



**SOUTHERNTECH.EDU**



# 2014-2015 CATALOG

**EFFECTIVE SEPTEMBER 2, 2014**

# **SOUTHERN TECHNICAL COLLEGE 2014-2015 CATALOG**

**"A JOB IS WHAT YOU DO WITH YOUR DAY.  
A CAREER IS WHAT YOU DO WITH YOUR LIFE."**

*This Catalog and any addendum produced subsequent hereto is an official publication of Southern Technical College and is subject to revision at any time. The College reserves the right to increase tuition and fees, withdraw or revise any course, program of study, provision or requirement described within the Catalog at any time and without prior notice. Students should read carefully and understand fully the policies, rules and regulations contained herein. Ignorance or lack of familiarity with the information does not serve as an excuse for noncompliance.*

Effective August 2014

## 2014 ACADEMIC CALENDAR\*

January 6, 2014 January 20	<b>Winter Quarter Begins</b> Martin Luther King Jr. Day, No Classes, College Closed
February 17	Presidents Day, No Classes (Faculty In-Service Day)
February 18 + March 24	Mini-term Begins Winter Quarter Ends
March 31, 2014 April 18	<b>Spring Quarter Begins</b> Good Friday, No Classes, College Open for Faculty & Staff
May 12+ May 26	Mini-term Begins Memorial Day, No Classes, College Closed
June 12	Graduation Ceremony (Tampa)
June 13	Graduation Ceremony (Port Charlotte)
June 14	Graduation Ceremony (Fort Myers and Bonita)
June 14 June 16	Spring Quarter Ends Mini-term make up day (for Memorial Day)
June 23, 2014 July 4	<b>Summer Quarter Begins</b> Independence Day, No Classes, College Closed
August 4+ September 1	Mini-term Begins Labor Day, No Classes, College Closed
September 6 September 8	Summer Quarter Ends Mini term make up day (for Labor Day)
September 29, 2014	<b>Fall Quarter Begins</b>
November 10+	Mini-term Begins
November 27 – November 30	Thanksgiving Observance, No Classes
December 13 December 15	Fall Quarter Ends Mini term make up day (for Veterans Day)

## 2015 ACADEMIC CALENDAR\*

January 12, 2015	<b>Winter Quarter Begins</b>
February 23 + March 30	Mini-term Begins Winter Quarter Ends
April 6, 2015	<b>Spring Quarter Begins</b>
May 18+ May 25	Mini-term Begins Memorial Day, No Classes, College Closed
TBA	Graduation Ceremony (Tampa)
TBA	Graduation Ceremony (Port Charlotte)
TBA	Graduation Ceremony (Fort Myers and Bonita)
June 20	Spring Quarter Ends
June 29, 2015 July 3-4	<b>Summer Quarter Begins</b> Independence Day, No Classes, College Closed
August 10+ September 7	Mini-term Begins Labor Day, No Classes, College Closed
September 12	Summer Quarter Ends
September 28, 2015	<b>Fall Quarter Begins</b>
November 9+	Mini-term Begins
November 26 – November 29	Thanksgiving Observance, No Classes
December 12	Fall Quarter Ends

+ Registration Begins

\*All Dates are Tentative and Subject to Change without Notice

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# GENERAL INFORMATION

## PHILOSOPHY

Southern Technical College recognizes the ever-increasing need for post-secondary education and strives to provide an environment for individuals to pursue their educational goals through career-focused training. The College is committed to providing an equal opportunity educational environment conducive to lifelong learning; where individuals can acquire knowledge, build skills, and develop attitudes that will help prepare them for rewarding careers.

## HISTORY

Southern Technical College West Coast campuses were originally founded in 1974 as the Lehigh school of Business. The school name was changed to the Fort Myers Business Academy in 1982. On June 29, 1995, the school was acquired by the International College Foundation, Inc. of Largo, Florida. Junior College accreditation was granted by ACICS on April 25, 1997, and the College received approval for its first branch campus in Tampa in the spring of 2000. International College Foundation, Inc. officially became Compass Rose Foundation, Inc., on January 3, 2002. The College was granted Senior College status in December 2005 and began offering Bachelor's Degrees shortly thereafter. In March of 2008, the College received approval for another branch campus in Port Charlotte, Florida and a Learning Site to the Fort Myers campus in Estero, Florida. SFC Acquisition Corporation, a private Florida corporation, acquired the College on November 2, 2009. The Estero Learning site was also moved to a new location in Bonita Springs, Florida. On April 2, 2014, Southern Technical College Suncoast LLC, acquired the Southern Technical College campuses and changed the name of the College to Southern Technical College.

## MISSION STATEMENT

The mission of Southern Technical College is to provide education and training in a variety of medical and technical areas that enable graduates to obtain entry-level employment.

## OBJECTIVES

The objectives of Southern Technical College are:

- To encourage the student's intellectual pursuits and meet the business and technology demands of the economy.
- To prepare men and women for entry level positions in various medical and technical fields.
- To provide a highly qualified faculty and staff to meet the needs of the student body.

## LICENSURE

The College locations are all licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

## ACCREDITATION

Southern Technical College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award bachelor's degrees, associate degrees, certificates and diplomas. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS may be contacted at 750 First Street NE, Suite 980, Washington, DC 20002-4241.

The Associate Degrees in Surgical Technician and Medical Assistant at the Fort Myers, Tampa, and Port Charlotte campuses are also accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314, N. Falls Church, Virginia 22043. 703-917-9503.

The Health Information Management Associate Degree program at the Fort Myers campus is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N. Michigan Avenue 21st Floor, Chicago, IL 60601. 312-233-1129.

## LEGAL OWNERSHIP / GOVERNING BODY

Southern Technical Institute Suncoast, LLC is a privately held Florida corporation doing business as Southern Technical College. The College's governing board is the Board of Directors, located at 3490 N. Dean Road, Orlando, Florida 32817. The telephone number is 407-671-9922. The Members of the Board of Directors are:

Mr. Matthew E. Gormly III  
Mr. Daniel L. Black  
Mr. Pedro De Guzman

Mr. Daniel M. Kortick  
Mr. Craig B. Klosk

## Administration

Mr. Pedro C. De Guzman.....Chief Executive Officer  
Mr. Christopher Abel .....Chief Financial Officer/Sr. Vice President  
Mr. Mike Rhodes .....Sr. Vice President, Admissions  
Mr. Richard Bennett .....Sr. Vice President, Financial Aid  
Dr. Iliá Matos.....Sr. Vice President, Academic Affairs  
Mr. Sandeep Kaup.....Vice President, Marketing  
Dr. Lori Moran .....Vice President, Operations  
Ms Laura Selvey .....Vice President, Student Financial Services  
Ms. Andrea Mitchell.....Group Director of Career Services  
Mr. Angelo Thompson .....Executive Director, Tampa  
Mr. James Jones.....Executive Director, Bonita Springs  
Mr. Ken Reynolds .....Executive Director, Port Charlotte  
Ms. Patti Dennis .....Executive Director, Ft. Myers

## INSTITUTIONAL MEMBERSHIPS AND AFFILIATIONS

American Association of Medical Assistants  
Association of Information Technology Professionals, AORN Inc.  
Bonita Springs Chamber of Commerce  
Career College Foundation  
Chamber of Southwest Florida  
CompTIA Authorized Academy Partner  
Florida Association of Collegiate Registrars and Admissions Officers  
Florida Association of Post-Secondary Schools and Colleges  
Foundation for Lee County Schools  
Greater Brandon Chamber of Commerce  
Greater Fort Myers Chamber of Commerce  
Greater Cape Coral Chamber of Commerce  
Greater Hispanic Chamber of Commerce  
Help Desk Institute (HDI)  
International Society for Ethics and Information Technology  
Imagine America Foundation  
Library Information Resources Network  
Microsoft Information Technology Academy  
National Association of College and University Business Officers  
National Association of Legal Assistants (NALA)  
National Association of Student Financial Aid Administrators  
National Center for Competency Testing  
Southwest Florida Library Network

# LOCATIONS AND HOURS OF OPERATION

## FORT MYERS CAMPUS

The campus in Fort Myers is conveniently located off Colonial Boulevard with easy access from Interstate 75 and U.S. 41. This waterfront city is located on the banks of the Caloosahatchee River in Southwest Florida and provides an abundance of educational, historic and cultural opportunities. Within a short drive from the College, students will find shopping, restaurants, and a variety of attractions, including the Edison-Ford Winter Estates, the Imaginarium, Southwest Florida Museum of History and the Harborside Event Center. Public transportation is readily available and on-campus parking is free.

The campus in Fort Myers, located 1685 Medical Lane, contains academic and administrative functions, faculty offices, classrooms and laboratories, and a Learning Resource Center for library research, quiet study, internet access and recreational reading. The Academic Success Center (ASC) is available to assist students with study skills, projects and a variety of other academic support functions including tutorial assistance. The ASC is open to all students and provides a place to study or seek assistance. The administrative areas contain offices that support student finance, admissions, the registrar's office, business office, career services, academic affairs, student services, and the campus Executive Director's office.

## BONITA SPRINGS LEARNING SITE

The Bonita Springs Learning Site is located at 24311 Walden Center Drive Suite 100, Bonita Springs Florida, 34134. Within a short drive from the College, students will find shopping and restaurants. There is ready access to Interstate 75; the Fort Myers campus is less than 20 minutes away.

The learning site contains two multi-purpose classrooms, two computer laboratories, a design center with design and drafting tables, as well as a sample room containing an assortment of fabrics, wall coverings, paint chips, finishes, together with a testing center, learning resource center, a break area and academic and administrative office space. Most administrative and student services here are managed from the campus in Fort Myers.

## PORT CHARLOTTE CAMPUS

The campus in Port Charlotte is conveniently located inside the Grand Oaks Plaza II at 950 Tamiami Trail, Suite 109, Port Charlotte, Florida 33953. There is ready access to U.S. 41 and Interstate 75. The campus offers a variety of programs and contains many classrooms, one of which is a dedicated surgical suite and another which is a dedicated medical assistant laboratory. The facility contains a Learning Resource Center, faculty and administrative offices, and a portable computer laboratory.

## TAMPA CAMPUS

The campus in Tampa is centrally located in Sabal Business Park, near the intersection of Interstate 75 and I-4 at 3910 Riga Boulevard, Tampa, Florida 33619. The 30,000 square foot campus is located on a beautiful, wooded 10-acre tract with lake views. This bay front city is rich in history and culture, and provides an array of shopping, dining and entertainment opportunities. Just a short drive from the campus, students can enjoy the ethnicity of Ybor City, the excitement of multiple professional athletic teams and other sports venues, and the enjoyment of Busch Gardens. Free on-campus parking is available.

The campus in Tampa has five fully equipped computer classrooms and a practical laboratory where students design, build and test computers and networks. The Design Studies department has an Apple classroom featuring iMac computers with flat plasma screen monitors. Non-technology classes are conducted in one of ten lecture classrooms. Students have access to a complete Learning Resource Center, featuring computer workstations, books and periodicals. The campus also contains an Academic Success Center (ASC) designed to provide students with academic support, tutorial assistance and general academic guidance. The center is open to all students.

# ADMISSIONS INFORMATION

## ADMISSIONS CRITERIA

Individuals seeking admission into the College are required to meet with an Admissions Representative who will guide them through the admissions process to include: completing an application, enrollment agreement for admission, and student code of professional conduct.

- Applicants must be a graduate from a recognized high school and have earned a **standard** high school diploma or have successfully completed equivalent education as certified by the state Department of Education (i.e., a GED). Applicants will be required to provide proof of graduation/GED. **Special diplomas or certificates of completion are not acceptable.**
- The following documents are valid proof of graduation: copy of high school diploma or GED certificate; official or unofficial high school or GED transcripts; signed affidavit of successful home school completion; letter from Board of Education stating student graduated (for home school students); official college transcripts listing high school name/GED information or official college transcripts providing evidence of an Associate's Degree or its equivalent credits (Southern Technical College transcripts may not be used as proof of High school graduation), 60 semester credits or 96 quarter credits; copy of form DD 214 (Certificate of Release or Discharge from Active Duty) with graduate status.
- Students submitting proof of graduation in a foreign language must also provide an equivalency evaluation by a **recognized** evaluation service. Diplomas and transcripts from foreign institutions must be translated and evaluated by an agency recognized by the National Association of Credential Evaluation Services, Inc. ([www.naces.org](http://www.naces.org)).
- Students with college level credit from a regionally or nationally accredited institution may apply to have credits transferred to Southern Technical College. Students seeking transfer credit must have an official transcript of their prior work mailed directly to the Registrar within the first full term of enrollment.
- After the initial meeting with an Admissions Representative, the applicant will be given a placement assessment that is used by the College prior to enrollment to assist with class scheduling.
- International applicants will be given a language assessment to determine whether or not their English skills are sufficient to successfully pursue study at the College level.



## GENERAL ENTRANCE REQUIREMENTS:

Program Transfers to a new Credential Level - Students who wish to transfer from an associate level degree program to one of the bachelor level degree programs listed below are required to maintain the corresponding minimum GPA. Only grades of "C" or above in core classes are transferrable.

Bachelor's Degree Program	GPA Requirement
Accounting	2.50
Cyber Technology and Security Systems	2.25
Elementary Education	2.75
Healthcare Administration	2.25
Information Technology Systems	2.25
Management	2.00
Public Service Administration	2.25

## Wonderlic Basic Skills Assessment

The Wonderlic Basic Skills assessment evaluates incoming students' verbal (English) and quantitative (math) skill levels. Applicants to the following programs must take and pass the required assessment examinations: B.S Elementary Education, A.S. Surgical Technician, A.S. Diagnostic Medical Sonography, A.S. Medical Lab Technician. Applicants, unless they are exempt for one of the reasons stated below, will take the Wonderlic Basic Skills Assessment during the admissions process.

Students applying to the Surgical Technician program are only required to take and pass the English assessment examination.

Additionally, students with an earned degree, diploma, or certificate from an institution whose accreditation is recognized by the U.S. Department of Education are not required to take the assessment if they have successfully completed (grade of "C" or better) courses in college-level English and college-level math. The student must provide documentation (transcript) prior to being admitted to the College. The assessment will be administered if the student did not successfully complete college-level English or college-level math as part of this degree.

## Scoring of the Wonderlic Basic Skills Assessment

<b>Quantitative (Math)</b>	<b>College Math/ MAT0012</b>
	250 minimum score
<b>Verbal (English)</b>	<b>English Composition ENC1101</b>
	250 minimum score

## Assessment Re-take Policy

If an applicant does not successfully meet the requirements for the minimum required scores for entry into the College, he or she may re-take the Wonderlic Assessment. The guidelines for re-taking the assessment are as follows:

- The second attempt (first re-take) may be taken after 4 hours of tutoring has been completed in Academic Success Center (ASC)
- The third attempt (second re-take) may be taken after 30 days have passed since the second attempt and an additional 4 hours of tutoring have been completed in the ASC
- The fourth attempt (third re-take): may be taken after 12 months have passed since the third attempt

## Re-entry Students

Students who have previously taken the Wonderlic Basic Skills assessment within the past 12 months do not need to retake the assessment. If students have previously passed STC classes in any area measured by the instrument, they do not have to take that portion of the assessment. All other re-entry students must take the assessment. Students re-entering into the Nursing program will be required to complete another background investigation, drug test, and titer test if it has been longer than 12 months since their original background/testing date.

## SAT/ACT Scores

Students who provide proof of completing a SAT or ACT test may be excluded from Wonderlic Basic Skills Assessment under the following conditions (Please note, the English score is an average of the student's Reading and Writing score):

	Math	English (Reading and Writing)
<b>SAT</b>	400 or above	400 or above
<b>ACT</b>	21 or above	21 or above

## Specific Program Entrance Requirements

In addition to the general entrance requirements stated above, applicants to the following programs of study must also meet the additional criteria outlined below:

### Bachelor's Degrees:

**Accounting** – Students who seek to enroll from another program are required to have earned a minimum GPA of 2.50 in core classes. Students within the program must maintain an average of 2.50 GPA and earn a grade of "C" or better in core accounting courses to remain in the program. Students who do not meet this academic requirement will be counseled into another program.

**Cyber Technology and Security Systems** – Students who seek to enroll from another program are required to have earned a minimum GPA of 2.25 in core classes.

**Elementary Education** – Applicants who seek to enroll in the Bachelor of Science degree program in Elementary Education must score a 250 or above on the Verbal (English) portion and a score of 250 or above on the Quantitative (Math) portions of the Wonderlic Basic Skills Assessment on their first attempt. In addition to the general requirements for admission into the College, applicants seeking to enroll in a Bachelor of Science degree in Elementary Education are required to demonstrate the ability to pass the General Knowledge Test for the Florida Teacher Certification Exam (FTCE) prior to admission. In order to graduate from the program, students must pass the Professional and Subject areas of the Florida Teacher Certification Examination. Students must pass the General Knowledge Test by the end of their second term. Students who are unsuccessful in completing this requirement will be counseled into another program.

Students who transfer into the program including those who have earned an Associate's Degree in Education must formally take the General Knowledge Test prior to admission and present their test scores. In addition, students who seek to enroll from another program are required to have earned a minimum GPA of 2.75 in core classes and must have earned a grade of "C" or better in core classes. Students within the program must also maintain a GPA of 2.75 in core classes and earn a grade of "C" or better in core classes. Students who do not meet this academic requirement will be counseled into another program.

**Health Care Administration** – Students who seek to enroll from another program are required to have earned a minimum GPA of 2.25 in core classes.

**Information Technology and Security Systems** – Students who seek to enroll from another program are required to have earned a minimum GPA of 2.25 in core classes.

**Management** – Students who seek to enroll from another program are required to have earned a minimum GPA of 2.00 in core classes.

**Public Service Administration** – Students who seek to enroll from another program are required to have earned a minimum GPA of 2.25 in core classes.

## Associate's Degrees:

**Diagnostic Medical Sonography (DMS)** – Applicants who seek to enroll in the DMS Degree Program must score a 250 or above on the Verbal (English) portion and a score of 250 or above on the Quantitative (Math) portions of the Wonderlic Basic Skills Assessment. Students in the Diagnostic Medical Sonography program must maintain a minimum GPA of 2.75 in their core classes. Students may not earn a grade lower than “C” in core courses. Students who earn more than 3 “C” grades in core classes will not be allowed to continue their enrollment in program. Students who transfer into the program must have a GPA of 2.50 or above in core classes. In addition, students who seek to enroll must complete an Interview with the Program Manager prior to acceptance into the program.

**Health Information Management** – Students who seek to enroll from another program are required to have earned a minimum GPA of 2.25. Students enrolled in the program must maintain an overall GPA of 2.25 to remain in the program. If a grade below “C” is earned within core courses, students will be required to retake the course. Students who are enrolled within the online program are expected to complete the Professional Practicum Experience at an approved clinical facility.

**Medical Laboratory Technician** – Applicants who seek to enroll in the Medical Laboratory Technician Degree Program must score a 250 or above on the Verbal (English) portion and a score of 250 or above on the Quantitative (Math) portions of the Wonderlic Basic Skills Assessment. A student who seeks to enroll from another program of study is required to have a minimum cumulative GPA of 2.50. Students enrolled in the program must maintain a GPA of 2.75 in core classes. Students may not earn more than three grades of “C” within their core curriculum to remain in the program.

### Applicants for the Associate's Degree in Nursing Program Offered at the Tampa and Fort Myers Campuses

Applicants must submit official high school transcripts or GED certificate prior to orientation and achieve a passing score on the HESI examination.

Applicants who seek to enroll in the program must also meet the following criteria:

- Must be 18 years of age prior to program start date
- Completion of the HESI Assessment with a minimum score of 75% in English composite and 75% in Math
- A completed application/enrollment agreement
- Interview with the Nursing Department Director or designee
- Applicants must provide official transcripts for high school/GED (prior to orientation)
- Meet with an Admissions Representative

Prior to starting the second term, students in the Nursing program are required to provide the following information to the College:

- Physical examination
- Proof of a negative 2-step PPD or documentation of positive PPD and negative chest x-ray
- Proof of hepatitis B vaccination or a statement refusing the vaccination
- Proof of health insurance

### HESI Exam Re-take Policy

If an applicant does not successfully meet the requirements for the minimum required scores for entry into the Nursing program, the applicant may re-take the HESI Exam:

- After a one-week period has passed and necessary tutoring has been completed (as documented by the Academic Success Center).
- If an applicant's score is 75 or above, he or she must only re-take the portion of the test that was not passed.

