electrical pathways — S A node, A V node, bundle of of His and purkinje network.	40
CV 720	**Medical Ethics and Law** The legal liability of the patient as well as the physician. Tort law, confidentiality, privacy rights.	10
CV 725	**Principles of Electrocardiography and the Electrocardiogram** The cardiac cycle, the QRS complex, P wave and T wave. Types of leads. Types of electrical impulses. Electrocardiograph paper in relation to magnitude of voltage, vertical scale and time (horizontal scale) lead selector standardization stylus and marker button, lead codes.	40
CV 730	**Patient Preparation, Hookups and Leads** Preparation of the electrodes, patient preparation, skin preparation, placement of lead electrodes, skin resistance. Includes special considerations in body mechanics and patient draping. Practical application of principles from initial hook-up to final clean-up, including special patient cases (amputee, neurological disorders, etc.)	15
CV 735	**Artifacts, Identification of Interference Sources** Somatic tremor, baseline shift, A.C. - electrical interference, grounding, point movement, technical error, loose connections, differentiation between artifact and arrhythmias.	10
CV 740	**Electrical Safety and Maintenance** Grounding, electric shock, pacemakers, equipment care and maintenance, proper paper loading, stylus care.	5
CV 745	**Medical Emergencies** A study of emergency patient care. Care and treatments for abdominal pain, animal bites, stroke, bleeding, burns, seizures or convulsions, fainting, foreign bodies, fractures, heart attacks, insect bites, nose bleeds, poisoning, shock, wounds. Do's and don'ts of first aid. Supplies; CPR certification.	25

NUMBER	SUBJECT	CLOCK HOURS
CV 750	**Terminology Review** An intensive terminology indoctrination to serve as a review and to further expand the terminology competence of the student.	15
CV 755	**Arrhythmia Recognition** Rapid rhythms, normal sinus rhythm, sinus bradycardia, sinus tachycardia, sinus arrhythmia, sinus arrest, atrial arrhythmias, premature modal contractions, nodal tachycardia, A V (nodal) block ventricular arrhythmias, bundle branch block.	25
CV 760	**ICU Cardiography** The intensive care unit, recognition of life-threatening arrhythmias, intensive and continuous electrocardiographic monitoring, coronary care unit, causes of myocardial infarction (anterior wall and posterior wall infarction).	15
CV 765	**Emergency Room Cardiography** Understanding the role of the technician in a code situation. The emergency scenario, including a mock emergency room setting. Dealing with the traumatized emergency room patient and the cardiac arrest victim. Pharmacology in a code situation.	20
CV 770	**Portable Cardiography** Applications of the portable EKG unit and machine mechanics. Problems that can arise in a home setting. Introduction to portable EKG recorders in relation to the Holter Monitoring System. In this time a minimum of ten successful EKG's must be taken by the student.	20
CV 800	**Physiology of the Heart** The study of the heart from embryo to adulthood. This inculdes anatomy as well as electrophysical aspect; study of the normal heart as well as the pathology of the heart.	30
CV 805	**Echocardiography** Basic principles, physics, and training with the echo-cardiograph machine. This includes vascular as well as structural anatomy. Flow principle and shunts.	35
CV 810	**General Pathology** Study of pathology that is most related to cardiovascular disease, idiopathic hypertrophic subaortic stenosis, asymmetrical septal hypertrophy, tetralogy of fallot, diabetes mellitus.	30
CV 815	**Nephrology** Renal dysfunction related to pathology or trauma most common in cardiovascular related functions. This study includes hepatic as well as digestive system and acid base balance.	30
CV 820	**Cardiovascular Surgery** The reasons for bypass and vascular surgical repairs due to trauma or disease. Circulatory anatomy is included, with some neuro anatomy.	20