If the applicant fails the retest, the applicant must wait 90 days from initial test date to retake the test (or portion of the test that was not successfully passed).

If the applicant does not successfully complete the test on the third attempt, he or she must wait 12 months to retake. (A full assessment will need to be taken after the 12-month period has passed).

**Surgical Technology** – Applicants who seek to enroll in this program must have a score of 250 or above on the Verbal (English) portion of the Wonderlic Basic Skills assessment. Students enrolled in the program must maintain a GPA of 2.75 in core classes. Students may not earn more than three grades of “C” within their core curriculum to remain in the program. Students who transfer into the program must have a grade of “B” or above in the core curriculum.

## INTERNATIONAL STUDENTS

International students must take the ESL COMPASS assessment prior to the College issuing them an I-20 from our institution. TOEFL scores may be substituted for the ESL COMPASS assessment.

Southern Technical College is authorized under Federal law to enroll foreign students. In addition to the admissions requirements listed previously, international applicants must 1) provide a properly completed and signed Affidavit of Financial Support, 2) satisfy all current INS requirements for issuance of a Form I-20, Certificate of Eligibility for Nonimmigrant Student Status, and 3) demonstrate English language proficiency by achieving a minimum score on either the TOEFL or the institutionally administered ESL COMPASS Assessment (see table below).

Diplomas and transcripts from foreign institutions must be translated and evaluated by an agency recognized by the National Association of Credential Evaluation Services, Inc. ([www.naces.org](http://www.naces.org)).

## TOEFL SCORES

### Minimum Score Required

	TOEFL Paper	TOEFL Computer	TOEFL Internet	COMPASS ESL
<b>Listening</b>	50	17	16	Level 3
<b>Reading</b>	50	17	16	Level 3
<b>Speaking</b>			16	
<b>Writing</b>	50	17	16	Level 3

## COMPASS/ESL Scores

Students who score “2s” or a mixture of “2s” and higher scores (i.e. “3s” or “4s”) on the ESL assessment will be placed in ENC1101 and College Success in their first term at STC. They will also be required to spend four hours per week in the ASC developing their English language skills. There will be no exceptions to this requirement.

Students who pass the ESL assessment (level 3s and 4s) will take the full COMPASS assessment (math and writing). Students who score “2s” or a mixture of “2s” and higher scores (i.e. “3s” or “4s”) on the ESL assessment of the COMPASS instrument will take the math portion only.

The ESL learner described above will receive additional support in their second term through the ASC. Such students will be scheduled into the ASC for four hours of support each week. The intent is to support the students as they begin to take core classes and to provide the assistance needed to be successful at STC.

<b>ESL Reading</b>	<b>ESL Grammar/Usage</b>	<b>ESL Listening</b>
Pass: Levels 3-4 (Take COMPASS for placement)	Pass: Levels 3-4 (Take COMPASS for placement)	Pass: Levels 3-4 (Take COMPASS for placement)
Score of 2 – schedule for ENC1101 English	Score of 2 – schedule for ENC1101 English	Score of 2 – schedule for ENC1101 English
Continued study of English Language: Level 1 and Pre1	Continued study of English Language: Level 1 and Pre1	Continued study of English Language: Level 1 and Pre1
The levels are programmed into the computer. The computer will determine whether the student is eligible for the COMPASS assessment.	The levels are programmed into the computer. The computer will determine whether the student is eligible for the COMPASS assessment.	The levels are programmed into the computer. The computer will determine whether the student is eligible for the COMPASS assessment.

If a student passes the ESL assessment, he or she will take the COMPASS assessment for math placement. If the student scores “3s” and “4s” in all levels of the assessment, he or she will be given the full COMPASS assessment.

## ADVANCED STANDING

A student’s time to complete his or her program of study may be shortened through transfer of credit, credit from standardized placement assessment, challenge examinations, or through Prior Learning Assessment (PLA). The maximum amount of advanced standing credit, regardless of source, cannot exceed 50% of the total program length. Academic credit that is awarded through one of these methods is not calculated in the student’s cumulative grade point average but is factored into the determination of the maximum time in which a program must be completed.

## Transfer of Credit Into the College

The College (STC) will evaluate credits for transfer into one of its programs when they were earned at other nationally or regionally accredited postsecondary institutions. In order for transfer credits to be awarded for a course in the program of study being enrolled in, the course being transferred in must match a course currently offered in the corresponding program, as listed in the STC catalog, in the following areas: level, content and credit hours. Major elective and technical core courses may not be considered for transfer if the completion date of the course exceeds five years from the start of the enrollment in the corresponding STC program. In general, credits for general education courses may be accepted if those credits were earned no more than ten years prior to the enrollment date at STC. Courses considered for transfer credit must be eligible to be applied towards the graduation requirements of the corresponding program. The College only considers transfer of credit for courses in which a grade of “C” or higher was earned. The sum of credits obtained by transfer of credits may not exceed 50 percent of the degree or diploma program course requirements. The final determination as to the acceptance of transfer of credits is at the sole discretion of STC, regardless of where or when the credits were earned.

Credits transferred from institutions operating on quarter systems will be accepted as equivalent credits. Credits from institutions operating on a semester system are multiplied by one and one-half to convert them to quarter credits.

Students must submit a signed, written request for transfer of academic credits to the Registrar for consideration prior to the first day of class. An official transcript should accompany this request to expedite final approval. If an unofficial transcript is provided with this request, the final evaluation and approval of transfer credits will not be determined until an official transcript has been received. Official transcripts for this purpose must be received no later than the end of the first full term. It is highly recommended that the student also submit course descriptions and a school catalog from the institution where the credits were earned in order to expedite and facilitate the review process. The official evaluation of transfer credit process will not begin until the student has signed an Enrollment Agreement and the official transcripts and course descriptions have been received and reviewed. The College does not guarantee the transferability of credits from other educational institutions.

Transcripts from foreign institutions must meet the same requirements as domestic institutions and must be translated and evaluated by an agency recognized by the National Association of Credential Evaluation Services, Inc. ([www.naces.org](http://www.naces.org)). The appropriate academic department personnel will perform the evaluation of credits. Decisions may be appealed to the Vice President of Academic

Affairs within two business days of initial determination. Decisions made by the Vice President of Academic Affairs regarding transfer of credit are final and may not be further appealed.

## **Standardized Placement Assessment and Challenge Exams**

Students may achieve advanced standing in a diploma or degree program through credit by examination. This may be accomplished in one of two methods: institutional challenge examinations or third party testing.

The College awards credit for the successful completion of College Level Examination Program (CLEP) or DANTES subject testing, as well as for other professional certification examinations that are recognized by the American Council on Education. Official test scores must be sent to the Registrar.

Students may request to take a challenge examination for any course in their program of study. Students must pay a fee of \$100 for each challenge examination. The examination fee must be paid prior to taking the examination and is non-refundable. The examination must be requested no less than five days prior to the first day of class and must be approved and scheduled by the Director of Education. The examination must be completed prior to the start of the corresponding course. Challenge examinations may only be taken once. A minimum grade of "C" must be earned in order to successfully complete a challenge exam. If an exam is successfully completed, tuition is not charged for that course.

If the exam is not successfully completed, the student must take the course and pay the tuition associated therewith. The grade reflected on the transcript from a successful challenge examination shall be recorded as an "CX" grade for the class. The sum of credits obtained by challenge examinations may not exceed 50 percent of the degree or diploma program course requirements. Students must submit a signed request to take challenge examinations and proof of prior experience to the Registrar no less than five days prior to the first day of class.

## **Prior Learning Assessment**

Prior Learning Assessment (PLA) provides adult learners with the opportunity to receive college credit through demonstration of prior college-level learning. The program provides a standardized process for awarding academic credit for prior college-level learning through Proficiency Examinations such as CLEP or challenge exams, placement assessment, transcript evaluation, certifications, and training, and the Prior Learning Portfolio.

The PLA process helps to determine if academic credit can be awarded for the learning associated with life experiences. Such learning experiences may be associated with work, military service, professional training, hobbies, recreational activities, and other meaningful activities. These learning experiences are evaluated for their equivalency to specific Southern Technical College courses and/or the ability to satisfy institutional and degree requirements.

The amount of credit which may be earned depends upon the scope and depth of the learning in each specific area. The Prior Learning Assessment program is course-based, which means that credit may be earned for specific Southern Technical College courses as identified in the degree plan. Careful advising is required to assure that students do not duplicate any courses previously credited. This guidance will be provided by the Program Managers. Please refer to the Tuition and Fees section for information on the costs associated with PLA.

## **Terminal Degree**

In designing its programs, the College attempts to provide its students with a solid foundation of coursework to prepare them for entry into a particular career field. The College does not design its programs to facilitate transfer to other institutions but rather to facilitate the employment of its graduates. As such, all programs offered by the College are intended to be terminal in nature. Individuals who intend to further their education elsewhere do so at their own risk and assume any and all responsibility for consequences that may arise as it pertains to the transfer of their academic credit or admission into another institution.

## **Transfer of Credit to Other Schools**

The College's programs are not designed to transfer to other institutions. The College does not represent or guarantee that its credits will transfer to another institution. Students are advised to check with the receiving institution they may desire to transfer to, as the acceptance of transfer credits is at the sole discretion of the receiving institution.

## ARTICULATION AGREEMENTS

Southern Technical College maintains articulation agreements with the following institutions:

- Argosy University
- Chamberlain College of Nursing
- Kendall College
- National Louis University
- Touro University
- University of Phoenix
- PBC College

These institutions have agreed to accept the credits earned at Southern Technical College. Additional Information can be obtained from the Registrar's Office.

### Licensing and Certification

Many occupations require individuals to be licensed and/or certified to work in the field. Employment in these occupations often requires a combination of education, work experience, licensing or certification, and the successful completion of a national or state certification exam. The actual requirements for employment may vary from state to state. **INDIVIDUALS WHO INTEND TO WORK IN THESE REGULATED PROFESSIONS ARE STRONGLY ENCOURAGED TO FIRST RESEARCH THE REQUIREMENTS OF THE STATE IN WHICH THEY WISH TO BE EMPLOYED PRIOR TO SEEKING ADMISSION INTO THE PROGRAM. THE COLLEGE DOES NOT PROMISE, WARRANT, GUARANTEE OR IMPLY THAT GRADUATION FROM THE PROGRAM WILL SATISFY ANY OF THE SPECIFIC EMPLOYMENT REQUIREMENTS OF THE STATE IN WHICH THE INDIVIDUAL INTENDS TO WORK.**

### Certification Testing

Students may be eligible to sit for certain state, national, or private certifications and/or licensure examinations at various times following completion of their program of study. Students are not automatically certified, licensed, or registered upon completion of a program of study. Students must submit an application and pay the applicable fees specified by the testing agency or organization, and, if required, pass a written examination and/or practical skill set. The testing agency or organization establishes test dates and times. Completion of a program of study at Southern Technical College does not guarantee eligibility for, or a passing score on, any certification, licensure, or registration examination, nor does it guarantee employment.

### Background Checks, Drug Testing, Certification and Licensure

The State of Florida and other agencies or employers may require a criminal background check and/or a drug test before a student can be placed into an externship, job or before taking certain professional licensing, certification or registration examinations. Students may be denied licensure, certification or registration based on criminal history or drug use, even if the examination is taken and successfully completed. Prospective and current students, as well as graduates, are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

## RE-ENTRY STUDENTS

Students may be subject to any program or curriculum changes that have occurred during their absence and will be charged the prevailing tuition rate in effect at the time of re-entry.

### Re-entry Following a Voluntary Separation from the College:

Students who have withdrawn from the College for reasons other than academic or disciplinary suspension must complete a re-entry form, new application for admission and a new enrollment agreement.

The re-entry form is available in the Admissions Office and must be received prior to the start of the quarter in which the student desires to re-enter.

## Re-entry Following Academic or Disciplinary Suspension from the College:

Students who have been suspended may apply for re-entry following a minimum one quarter separation from the College. A request for re-entry is made in writing to the Director of Education or, in situations involving a disciplinary dismissal, to the Executive Director, at least two weeks prior to the quarter in which the student desires to re-enter. Students re-entering the college following an academic suspension will be placed on an Academic Improvement Plan.

# ACADEMIC INFORMATION

## PROGRAMS OF STUDY

The academic programs offered by Southern Technical College are designed to provide students with relevant, career-oriented education. All programs are developed with input from the faculty and representatives from industry who serve on programmatic advisory boards. The faculty and advisory board members work collaboratively to ensure that each program of study prepares students by offering coursework that contains current concepts, theories, skills, and technologies.

In designing its programs, the College attempts to provide its students with a solid foundation of coursework to prepare them for entry into a particular career field. The College does not design its programs to facilitate transfer to other institutions but rather to facilitate the employment of its graduates. As such, all programs offered by the College are intended to be terminal in nature. Individuals who intend to further their education elsewhere do so at their own risk and assume any and all responsibility for consequences that may arise as it pertains to the transfer of their academic credit or admission into another institution.

## Concurrent Enrollment

Students attending Southern Technical College may not be concurrently enrolled at another college or university.

## Full-Time and Part-Time Status

For purposes of tuition billing and financial aid eligibility, full-time status is determined each quarter and is defined as 12 or more quarter credits per term. Students carrying between nine and 11 quarter credits are considered three-quarter time, and those who carry between six and eight quarter credits are considered halftime. Students carrying five quarter credits or less are considered part-time.

## Academic Records

The Registrar's office maintains a permanent academic record for all students. The academic record contains, among other things, transcripts, degree audits, scheduling information and the application for admission. Students needing an official transcript of their coursework must submit a transcript request form to the Registrar with a nominal fee. The College does not release transcripts or information concerning a student's academic record if the student has any outstanding financial obligations to the College, or if the student is in default on or owes refunds to any Title IV program. The Registrar will also provide enrollment verification information to insurance companies, banks, and other third parties upon the request of the student.

*Note: Official transcripts or other third party documents provided directly to the College from other institutions or outside sources cannot be released to the student.*

## Consumer Information and Other Disclosures

Detailed information regarding Southern Technical College and its Financial Aid programs, Completion/Graduation rates and median debt of students who completed a program of study, and other important information related to student achievement, can be found on our website at [www.southerntech.edu](http://www.southerntech.edu).

The Campus Crime Report can be obtained from the in the Learning Resource Center or may be viewed online at: [www.southerntech.edu](http://www.southerntech.edu).

In addition, the Learning Resource Center can provide information regarding the Family Educational Rights and Privacy Act (FERPA) and Drug and Alcohol Abuse Prevention. This information may also be viewed online at [www.southerntech.edu](http://www.southerntech.edu).



# FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 44 participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fldoe.org>.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

*An example of course identifier*

PREFIX	LEVEL CODE	CENTURY DIGIT	DECADE DIGIT	UNIT DIGIT	LAB CODE
	(first digit)	(second digit)	(third digit)	(fourth digit)	
<b>ENC</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	
English	Lower (Freshman)	Freshman	Freshman	Freshman	No laboratory
Composition	Level at this	Composition	Composition	Composition	component in
	institution		Skills	Skills I	this course

## GENERAL RULE FOR COURSE EQUIVALENCIES

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in Exception to the General Rule for Equivalency.

For example, a freshman composition skills course is offered by 64 different postsecondary institutions. Each institution uses "ENC\_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students.

It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

## THE COURSE PREFIX

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

## AUTHORITY FOR ACCEPTANCE OF EQUIVALENT COURSES

Section 1007.24(7), Florida Statutes, states:

*Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.*

## EXCEPTIONS TO THE GENERAL RULE FOR EQUIVALENCY

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

- A. Courses not offered by the receiving institution.
- B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the 900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as special topics, internships, apprenticeships, practica, study abroad, theses, and dissertations.
- D. Applied academics for adult education courses.
- E. Graduate courses.
- F. Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (art, dance, interior design, music, and theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

## COURSES AT NONREGIONALLY ACCREDITED INSTITUTIONS

The SCNS makes available on its home page (<http://scns.fldoe.org>) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the Vice President of Academic Affairs at the corporate office located at 3940 North Dean Road, Orlando, FL 32817, or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400.

Special reports and technical information may be requested through the SCNS office at (850) 245-0427, or at <http://scns.fldoe.org>, or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400.

## GRADING SYSTEM

Numeric values called "Quality Points" are assigned to course grades in the following manner:

GRADE	STANDARD NUMERIC	QUALITY	POINTS
A	Superior	90-100	4.0
B	Above Average	80-89	3.0
C	Average	70-79	2.0
D	Below Average	60-69	1.0
F	Failure	below 60	0.0
I	Incomplete		
P	Pass		
S	Satisfactory		0.0
U	Unsatisfactory		0.0
W	Withdraw		
WF	Withdraw Fail		0.0
AU	Audit		
T	Transfer Credit		
CP	Credit Pending		
CX	Challenge Exam Credit		
NC	Not Calculated		

## Nursing Department Grading System

The nursing program follows a modified college grading system.

Theory Courses:	Skills Lab and Clinical Labs Courses:
A = 92 – 100	P = pass
B = 85 – 91	F = fail
C = 77 – 84	
F = below 77	

In courses listed under the Core section of the Nursing catalog page, students must earn a “B” or better for progression. In courses listed under the General Education section of the Nursing catalog page, students must earn a “C” or better for progression.

### Grading Definitions

**F – Failure** – the student was unable to satisfy the minimum expectations of the course. When the course is retaken, the new grade replaces the “F” and the Cumulative Grade Point Average (CGPA) will be adjusted accordingly.

**I – Incomplete** – work is outstanding. Students have two weeks following the end of the quarter to complete the outstanding work and receive the earned final grade. Students who fail to submit outstanding assignments will have their grade calculated based on all previously submitted work and weighing in the missing work as a zero.

**P – Pass** – the student met the minimum expectations of the course. A “P” grade is not calculated into the CGPA but is considered in the determination of Satisfactory Academic Progress.

**S - Satisfactory**- the student met the expectations of the course. An “S” grade is not calculated into the CGPA but is considered in the determination of Satisfactory Academic Progress.

**U - Unsatisfactory**- the student did not meet the expectations of the course. A “U” grade is not calculated into the CGPA but is considered in the determination of Satisfactory Academic Progress.

**W – Withdrawal** – indicates that the student withdrew from the school prior to the midpoint of the quarter. A “W” grade is not calculated into the CGPA but is considered in the determinations of Satisfactory Academic Progress.

**WF – Withdraw Fail** – indicates that the student withdrew from the school after the midpoint of the quarter. When the course is retaken, the new grade will replace the “WF” and the CGPA will be adjusted accordingly.

**AU – Audited courses** are non-credit and not calculated into the CGPA or Standards of Satisfactory Academic Progress.

**T – Transfer credit** is not calculated into the CGPA but is considered in the determination of Satisfactory Academic Progress.

**CP – Credit Pending** – is not calculated into the CGPA or Standards of Satisfactory Academic Progress. Student is exempt from taking the course due to placement exam scores. Credit will be officially posted and the notation changed to CX when tuition is paid in full.

**CX – Challenge Exam Credit** - is not calculated into the CGPA but is considered in the determination of Satisfactory Academic Progress.

**NC – Not Calculated** – no credit awarded and not calculated into the CGPA or Standards of Satisfactory Academic Progress.

## Cumulative Grade Point Average

The Cumulative Grade Point Average (CGPA) is a weighted average of quality grade points earned. To compute the CGPA, each grade is assigned an appropriate number of quality grade points. Grade points are then multiplied by credits attempted to create quality grade points. The CGPA is then calculated as the total number of credits attempted divided into the total of all quality grade points earned. "S", "T" and "I" grades are not included in the computation. Credits for all courses attempted are counted when computing the CGPA with the exception that when a student re-takes a course, only the highest grade earned in that course is used to compute the CGPA. Only passing grades count toward program completion requirements.

## Unit of Credit - Award of Academic Credit

Southern Technical College measures academic progress using the quarter credit hour system. One quarter credit hour is defined as 10 hours of classroom instruction, 20 hours of laboratory work, or 30 hours of experiential learning.

## Course Repetitions

A student may repeat any course in which a grade has been earned, provided he/she pays for the course if financial aid is not available. Financial aid may be available for one course repeat when a grade has been earned in a course, but is not guaranteed. Credits for all courses attempted are counted when computing satisfactory progress. Both grades shall remain on the student's academic record, but only the highest grade earned is used in the calculation of the CGPA. It is not recommended to repeat courses where a grade of "C" or better has been earned.

## SATISFACTORY ACADEMIC PROGRESS

Students must meet the Standards of Satisfactory Academic Progress, published in this Catalog, in order to continue receiving financial assistance and to remain in good academic standing at the College. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the cumulative grade point average requirement, progression towards completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in this catalog. Students on academic probation are considered to be maintaining satisfactory academic progress and may continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students at the College and are ineligible for financial aid. Reinstatement of financial eligibility for students who have been suspended and allowed to re-enter the College will occur when the student establishes that he or she is making satisfactory academic progress. Financial aid eligibility will be reinstated for students for whom an appeal of the suspension is sustained.

### *Notification to Students*

*Students who do not meet the Standards of Satisfactory Academic Progress are notified in writing of their academic standing. This communication outlines the corresponding implications of the academic sanction and the appeal process.*

## Maximum Time Frame

A student must progress at a rate that allows for the completion of the program within a period of time not to exceed 150% of the normal program length. For example, a student must complete a 96 credit hour program in a period of time during which no more than 144 credits were attempted. Transfer credits are factored into the determination of the maximum time frame and addressed below.

## Minimum Standards of Satisfactory Academic Progress

Each student will be qualitatively and quantitatively evaluated at the end of every quarter. At the end of each quarter, students must have earned a minimum cumulative grade point average (CGPA) and must complete the minimum cumulative percentage of credits attempted according to the chart below. The maximum credits that may be attempted to complete each academic program are as follows:

Program	Graduation Requirement	Maximum Time Frame
Accounting - BS	192	288
Cyber Technology and Security Systems - BS	192	288
Elementary Education - BS	199	298.5
Healthcare Administration - BS	180	270
Information Technology and Security Systems - BS	192	288
Interior Design - BS	188	282
Management - BS	192	288
Public Service Administration - BS	192	288
Accounting - AS	96	144
Criminal Justice - AS	96	144
Diagnostic Medical Sonography - AS	98	147
Digital Design - AS	96	144
Early Childhood Education - AS	96	144
Health Information Management - AS	94	141
Interior Design - AS	90	135
Management - AS	96	144
Medical Assisting - AS	90	135
Medical Laboratory Technician - AS	105	157.5
Network Engineering and Administration - AS	96	144
Nursing -AS	108	162
Paralegal Studies - AS	90	135
Surgical Technician - AS	90	135
Medical Assisting - D	46	69
Medical Billing and Coding Technology - D	50	75

*Note: Students who have attempted 72 credits or more and do not have a 2.00 must be suspended unless the student can demonstrate through the appeal process that there are mitigating circumstances that would permit continued enrollment.*

SAP will be monitored at the end of each term/payment period. At the end of each term/payment period, students will be evaluated for the minimum CGPA and the rate of progression according to the standard as defined in the tables above.

## Minimum CGPA Achievement

Each student must achieve the following minimum grade point averages based upon the number of credits attempted at the time of the evaluation in order to remain as a regular student:

### Degree students

Credits Attempted	Minimum GPA
0 – 23.9	1.00
24 – 47.9	1.25
48 – 71.9	1.50
72 – 89.9	1.75
90 and up	2.00

### Diploma students

Credits Attempted	Minimum GPA
0 – 23.9	1.00
24 – 42.9	1.50
43 and up	2.00

## Successful Rate of Progression

Each student must meet minimum successful rate of completion at the evaluation periods specified above in order to remain as a regular student. The minimum acceptable completion rates are as follows:

### Degree students

Credits Attempted	Minimum GPA
0 – 23.9	30%
24 – 47.9	45%
48 – 71.9	60%
72 – 89.9	67%
90 and up	67%

### Diploma students

Credits Attempted	Minimum GPA
0 – 23.9	30%
24 – 42.9	60%
43 and up	67%

## **FAILURE TO MEET SAP**

### **Warning**

This is the status assigned to a student who fails to make SAP at the end of any given payment period. A standard payment period is 12 weeks or 12 credits. However, a payment period may be fewer credits depending on a student's standing in their program and the remaining credits left to be earned in his/her last term. The student will be notified of warning status in writing. The College encourages the student to seek academic advisement to regain regular status prior to the end of the next payment period. A "regular student" is defined as one who is achieving SAP. A student on warning status may receive FSA for one term/payment period despite the determination the student is not maintaining SAP. No appeal is necessary. A student who does not achieve SAP requirements by the end of the warning period will be dismissed unless he or she files an appeal and the appeal is granted (see SAP Appeal Process below). Students whose appeals are granted are placed in probation status.

### **Probation**

This is the status assigned to a student who fails to make SAP in the payment period following the payment period in which the student was placed on warning status and who has successfully requested an appeal. If a student is granted an appeal, the student will be placed on probation status for one additional payment period or until a student is able to meet SAP standards by a specific point as outlined in the student's academic plan. A student on probation status is eligible to receive FSA. Failure to make SAP by the next payment period or to comply with the academic plan designed by the College will result in the student's dismissal from the College as a regular student.

### **SAP Appeal Process**

A student who is not making SAP and who believes that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress may appeal by written request to the Director of Education for a review of the situation. Mitigating circumstances may include injury or illness, the death of a relative, or other special circumstances. The written appeal must be submitted to the Director of Education within three (3) business days after notification. The appeal should be accompanied by supporting documentation regarding why the student failed and what changed in the student's situation that will allow him/her to make SAP at the next evaluation. When the College grants a student's appeal for unusual and/or mitigating circumstances, it is not eliminating or disregarding any grades or credits attempted in the calculation of a student's SAP standing. The student's credits attempted, CGPA, and SAP standing will remain the same. When an appeal is granted, the College is accepting only that, because of the circumstances identified in the appeal, the student will continue to receive FSA for which he or she is otherwise eligible even though he or she falls below the published SAP standard in the Probation status.

The appeal process will also consider if the student will meet SAP standards after the subsequent payment period or the academic plan with the student will ensure that the student meets SAP standards by a specific point in time. The Director of Education and the Executive Director will conduct the review of the appeal and will make the final determination on approving or denying the appeal. Should the appeal be granted, the student will receive one additional payment period in which to regain SAP OR meet the requirements as specified in the student's academic plan. If at the end of that period the student is still not making SAP, the student will be dismissed. Any decision resulting from the review of a mitigating circumstances appeal is final and may not be further appealed. The result of the appeal (approved or denied) will be provided to the student in writing and cataloged in the Student Information System. A student may be granted more than one probation period.

### **Academic Plan**

Once a student is placed on probation an Academic Plan will be put into place. The Academic Plan will serve as a road map to guide a student toward meeting his/her SAP goal within a specified time and method. The plan will be designed by the Director of Education and communicated to the student in writing. The plan that is implemented will be regularly evaluated and refined as internal and external developments warrant. While on an Academic Plan, the student is required to attend academic advising sessions. An Academic Plan may span multiple pay periods, so long as the Academic Plan allows for graduation from the program within the Maximum Time Frame (MTF) and the student stays in compliance with the objectives of the Academic Plan.

### **Extended Enrollment Status**

Students who have been dismissed due to failure to maintain the qualitative or quantitative minimums outlined above may apply to continue their studies at the College in an Extended Enrollment Status. During this time, the student is not eligible to receive FSA and must attempt to improve the deficient areas that led to the dismissal. The student will be responsible for all costs incurred while in Extended Enrollment Status. At the completion of this term/payment period(s), a student who has established satisfactory academic



progress in accordance with the SAP requirements may apply to the College to return to a regular student status and reinstate their eligibility for FSA. A meeting will be scheduled between the Director of Education and the student applying for re-establishment to determine if the student has the academic ability and desire to successfully continue in the program. If reinstated, the student will be placed on FA Warning for one term/payment period and will regain eligibility for FSA.

### **Specific Program Requirements**

In addition to maintaining satisfactory academic progress, students enrolled in specific programs are required to maintain the minimum program standards as mentioned within the Admissions section above. Students who fail to maintain specific program requirements will not be permitted to continue their program of study. Extenuating circumstances may be considered by the Program Manager and Director of Education on a case-by-case basis.

### **Reinstatement and Re-establishment of Financial Aid**

If the Committee on Academic Standing determines that mitigating circumstances were present in the student's failure to maintain satisfactory progress, the student will be reinstated and financial aid will resume pending eligibility. Students who are reinstated after an appeal will be placed on probation for at least one quarter. Reinstatement will be determined by the Committee depending on the student's circumstances. Reinstatement is neither automatic nor guaranteed.

### **Transfer Credit**

Transfer credits received for work successfully completed at another accredited postsecondary institution are not taken into consideration when evaluating the minimum standards, except transfer credits reduce the number of credits remaining in the student's program and thus reduce the maximum time frame allowable. The transfer credits are also taken into account in terms of the point of evaluation for total credits attempted and credits completed. Technology courses and science courses must have been taken within the past five years to be considered for transfer, and they must have been passed with a grade of "C" or better. Science courses for transfer into the Surgical Technician Program also must have been taken within the past five years, and they must have been passed with a grade of "B" or better.

### **Repeating a Course**

When a student repeats a course, all credits will be calculated as credits attempted for the purpose of determining completion percentages for satisfactory academic progress. However, the highest grade will be considered when calculating the CGPA.

### **Incomplete**

When a student receives an incomplete grade, the Incomplete is not initially included in the determination of the CGPA, but the credits will be calculated as credits attempted for the purpose of determining completion percentages for satisfactory academic progress. When the permanent grade is given, the CGPA is adjusted accordingly and SAP is again reviewed.

### **Withdrawal**

When a student withdraws from school and receives a grade of "W", the credits will be calculated as credits attempted for the purpose of determining completion percentages for satisfactory academic progress. However, "W" grades are not included when calculating the CGPA. "WF" grades are included in calculations of both CGPA and completion percentages for the purpose of determining satisfactory academic progress.

### **Additional Degrees**

For students who seek to earn additional degrees, only those credits from the prior degree or program that apply to the new degree or program are considered in calculating the student's progression toward maximum completion time restrictions. All courses taken while at Southern Technical College, regardless of program, will be considered when calculating the student's cumulative GPA and minimum quantitative completion percentage.

### **Major Changes**

For students who change their major, only those courses that are transferable into the new major will be used to calculate the cumulative GPA; however all courses taken at the College will be used to calculate the minimum qualitative completion percentage.

## **ADDING OR DROPPING COURSES**

Students cannot add or drop a class other than during the designated add/drop period. Students wishing to add or drop a course must do so no later than Monday in the second week of a regular 11 week term. Adding or dropping courses during a mini-term must be done no later than the Friday preceding the start of classes. Schedule changes other than as described above will incur both financial and academic penalties. Questions regarding changes to a class schedule should be directed to the Registrar. A student who stops attending a course after the add/drop period will receive a "W" before mid-term and a "WF", if the course is dropped after the mid-term.

## **REGISTRATION**

Class registration begins approximately five weeks prior to the start of each quarter. Students are notified in advance of the registration dates and are given a copy of their upcoming term schedule. Not all courses are offered every quarter; therefore, it is very important that students review their degree audits carefully and meet with the Registrar when selecting classes to ensure a timely graduation.

## **CLASS SCHEDULES**

Classes are scheduled at various times throughout the week, including days, nights, and weekends. Courses being offered online will appear on the master class schedule each quarter. Interested students should meet with the Registrar or their Program Manager for information regarding online classes.

Full-time students should maintain a course load of between 12 and 16 credits per term and work closely with the Registrar to ensure proper scheduling and the timely completion of their program.

## **ATTENDANCE POLICY**

Southern Technical College is an attendance taking institution. Students are expected to attend each class session unless prevented by illness or other unavoidable circumstances. Attendance is taken for each class session. Students who have attendance below 60% for more than one consecutive course may be suspended or dismissed. Students who are absent fourteen (14) consecutive calendar days will be administratively dropped from the College in accordance with federal regulations.

### **Absences**

Absences will count from the first official day of classes and not from the first day the student attends. Excused absences such as military service, illness, work, and personal or family-related emergency do not eliminate the absence from the student's record. Excused absences provide the student with the opportunity to make up missed work. At the discretion of each instructor, students may or may not be permitted to make up work for unexcused absences. Refer to each course syllabus for details on the individual instructor policies regarding tardiness and make-up work.

Excused absences are granted at the discretion of the instructor. A student should request an excused absence in advance whenever possible, and should be accompanied by any relevant supporting documentation. If advance notice is not possible, the student should call the campus as soon as possible to notify the instructor that they will not be present for class in order to preserve the opportunity for being granted an excused absence.

### **Tardiness and Make up Work**

Attendance is taken in the beginning of class. A student who arrives after attendance is taken may be marked as tardy. If a student is not present in class when attendance is taken, it is his/her responsibility to notify the instructor at the break that he/she is present in class. The student will be marked present, but tardy, for that class. Attendance, timeliness and class participation together count as 15% of the total grade. Therefore, it is important that students take their commitment to scheduled class time seriously.

## **DISTANCE EDUCATION**

In addition to residential classes, Southern Technical College offers select classes every quarter via distance education. Those interested in taking classes online should discuss this option with their Program Manager. Students who register for an online class must complete an online orientation prior to the start of the class. An access fee is charged for each course taken online to cover the cost of platform maintenance, individualized access codes, and personal home pages.

Residential students are limited to taking no more than 50% of their total program credits online. Current residential students who

wish to transfer into a fully online program must meet the minimum standards of satisfactory academic progress at the time in which the request is made. In addition, any former residential student wishing to re-enter the College as a fully online student must have met the minimum standards of satisfactory academic progress at the time of withdrawal.

Distance education courses are delivered via a nationally recognized platform. All coursework and policy information is available online and the submission of all student assignments is facilitated through the platform.

### **Academic Requirements – Residential Students**

1. First term students may take only one online course during their first term of enrollment. Approval to take two courses online must be granted by the Director of Education.
2. To take online classes, a student must have a cumulative GPA of 2.00 or higher to enroll in one class or a 2.50 or higher to take two classes.
3. Students who fail two or more online classes must obtain the Director of Education's approval before additional online classes can be taken.

### **Program Requirements – Fully Online Students**

Southern Technical College also has fully online enrollment options available. Individuals seeking to enroll in a fully online program must be permanent residents of the state of Florida. As a fully online student, all coursework will be provided via the Internet. This allows for access to courses 24 hours per day, seven (7) days per week. While this type of format provides a high level of flexibility and convenience, it is important to understand that all of the administrative and student services functions will take place at the home campus location. These services include, but are not limited to, registering for courses on a term-to-term basis, schedule maintenance, financial aid, and career services. Additionally, the campus-based Learning Resource Center and the Academic Success Center are available as needed.

### **Technical Requirements – All Students**

Students must own or have easy access to a personal computer or notebook that meets the following minimum hardware and software requirements.

- Pentium IV class processor or higher
- Microsoft Office
- CD Rom Drive
- Windows XP, Windows Vista, Windows 7 and MacOS 9.1 or higher
- Internet access

### **Preferred Computer Requirements**

- Pentium V class processor or higher
- Microsoft Office 2010 Suite
- Windows 7
- Broadband Internet access (DSL, cable, satellite)
- Sound card with speakers

## **INTERNSHIPS**

Southern Technical College offers qualified students the opportunity to participate in a four, eight, or 12 credit career related Internship Program. Coordinated through the Career Services Department, Internship provides students with a "hands-on" work experience in their field of study while earning college credit. Internship gives students the opportunity to learn more about their field, acquire valuable on-the-job experience, and make contacts for possible full-time employment following graduation.

Internship positions may be paid or unpaid, and students receive academic credit for the successful completion of the program. Participation in Internship is competitive, selective and not guaranteed. Students must meet the following eligibility criteria prior to starting the Internship application process:

- Second year student (48 credits or more)
- Completed 80% of the courses in the major concentration
- Enrolled full-time at the College

- Have a minimum GPA of 2.50 overall and a 3.00 in the major concentration
- Current with all financial obligations to the College
- College record free of disciplinary action

The Program Manager or the Director of Education may make exceptions to the above requirements. Students interested in internships should meet with a Career Services Advisor.

## GRADUATION REQUIREMENTS

A student must meet the following requirements in order to qualify for graduation from any program of study:

1. Successfully completed all courses in their program of study with a cumulative grade point average of 2.00 or higher.
2. Have met, or exceeded, the minimum standards of satisfactory academic progress.
3. Satisfied as well as any additional programmatic requirements.
4. Satisfied all financial obligations to the College.

## FINANCIAL INFORMATION

### TUITION REFUND POLICY

The College's Tuition Refund Policy applies only to students who completely withdraw from school; there are no refunds for students who withdraw from individual classes. Tuition is billed on a per credit hour basis and is charged per term. Refunds for students who withdraw from the College are calculated on a pro-rata basis rounded up to the nearest 10th percentile through 60% of the quarter and are made within 30 days from the date it was determined that the student withdrew. There is no refund after 60% of the quarter or after the start of the Mini Term. The College's refund policy is illustrated below.

Students Who Withdraw from School During the:	Amount of Refund:
1st week	100%
2nd week	80%
3rd week	70%
4th week	60%
5th week	50%
6th week	40%
7th week and beyond	0%

### REFUNDS UNDER EXCEPTIONAL CIRCUMSTANCES

Tuition and fees for the current term will be refunded in full under the following circumstances:

1. Courses cancelled by the College.
2. Documentation of involuntary call to active military duty.
3. Documented death of student or member of his or her immediate family: parent, spouse, child, or sibling.
4. Illness of the student of such severity or duration, as approved by the College and confirmed in writing by a physician, that completion of the period of enrollment for which the student has been charged is precluded.
5. Exceptional circumstances with approval of the President of the College or designee.

### WITHDRAWAL DATE

When the school determines that a student has withdrawn, the withdrawal date is the date the student last attended according to the College's attendance record.

## **ACADEMIC YEAR DEFINITION**

For Financial Aid purposes, the student's academic year is defined as at least 33 weeks of instructional time; within the weeks of the academic year, a full-time student must be expected to complete at least 36 quarter hours. This definition is used in advancing grade levels for students.

## **BORROWER RIGHTS AND BORROWER RESPONSIBILITIES**

When a student takes on a student loan, he/she has certain rights and responsibilities.

### **The borrower has the right to receive the following information before the first loan disbursement:**

1. The full amount of the loan.
2. The interest rate.
3. When the student must start repaying the loan.
4. The effect borrowing will have on the student's eligibility for other types of financial aid.
5. A complete list of any charges the student must pay (loan fees) and information on how the charges are collected.
6. The yearly and total amounts the student can borrow.
7. The maximum repayment periods and the minimum repayment amount.
8. An explanation of default and its consequences.
9. An explanation of available options for consolidating or refinancing the student loan.
10. A statement that the student can prepay the loan at any time without penalty.

### **The borrower has the right to receive the following information before leaving college:**

1. The amount of the student's total debt (principal and estimated interest), the student's interest rate, and the total interest charges on the loan(s).
2. A loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment.
3. If the student has FFELP loans, the name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions.
4. The fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default.
5. An explanation of available options for consolidating or refinancing the student's loan.
6. A statement that the student can repay his/her loan without penalty at any time.

### **The borrower has a responsibility to:**

1. Understand that by signing the promissory note, the student is agreeing to repay the loan according to the terms of the note.
2. Make payments on the student loan even if the student does not receive a bill or repayment notice.
3. If the student applies for a deferment or forbearance, he/she must still continue to make payments until notification that the request has been granted.
4. Notify the appropriate representative (institution, agency, or lender) that manages the student's loan when the student and graduates, withdraws from school, or drops below half-time status, changes his/her name, address, or Social Security Number, or transfers to another institution.
5. Receive entrance counseling before being given the loan disbursement and to receive exit counseling before leaving school.
6. Know that student loans are not dischargeable in bankruptcy. Late payments may affect future federal aid and applications for federal employment as well as the student's credit rating or credit scores.

## **POLICIES AND PROCEDURES FOR VERIFICATION**

1. All selected applicants will be verified.
2. Selected applicants must submit required verification.
3. If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash-paying student until the documents are provided.
4. The Financial Aid department reserves the right to make exceptions to the above stated policies due to extenuating circumstances on a case-by-case basis.
5. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
6. The College will inform students in a timely manner of the consequences for failing to complete the verification requirements.
7. Students will be informed of their responsibilities regarding the verification of application information, including the College's deadline for completion of any actions required.
8. Students will be notified if the results of verification change the student's scheduled award.
9. The College will assist the student in correcting erroneous information.
10. Any suspected case of fraud will be reported to the Regional Office of the Inspector General; or, if more appropriate, to a state or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local or state agencies will be reported on an annual basis to the Inspector General.
11. No interim disbursements of Title IV funds will be made prior to the completion of verification.