NUMBER	SUBJECT	CLOCK HOURS
CV 825	**Medical History** Introduction to medical history taking and readings that incude signs and symptoms of cardiac related cases.	20
CV 830	**Peripheral Vascular Studies** This includes dobbler and segmental cuffing of the extremeties for occlusion and obstruction; cardiopulmonary including extremity pulses.	20
CV 835	**Cardiopulmonary** Pulmonary function, obstructive and restrictive disease, and degree of interpretation with phrenology and anatomy.	20
CV 840	**Specialized Procedures in Cardiology** The echocardiogram, angiogram and heart catherization, and related pathology. Stress testing, including hookup, proper amount of exercise, stress and time element technique. (Angina pectoris, myocardial infarction). Nuclear medicine.	20
CV 845	**Pacemaker Monitoring** The pacemaker patient, a personality profile, chronic A V conduction disturbances, sinus arrest or S A block, complete A V block. The fixed-rate, demand, atrial triggered and sequential pacemakers. How to recognize the pacemaker patient, how to recognize pacemaker malfunction. Utilization of magnet method for taking EKG with pacemaker shut down.	20
CV 850	**Holter Monitoring Theory** Technique of Holter Scanning — it's application and utilization in cardiology. Single channel exposure, two-channel scanning, computerization key-in, computer terminology, digital presets, time input synchronization rapid scanning, tape maintenance, mounting.	30
CV 855	**Administrative Duties in the EKG Department** Purchasing — principle and application. The importance of quality control. Department image and efficient time management. Private and public insurance and its applications to the cardiology screening and specialized testing, accurate mounting, record keeping, interdepartmental employee relations and supervision principles.	25
CV 860	**EKG and the Post-Surgical Patient** A survey of the most common surgical procedures with special considerations in cardiac monitoring of the surgical patient. The importance of reassurance — supportive, emotional, and clinical recovery.	30
CV 865	**Pharmacology and the Electrocardiogram** The effects of medication on the EKG. Review of the most commonly prescribed prescription and non-prescription drugs — side effects, drug abuse.	30

NUMBER	SUBJECT	CLOCK HOURS
CV 870	**Pathology** Congenital defects (heart murmur, rheumatic fever), congenital tendencies in the pediatric cardiology patient. Overview of cardiac disease, pulmonary complications, arterial and valve deterioration.	50
CV 875	**Lecture Series** A variety of lectures, workshops, and demonstrations by medical experts in the field of echocardiography.	30
CV 880	**CET/CCVT Certification Review** A combination self-study and classroom survey to review all materials and subject relative to available cardiology certification and EKG technology accreditation.	25
CV 875	**Internship** Student is placed in a medical facility where there is an opportunity to observe, assist, learn and perform in an on-the-job setting. Internship is mandatory and must be completed satisfactorily before a student is issued a diploma. The student's supervisor will confirm the student's attendance and will submit evaulations of performance to the school.	280
	TOTAL CARDIOVASCULAR TECHNOLOGIST CURRICULUM HOURS	**1020**

COMPUTER PROGRAMMER CAREER DESCRIPTION

The objective of this program is to provide the student with the skills necessary to be a competent computer programmer trainee so that the student may obtain employment and advance on-the-job through the programming ranks.

COMPUTER PROGRAMMER CURRICULUM

BLOCK 1

NUMBER	SUBJECT	CLOCK HOURS
C 100	**Fundamentals of Computers** This course offers a survey of the concepts of computers. Topics include a review of the history of data processing, devices, and tools. The major areas of concentration cover the central processing unit, input/output devices, control units, main storage, and computer classifications. Number and code systems.	40