## **FINANCIAL AID HISTORY (NSLDS)**

Students who have previously attended other colleges may have a financial aid history that affects their current eligibility for FSA funds. The College can review a student's financial aid history by using the National Student Loan Data System (NSLDS). When the FAFSA is processed, the Central Processing System (CPS) matches the student against the NSLDS to see if the student is in default or is owed an overpayment. NSLDS will also indicate whether a student has exceeded the loan limits.

## **FINANCIAL AID PROGRAMS**

### **General**

All Title IV financial aid funds received by the institution will be credited to the student's account (excluding Federal Work Study) with the exception of requirements set forth in Section 682.604 of current federal guidelines. The different types of financial aid programs available to those who qualify are discussed in detail below.

### **Selection of Eligible Applicants**

In accordance with Federal Regulation 668.43 (b) (3) the following procedures describe how aid recipients are selected from the pool of eligible applicants.

### **Federal Pell Grant**

This grant is designed to assist students with financial need who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a Bachelor's Degree and students who are enrolled in an eligible post-baccalaureate teacher certification program if they meet certain requirements. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC) and the cost of attendance.

For many students, the Federal Pell Grant provides a "foundation" of financial aid to which other aid may be added to defray the cost of college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the Financial Aid department at the College or from a high school counselor. The application will be transmitted electronically through a federally approved need analysis system, which will determine the applicant's Expected Family Contribution.

As part of the recently enacted Consolidations Act of 2012, all students are subject to a Pell Lifetime Eligibility Limit. Students are not eligible to receive more than 600% of Pell Grants over their lifetime. For additional information, visit the Financial Aid Office.

## **Federal Supplemental Educational Opportunity Grant (FSEOG)**

This grant is available to students with exceptional financial need and students with the lowest expected family contribution (EFC). The FSEOG gives priority to Federal Pell Grant recipients. In determining student eligibility, the College will base the selection on procedures designed to make FSEOG awards to those students with the lowest EFC who will also receive a Federal Pell Grant in that award year. The amount of the grant and the number of students who may receive this grant depends on the availability of funds from the U.S. Department of Education.

## **Federal Work Study Program (FWS)**

The Federal Work Study program provides part-time employment to students who need the earnings to defray the cost of their education. Students may work on or off campus for a qualified public, private, or community service organization. Application for the FWS program may be made through the Financial Aid department, and eligibility is based on financial need and the availability of funds. The College will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules. The amount of the grant and the number of students who may receive this grant depends on the availability of funds from the U.S. Department of Education.

## **Veterans Benefits**

The College is approved for Veterans training. Applications for Veterans benefits are available at the College or by contacting the Veterans Administration. Approval of training benefits to be awarded is the responsibility of the Veterans Administration. For more detailed information, refer to the section of this Catalog titled: Veterans' Benefits and Assistance.

## **WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM**

Loans made through this program are referred to as Direct Loans. Eligible students and parents borrow directly from the U.S. Department of Education at participating schools. Direct Loans include subsidized and unsubsidized Direct Stafford Loans (also known as Direct Subsidized Loans and Direct Unsubsidized Loans), Direct PLUS Loans, and Direct Consolidation Loans.

### **Direct Subsidized Stafford Loans**

Direct Subsidized Stafford Loans are low-interest loans made to eligible students who demonstrate financial need. The U.S. Department of Education pays the interest on a Direct Subsidized Loan while you are in school at least half-time, for the first six months after you leave school, and during certain other periods. For loans first disbursed on or after July 1, 2013, a Subsidized Stafford Loan made to any borrower will have a fixed interest rate of 3.86%. On July 6, 2012, a new provision was enacted to the Direct Loans statutory requirements that limit a first-time borrower's eligibility for Direct Subsidized. Loans for a period not to exceed 150 percent of the length of the borrower's educational program. Under certain conditions, the provision also causes first-time borrowers who have exceeded the 150 percent limit to lose the interest subsidy on their Direct Subsidized Loans. For loans first disbursed on or after July 1, 2014, a Subsidized Stafford Loan made to any borrower will have a fixed interest rate of 4.66%. Federal loans first disbursed on or after December 1, 2013 have a 1.072% loan fee deducted from the principal. Those disbursed on or after October 1, 2014 will have a 1.073% loan fee deducted from the principal.

A dependent undergraduate student may borrow up to:

- \$5,500 if he/she is a first-year student enrolled in a program of study that is at least a full academic year: at least \$2,000 of this amount must be in unsubsidized loans.
- \$6,500 if he/she has completed the first year of study, and the remainder of their program is at least a full academic year: at least \$2,000 of this amount must be in unsubsidized loans.
- \$7,500 if he/she has completed the second academic year of study, and the remainder of their program is at least a full academic year: at least \$2,000 of this amount must be in unsubsidized loans.

The Federal Stafford Loan is deferred while the student is enrolled in college for at least half time status and for a period of six months beyond the student's last date of attendance. Deferments after students drop below half time status are not automatic, and students must contact the lender concerning their loan. For additional information on deferment, contact the Financial Aid department.

## Direct Unsubsidized Stafford Loans

Direct Unsubsidized Stafford Loans are low-interest loans for undergraduate and graduate students. There is no requirement to demonstrate financial need. Students are responsible for the interest over the life of the loan, including time when they are in school. If the student is an independent undergraduate student or a dependent student whose parents are unable to borrow the PLUS loan, he/she may borrow up to:

- \$9,500 if he/she is a first year student enrolled in a program of study that is at least a full academic year: at least \$6,000 of this amount must be in unsubsidized loans.
- \$10,500 if he/she has completed the first year of study, and the remainder of his/her program is at least a full academic year: at least \$6,000 of this amount must be in unsubsidized loans.
- \$12,500 if he/she completed the second year of study, and the remainder of their program is at least a full academic year: at least \$7,000 of this amount must be in unsubsidized loans.

For loans first disbursed on or after July 1, 2013, an Unsubsidized Stafford Loan made to any borrower will have a fixed interest rate of 3.86%. For loans first disbursed on or after July 1, 2014, an Unsubsidized Stafford Loan made to a borrower will have a fixed interest rate of 4.66%. Federal loans first disbursed on or after December 1, 2013 have a 1.072% loan fee deducted from the principal. Those disbursed on or after October 1, 2014 will have a 1.073% loan fee deducted from the principal.

For periods of academic study that are less than one academic year, the amount a student can borrow will be less than those previously listed. Please see the Financial Aid department for details. Total allowed indebtedness for an independent undergraduate student is \$57,500: no more than \$23,000 of this amount may be subsidized loans. Total allowed indebtedness for a dependent undergraduate student is \$31,000: no more than \$23,000 may be subsidized loans.

## Direct PLUS Loan

Direct PLUS Loans are loans that parents of dependent students can use to help pay education expenses that are not covered by other aid. Parents may borrow up to the cost of attendance minus other aid received by the student. The interest rate is fixed at 6.41% for all loans disbursed on or after July 1, 2013 and 7.21% for those first disbursed on or after July 1, 2014. Direct PLUS loans first disbursed on or after December 1, 2013 have a 4.288% loan fee deducted from the principal. Those disbursed on or after October 1, 2014 will have a 4.292% loan fee deducted from the principal.

Direct Subsidized and Unsubsidized Loans have a six-month grace period that starts the day after the student graduates, leaves school, or drops below half-time enrollment. There is no grace period for a Direct PLUS Loan, and repayment begins 60 days after the last installment of the loan for that school year is received.

## ENTRANCE AND EXIT INTERVIEW AND LOAN COUNSELING

The US Department of Education requires that any student receiving a Direct Stafford Loan be notified concerning their loans. The College requires all first time borrowers to complete Entrance Counseling prior to their first disbursement of loans. This process is completed electronically on the Direct Loan website provided by the Department of Education at [www.studentloans.gov](http://www.studentloans.gov). The College counsels each student regarding the student's loan indebtedness by scheduling the student to attend an Exit Counseling session, which will be completed on U.S. Department of Education's website at [www.studentloans.gov](http://www.studentloans.gov). The purpose is for the student to gain both a clear understanding of his/her loan indebtedness and rights and responsibilities regarding repayment.

Additionally, the College offers loan management assistance to borrowers through the Financial Aid Department. The department's services are available from the borrower's enrollment date through the repayment period until the borrower's debt is paid in full.

## RETURN OF TITLE IV FUNDS

All institutions participating in the FSA Programs are required to use a statutory schedule to determine the amount of FSA Program funds a student has earned when he/she stops attending based on the period the student was in attendance.

The Higher Education Amendments of 1998 require that if a recipient of FSA Program assistance withdraws from a school during a payment period or a period of enrollment in which the recipient began attendance, the school must calculate the amount of FSA Program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much FSA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the FSA Program funds.



The percentage of the payment period or period of enrollment completed is determined by dividing the total number of calendar days\* completed in the payment period or period of enrollment for which the assistance is awarded into the number of calendar days\* in that period.

(Three decimal places are used in the calculation, rounding the third decimal place up one, if the fourth decimal place is 5 or above)

*\*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator).*

## **RETURN OF UNEARNED FSA PROGRAM FUNDS**

If the amount of Title IV aid disbursed is greater than the amount earned, the amount of unearned aid will be returned to the appropriate account as follows:

- The amount of FSA Program funds that the student does not earn, or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned.

The student (or parent, if a Federal PLUS Loan) must return or repay, as appropriate:

- Any FSA loan funds in accordance with the terms of the loan, and
- The remaining unearned FSA Program Grant (not to exceed 50% of the grant) as an overpayment of the grant.

## **ORDER OF RETURN OF FSA PROGRAM FUNDS (FOLLOWING GRADUATION OR WITHDRAWAL)**

Title IV funds credited to outstanding loan balances for the payment period of the periods of enrollment for which a return of funds is required must be returned in the following order:

1. Unsubsidized Direct Stafford Loans (other than Direct PLUS Loans).
2. Subsidized Direct Stafford Loans.
3. Federal Perkins Loan Program.
4. Federal Direct PLUS Loans.

If any funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:

1. Federal Pell Grants for the payment period for which a return of funds is required.
2. Federal Supplemental Educational Opportunity Grant (FSEOG) for which a return of funds is required.
3. Other assistance under this title for which a return of funds is required.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement. Students will be notified of any post-withdrawal disbursements through the mail and within 30 days of the date the College determined the student withdrew.

Title IV programs will be applied to the institutional charges or disbursed to the student within 45 days from the date of determination. If a student is eligible for a post-withdrawal disbursement of Title IV Grant funds, it will be made within 45 days from the date the College determined the student withdrew. If a student or parent is eligible for a post-withdrawal disbursement of Title IV Loan funds and their permission is obtained, the full or requested amount of loan funds will be paid within 180 days from the date that the College determined the student withdrew.

## SCHOLARSHIPS AND GRANTS

Southern Technical College allocates funds annually for the following institutional grant and scholarship programs.

### STC Grant Eligibility Criteria

Any recipient of a Southern Technical College Scholarship or Grant must maintain the following eligibility criteria, unless otherwise indicated:

1. The recipient must be a full-time student (12 credit hours or more).
2. The recipient must maintain a CGPA of 2.5.
3. The recipient's enrollment must be continuous and uninterrupted unless otherwise indicated.
4. The recipient must maintain continuous payment of his/her monthly contribution as determined at the time of his/her enrollment.
5. If the student wishes to receive additional funding that will result in a refund check, he/she has the right to rescind his/her participation in the institutional grant/scholarship program at any time and may do so, forfeiting his/her grant/scholarship eligibility.
6. Student cannot participate in more than one institutionally funded grant at a time.

### Hometown Heroes Public Safety Grant

Southern Technical College offers grants to individuals who are employed in public service positions with local, state, and federal governments.

- The Hometown Heroes Public Safety Grant is available only to full-time police, fire, and rescue personnel employed by local, state, or federal government.
- Proof of employment with one of these agencies is required in the form of a letter on letterhead from the employer stating that the person is currently employed there and in what capacity.
- Ongoing proof on a term-by-term basis is required. An ID is not acceptable proof as it does not demonstrate continued employment. A recent paystub is acceptable.
- The grant will be awarded per term up to 40% of tuition charges.
- The grant does not apply to fees or other charges.
- The recipient must be a full-time student (12 credit hours or more).
- The recipient must maintain a GPA of 2.50.
- The recipient's enrollment must be continuous and uninterrupted.
- Grant recipients are not eligible to participate in any other institutionally funded financial assistance program.
- An application must be submitted to the Financial Aid Office before the start of the first quarter in which the new student is enrolled.
- The applicant must meet all admissions requirements including graduation from high school or its equivalent. Funds will not be back dated.

### Veterans Public Safety Grant

The Veterans Public Safety Grant is offered to Veterans who are employed as public safety personnel by their city, county or state. This grant is meant to assist Veterans who continue to put their lives at risk for their community. Eligible positions include police, fire and rescue personnel. This grant is available to new or continuing students and is awarded on a sliding scale based on the level of attendance. This Grant is meant to help cover their tuition and fees as well as defray other school costs.

Grant value is awarded on a sliding scale based on level of attendance as follows:

Amount of Credits Taken	Amount Awarded
6 – 8 credits	\$600
9 – 11	\$1000
12 – 14	\$1400
16 +	\$1800

**Eligibility Criteria:**

- Honorably discharged Veteran.
- Full time enrollment, unless due to sequencing.
- Maintain a CGPA of 2.50 or higher.
- Maintain the agreed upon monthly contribution.
- Be enrolled in a diploma or degree program.
- Provide initial proof of employment in the above stated positions with a letter on official letterhead signed by the employer verifying employment.
- Ongoing proof of employment must be provided each term to maintain eligibility, which can be in the form of a paystub.

## **Southern Technical College Community Outreach Grant - Character Counts**

Southern Technical College offers a grant to individuals who better their community through volunteer work. This grant will help benefit the student in several different ways including creating stronger ties to the community, work experience and reduced loan debt. To be eligible for this grant program a student must:

- Participate in an approved volunteer program such as, but not limited to, the United Way or one of its partner agencies. Contact the Financial Aid department for a list of approved agencies such as:
  - Lee, Hendry and Glades County <http://unitedwaylee.org/partners.html>
  - Charlotte County <http://www.unitedwayccfl.org>
  - Hillsborough and Pinellas <http://www.uwtb.org/>
- A student can change volunteer agencies as long as it is approved by the Financial Aid Department prior to switching.
- Students may complete up to 60 hours per term.
  - Additional hours do not result in additional funding; however, hours may be completed ahead of schedule within the term or preceding break week. Hours completed above the 60 hours for the term will not be rolled into the following term.
  - Hours completed by a friend or family member do not count towards total hours.
  - Court-ordered community service does not count towards total hours.
- The grant amount is up to \$10 per volunteer hour completed up to 60 hours (for an Associate of Science degree), which will be applied towards tuition charges and will be awarded at the end of each term.
- A student must provide proof of community service by the end of the term in the form of a signed hour log which will include both the volunteer manager's signature as well as the student's, accompanied with a business card from the agency in which the hours were completed. This form will be turned in to the Financial Aid department no later than the last day of each term.
- This grant does not apply to fees or other charges.
- The student must maintain full-time (12 hours) uninterrupted enrollment unless unable due to sequencing.
- The student must maintain a 2.50 GPA.
- Grant recipients are not eligible to participate in any other institutionally funded financial assistance program.

## **Southern Technical College Veterans Community Outreach Grant**

Southern Technical College offers a grant to Veteran students who better their community through volunteer work. This grant will help benefit the student in several different ways, including creating stronger ties to the community, work experience and reduced loan debt. This grant is meant to help cover the student's tuition and fees as well as to defray other school costs. To be eligible for this grant program a student must:

- Proof of honorable discharge from the U. S. Armed Forces.
- Students must participate in an approved volunteer program such as, but not limited to, the United Way or one of its partner agencies. Contact the Financial Aid department for a list of approved agencies such as:
  - Lee, Hendry and Glades counties: <http://unitedwaylee.org/partners.html>
  - Charlotte County <http://www.unitedwayccfl.org>
  - Hillsborough and Pinellas counties: <http://www.uwtb.org/>
- A student can change volunteer agencies as long as it is approved by the Financial Aid department prior to switching.
- Students may complete up to 60 hours per term:

- o Additional hours do not result in additional funding; however, hours may be completed ahead of schedule within the term or preceding break week. Hours completed above the 60 hours for the term will not be rolled into the following term.
- o Hours completed by a friend or family member do not count towards the student's total hours.
- o Court ordered community service does not count towards the student's total hours.
- The grant amount is up to \$10 per volunteer hour completed up to 60 hours (for an Associate in Science degree), which will be applied towards tuition charges and awarded at the end of each term.
- A student must provide proof of community service by the end of the term in the form of a signed hour log which will include both the volunteer manager's signature as well as the student's, accompanied with a business card from the agency in which the hours were completed. This form will be turned in to the Financial Aid department no later than the last day of each term.
- This grant does not apply to fees or other charges.
- The student must maintain full-time (12 hours) uninterrupted enrollment unless unable due to sequencing.
- The student must maintain a 2.50 GPA.
- Grant recipients are not eligible to participate in any other institutionally funded financial assistance program.

## The Presidential Achievement Grant

The Presidential Achievement Grant was created to assist graduates of Southern Technical College in the pursuit of their continuing educational goals and to award academic achievement. This grant is available to graduates of an Associate's Degree from the College who had a CGPA of 2.75 and would like to pursue a Bachelor's Degree. Eligible students will receive a total of up to \$4,500.00 over the completion of their Bachelor's Degree program. Funds will be disbursed in \$500.00 increments each quarter provided that a student maintains a CGPA of 2.75, maintains full time status, and other grant criteria. In the event a student is unable to attend full time due to sequencing, a reduced amount will be awarded. This grant can be combined with the Southern Technical College Graduate Grant. For more information about these programs, please visit the Financial Aid department.

## NON-FEDERAL GRANTS AND SCHOLARSHIPS

Southern Technical College is an approved provider for Workforce Central Florida tuition scholarships. Students should contact Workforce Central Florida directly to inquire about use of scholarships at Southern Technical College. The College also participates in the following Florida scholarship and grant programs: Bright Futures, Florida Student Assistant Grant, and Children and Spouses of Deceased and Disabled Veterans. The College also accepts Florida pre-paid college funds.

## COMMUNITY FUNDING SOURCES

There are many other local sources of financial assistance for students, including community agencies, foundations, corporations, unions, religious organizations, business and professional clubs, and civic groups. It is recommended that students contact their high school guidance office or the College's Financial Aid department for more information on the programs offered.

## VETERANS' BENEFITS AND ASSISTANCE

Southern Technical College has been granted state approval to train veterans or war orphans under the provisions of Chapter 36, Title 38, United States Code, Section 1775. Individuals interested in obtaining more information should contact the office of the Veterans Administration (VA) that has possession of their records. A student receiving Veteran's educational benefits must meet the minimum Standards of Satisfactory Academic Progress in order to remain an active student. The following is only a summary of the standards of satisfactory progress applicable to students receiving Veteran's educational benefits. Refer to the section STANDARDS OF SATISFACTORY ACADEMIC PROGRESS in this catalog for a complete explanation.

Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's progress toward completion of the academic program within the maximum time frame. Progress is measured by comparing credits attempted versus credits completed. Specific requirements are outlined below. A student must progress at a rate that allows for the completion of the program within a period of time not to exceed 150% of the normal program length. To be considered eligible for veteran's benefits and assistance coverage, all classes taken must be a required class for the program in which the student is enrolled.

- Each student will be qualitatively and quantitatively evaluated at the end of every quarter.
- Students who do not have a 2.00 at the end of the student's second academic year must be terminated unless the students can demonstrate through the Appeal Process that there are mitigating circumstances that would permit continued enrollment.

- Students whose unexcused absences exceed 15% in a quarter WILL BE TERMINATED from Veterans' benefits for unsatisfactory attendance. Excused absences will be granted for extenuating circumstances only and those excused absences will be substantiated by entries in the students' files. Students attending under the provision of the Veterans' Administration are required to report to the College immediately upon withdrawal or dropping of courses. The College will notify the Veterans' Administration of changes in the student's status within thirty (30) days of the official last date of attendance by the veteran student.

Southern Technical College participates in the Post 9/11 GI Education Enhancement Program Yellow Ribbon detailed below. Currently, the maximum annual tuition rate is \$20,235.02 for the 2014-2015 award year. For more information, students should contact the College VA representative at their individual campus. Once this rate is met, the Yellow Ribbon Program funding will go into effect. Currently, Southern Technical College will contribute up to 50% of the difference in tuition rate, and the VA will fund the remaining 50%, which covers the tuition in full.

The Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program) is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. This program allows institutions of higher learning (degree granting institutions) in the United States to voluntarily enter into an agreement with the VA to fund tuition expenses that exceed the maximum annual cap. The institution can contribute up to 50% of those expenses, and the VA will match the same amount as the institution. Only individuals entitled to the maximum benefit rate (based on service requirements) may receive this funding. Therefore, a Veteran may be eligible if:

- They served an aggregate period of active duty after September 10, 2001, of at least 36 months.
- They were honorably discharged from active duty for a service connected disability, and they served 30 continuous days after September 10, 2001.
- They are a dependent eligible for Transfer of Entitlement under the Post-9/11 GI Bill based on a veteran's service under the eligibility criteria listed above.

Southern Technical College also participates in the VA employment programs SCEP and STEP. Individuals interested in these programs should contact the VA office for additional information.

## **Military Student Policies and Information**

**Veterans Benefits:** The College is approved to offer designated programs for veterans training. Veterans may apply for benefits at the College or by contacting the Department of Veterans Affairs, via the VONAPP site. Approval of training benefits to be awarded is the responsibility of the Department of Veterans Affairs. All students applying for veterans benefits through the College must supply verification of high school graduation or GED certificate. All postsecondary education from an accredited institution must be verified with an official college transcript. Students interested in learning more about VA benefits should contact the Student Financial Services department at their campus.

**VA Academic Year:** The Department of Veterans Affairs defines an award year as the period from August 1 to July 31.

**VA Attendance Policy:** The College's attendance policy applies to military students. All students who do not attend or interact with any scheduled classes for 14 consecutive calendar days may be administratively dropped from their program of study. Special accommodations can be made for military personnel who are called to active duty or reserve training for a period of approximately two weeks. Service members should see the Director of Education prior to the first date the student will be absent. A copy of military orders must be provided. Upon approval, the Director of Education will grant an extension of time based on the days of required military service and for necessary travel time to and from military duty.

Students whose unexcused absences exceed 15% in a quarter WILL BE TERMINATED from Veterans' benefits for unsatisfactory attendance.

Excused absences will be granted for extenuating circumstances only and those excused absences will be substantiated by entries in the students' files. Students attending under the provision of the Veterans' Administration are required to report to the College immediately upon withdrawal or dropping of courses.

Excused Absences will be granted for extenuating circumstances only. Excused absences must be sustained by supporting documents, which will be made a part of the student's file. Excused absences are granted at the discretion of the Instructor. Excused absences such as military service, illness, work, and personal or family-related emergency do not eliminate the absence from the student's record. Excused absences provide the student with the opportunity to make up missed work. At the discretion of each

instructor, students may or may not be permitted to make up work for unexcused absences. Refer to each course syllabus for details on the individual instructor policies regarding tardiness and make-up work.

Attendance is taken in the beginning of class. A student who arrives after attendance is taken may be marked as tardy. If a student is not present in class when attendance is taken, it is his/her responsibility to notify the instructor at the break that he/she is present in class. The student will be marked present, but tardy, for that class. Attendance, timeliness and class participation together, count as 15% of the total grade. Therefore, it is important that students take their commitment to scheduled class time seriously.

## **GOVERNMENT/AGENCY REFERRED**

Students who are referred to Southern Technical College by a government office, the Children's Home Society or a community agency that has an existing agreement with the College, may be eligible for an institutional grant. The grant applied is up to 50% of the student's tuition rate per credit hour.

### **Workforce Investment Act**

In 1998, Congress passed the Workforce Investment Act (WIA), replacing the Job Training Partnership Act (JTPA) as the largest single source of federal funding for workforce development activities. WIA was to create a universal access system of one-stop career centers, which would provide access to training and employment services for a range of workers, including low-income adults, low-income youth, and dislocated workers. Southern Technical College is an approved WIA institution at the Tampa, Fort Myers, Port Charlotte and Bonita Springs locations.

WIA requires that training services be provided primarily through vouchers, known as Individual Training Accounts (ITAs). Dollar amounts for ITAs can vary significantly from one location to another. This is true at the different Southern Technical College campus locations. Students wishing to participate in the WIA programs should apply at their local office for information and eligibility determination. The College provides the student with a letter estimating the cost of their chosen program of study and the amount of Pell Grant that the student is eligible to receive. Students present this letter to the local WIA office, and if they are approved, they are given a voucher to submit to the College detailing the amount of funding which they are eligible to receive from WIA.

### **The Children's Home Society**

The Children's Home Society is one of Florida's oldest private, not-for-profit organizations. Their mission is to provide services to children and families that are at risk of abuse, neglect or abandonment; to strengthen and stabilize families; to help young people break the cycle of abuse and neglect; and to find safe, loving homes for children. The Children's Home Society helps to improve the lives of about 100,000 children and family members annually.

In 2011, Southern Technical College formed an agreement with The Children's Home Society to provide a tuition grant. The grant applied is up to 50% of the student's tuition rate per credit hour.

### **Requirements:**

As per the agreement between the College, The Children's Home Society, and WIA, the student will receive an institutional scholarship for up to 50% of the current tuition rate. To maintain eligibility for the grant a student must:

- Maintain uninterrupted full-time enrollment (12 credit hours or more);
- Maintain a GPA of 2.50;
- Grant recipients are not eligible to participate in any other institutionally funded financial assistance programs.

### **Foster Youth**

In addition to the Children's Home Society, Southern Technical College also supports those students who lived in foster care and were placed through a different agency. This grant is meant for students who were placed in foster care at any time from the age of 13 years-old or older. The grant applied is up to 50% of the student's tuition rate per credit hour.

Additionally, those prospective students who qualify for the Road to Independence Scholarship, regardless of time spent in foster care, and can provide proof, will be eligible for the following institutional grant.

To determine eligibility the student must provide proof of a foster care stay. Acceptable documentation can be one of the following:

- A statement on letterhead from the agency confirming the dates of stay;
- Court documentation;
- Documentation from the Department of Children and Families;
- In the case of Road to Independence, must provide proof of eligibility for Road to Independence Scholarship.

To maintain eligibility for the grant a student must:

- Maintain uninterrupted full-time enrollment (12 credit hours or more);
- Maintain a GPA of 2.50;
- Grant recipients are not eligible to participate in any other institutionally funded financial assistance program.

## **TEXTBOOKS AND SUPPLIES**

The costs of textbooks are included in tuition. Textbooks will be provided to residential students on the first day of class each term. Textbooks for online students will be mailed to the mailing address on file in the Registrar's office. In the event a student moves, it is the student's responsibility to update his or her address with the College Registrar to avoid a delay in receipt of books.

In the event a student withdraws, failure to return books will result in a fee. Duplicate books are not included in tuition. Students are responsible for duplicate copies of books.

Some programs may require additional materials and/or uniforms. These expenses, if applicable to the student's program and/or class, will be billed to the student's account as a separate charge at the time the student receives the materials.

## **PAYMENT OF CHARGES**

Tuition and fees are billed on a term-by-term basis. Students with payment plans are expected to make payments monthly on the 15th of each month of the quarter. All account balances must be paid and cleared through the Business Office prior to registration for the upcoming quarter. Payments may be made by cash, check, money order, MasterCard, VISA, American Express, or Discover Card. Checks must be made payable to Southern Technical College.

To be in "good financial standing" students must satisfy all of their financial obligations to the College. Failure to do so will prevent them from registering for classes, receiving transcripts, grade reports, and/or diplomas. Students must also be in "good financial standing" to graduate from Southern Technical College.

## **COLLECTIONS**

In the event a student's account becomes 30 days past due, it may be turned over to a collection agency or referred for legal action. If an account is turned over to a collection agency, the debtor will be responsible for all collection costs and legal fees associated with the collection of the debt.

## **STUDENT SERVICES**

At Southern Technical College, student services is a shared responsibility between every member of the faculty, staff, and administration. The Career Services Department is the primary contact point for students in need of assistance. Below are a variety of student services the College provides.

### **ORIENTATION**

An orientation program is held just prior to the start of each quarter. Orientation is intended to help students transition into College life, and it gives them the opportunity to familiarize themselves with College policies and to meet personally with members of the faculty, staff, and administration.

### **FRESHMAN STUDIES AND THE ACADEMIC SUCCESS CENTER (ASC)**

Freshman Studies places students on the road to success. Through preparatory classes and individualized tutoring, the goal of Freshman Studies is to enrich the academic experience and to enable students to be successful throughout their College experience. Most freshmen will be enrolled in College Success, and through an assessment process at the time of application, it will be determined if basic courses in math and English are required.

The Academic Success Center is staffed by skilled and experienced tutors who provide another opportunity for individualized instruction and support. Students may be referred to the ASC by faculty or staff, or may receive tutoring on a walk-in basis. Any student may use the ASC, not just freshmen. Workshops that prepare students for success in their academic and professional lives are also available to all students.

## **LEARNING RESOURCE CENTER (LRC)**

The Learning Resource Center is available to provide students and faculty with the resources and services necessary to support the mission of the College. The Learning Resource Center is committed to helping students reach their academic and professional goals.

The purposes of the Learning Resource Center are:

- To provide learning resources that directly support and appropriately supplement the Southern Technical College curriculum for students and faculty;
- To provide library services that effectively instruct and help all patrons to find, evaluate and use the information sources they need.

## **Resources**

The Learning Resource Center is open to students, faculty, and staff, and it hosts a growing collection of physical resources (books, periodicals, DVDs) and online resources (online databases, e-books). To meet the demands of today's busy and employed students, the LRC provides a wide array of online resources to students 24/7 through the online programs of the Library Information Resources Network (LIRN) and FirstSearch. The Learning Resource Center also subscribes to ebrary, a large academic collection of more than 42,000 e-books. Additionally, the Learning Resource Center also offers interlibrary loan privileges to students, which gives them access to books and journal articles from other academic or public libraries.

## **Services**

All Learning Resource Centers are under the direction of a College Librarian who, with support staff, is available to help students with their information needs. The libraries also maintain computer labs for students to use in their research and writing.

## **CAREER SERVICES ASSISTANCE**

Career assistance is provided to advise students concerning careers and to assist graduates in finding employment for which the student has been trained. Career assistance is comprised of two features: (i) professional preparation seminars that are held throughout the academic year; and (ii) job placement assistance through the Career Placement Assistance Center. It is strongly recommended that each student meets with a Career Services Advisor for an exit interview and to have a resume on file with the Career Placement Assistance Center to qualify for commencement and placement assistance. The College will assist the student with setting employment interviews, resume writing, and interview preparation. The College does not guarantee employment opportunities for students or graduates.

## **Parking**

Southern Technical College provides ample free parking for all students. Unauthorized automobiles and those not properly parked may be ticketed and towed. Reckless or negligent driving while on the College's property will result in the loss of parking privileges and possible suspension.

The College assumes no liability for property damage, loss of articles, or bodily injury resulting from the use of the parking facilities. Designated handicapped parking spaces are available.

## **STUDENT LOUNGE**

Vending machines are located in the student lounge and provide drinks and snacks. However, food and beverages must be consumed in the student lounge. Food should not be consumed in the classroom. Smoking is only permitted outside the building in designated smoking areas.



## COLLEGE POLICIES

### THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In accordance with FERPA regulations, the College has adopted policies and procedures which permit the student the opportunity to view his/her educational records upon request. Educational records mean those records, files, documents, and other materials that contain information directly related to a student. Educational records do not include working papers concerning students, such as informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff and are not accessible or revealed to any other person.

The College will not permit access to or release of confidential information to any individual or agency without written consent of the student, except for the following reasons: 1) Records are required by STC officials in the proper performance of duties, 2) Organizations conducting studies for educational and governmental agencies, 3) U.S. Government agencies as listed in Public Law 93-380, 4) Accrediting agencies, 5) Parents of dependent children as defined in the Internal Revenue Code of 1954, 6) Appropriate persons in connection with an emergency, 7) Other educational institutions upon request of transcripts for students seeking enrollment in that institution, 8) In connection with the award of financial aid, and 9) In response to legal court orders. Additional details on the College's FERPA policy may be found online at <http://www.southern.tech.edu> under College Policies and Disclosures.

### STUDENT CODE OF CONDUCT

The College is proud of its academic standards. Professional conduct is a critical factor in obtaining and keeping employment. The College emphasizes regular attendance, promptness, honesty, and a positive professional attitude. Students are held responsible for following rules while on College property and when not on College property while they are on externship or while attending any other College sponsored event, such as a fieldtrip. Violation of the Student Code of Conduct include:

- All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through alteration or falsification, or misuse of College documents;
- Theft, deliberate destruction, damage, misuse, or abuse of College property or the property of private individuals associated with the College;
- Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other College activities;
- The use of alcoholic beverages or controlled substances on College property or clinical or externship sites, including the purchase, consumption or possession or sale of such items;
- The use of any tobacco products in College buildings and eating or drinking in hallways, classrooms or any area, other than those designated for such purpose;
- Failure to comply with College officials acting within the scope of their employment responsibilities;
- Bringing animals onto College property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects;
- Bringing children into College teaching areas. The College does not provide childcare facilities and cannot be responsible for their health, safety or security.
- Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations;
- Failure to comply with any regulation not contained within official College publications but announced as administrative policy by a College official or other person authorized by the Executive Director of the Campus;
- Bringing dangerous items such as explosives, firearms, chemical or biological agents, other weapons, whether concealed or exposed onto College property;
- Violence or threats of violence towards persons or property of students, faculty, staff or the College;
- Improper use of e-mail and internet access;
- Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs.

Students are subject to federal, state, and local laws as well as the regulations of the College. The breach or violation of any of these laws or College regulations may result in a written warning and may produce disciplinary action up to and including suspension or dismissal from the College. Students who are dismissed for violations of student conduct rules may not be eligible for re-admission. Students are expected to maintain good grooming and behavioral standards, and to meet the student dress code. Those students who fail to do acceptable work, have excessive absences, or who conduct themselves in a manner deemed unacceptable by the College may be terminated.

The College reserves the right to suspend or dismiss a student if such actions are considered to be in the best interest of the student or the College, or if it has been found that the student has gained admission or financial assistance through false records or fraud.

## **ACADEMIC DISHONESTY**

Students must realize that success in their studies depends entirely upon their own efforts. Consequently, plagiarism and any other forms of academic dishonesty are not tolerated. Plagiarism is the conscious or unintentional use of the words, phrasing or ideas of another person without acknowledging the source, thereby attempting to receive undeserved credit. Conscious plagiarism is evidence of intellectual dishonesty; unintentional plagiarism indicates intellectual laziness.

As outlined by the College's plagiarism policy, first time violators will be issued a zero on the assignment, second time violators will be issued a zero for the course, and third time violators will be dismissed from the institution.

## **UNIFORM POLICY**

1. Students are required to wear their College-provided uniforms every day, beginning on the first day of class after they have been received.
2. Students who do not meet the uniform requirement are prohibited from attending class and/or participating in other College-sponsored activities occurring on campus the day and evening of the date of violation.
3. Students are required to wear their uniforms regardless of the class they are taking. Any exceptions, such as participation in field trips, must be made in writing by the instructor after consultation with the campus Executive Director or Director of Education.
4. Instructors will strictly enforce the Uniform Policy and will include any student absence that results due to a violation of this policy in the calculation of the professional performance portion of the student's course grade.
5. Students that are absent from class due to a violation of this uniform policy may not appeal that absence and, if it is appealed, it will not be excused.
6. Absences due to a violation of the Uniform Policy may also impact a student's course grade in accordance with the Attendance Policy published in the College's Catalog and Student Handbook.

## **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES OR SPECIAL NEEDS**

In accordance with the Americans with Disabilities Act (ADA) the College has made appropriate accommodations such as special parking facilities, ramped entrances, and accessible water fountains and restrooms. The College will make additional reasonable accommodations to meet the needs of any student with disabilities.

Pursuant to the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504), the College provides equal opportunity for qualified persons with disabilities. As appropriate, the College will make reasonable accommodations to offer persons with disabilities the opportunity to participate fully in its programs, activities and services. A reasonable accommodation is defined as an adjustment that allows a student with a disability to participate fully in the College educational experience.

It is the responsibility of the student to inform the College of any disability, whether physical or mental, that might in any way affect the student's academic progress or for which the student seeks accommodation. All requests for accommodation must be made in writing to the Director of Education using the Accommodation Request Form. The Accommodation Request Form may be obtained from the Director of Education or may be found online at <http://www.southern.tech.edu> under College Policies and Disclosures.

### **Non-Discrimination and Non-Harassment**

Southern Technical College is committed to both equal employment and equal educational opportunities. No person shall be subject to discrimination on the basis of age, race, color, national origin, sex, or disability in the administration of any educational program or activity, including participation in, receiving the benefits of, admission to, or employment in such programs and activities. The following person has been designated to handle all inquiries regarding the College's non-discrimination policies, and serves as the Title IX coordinator is: Dr. Lori Moran, Vice President, Operations, 3940 North Dean Road, Orlando, FL 32817, (407) 671-9922.

The College's grievance procedures are to be used for complaints of discrimination on the basis of sex as required by Title IX of the Education Amendments of 1972 (34 C.F.R. §106.8(b)). These grievance procedures are also to be used for complaints of discrimination on the basis of disability filed under Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. §104.7(b)), and on the basis of age filed under the Age Discrimination Act of 1975 (34 C.F.R. §110.25(b)).

Students of the College have the right to file complaints of discrimination and harassment. Complaint investigations will be conducted in a fair, respectful, and consistent manner. All students of Southern Technical College are expected to comply with the terms and conditions of this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Disciplinary action, up to and including expulsion from the College with no opportunity for re-entry, will be taken against any student who violates this policy.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. Sexual harassment refers to behavior that is unwelcome, whether those involved stand in a subordinate-supervisory relationship, faculty-student relationship, employee-student relationship, student-student relationship, employee-employee relationship or vendors doing business with the College. Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to the conduct is made either implicitly or explicitly as a condition to receiving a passing grade or favoritism in class or the student's continued attendance in class or enrollment in the College;
2. The harassment has the purpose or effect of interfering with the student's school performance or creating an environment which is intimidating, hostile, or offensive to the student.

No employee or student shall threaten or suggest, either directly or indirectly, that a student's refusal to submit to sexual advances will adversely affect the student's grades, progress, evaluation, advancement, or any other aspect of academics.

The College remains watchful for inappropriate behavior or conduct; however, the nature of harassment or discrimination is such that it is often difficult for the College to detect. Therefore, if students believe that they are being subjected to, or witness any form of harassment or discrimination, it is their responsibility to immediately bring this to the attention of their Program Manager or the Director of Education. If a faculty member is the person who is responsible for the harassment or discrimination, or if a student has reported such conduct to their Program Manager and no action appears to have been taken, then they are to report this situation to the Executive Director immediately.

## Forms of Harassment

Forms of harassment may include but are not limited to:

1. Verbal: sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds.
2. Visual/Non-Verbal: derogatory posters, cartoons, or drawings; suggestive objects or pictures; graphic commentaries; leering or absence gestures.
3. Physical: unwanted physical contact including touching, interference with an individual work movement, or assault.
4. Other: making or threatening reprisals as a result of negative response to harassment.

## What you should do if you believe you are a victim of harassment or discrimination.

Harassment of any type will not be tolerated by the College. If an employee or student becomes aware of any behavior that may constitute harassment, it is the responsibility of that person to report such conduct.

1. Do not remain silent. Tell the harasser that you find such conduct offensive and unwelcome and that you want the conduct to stop immediately.
2. You may find it helpful to keep a detailed log of all incidents noting the date, time, place, and persons involved and any witnesses to the event.
3. Employees should notify their immediate Supervisor and/or the Director of Education.
4. Students should notify the Director of Education and/or the Executive Director at the numbers listed below:

Fort Myers Campus	(239) 939-4766
Port Charlotte Campus	(941) 391-8888
Tampa Campus	(813) 630-4401
Bonita Springs Site	(239) 939-4766

## Filing a Complaint and Investigation

- An individual alleging discrimination or harassment files a complaint with their supervisor or Director of Education Program Manager. Complaints may be written or verbal.
- Complaints must be filed within ninety (90) days of the last act of alleged discrimination or harassment or within ninety (90) days from becoming aware of the alleged act(s).

## Investigation

- The supervisor or Director of Education will respond to the initial complaint within three (3) days of notification of the alleged act(s).
- If the allegations prove to have merit, the supervisor or Director of Education will conduct a formal investigation into the charges which will include interviewing witnesses, obtaining written and/or verbal testimony, other types of documentation or evidence, as well as other investigative techniques deemed appropriate. The investigation will be completed within thirty (30) days unless extenuating circumstances demand that an extension be granted by the Executive Director.