NUMBER	SUBJECT	CLOCK HOURS
C 105	**BASIC Programming** An introduction to the **Beginner's All-Purpose Symbolic Instruction Code (BASIC)**. The student writes programs using the interactive **BASIC** language, enters those programs into the computer, and processes them with other computer programs. File concepts are included with an introduction to advanced techniques in data manipulation.	80
C 125	**Introduction to Programming and Logic** Programming techniques and the process of creating effective computer programs are covered. The development of programming logic is discussed using flowcharting tools.	40
C 155	**Computer Lab** The student works on programs and projects under the supervision of the instructor.	40
	TOTAL HOURS	200
BLOCK 2		
C 200	**Computer Math** Math skills are developed through the application of specific principles in a series of practical problems. Some areas covered include percentages, finance charges, depreciation, accounting techniques, and payroll. Numbering systems, calcualtions used in **COBOL** programs.	40
C 205	**Introduction to RPG 2 Programming** The techniques of **RPG 2** are learned and applied to the writing of **RPG 2** computer programs. Advanced concepts, file handling, and special features are covered.	80
C 210	**Management Information Systems (MIS)** The relationships between business applications utilizing the computer and the total business organization are discussed. Exercises and a case study are used to provide the student with a thorough understanding of computerized business applications and **MIS.**	40
C 155	**Computer Lab** The student works on programs and projects under the supervision of the instructor.	40
	TOTAL HOURS	200
BLOCK 3		
C 300	**COBOL Programming 1** The concepts of the **Common Business Oriented Language (COBOL)** are discussed. The course utilizes program techniques associated with the American National Standards **COBOL-74.** The student codes, compiles, handles files, tests, and debugs computer programs to solve various business programs.	80

NUMBER	SUBJECT	CLOCK HOURS
C 305	**Accounting** This course includes the basic structure of accounting, opening a set of books, journal entries, trial balance, financial statements, and closing the books of a business.	40
C 310	**Systems Analysis and Design 1** The concepts and techniques used to design business systems for computers are discussed. Analysis approaches are discussed, such as data gathering, problem identification, solution design, and documentation techniques. File structure with emphasis on development phases. Interaction between files and data bases.	40
C 155	**Computer Lab** The student works on programs and projects under the supervision of the instructor.	40
	TOTAL HOURS	**200**

BLOCK 4

C 400	**COBOL Programming 2** This course is an extension of **COBOL** Programming 1. Advanced program techniques, such as table handling, file handling, subroutines and subprograms, and multiple file usage. Structured concepts are emphasized in program writing.	40
C 4[illegible]	**Business Communications and Management** This course is the study in the area of communication ideas, orally and in writing, including the resume. Organization of material, logical thought, and original and effective presentation are stressed in conjunction with management styles. The role of the manager is discussed. The functions of management-planning, directing, organizing, and controlling are explored.	40
C 410	**Systems Analysis and Design 2** Advanced techinques in the design phase are studied, with emphasis on procedures and project applications.	40
C 415	**Language Seminar** An opportunity for the student to complete a project oriented program utilizing **BASIC** or **RPG 2.** Group projects, conversions, and down-loading from DX-10 to MS/DOS are types of elements students are encouraged to include in his/her programs.	40
C 155	**Computer Lab** The student works on programs and projects under the supervision of the instructor.	40
	TOTAL HOURS	**200**

BLOCK 5

NUMBER	SUBJECT	CLOCK HOURS
C 500	**Project** The student completes an extensive programming project in data processing, incorporating micro-computer application.	120
	TOTAL COMPUTER PROGRAMMING CURRICULUM HOURS	**920**

MICRO-COMPUTER OPERATOR CAREER DESCRIPTION

In order to keep pace with today's technology, knowledge of micro-computers is vital. This course is designed to allow the reasonably diligent student to become proficient in all aspects of micro-computer use so that he/she may obtain employment in business.

To achieve computer literacy, students learn what a computer is, and how it works by using the computer in a methodical way through a well-designed course of instruction. Some of the "hands on" techniques covered are:

> How to operate a computer terminal, typing on a computer, loading a program and running it, using the data entry and word processing capabilities, manipulating data, handling electronic files, printing, calculating, using a computer language and routine service and maintenance.

Lectures in basic bookkeeping, business communication, math and business applications are included so that a more thorough understanding of micro-computer operations may be achieved.

MICRO-COMPUTER OPERATOR CURRICULUM

BLOCK 1

NUMBER	SUBJECT	CLOCK HOURS
MC 100	**Computer Fundamentals** An overview of the history and concepts of computers. Types of computers; central processing unit, input/output devices, program and data memory; hardware connection, mass storage, floppy disks, hard disks, etc.; software, disk operating systems, multi-tasking, real-time, etc.; elements of data processing.	40
MC 110	**Introduction to Programming Languages** Development of fundamental skills in **BASIC** language and flowcharting, input and output commands, fundamental **BASIC** statements; logical operators.	40

NUMBER	SUBJECT	CLOCK HOURS
MC 112	**Data Entry** Additional training to upgrade keyboard skills; understanding the role of data entry within the organization; understanding how to use a standard CRT for keyboard entry of data into a computer; entering business oriented data into CRT device, and building speed and accuracy using the CRT.	40
MC 115	**Bookkeeping** Fundamentals of bookkeeping; relationship of bookkeeping to the operation of a small business; the accounting equation and double entry system, closing entries, adjustments, worksheet, trial balance.	40
MC 120	**Lab** Computer implementation of **BASIC** and fundamentals.	40
	TOTAL HOURS	**200**

BLOCK 2

MC 200	**Business Math** Review of basic arithmetic skills, fundamentals of business math, percentages and fractions, elementary algebra.	40
MC 205	**Operating Systems/Micro-Computer Technology** Concepts of disk operating systems with special emphasis on MS/DOS. Comparisons with other operating systems and hardware. Proper backup procedures; copy commands; checking disk format; copying. The systems analysis approach in software.Utilities and operating procedures; documentation, general discussion of "off the shelf" software applications.	40
MC 210	**Business Communication and General Office Management** Ethics, conduct, office and telephone etiquette, protocol, dress codes, leadership development; career development, comparison and contrast of micro-computer careers. General management procedures and theory; how to write memos and reports, letter composition, general office communications, resumes.	40
MC 215	**dBASE II** An introduction to data base management systems, including full-screen editing commands, indexed and non-indexed files, and report generation. Various **dBASE** programs are written to emphasize the use of data base management systems in a business environment.	40
MC 220	**Lab** Computer implementation of **dBASE II** and operating systems/micro-computer technology.	40
	TOTAL HOURS	**200**

BLOCK 3

NUMBER	SUBJECT	CLOCK HOURS
MC 300	**Word Processing** The concepts of word processing (creating, retrieving, editing and printing text). Merging variable information with documents.	40
MC 305	**Word Processing Lab** Computer implementation of word processing concepts and techniques.	40
MC 310	**Business Applications** Function and support; standard business applications; systems, database, flow, life stream, converting to computer systems from manual systems; accounts payable, mainstream and flow control. Creation of sequential and random files.	40
MC 315	**Spreadsheet Analysis** Preparation of reports using the micro-computer as an electronic worksheet, eliminating the use of a calculator. Projects include: sales, cost and profit projection; checkbook reconcilliation and budget analysis.	40
MC 320	**Lab** Computer implementation of **dBASE II.**	40
	TOTAL HOURS	**200**

BLOCK 4

MC 400	**Internship or Project** The student completes an internship in a computer facility or a project in the computer lab.	120
	TOTAL MICRO-COMPUTER OPERATOR CURRICULUM HOURS	**720**

DATA ENTRY OPERATOR CAREER DESCRIPTION

This course is designed to upgrade keyboarding skills. After completion, the student is able to: understand the role of data entry within the organization; understand how to use a standard CRT for keyboard entry of data into a computer; enter business oriented data into the CRT device; and build speed and accuracy using the CRT. The course uses a self-paced method to introduce typing skills or increase speed and accuracy of existing skills.