## Response and Decision

- The Supervisor or Director of Education will issue a written statement of the findings of the investigation within fourteen (14) days of the completion of the investigation. The Findings Statement will be sent to the Complainant and Respondent via certified return receipt through the U.S. Postal System.
- The Findings Statement will include a determination as to whether or not discrimination or harassment took place and any appropriate remedy or disciplinary actions up to and including termination of employment or expulsion from the College. Disciplinary actions shall be determined on a case-by-case basis. Discipline decisions that affect a student or students shall be made in accordance with the terms of the Student Code of Conduct found in the College's Catalog.

## Retaliation

The College strictly prohibits, and will not tolerate, reprisals against any individual due to the participation in this process. A claim of retaliation shall be treated as a separate allegation of discrimination.

## STUDENT GRIEVANCE PROCESS

This grievance procedure has been provided to create a framework within which complaints may be resolved. This procedure is not meant as a substitute for other, more informal, means of resolving complaints or other problems. Students are encouraged to communicate any concerns to members of the College faculty and administration as needed.

All formal student complaints shall be handled as follows:

**Step One:** A student should attempt to resolve the issue in question with the campus instructor or employee with whom they have experienced a problem. If the matter cannot be resolved one on one in this manner, the student should schedule a meeting with the supervisor of the involved department.

**Step Two:** If the Program Director/supervisor is unable to resolve the issue, the student should arrange to meet with the Director of Education to resolve academic related issues or with the Executive Director to resolve non-academic issues.

**Step Three:** If the matter is not resolved to the student's satisfaction, the student must present a written complaint to the Executive Director. The Executive Director will respond to the student in writing as soon as possible, pending any required investigation. Generally, the Executive Director shall respond in writing no more than ten days from the date the written complaint was received. The Executive Director's reply shall include what, if any, corrective action has been proposed or accomplished. The Executive Director will take the necessary steps to ensure that any agreed-upon solution or other appropriate action is taken.

**Step Four:** If the complaint is not resolved by the Executive Director, the student may submit the complaint in writing to the College's Chief Compliance Officer at 3940 North Dean Road, Orlando, FL 32817. The Chief Compliance Officer (or designee) will respond to the student's complaint, generally within ten (10) days, specifying what action, if any, will be taken by the College to address the complaint.

Step Five: Students who feel a grievance is unresolved by the College after exhausting these steps may send their grievance in writing to the Executive Director, Commission for Independent Education, 325 W. Gaines Street, #1414, Tallahassee, FL 32399-0400. The phone number is (888) 224-6684. Additionally, a student may contact the Accrediting Council for Independent Colleges and Schools, located at Suite 980, 750 First Street, NE, Washington, DC 2002-4241.

## **ANTI-HAZING POLICY**

The College strictly prohibits any form of hazing. Hazing shall include but not be limited to any brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance or any other forced physical activity which could adversely affect the physical health or safety of the individual and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment or any other forced activity which could adversely affect the mental health or infringe on the rights of an individual.

Any allegations of hazing will result in an investigation by the administration. Any student found guilty of hazing will be disciplined by the administration in a manner consistent with the severity of the activity up to and including termination of enrollment. If any hazing activity appears to have violated any federal, state, or local laws, the results of the investigation will be provided to the appropriate legal authority.

## **DRUG PREVENTION**

In compliance with the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989, the College requires all students to read and sign the Drug Free Schools statement presented during the application process. In addition to this statement, students will receive a description of the applicable legal sanctions under local, state and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol; a description of health risks associated with the use of illicit drugs and the abuse of alcohol; and a description of any drug and alcohol counseling, treatment, or rehabilitation programs that are available to students.

## **DRUG FREE COLLEGE**

The Drug Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies. As a matter of policy, Southern Technical College prohibits the manufacture and unlawful possession, use, sale or distribution of illegal drugs and alcohol by students and employees on its property and at any school activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified. In certain cases, students or employees may be referred to counseling sources and/or substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

## **DRUG AND ALCOHOL ABUSE PREVENTION POLICY STATEMENT**

It is the policy of the College that the unlawful possession, use, or distribution of illicit drugs or alcohol by students on College property, or in conjunction with any College related activity, is strictly prohibited. Students who violate this policy will be referred to the appropriate law enforcement agency for prosecution and will be immediately suspended until the matter is resolved by the proper law enforcement agency. Only upon the presentation of written documentation indicating that the matter has been resolved to the satisfaction of the College will the College consider reinstatement of the student's enrollment. Additionally, it is a violation of the College policy for an employee to be under the influence of drugs or alcohol while on College property. Employees will be subject to the same disciplinary action for violations as students.

## **Drug Testing and Background Investigations**

Students in the following programs will be required to provide a background investigation and a drug screen prior to going into the externship or practicum portion of their program. Positive findings on either the background investigation or drug screen may prevent the student from participating in the externship/practicum thereby preventing the individual from completing and graduating from the respective program.

## **Bachelor's Degree Programs:**

- Elementary Education
- Healthcare Administration

## **Associate's Degree Programs:**

- Early Childhood Education
- Diagnostic Medical Sonography
- Health Information Management
- Medical Assistant
- Medical Laboratory Technician
- Nursing
- Surgical Technician

Many employers require job applicants to submit to mandatory drug testing and also require a criminal background check. Employment in some fields will be prohibited if the drug screening is positive or the background check reveals a conviction. Individuals must be aware of these requirements prior to choosing a program of study and are responsible for verifying and understanding the employment requirements of the profession.

## **CAMPUS SAFETY AND SECURITY POLICY**

Providing a safe campus environment for students and employees is important to Southern Technical College. With the cooperation of the administration, faculty, and student body, a safe campus environment can be maintained.

Firearms of any type are not permitted on Southern Technical College property. This policy applies to all students, staff, faculty, employees, as well as anyone visiting the College. The only exception to the policy is for "on duty" Florida and Federal law enforcement officers. Staff, faculty and students are required to adhere to all local, state, and federal laws, statutes and ordinances, and College policy. The College is responsible for enforcing these laws and the rules of the College.

## **SEXUAL ASSAULT POLICY STATEMENT**

Sexual assault is an act of violence. College campuses are considered to be potentially hazardous areas as the environment and atmosphere creates a feeling of trust and comradeship. The accusation of any sexual offense will be immediately reported to the proper law enforcement agency.

The accuser and accused will also be brought before the proper College's Conduct Review Committee. The Conduct Review Committee, created on an as needed basis, may suspend or dismiss a student as the disciplinary action taken. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought forth which alleges a sexual assault. The Executive Director or Director of Education can provide students with information on existing counseling in the community for victims of sexual assault. All instances of campus crimes and/or sexual offenses occurring on campus are to be reported immediately to the Executive Director or the Director of Education, who will in turn notify the local police. It is vital that a person of authority be notified immediately in an effort to preserve evidence as may be necessary to the proof of criminal action. We are each individually responsible for reporting criminal acts and suspicious behavior to provide a safe College environment.

## **EMERGENCY REPORTING**

In case of an emergency, or to report an accident or the observation of a crime or accident, students and employees should notify the Executive Director. The Director's office is open between the hours of 8:30 am and 5:30 pm. Should an accident occur after 5:30 pm, faculty members are instructed to contact the Executive Director or a member of executive staff immediately.

## **ARBITRATION OF CLAIMS**

Every student and Southern Technical College (the College) agrees that any dispute or claim between the student and the College (or any company affiliated with the College, or any of its officers, directors, trustees, employees or agents) arising out of or relating to a student's enrollment or attendance at the College whether such dispute arises before, during, or after the student's attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at the student's or the College's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. This policy, however, is not intended to modify

a student's right, if any, to file a grievance with any state educational regulatory body or accreditor. The full Arbitration process and steps are contained in the College Catalog.

By signing an Enrollment Agreement, the student agrees that any dispute arising from his or her enrollment at the College, no matter how described, pleaded, or styled, shall be resolved by binding arbitration under the substantive and procedural requirements of the Federal Arbitration Act, conducted by the American Arbitration Association (AAA) in the city and county in which the College campus attended is located, under its Commercial Rules. All determinations as to the scope, enforceability, and effect of this arbitration agreement shall be decided by the arbitrator, and not by a court. The award rendered by the arbitrator may be entered in any court having jurisdiction.

## **I. Terms of Arbitration**

1. Both Student and the College irrevocably agree that any dispute between them shall be submitted to arbitration.
2. Neither the Student nor the College shall file or maintain any lawsuit in any court against the other, and agree that any suit filed in violation of this Agreement shall be dismissed by the court in favor of an arbitration conducted pursuant to this Agreement.
3. The arbitrator's decision shall be set forth in writing and shall set forth the essential findings and conclusions upon which the decision is based.
4. Any remedy available from a court under the law shall be available in the arbitration.
5. This arbitration provision shall survive the termination of a student's relationship with the College.

## **II. Procedure for Filing Arbitration**

1. Students are strongly encouraged, but not required, to utilize the Grievance Policy described in the Catalog, prior to filing arbitration.
2. A student desiring to file arbitration should first contact the College President, who will provide the student with a copy of the AAA Commercial Rules. A student desiring to file arbitration should then contact the American Arbitration Association) in the city and county in which the College campus attended is located, which will provide the appropriate forms and detailed instructions. The Student should return this form to the AAA.
3. A student may, but need not, be represented by an attorney at the Arbitration.

## **III. Acknowledgement of Waiver of Jury Trial and Availability of AAA Rules**

The student acknowledges that he/she understands that both the College and student are irrevocably waiving rights to a trial by jury and are selecting instead to submit any and all claims to the decision of an arbitrator instead of a court. The student understands that the award of the arbitrator will be binding and not merely advisory. The student acknowledges that he or she may at any time, before or after admission, obtain a copy of the Rules of the American Arbitration Association, at no cost, from the AAA. The website for the AAA is [www.adr.org](http://www.adr.org).

## **IV. Claims and Scope of Arbitrator's Authority**

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against a student may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which the student resides. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators' fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure.

# PROGRAMS OF STUDY<sup>1</sup>

## BACHELOR'S DEGREE PROGRAMS

- ACCOUNTING
- CYBER TECHNOLOGY AND SECURITY SYSTEMS
- ELEMENTARY EDUCATION
- HEALTHCARE ADMINISTRATION
- INFORMATION TECHNOLOGY AND SECURITY SYSTEMS
- INTERIOR DESIGN
- MANAGEMENT
- PUBLIC SERVICE ADMINISTRATION

## ASSOCIATE'S DEGREE PROGRAMS

- ACCOUNTING
- CRIMINAL JUSTICE
- DIAGNOSTIC MEDICAL SONOGRAPHY
- DIGITAL DESIGN
- EARLY CHILDHOOD EDUCATION
- HEALTH INFORMATION MANAGEMENT
- INTERIOR DESIGN
- MANAGEMENT
- MEDICAL ASSISTANT
- MEDICAL LABORATORY TECHNICIAN
- NETWORK ENGINEERING AND ADMINISTRATION
- NURSING
- SURGICAL TECHNICIAN

## DIPLOMA PROGRAMS

- MEDICAL ASSISTANT
- MEDICAL BILLING AND CODING TECHNOLOGY

### Notes:

1. *Not all programs are offered every quarter or at every location.*
2. *Graduation from some programs of study enables graduates to apply for the specified certification exams or licensure with one or more agencies. However, students are advised that graduation from a program of study does not guarantee passage of any examination or that a license will be obtained.*



## ACCOUNTING

### Bachelor's Degree

Fort Myers

The objective of the Bachelor of Science Degree in Accounting (BSA) is to provide students with a broad, fundamental knowledge of the field of accounting. In addition, students will be provided with instruction designed to provide an understanding of the dynamics of organizations, the business environment, and the economy. Knowledge gained from this program will serve as a foundation for careers in public accountancy, industry, government, and non-profit organizations.

	Core	Credits
ACG1001	Financial Accounting I	4
ACG2071	Managerial Accounting I	4
ACG2080	Managerial Accounting II	4
ACG3102	Intermediate Accounting I	4
ACG3112	Intermediate Accounting II	4
ACG3341	Cost Accounting	4
ACG3631	Auditing	4
ACG4402	Accounting Information Systems	4
ACG4684	Fraud Investigation	4
ACG4803	Sr. Project in Accounting	4
APA1121	Financial Accounting II	4
APA1144	Computer Accounting	4
APA1801	Principles of Taxation	4
BUL1131	Business Law	4
CGS1514	Spreadsheet Applications	4
ECO2023	Microeconomics	4
ECO2027	Principles of Macroeconomics	4
FIN3005	Finance for Business	4
GEB2403	Ethics	4
GEB3213	Business Communication	4
GEB4890	Management Policy and Strategy	4
MAN2300	Human Resource Management	4
TAX4013	Advanced Federal Taxation	4
Elective	Core Elective	4
	<b>Total</b>	<b>96</b>
	<b>General Education</b>	
AMH3271	U.S. History 1945-Present	4
ART2100	Art Appreciation	4
CGS1009	Introduction to Computer Information Systems	4
ENC1101	English Composition I	4
ENC1210	Effective Writing in the Workplace	4
ENC3137	English Composition II	4
EVS1003	Environmental Science	4
HUM1520	Survey of Humanities	4
IDS1930	Current Topics	4
MAC1100	College Algebra	4
MAT0012	College Math	4
POS3062	Government	4
PSY1010	Intro to Psychology	4
SLS1301	Career Development	2
SLS1501	College Success	4
SPC1608	Communication Dynamics	4
SYG1003	Intro to Sociology	4
Electives	Open Electives	26
	<b>Total</b>	<b>92</b>
	<b>REQUIRED FOR GRADUATION</b>	<b>188</b>

Students in the Accounting program must maintain an average of 2.50 GPA and earn a grade of "C" or better in core accounting courses to remain in the program. Students who do not meet this academic requirement will be counseled into another program. Individuals with a prior criminal record may be unable to secure employment in the field of accounting.

# CYBER TECHNOLOGY AND SECURITY SYSTEMS

## Bachelor's Degree

Fort Myers

The Bachelor's Degree in Cyber Technology and Security Systems is built upon a foundation of information technology, digital forensics, and criminal justice coursework. Upon the completion of the program, graduates may be eligible for employment in a variety of entry level government and corporate Information Technology Security positions, performing digital forensic investigations as well as securing sensitive information technology networks and devices from vulnerabilities and attack.

	Core	Credits
CCJ1090	Introduction to Criminal Justice	4
CCJ1659	Criminology	4
CCJ4070	Crime Mapping	4
CCJ4700	Research Methods in Criminal Justice	4
CET1178	Computer PC Technician	4
CET1180	Computer Essentials	4
CET2588	Network + Preparation	4
CET2712	Introduction to Network Security Fundamentals	4
CGS2091	Ethics in Science and Technology	4
CIS2202	Computer Forensics and Investigations	4
CIS4385	Advanced Network Forensics	4
CIS4387	Wireless Security and Forensics	4
CJC3511	Economics of Crime and Punishment	4
CJE4970	Senior Project in Criminal Justice	4
CJL2109	Criminal Law and Procedure	4
CJL2135	Criminal Investigations and Police Procedure	4
ISM3044	Law and Technology	4
PLA1882	Constitutional Rights	4
Electives	Core Electives	24
	<b>Total</b>	<b>9</b>
	<b>General Education</b>	
AMH2072	Intro To Florida History	4
AMH3271	U.S. History 1945-Present	4
ART2100	Art Appreciation	4
CGS1009	Introduction to Computer Information Systems	4
ENC1101	English Composition	4
ENC1210	Effective Writing in the Workplace	4
ENC3137	English Composition II	4
EVS1003	Environmental Sciences	4
HUM1520	Survey of Humanities	4
IDS1930	Current Topics	4
MAC1100	College Algebra	4
MAT0012	College Math	4
POS3062	Government	4
PSY1010	Intro To Psychology	4
SLS1301	Career Development	2
SLS1501	College Success	4
SPC1608	Communication Dynamics	4
SYG1003	Intro To Sociology	4
Electives	Open Electives	26
	<b>Total</b>	<b>96</b>
	<b>REQUIRED FOR GRADUATION</b>	<b>192</b>

Additional Police Academy or other training may be required for law enforcement and related positions. Individuals seeking employment in criminal justice, law enforcement, security or other related fields are advised that criminal background checks and mandatory drug testing are commonly required prior to obtaining employment. Students must be aware of these requirements when deciding whether or not to pursue an educational program in this field.

## ELEMENTARY EDUCATION

### Bachelor's Degree

### Fort Myers and Tampa

The Bachelor's Degree in Elementary Education is a four-year program designed to prepare students to teach in the Elementary School setting. The program includes coursework and field experiences including one full term of student teaching. Graduates of this program will be able to apply to sit for the State of Florida K-6 Teacher Certification Exam (FTCE) and will have completed course work necessary for ESOL endorsement.

	<b>Core</b>	<b>Credits</b>
EDE1300	Instructional Models	4
EDE1941	Practicum I	4
EDE2202	Designing Instruction	4
EDE2943	Practicum II	6
EDE3302	Classroom Management	4
EDE3312	Science in the Elementary Classroom	4
EDE3319	Math in the Elementary Classroom	4
EDE3229	Health Education in Elementary and Middle Schools	4
EDE3421	Classroom Assessments	4
EDE4263	Collaboration in the School Community	4
EDE4281	Integrating the Arts into Instruction	4
EDE4313	Teaching Literacy in Primary and Elementary Classrooms	4
EDE4943	Student Teaching and Senior Seminar	12
EDF2085	Teaching Diverse Populations	4
EDG1040	Foundations of Education	4
EEC3229	Cultural Diversity in a School Setting	4
EEC3274	Exceptional Children	4
EME2040	Introduction to Educational Technology	4
HUM1520	Survey of the Humanities	4
SSE4345	Social Studies in the Classroom	4
SYG1363	Child and Adolescent Development	4
TSL1082	ESOL Foundation	4
TSL1088	Introduction to ESOL Principles and Practices	4
TSL4310	Methods and Strategies for Teaching the English Language Learner I	4
TSL4311	Methods and Strategies for Teaching the English Language Learner II	4
EDE4872	Portfolio and Professional Development	4
Elective	Core Elective	4
	<b>Total</b>	<b>118</b>
	<b>General Education</b>	
AMH2072	Introduction to Florida History	4
AMH3271	U.S. History 1945 – Present	4
BSC1000	Introduction to Biology	4
CGS1009	Introduction to Computer Information Systems	4
CHM1001	Principles of Chemistry	5
ENC1101	English Composition I	4
ENC1210	Effective Writing in the Workplace	4
ENC3137	English Composition II	4
EVS1003	Environmental Science	4
ART2100	Art Appreciation	4
IDS1930	Current Topics	4
LIT2330	Children's Literature	4

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<b>General Education</b>		<b>Credits</b>
MAC1100	College Algebra	4
MAT0012	College Math	4
MGF3129	Mathematics for Teachers	4
POS3062	Government	4
PSY1010	Introduction to Psychology	4
SLS1501	College Success	4
SPC1608	Communication Dynamics	4
SYG1003	Introduction to Sociology	4
<b>Total</b>		<b>81</b>
<b>REQUIRED FOR GRADUATION</b>		<b>199</b>

Student Teaching and Senior Seminar will only be scheduled during the day, Monday through Friday, and will take place in public school in Lee County. Students must be prepared to devote five full days per week during the quarter in which Student Teaching is assigned. There will be no exceptions to this requirement. During Student Teaching, an accomplished rating for all 12 Florida Accomplished Practices must be acquired by the student at the pre-professional level. The College does not guarantee or imply a specific site or schedule for the completion of the Student Teaching.

Observation of students in a school setting is an integral piece of the education programs. In some classes, homework assignments will include these observations with specific goals. Refer to course descriptions in the catalog for these classes.

Students will be required to undergo a criminal background check prior to starting the Practicum and may also be required to furnish the practicum site with a current negative drug screen. Positive findings on either the background check or drug screen may prevent the student from participating in the practicum thereby preventing the individual from completing and graduating from the program. Students with a prior criminal conviction may be unable to secure practicum sites or employment in the education field. Additionally, criminal background checks and mandatory drug testing are often required prior to obtaining employment in this field. Students must be aware of these requirements when deciding whether or not to pursue a program of study in this field. Students will be required to undergo a criminal background check prior to going out on Student Teaching and may also be required to furnish the site with a current negative drug screen. Positive findings on either the background check or drug screen will prevent the student from participating in Student Teaching thereby preventing the individual from completing and graduating from the program.