DATA ENTRY OPERATOR CURRICULUM OUTLINE

A. DATA ENTRY CONCEPTS

1. Data Processing Department Organization
- A. Management
- B. Systems
- C. Programming
- D. Operations

2. Data Entry Devices
- A. History of Devices
- B. Key to Tape Devices
- C. Key to Disk Devices
- D. Key to Diskette Devices
- E. Online Data Entry Devices

3. Employment as a Data Entry Operator
- A. Data Entry Supervisor
- B. Lead Operators
- C. Data Entry Operators

4. The Processing of Data
- A. Source Document
- B. Data Processing Cycle
- C. Data Control

5. Terminology

B. DATA ENTRY EXERCISES	CLOCK HOURS
Exercise No. 1 - Numeric Data Entry	4
Exercise No. 2. - Payroll	4
Exercise No. 3 - Sales Analysis	4
Exercise No. 4 - Mailing Lists	4
Exercise No. 5 - Account Receivable	4
Exercise No. 6 - Statistical Data	4
Exercise No. 7 - Accounts Payable	4
Exercise No. 8 - Employee Maintenance	4
Exercise No. 9 - Accounting Journal Entries	4
Exercise No. 10 - Computer Programs - COBOL, BASIC	4
TOTAL DATA ENTRY OPERATOR CURRICULUM HOURS	**40**

STUDENT RULES AND REGULATIONS

Students must attend all classes regularly and arrive punctually. In the event of illness or inability to attend, the student must notify the school in writing, presenting a valid and verifiable excuse. In the event of tardiness, the student must report to the office prior to entering class. Students attending class must remain in class until dismissed by the instructor. Students must be back in class punctually after all breaks and lunch periods. Students may be suspended when excused absences and lateness constitute more than 20% of total class hours. Students may appeal the suspension within within 72 hours. Upon readmission to class, the student must make up lost instruction time to the satisfaction of the instructional staff. In the absence of an appeal, the student shall be considered terminated. Habitual tardiness shall be cause for termination of the student.

The student lounge at North Miami Beach is available at specified lunch and break periods. This is the only area in which students may have food or beverages. Students who wish to smoke may do so within the confines of the student lounge or restrooms. Smoking will not be allowed in any other area of the school building.

A public telephone is available immediately outside the building for use of the students. Telephones in the school are for school use only. Students are not allowed to make calls on these phones. Incoming calls for students will be accepted on these phones only in cases of extreme emergency.

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

Students will be responsible and pay for all property destroyed or damaged, with or without intent. Intentional defacing, damaging or destruction by any student will result in immediate expulsion and contract termination without recourse or appeal.

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

All Allied Health students will wear uniforms for every class session. It is the student's responsibility to keep these uniforms laundered and clean at all times.

Students who are training as health paraprofessionals are expected to maintain a high standard of personal cleanliness and grooming. All clothing must be clean and neat. Hair should be neatly combed. Male students must be clean shaven or beards and mustaches neatly trimmed.

All students must keep their work areas clean. Class will be dismissed only after the room has been inspected.

Failure to cooperate with school rules and regulations will be considered reasons for student expulsion.

STATEMENT OF OWNERSHIP AND BOARD OF DIRECTORS

Martin Knobel, *President/Owner* **Rickie Knobel,** *Secretary/Treasurer/Owner*

Mark Knobel, *Vice-President* **David Knobel,** *Vice- President*

FOUNDED IN FEBRUARY, 1977

ADMINISTRATION

Martin Knobel, B. Ed., M.S. ..... *Director*
University of Miami
Barry University

Rickie Knobel ..... *Treasurer*
University of Miami

Mark Knobel, B.A. ..... *Director-Hialeah*
Queens College
University of South Florida

David Knobel, A.A. ..... *Director of Admissions*
Broward Community College

Carol Kearney, B.S. ..... *Dean*
Indiana University of Pennsylvania

Amelia Holaway, A.A. ..... *Financial Aid Officer*
Broward Community College
Florida Atlantic University

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

Monica Mendoza ..... *Office Manager-Hialeah*

Norma Negron ..... *Director of Placement*
City College of New York
Broward Community College

Ileana Suarez, B.A. ..... *Assistant Director-Hialeah*
University of Miami

Michael Wernon, B.A. ..... *Associate Director of Financial Aid*
University of Miami
University of Florida

FACULTY

Dr. Baron D. Beck
Central Eastern University
College of Medicine
University of South Florida
Southern Hypnosis Institute

Thomas Benthin, B.S., M.A.
Ball State University
Allegheny College
College of William and Mary
University of Richmond

Nancy Chislak
Broward Community College
University of Southern Mississippi
University of New Orleans

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

Nahum Frenkel, M.S.
American International University

Richard Goldberger, L.P.N.
Maria College
Hudson Valley Community College

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

Margie Leverson, R.N.
Broward Community College

Jessica I. Maher, B.S., M.T.
Long Island University
University of Miami
Central Michigan University

Dr. Mario Mendez
Technological Institute of
Santo Domingo Medical School
University of South Florida

Dr. Federico Miethe
University of La Laguna
Medical School
University of Miami
National School of Technology

Agnes Ross, R.N., B.S.
St. Joseph Hospital School of Nursing
Duquesne Unversity
St. Thomas University

Dr. Jose Suarez
CCNY (Hunter)
U.C.E. University Medical School
Cetec University Medical School

Frances Tinker, M.T., R.E.M.T., C.M.A.
Florida College of Medical Technology
Miami-Dade Community College

Rosanne Toro
Downstate Hospital

Lowell Tom Williams, B.B.A., M. Ed.
University of Arkansas
Southern State College

Howard Wolf, B.B.A.
University of Miami

STAFF

Sandra Alpiste ..... *Receptionist-Hialeah*
Nairi Bostanian, A.A. ..... *Assistant Bookkeeper*
Yolanda Cabrera ..... *Data Entry Operator*
Kendrick Collie ..... *Admissions*
Patrice Corley ..... *Receptionist*
Gloria Dowling ..... *Community Services*
Larry James Gilbert ..... *Admissions*
Shirley Ann Jacobs ..... *School Secretary*
Diane Kessler ..... *Financial Aid Advisor*
Margaret Rudolph, R.N. ..... *Assistant to Dean*
Linda Ruiz, C.D.A. ..... *Admissions*
Steven Stone, B.A. ..... *Placement*
Leah Uriel, A.S., M.L.T. ..... *Admissions-Hialeah*
Bobbye-Rose Wilson, C.M.A., R.M.A., C.R.T. ..... *Student Services*

SCHEDULE OF HOURS - TUITION AND FEES

DAY CLASSES - MONDAY THRU FRIDAY

COURSE	HOURS	WEEKS/MONTH	TUITION & FEES
Medical Assistant	8 - 1	8 Months	$3495
Medical Data Processing	8 - 1	9 Months	4295
Cardiovascular Technologist	8 - 1	10 Months	4495
Computer Programmer	8 - 1	9 Months	4395
Micro-Computer Operator	8 - 1	7 Months	3445
Data Entry Operator	1:00 - 3:00 or 3:30 - 5:30	10 Weeks	495
Health Care Specialist	8 - 1	3 Months	1445

EVENING CLASSES - MONDAY THRU WEDNESDAY

Medical Assistant	6 - 11	11 Months	$3495
Medical Data Processing	6 - 11	14 Months	4295
Certified Nurse's Assistant	6 - 10:10	12 Weeks	545
Computer Programmer	6 - 11	14 Months	4395
Micro-Computer Operator	6 - 11	10 Months	3445
Cardiovascular Technologist	6 - 11	16 Months	4495

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

All students are required to purchase a photo identification badge. The cost of this badge is $2.00