Graduates of the Bachelor's in Elementary Education (K-6 grades), with ESOL Endorsement that have met all admissions, program course, and state exam requirements will receive a transcript indicating the completion of a Florida Department of Education, state-approved program.

## HEALTHCARE ADMINISTRATION

### Bachelor's Degree

### Fort Myers, Tampa, and Online

The Bachelor's Degree in Healthcare Administration provides students with a foundation of general management skills in the concentration of healthcare. Students will be exposed to concepts in healthcare services such as: finances, public policy, communication, cultural diversity, and organizational behavior. This interdisciplinary degree will enable the student to seek employment in an entry level position in healthcare administration or a management training position.

	Core	Credits
CGS1514	Spreadsheet Applications	4
GEB3213	Business Communication	4
HIM2500	Health Information and Compliance	4
HSA1550	Medical Law and Ethics	4
HSA3110	HealthCare Management	4
HSA3113	Current Issues in Healthcare	4
HSA4170	Finance for Healthcare Managers	4
HSA4423	Health Policy and Law	4
HSC1538	Medical Terminology	2
MAN1021	Principles of Management	4
MAN3151	Organizational Behavior	4
MAN4046	Leadership and Team Development	4
MAN4236	Industry Management Capstone	4
MAN4641	Research in Management	4
Electives	Core Electives (to be chosen within the fields of Business or Healthcare)	60
	<b>Total</b>	<b>114</b>
	<b>General Education</b>	
AMH3271	U.S. History 1945-Present	4
ART2100	Art Appreciation	4
CGS1009	Introduction to Computer Information Systems	4
ENC1101	English Composition I	4
ENC1210	Effective Writing in the Workplace	4
ENC3137	English Composition II	4
EVS1003	Environmental Science	4
HUM1520	Survey of Humanities	4
IDS1930	Current Topics	4
MAC1100	College Algebra	4
MAT0012	College Math	4
POS3062	Government	4
PSY1010	Intro to Psychology	4
SLS1301	Career Development	2
SLS1501	College Success	4
SPC1608	Communication Dynamics	4
SYG1003	Intro to Sociology	4
	<b>Total</b>	<b>66</b>
	<b>REQUIRED FOR GRADUATION</b>	<b>180</b>

A student seeking to acquire a clinical emphasis can select the following Core Electives:

	Core	Credits
BSC1090L	Anatomy and Physiology I with Lab	5
BSC1095L	Anatomy and Physiology II with Lab	5
PTN1123	Pharmacology	4

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**A student seeking to acquire an emphasis in Management can select the following Core Electives:**

	<b>Core</b>	<b>Credits</b>
ACG1001	Financial Accounting I	4
APA1121	Financial Accounting II	4
BUL1131	Business Law	4
ECO2027	Principles of Macroeconomics	4
GEB1011	Introduction to Business	4
GEB1112	Entrepreneurship	4
GEB2403	Ethics	4
MAN2160	Foundations of Leadership	4
MAN2300	Human Resource Management	4
MAN2582	Principles of Project Management	4
MAR1021	Marketing	4

Individuals seeking employment in the healthcare field are advised that criminal background checks and mandatory drug testing are required prior to obtaining employment. Students must be aware of these requirements when deciding whether or not to pursue an educational program in this field.

## INFORMATION TECHNOLOGY AND SECURITY SYSTEMS

### Bachelor's Degree

### Fort Myers and Tampa

The Bachelors of Information Technology and Security Systems program is focused on preparing students to acquire knowledge in the preservation of information assets. Students will be instructed in the identification of computer security vulnerabilities and have the opportunity develop a level of specialization in information security beyond what is provided by more general programs. The program allows students sufficient time to explore the issues and technologies of computer and network security and develop the skills needed to design or troubleshoot an organization's security systems procedures, standards, protocols, and policies, as well as ensure that operational security is in compliance with standards, policies, and laws.

	<b>Core</b>	<b>Credits</b>
CDA4656	Managing Electronic Communication Systems	4
CET1178	Computer PC Technician	4
CET1180	Computer Essentials	4
CET2426	Programming Logic and Design	4
CET2588	Network+ Preparation	4
CET2614	Routers and Network Security	4
CET2712	Introduction to Network Security Fundamentals	4
CGS1514	Spreadsheet Applications	4
CGS2091	Ethics in Science and Technology	4
CGS3812	IT Business Continuity	4
CGS4362	Information Technology Strategies	4
CIS2202	Computer Forensics and Investigations	4
CIS4385	Advanced Network Forensics	4
CNT3014	Managing Technology Integration	4
CNT4703	Business Design and Security Implementation Capstone Class	4
COP1765	Data Base II	4
CTS1401	Data Base I	4
CTS2345	Active Directory Services	4
CTS2347	Network Infrastructure	4
CTS2383	Client-Server Network Operating Systems	4
CTS4159	Root Cause Analysis	4
ISM3044	Law and Technology	4
MAN1021	Principles of Management	4
MAN2582	Principles of Project Management	4
Electives	Core Electives	40
	<b>Total</b>	<b>136</b>
	<b>General Education</b>	
AMH3271	US History 1945-Present	4
ART2100	Art Appreciation	4
CGS1009	Introduction to Computer Information Systems	4
COM1041	Interpersonal Communications	2
ENC1101	English Composition I	4
ENC1210	Effective Writing in the Workplace	4
ENC3137	English Composition II	4
MAC1100	College Algebra	4
MAT0012	College Math	4
POS3062	Government	4
PSY1010	Intro to Psychology	4
SLS1301	Career Development	2

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<b>General Education</b>		<b>Credits</b>
SLS1501	College Success	4
SPC1608	Communication Dynamics	4
SYG1003	Intro to Sociology	4
<b>Total</b>		<b>56</b>
<b>REQUIRED FOR GRADUATION</b>		<b>192</b>

Graduates may be required to undergo a criminal background check. Positive findings may prevent students from acquiring employment in the field. Students must be aware of these requirements when deciding whether or not to pursue an education program in this field.



## INTERIOR DESIGN

### Bachelor's Degree

Bonita Springs

The Bachelor's Degree program in Interior Design provides the student with a coursework to establish a foundational understanding of cohesive and responsible design through project-based and evidence-based design solutions to ensure mastery of student knowledge. The program is designed to prepare students to become globally responsible design practitioners who successfully employ commercial, residential, and universal design concepts to enrich the interior environment. The professional interior designer is qualified by education, experience, and examination to enhance the function and quality of interior spaces for the purpose of improving the quality of life, increasing productivity, and protecting the health, safety, and welfare of the public.

Core		Credits
ART2014	Ideation and Perspective Drawing	4
ETD1380	Computer Drafting with AutoCAD I	4
ETD1384	Computer Drafting with AutoCAD II	4
ETD1538	Architectural Drafting and Drawing	4
ETD3711	3D StudioMax	4
ETD3972	Revit I - Building Information Modeling	4
IND1090	Foundations of Interior Design	4
IND1096	Design Theories, Processes, and Principles	4
IND1485	Interior Material Components	4
IND2439	Interior Space Planning	4
IND2503	Business Practices for Interior Design	4
IND2512	Residential Design Project	4
IND2733	History of Design I	4
IND2735	History of Design II	4
IND2764	Commercial Design Project	4
IND2983	Sophomore Capstone Project - Phase I	4
IND2985	Sophomore Capstone Project - Phase II	4
IND3462	Digital Presentation Applications	4
IND3514	Interior Construction Comprehension	4
IND3532	Building, Codes, Regulations, and Standards	2
IND3561	Environmental Building Systems and Controls	2
IND3582	Construction Documentation and Project Management	2
IND3622	Sustainable Design	4
IND3692	Sustainable Design Concepts	4
IND3693	Global and Multi-Cultural Design	2
IND3695	Environmental Psychology for Design	2
IND3824	Special Topics in Interior Design	2
IND3825	Retail Facility Design	4
IND3912	Furniture History and Design	4
IND3981	Lighting Design	4
IND4117	Professional Practices for Interior Design	4
IND4293	Hospitality Facility Design	4
IND4461	Healthcare Facility Design	4
IND4697	Educational Facility Design	4
IND4983	Senior Capstone Project - Phase I	4
IND4985	Senior Capstone Project - Phase II	4
<b>Total</b>		<b>132</b>
General Education		
ART2100	Art Appreciation	4
CGS1009	Introduction to Computer Information Systems	4

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<b>General Education</b>		<b>Credits</b>
COM1041	Interpersonal Communication	2
ENC1101	English Composition I	4
ENC1210	Effective Writing in the Workplace	4
ENC3137	English Composition II	4
HUM1520	Survey of Humanities	4
MAC1100	College Algebra	4
MAT0012	College Math	4
POS3062	Government	4
PSY1010	Intro to Psychology	4
SLS1301	Career Development	2
SLS1501	College Success	4
SPC1608	Communication Dynamics	4
SYG1003	Intro to Sociology	4
	<b>Total</b>	<b>56</b>
	<b>REQUIRED FOR GRADUATION</b>	<b>188</b>

The field of interior design is a regulated profession. Employment as an interior designer may require a combination of formal education, work experience, licensing or registration, and the successful completion of a national or state certification exam. The actual requirements for employment vary from state to state.

Individuals who want to become interior designers must first research the requirements of the state in which they wish to be employed prior to seeking admission into the program. The college does not promise, warrant, guarantee, or imply that graduation from the program will satisfy any of the specific employment requirements of the state in which the individual intends to work.

## MANAGEMENT

### Bachelor's Degree

### Fort Myers, Tampa, and Online

The Bachelor's Degree in Management program is designed to for individuals who desire to expand their knowledge and marketability by earning a Bachelor's Degree. Upon completion of the program, students will be eligible for a wide variety of managerial positions in the business world with emphasis in their particular field.

	<b>Core</b>	<b>Credits</b>
ACG1001	Financial Accounting I	4
APA1121	Financial Accounting II	4
BUL1131	Business Law	4
CGS1514	Spreadsheet Applications	4
ECO2023	Microeconomics	4
ECO2027	Principles of Macroeconomics	4
FIN3005	Finance for Business	4
GEB3213	Business Communication	4
GEB4890	Management Policy and Strategy	4
MAN1021	Principles of Management	4
MAN2160	Foundations of Leadership	4
MAN2300	Human Resource Management	4
MAN3151	Organizational Behavior	4
MAN4046	Leadership and Team Development	4
MAN4236	Industry Management – Capstone	4
MAN4600	International Business	4
MAN4641	Research in Management	4
Electives	Core Electives	44
	<b>Total</b>	<b>112</b>
	<b>General Education</b>	
AMH2072	Intro to Florida History	4
AMH3271	U.S. History 1945-Present	4
ART2100	Art Appreciation	4
CGS1009	Introduction to Computer Information Systems	4
ENC1101	English Composition I	4
ENC1210	Effective Writing in the Workplace	4
ENC3137	English Composition II	4
EVS1003	Environmental Science	4
HUM1520	Survey of Humanities	4
IDS1930	Current Topics	4
MAC1100	College Algebra	4
MAT0012	College Math	4
POS3062	Government	4
PSY1010	Intro to Psychology	4
SLS1301	Career Development	2
SLS1501	College Success	4
SPC1608	Communication Dynamics	4
SYG1003	Intro to Sociology	4
Electives	Open Electives	10
	<b>Total</b>	<b>80</b>
	<b>REQUIRED FOR GRADUATION</b>	<b>192</b>

## PUBLIC SERVICE ADMINISTRATION

### Bachelor's Degree

### Fort Myers, Tampa, Port Charlotte, and Online

The Bachelor's Degree in Public Service Administration is designed for individuals who seek to expand their knowledge and marketability by earning a Bachelor's Degree. The program is built upon a foundation of criminal justice and criminology coursework and allows the student to concentrate their study in the areas of: Law Enforcement and Corrections Administration; Criminal Justice Technologies; and Social Justice. Upon the completion of the program, students will be eligible for a variety of positions in the criminal justice and social services fields.

	<b>Core</b>	<b>Credits</b>
CCJ1090	Introduction to Criminal Justice	4
CCJ1659	Criminology	4
CCJ4700	Research Methods in Criminal Justice	4
CJC1000	Introduction to Corrections	4
DSC3216	Emergency Planning and Response	4
DSC4019	Domestic and International Terrorism	4
CJE2300	Criminal Justice Management	4
CJE4970	Senior Project in Criminal Justice	4
CJJ1002	Juvenile Delinquency	4
CJL2109	Criminal Law and Procedure	4
CJL2135	Criminal Investigations and Police Procedure	4
CJL4035	Legal Ethics and Liability	4
SCC1009	Introduction to Security	4
Electives	Core Electives to be chosen from the Criminal Justice or Paralegal Disciplines at the 1000 or 2000 level	20
Electives	Core Electives to be chosen from the Criminal Justice or Paralegal Disciplines at the 3000 or 4000 level	24
	<b>Total</b>	<b>96</b>
	<b>General Education</b>	
AMH2072	Intro to Florida History	4
AMH3271	U.S. History 1945-Present	4
ART2100	Art Appreciation	4
CGS1009	Introduction to Computer Information Systems	4
ENC1101	English Composition I	4
ENC1210	Effective Writing in the Workplace	4
ENC3137	English Composition II	4
EVS1003	Environmental Science	4
HUM1520	Survey of Humanities	4
IDS1930	Current Topics	4
MAC1100	College Algebra	4
MAT0012	College Math	4
POS3062	Government	4
PSY1010	Intro to Psychology	4
SLS1301	Career Development	2
SLS1501	College Success	4
SPC1608	Communication Dynamics	4
SYG1003	Intro to Sociology	4
Electives	Open Electives	26
	<b>Total</b>	<b>96</b>
	<b>REQUIRED FOR GRADUATION:</b>	<b>192</b>

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Six electives must be selected from a specific emphasis in order to qualify as a concentration of study

Core		Credits
<b>Concentration in Law Enforcement and Corrections Administration</b>		
CCJ2462	Effective Communication for the Criminal Justice Professional	4
CCJ2647	Organized Crime	4
CCJ3666	Victimology and Victim Services	4
CCJ4070	Crime Mapping	4
CJE3012	Criminal Profiling	4
CJE3612	Interviews and Interrogations	4
<b>Concentration in Criminal Justice Technologies</b>		
CCJ4612	Patterns of Criminal Behavior	4
CJE1701	Introduction to Forensic Science	4
CJE1703C	Advanced Crime Scene Technology	4
CJE2671	Latent Fingerprint Development	4
CJE3012	Criminal Profiling	4
CJE3612	Interviews and Interrogations	4
<b>Concentration in Social Justice</b>		
CCJ2462	Effective Communication for the Criminal Justice Professional	4
CCJ3666	Victimology and Victim Services	4
CCJ4651	Chemical Dependency	4
CCJ4681	Domestic Violence: Children, Youth and Families	4
CJC4419	Theories and Methods of Offender Treatment	4
CJE3612	Interview and Interrogation Methods	4

Additional Police Academy or other training may be required for law enforcement and related positions. Individuals seeking employment in criminal justice, law enforcement, security or other related fields are advised that criminal background checks and mandatory drug testing are commonly required prior to obtaining employment. Students must be aware of these requirements when deciding whether or not to pursue an educational program in this field.

# ACCOUNTING

## Associate's Degree

Fort Myers

The Accounting program recognizes the interdependence of modern accounting and computer information techniques and is designed to provide the student with experiences in both areas. Students receive a solid foundation of accounting and related business courses that are designed to prepare them for entry-level positions in the accounting field. Upon successful completion of the program, graduates may pursue entry-level positions in payroll accounting, accounts receivable/payable, bookkeeping, or general accounting.

	<b>Core</b>	<b>Credits</b>
ACG1001	Financial Accounting I	4
ACG2071	Managerial Accounting I	4
ACG2080	Managerial Accounting II	4
APA1121	Financial Accounting II	4
APA1144	Computer Accounting	4
APA1801	Principles of Taxation	4
BUL1131	Business Law	4
CGS1514	Spreadsheet Applications	4
ECO2027	Principles of Macroeconomics	4
GEB1011	Introduction to Business	4
GEB2403	Ethics	4
MAN2300	Human Resource Management	4
	<b>Total</b>	<b>48</b>
	<b>General Education</b>	
AMH2072	Intro to Florida History	4
CGS1009	Introduction to Computer Information Systems	4
ENC1101	English Composition I	4
ENC1210	Effective Writing in the Workplace	4
MAT0012	College Math	4
PSY1010	Intro to Psychology	4
SLS1301	Career Development	2
SLS1501	College Success	4
SPC1608	Communication Dynamics	4
SYG1003	Intro to Sociology	4
Electives	Open Electives	10
	<b>Total</b>	<b>48</b>
	<b>REQUIRED FOR GRADUATION</b>	<b>96</b>

## CRIMINAL JUSTICE

### Associate's Degree

### Fort Myers, Tampa, Port Charlotte, and Online

The Criminal Justice program provides students with a broad spectrum of coursework in corrections, law enforcement, terrorism, private security, and investigation. The program is designed to prepare students for a variety of careers in the criminal justice field in both the public and private sector including local or state law enforcement agencies, the federal government, insurance companies, correctional facilities, or private security services. Some agencies may have additional requirements specific to their agency.

<b>Core</b>		<b>Credits</b>
CCJ1090	Introduction to Criminal Justice	4
CCJ1659	Criminology	4
CJC1000	Introduction to Corrections	4
CJE2300	Criminal Justice Management	4
CJJ1002	Juvenile Delinquency	4
CJL2109	Criminal Law and Procedure	4
CJL2135	Criminal Investigations and Police Procedure	4
CJE1701	Introduction to Forensic Science	4
CCJ2462	Effective Communication for CJ Professional	4
PLA1260	Evidence	4
CJE1703	Advanced Crime Scene	4
CCJ2647	Organized Crime	4
SCC1009	Introduction to Security	4
Electives	Core Electives	8
<b>Total</b>		<b>60</b>
<b>General Education</b>		
CGS1009	Introduction to Computer Information Systems	4
COM1041	Interpersonal Communications	2
ENC1101	English Composition I	4
ENC1210	Effective Writing in the Workplace	4
MAT0012	College Math	4
PSY1010	Intro to Psychology	4
SLS1501	College Success	4
SLS1301	Career Development	2
SPC1608	Communication Dynamics	4
SYG1003	Intro to Sociology	4
<b>Total</b>		<b>36</b>
<b>REQUIRED FOR GRADUATION</b>		<b>96</b>

Additional Police Academy or other training may be required for law enforcement and related positions. Individuals seeking employment in criminal justice, law enforcement, security or other related fields are advised that criminal background checks and mandatory drug testing are commonly required prior to obtaining employment. Students must be aware of these requirements when deciding whether or not to pursue an educational program in this field.

## DIAGNOSTIC MEDICAL SONOGRAPHY

### Associate's Degree

### Tampa, Port Charlotte, and Bonita Springs

The mission of the Sonography Program at Southern Technical College is to prepare students to graduate with the knowledge, skills, and behaviors expected of an entry level general sonographer. Sonography courses in this program provide a foundation into sonography and include a variety of sonography techniques, such as ultrasound instrumentation, gynecologic sonography, and embryonic and fetal sonography. This program also includes an externship designed to give students valuable experience in the field.

<b>Core</b>		<b>Credits</b>
BSC1090L	Anatomy and Physiology I with Lab	5
BSC1095L	Anatomy and Physiology II with Lab	5
HIM2451	Disease Processes/Pathophysiology	4
SON1001C	Foundations of Sonography	4
SON1004	Applied Sonography	4
SON1052	Gross Anatomy	4
SON1210	Principles of Ultrasound Instrumentation and Acoustic Physics	4
SON2061	General Sonography: Content Review	4
SON2119	Transabdominopelvic Sonography	4
SON2125	Gynecologic Sonography	4
SON2140	Vascular Sonography	4
SON2144	Sonography of Superficial Structures	4
SON2182	Embryonic and Fetal Sonography	4
SON2804	Sonography Externship I	8
SON2814	Sonography Externship II	8
<b>Total</b>		<b>70</b>
<b>General Education</b>		
CGS1009	Introduction to Computer Information Systems	4
ENC1101	English Composition I	4
ENC1210	Effective Writing in the Workplace	4
MAC1100	College Algebra	4
MAT0012	College Math	4
PHY2021	Concepts in Physics	4
SPC1608	Communication Dynamics	4
<b>Total</b>		<b>28</b>
<b>REQUIRED FOR GRADUATION</b>		<b>98</b>

Students preparing for the externship will be required to take a PPD, a statement of good health, a varicella and rubella titer test, and proof of hepatitis B vaccination or a statement refusing the vaccination, a drug screening and a criminal background check. Positive findings may prevent the student from participating in the externship thereby preventing the individual from completing and graduating from the program. Students preparing for the externship are also required to have medical malpractice insurance.



## DIGITAL DESIGN

### Associate's Degree

**Fort Myers**

The Digital Design Program prepares students for a successful career in both design and production with an emphasis on developing the student's capacity for critical thinking, and stimulating imagination and innovation. The critical skills of perception, interpretation, and inventiveness are fostered as well as an understanding of digital design business practices. Industry standard software applications are used while solving design problems, planning, and executing solutions. The student's focus is to sharpen their ability to visually translate ideas of an intended message to a targeted audience.

<b>Core</b>		<b>Credits</b>
ART2309	Drawing and Perspective	4
CAP2049	Computer Animation for Multimedia	4
DIG2002	Digital Design Technology	4
GEB1112	Entrepreneurship	4
GRA1853	Typography	4
GRA2107	History of Graphic Design	4
GRA2120	Publication Design	4
GRA2171	Advertising Design	4
GRA2515	Corporate Identity	4
GRA2585	Interactive Media	4
GRA2600	Graphic Design Externship	4
GRA2717	Sequential Media Design	4
GRA2741	Color Theory	4
GRA2868	Advanced Concept Development	4
GRA2950	Digital Portfolio	4
PGY2800	Digital Photography	4
<b>Total</b>		<b>64</b>
<b>General Education</b>		
CGS1009	Introduction to Computer and Information Systems	4
COM1041	Interpersonal Communications	2
ENC1101	English Composition I	4
ENC1210	Effective Writing in the Work Place	4
MAT0012	College Math	4
PSY1010	Intro to Psychology	4
SLS1301	Career Development	2
SLS1501	College Success	4
SPC1608	Communication Dynamics	4
<b>Total</b>		<b>32</b>

## EARLY CHILDHOOD EDUCATION

### Associate's Degree

### Fort Myers and Tampa

The Early Childhood Education Associate's Degree is designed to prepare the students for careers in the field of early childhood education. Early childhood educators work in preschool, childcare centers, school age programs, and in public schools with children through the age of 8. In addition, the coursework provides the student with opportunities to study and apply understandings in emergent literacy, and in documenting observations and using the data to plan lessons to meet the needs of the children. Students will focus on the creation of developmentally appropriate curriculum, instruction and assessment in their classrooms. Upon completion of the program, the student will have a background in the growth and development of young children, understand how children learn, be aware of the diversity in our population, be able to observe children and use the data to plan developmentally appropriate instructional experiences, and understand the roles of the teacher, the family and the school community in early childhood education.

	<b>Core</b>	<b>Credits</b>
EDE1941	Practicum I	4
EDE2943	Practicum II	6
EDF2085	Teaching Diverse Populations	4
EDG1040	Foundations of Education	4
EEC1001	Introduction to Early Childhood Education	4
EEC1200	Developmental Curriculum and Instruction	4
EEC1218	Early Childhood Literacy	4
EEC1601	Child Observation, Record Keeping and Assessment	4
EEC1603	Guidance and Positive Discipline	4
EME2040	Introduction to Educational Technology	4
LIT2330	Children's Literature	4
SYG1363	Child and Adolescent Development	4
TSL1088	Introduction to ESOL Principles and Practices	4
	<b>Total</b>	<b>54</b>
	<b>General Education</b>	
AMH2072	Introduction to Florida History	4
CGS1009	Introduction to Computer Information Systems	4
ENC1101	English Composition I	4
ENC1210	Effective Writing in the Workplace	4
EVS1003	Environmental Science	4
MAT0012	College Math	4
PSY1010	Introduction to Psychology	4
SLS1301	Career Development	2
SLS1501	College Success	4
SPC1608	Communication Dynamics	4
SYG1003	Intro to Sociology	4
	<b>Total</b>	<b>42</b>
	<b>REQUIRED FOR GRADUATION</b>	<b>96</b>

Students with a prior criminal conviction may be unable to secure employment in the education field. Additionally, criminal background checks and mandatory drug testing are often required prior to obtaining employment in this field. Students must be aware of these requirements when deciding whether or not to pursue a program of study in this field.

To remain in the program, students must maintain a GPA of 2.75 in the core courses. Students who do not meet this academic requirement will be counseled into another program. Practicum I and II will only be scheduled during the day, Monday through Friday, and will take place in public or private schools throughout a multi-county area. Students must be prepared to devote approximately 25 hours per week during the quarter in which Practicum II is assigned. The College does not guarantee or imply a specific site or schedule for the completion of the Practicum.

Students will be required to undergo a criminal background check prior to starting the Practicum and may also be required to furnish the practicum site with a current negative drug screen. Positive findings on either the background check or drug screen may prevent the student from participating in the practicum thereby preventing the individual from completing and graduating from the program.

Observation of students in a school setting is an integral piece of the education programs. In some classes, homework assignments will include these observations with specific goals. Refer to course descriptions in the Catalog for these classes.

## HEALTH INFORMATION MANAGEMENT

### Associate's Degree

### Fort Myers, Port Charlotte, and Online

The Health Information Management Program is designed to introduce students to the diversity of health care. Students in this program will receive instruction in the areas of privacy, confidentiality, electronic medical records, quality management, health data management, reimbursement, and coding and billing. Students will be qualified to work in a variety of health care settings, such as hospitals, ambulatory care settings, insurance offices, attorney offices, and be able to perform coding, billing, and medical record maintenance. The program is consistent with the institutions mission, as it will prepare graduates for employment in entry level positions within Health Information Management Fields.

<b>Core</b>		<b>Credits</b>
BSC1073	Foundations of Anatomy and Physiology	4
HIM1012	Healthcare Privacy, Confidentiality, Legal and Ethical Issues	4
HIM1211	Information Technology and Systems	4
HIM1223	Clinical Classifications II	4
HIM1229	Clinical Classifications I	4
HIM1300	Healthcare Delivery Systems	4
HIM1430	Foundations of Pathophysiology	4
HIM2110	Health Data Management	4
HIM2112	Electronic Health Records and Data Management	4
HIM2214	Health Care Statistics	4
HIM2232	Intermediate Procedural Coding	4
HIM2253	Basic Procedural Coding	4
HIM2279	Reimbursement Methodologies	4
HIM2501	Quality Management	4
HIM2820	Professional Practicum Experience	4
HSC1538	Medical Terminology	2
MAN1021	Principles of Management	4
PTN1123	Pharmacology	4
<b>Total</b>		<b>70</b>
<b>General Education</b>		
CGS1009	Introduction to Computer information Systems	4
ENC1101	English Composition I	4
ENC1210	Effective Writing in the Workplace	4
MAT0012	College Math	4
PSY1010	Intro to Psychology	4
SPC1608	Communication Dynamics	4
<b>Total</b>		<b>24</b>
<b>REQUIRED FOR GRADUATION</b>		<b>94</b>

Students who seek to enroll from another program are required to have earned a minimum GPA of 2.25. Students enrolled in the program must maintain an overall GPA of 2.25 to remain in the program. If a grade below "C" is earned within core courses, students will be required to retake the course. Students enrolled in the Health Information Management Program, whether residential or online, are expected to complete the Professional Practicum Experience (externship) at an approved clinical facility.

Students will be required to undergo a criminal background check, a drug screening, and blood work prior to going out on the Professional Practicum Experience. Positive findings on either the background check or drug screen will prevent the student from participating in the Professional Practicum Experience, thereby preventing the individual from completing and graduating from the program.

Students with a prior criminal conviction may be unable to secure employment in the Health Information Management field. Criminal background checks and mandatory drug testing are often required prior to obtaining employment in this field. Students must be aware of these requirements when deciding whether or not to pursue a program of study in Health Information Management.

## INTERIOR DESIGN

### Associate's Degree

### Bonita Springs

The Associate's Degree in Interior Design is designed to prepare students for careers in all aspects of the interior design industry and design. The two-year program is designed to provide students with the technical information and design skills necessary to begin their pursuit of a career in the residential and commercial design sectors. Upon successful completion of the program, the graduate may pursue entry level employment with a design practice, performing task such as analyzing a client's needs and goals and adhering to life safety requirements, while adapting to the ever-changing world of interior design.

<b>Core</b>		<b>Credits</b>
ART2014	Ideation and Perspective Drawing	4
ETD1380	Computer Drafting with AutoCAD I	4
ETD1384	Computer Drafting with AutoCAD II	4
ETD1538	Architectural Drafting and Drawing	4
IND1090	Foundations of Interior Design	4
IND1096	Design Theories, Processes, and Principles	4
IND1485	Interior Material Components	4
IND2439	Interior Space Planning	4
IND2512	Residential Design Project	4
IND2733	History of Design I	4
IND2735	History of Design II	4
IND2764	Commercial Design Project	4
IND2983	Sophomore Capstone Project - Phase I	4
IND2985	Sophomore Capstone Project - Phase II	4
Elective	Core Elective	4
Elective	Open Elective (to be chosen from the Interior Design or Graphic Design fields)	4
<b>Total</b>		<b>64</b>
<b>General Education</b>		
CGS1009	Introduction to Computer Information Systems	4
ENC1101	English Composition I	4
ENC1210	Effective Writing in the Workplace	4
MAT0012	College Math	4
SLS1301	Career Development	2
SLS1501	College Success	4
SPC1608	Communication Dynamics	4
<b>Total</b>		<b>26</b>
<b>REQUIRED FOR GRADUATION</b>		<b>90</b>

## MANAGEMENT

### Associate's Degree

### Fort Myers, Tampa, Port Charlotte, and Online

The Management program is designed to familiarize students with the many facets of owning, operating, managing and marketing a business enterprise. The program is designed to introduce the student to all of the business functions with an emphasis on human resource management, leadership, business ethics, marketing and accounting. Upon successful completion of the program, graduates may pursue entry-level positions in general management, sales and promotion, project management, human resources, and retail operations.

	<b>Core</b>	<b>Credits</b>
ACG1001	Financial Accounting I	4
APA1121	Financial Accounting II	4
BUL1131	Business Law	4
CGS1514	Spreadsheet Applications	4
ECO2027	Principles of Macroeconomics	4
MAN1021	Principles of Management	4
MAN2160	Foundations of Leadership	4
MAN2300	Human Resource Management	4
Electives	Core Electives	16
	<b>Total</b>	<b>48</b>
	<b>General Education</b>	
AMH2072	Intro to Florida History	4
CGS1009	Introduction to Computer Information Systems	4
ENC1101	English Composition I	4
ENC1210	Effective Writing in the Workplace	4
MAT0012	College Math	4
PSY1010	Intro to Psychology	4
SLS1301	Career Development	2
SLS1501	College Success	4
SPC1608	Communication Dynamics	4
SYG1003	Intro to Sociology	4
Electives	Open Electives	10
	<b>Total</b>	<b>48</b>
	<b>REQUIRED FOR GRADUATION</b>	<b>96</b>

## MEDICAL ASSISTANT

### Associate's Degree

### Fort Myers, Tampa, Port Charlotte, and Bonita Springs

The Medical Assistant program is designed to expose the student to both the administrative and clinical aspects of a healthcare environment. Emphasis is placed on medical theory and terminology, focuses on the programs practices and procedures associated with the operation of a healthcare facility. Students also participate in clinical laboratory classes where they can apply the knowledge and training previously studied. Included in the program is a mandatory externship providing the students the opportunity to apply learned skills and competencies. Upon successful completion of the program, graduates can pursue entry-level employment as medical assistants with private physicians, health clinics, and hospitals.

	<b>Core</b>	<b>Clock Hours</b>	<b>Credits</b>
BSC1090L	Anatomy and Physiology I with Lab	64	5
BSC1095L	Anatomy and Physiology II with Lab	64	5
HIM2240	Coding for Medical Assistants	22	2
MAT1012	Math for Healthcare Professionals	22	2
HIM2451	Disease Process and Pathophysiology	44	4
HSA1550	Medical Law and Ethics	44	4
HSA2255	Medical Office Procedures	50	4
HSC1538	Medical Terminology	22	2
MEA1215	Clinical Procedures with Lab	64	5
MEA1290	Phlebotomy and Laboratory Procedures with Lab	64	5
MEA2900	Medical Assistant Externship	180	6
PTN1123	Pharmacology	44	4
RTE2000	Radiography	44	4
	<b>Total</b>	<b>728</b>	<b>52</b>
	<b>General Education</b>		
CGS1000	Introduction to Computer Information Systems	44	4
COM1041	Interpersonal Communication	22	2
ENC1101	English Composition I	44	4
ENC1210	Effective Writing in the Workplace		4
MAT0012	College Math	44	4
PSY1010	Intro to Psychology		4
SPC1608	Communication Dynamics	44	4
SLS1301	Career Development		2
SLS1501	College Success	44	4
SYG1003	Intro to Sociology		4
Electives	Open Elective	22	2
	<b>Total</b>	<b>418</b>	<b>38</b>
	<b>REQUIRED FOR GRADUATION</b>	<b>1146</b>	<b>90</b>

Individuals seeking employments in the healthcare field are advised that criminal background checks and mandatory drug testing are commonly required prior to obtaining employment. Students must be aware of these requirements when deciding whether or not to pursue an educational program in this field.

A non-paid externship will take place at physician's offices throughout a multi-county area. Externships will generally be scheduled during the day and may involve evening and weekend assignments. Students must be prepared to devote approximately 20 hours per week for 11 weeks to complete their externship requirement. The College does not guarantee or imply a specific site or a specific schedule for the externship requirement.

Students preparing for the externship will be required to furnish the College with a PPD that is less than 12 months old, a statement of good health, and proof of hepatitis B vaccination or a statement refusing the vaccination. Additional requirements specific to the externship site may also apply. Students preparing for the externship are also required to purchase medical malpractice insurance that is available through the College.

Students preparing for the externship will be required to take a PPD, a statement of good health, a varicella and rubella titer test, and proof of hepatitis B vaccination or a statement refusing the vaccination, a drug screening, and a criminal background check. Positive findings may prevent the student from participating in the externship thereby preventing the individual from completing and graduating from the program.

Students preparing for the externship are also required to have medical malpractice insurance. Graduates of this Associate's Degree program may apply to sit for the Registered Medical Assistant (RMA) or National Certified Medical Assistant (NCMA) certification examinations.



## MEDICAL LABORATORY TECHNICIAN

### Associate's Degree

Tampa

Medical Laboratory Technicians collect, examine, and analyze blood, urine, body fluids, cells, and tissues of the human body. Results from these analyses assist physicians in the diagnosis, care, and treatment of the patient. This program is designed to train students to use of a variety of equipment and in the methodologies of hematology, microbiology, clinical chemistry, immunoserology, and immunohematology. Graduates must pass a national certification exam and obtain licensure before seeking employment.

<b>Core</b>		<b>Credits</b>
BSC1090L	Anatomy and Physiology I with Lab	5
BSC1095L	Anatomy and Physiology II with Lab	5
CHM1001	Principles of Chemistry	5
CHM1110C	Clinical Chemistry I with Lab	5
CHM1111C	Clinical Chemistry II with Lab	5
MCB1016C	Medical Microbiology I with Lab	5
MCB1017C	Medical Microbiology II with Lab	5
MLT1300L	Hematology I with Lab	5
MLT2301L	Hematology II with Lab	5
MLT1500L	Immunoserology with Lab	5
MLT1001L	Introduction to Clinical Laboratory Sciences with Lab	5
MLT2234L	Urinalysis, Body Fluids, and Special Procedures with Lab	5
MLT2525L	Immunohematology with Lab	5
MLT2540	Medical Lab Externship I	8
MLT2542	Medical Lab Externship II	8
<b>Total:</b>		<b>81</b>
<b>General Education</b>		
CGS1009	Introduction to Computer Information Systems	4
ENC1101	English Composition I	4
MAC1100	College Algebra	4
MAT0012	College Math	4
PSY1010	Intro to Psychology	4
SPC1608	Communication Dynamics	4
<b>Total:</b>		<b>24</b>
<b>REQUIRED FOR GRADUATION:</b>		<b>105</b>

Applicants who seek to enroll in the Medical Laboratory Technician Degree Program must score a 250 or above on the Verbal (English) portion and a score of 250 or above on the Quantitative (Math) portions of the Wonderlic Basic Skills Assessment. A student who seeks to enroll from another program of study is required to have a minimum GPA of 2.50. Students enrolled in the program must maintain a GPA of 2.75 in core classes. Students may not earn more than three grades of "C" within their core curriculum to remain in the program.

Students preparing for the externship will be required to take a PPD, a statement of good health, a varicella and rubella titer test, and proof of hepatitis B vaccination or a statement refusing the vaccination, a drug screening and a criminal background check. Positive findings may prevent the student from participating in the externship thereby preventing the individual from completing and graduating from the program. Students preparing for the externship are also required to have medical malpractice insurance.

Upon graduation, you will be eligible to apply to take the State of Florida certification exam; the American Medical Technologists Examination (AMT). You must pass the AMT national certification exam and obtain state licensure before seeking employment as a lab technician in Florida.

# NETWORK ENGINEERING AND ADMINISTRATION

Associate's Degree  
Charlotte

Fort Myers, Tampa, and Port

The Network Engineering and Administration program is designed to instruct students in the principles and terminology of Networking Technology. Students will apply their knowledge through hands-on real world scenarios and simulation using current Network Technology. The training is structured to provide the foundation needed in Network Engineering and Administration to pursue entry level positions upon graduation. Courses included in this program will also provide a strong base for students wanting to obtain positions in IT Security. Many of the core courses apply directly to the Industry standard certifications such as: CompTia, Microsoft, Cisco, and Computer Forensics Investigation. Topics within the program will include virtual servers, cloud computing, and IT

<b>Core</b>		<b>Credits</b>
CDA4656	Managing Electronic Communication Systems	4
CET1178	Computer PC Technician	4
CET1180	Computer Essentials	4
CET2426	Programming Logic and Design	4
CET2588	Network+ Preparation	4
CET2614	Routers and Network Security	4
CET2712	Introduction to Network Security Fundamentals	4
CGS2091	Ethics in Science and Technology	4
CIS2202	Computer Forensics and Investigations	4
COP1765	Data Base II	4
CTS1401	Data Base I	4
CTS2345	Active Directory Services	4
CTS2347	Network Infrastructure	4
CTS2383	Client-Server Network Operating Systems	4
MAN1021	Principles of Management	4
MAN2582	Principles of Project Management	4
Elective	Core Elective	4
<b>Total</b>		<b>68</b>
<b>General Education</b>		
CGS1009	Introduction to Computer Information Systems	4
ENC1101	English Composition I	4
ENC1210	Effective Writing in the Workplace	4
MAT0012	College Math	4
PSY1010	Intro to Psychology	4
SLS1501	College Success	4
SPC1608	Communication Dynamics	4
<b>Total</b>		<b>28</b>
<b>REQUIRED FOR GRADUATION</b>		<b>96</b>

## NURSING

### Associate's Degree

Fort Myers

The Nursing Program is a seven (7) term program that is approved by and meets the requirements of the Florida Board of Nursing. The program focuses on both general education requirements and the introductory technical skills necessary to providing and managing patient care and participating in the profession of nursing. Upon graduation the student is eligible to apply to take the National Council Licensing Exam (NCLEX-RN) and upon passing, apply to the State Board of Nursing to become a registered nurse.

	Core	Credits
BSC1090L	Anatomy and Physiology I with Lab	5
BSC1095L	Anatomy and Physiology II with Lab	5
HUN1204	Nutrition	4
MCB1011L	Microbiology with Lab	5
NUR1023	Nursing Fundamentals	3
NUR1023L	Nursing Fundamentals Clinical	4
NUR1053L	Nursing Skills Lab I	1
NUR1054L	Nursing Skills Lab II	1
NUR1060	Health Assessment	3
NUR1060L	Health Assessment Lab	1
NUR1104	Concepts of Nursing Practice	2
NUR1140	Pharmacology for Nurses	4
NUR1210	Beginning Medical/Surgical Nursing	3
NUR1210L	Beginning Medical/Surgical Nursing Clinical	4
NUR2055L	Nursing Skills Lab III	1
NUR2214	Medical/Surgical Nursing	3
NUR2214L	Medical/Surgical Nursing Clinical	4
NUR2310	Pediatrics Nursing	3
NUR2310L	Pediatrics Nursing Clinical	2
NUR2420	Maternity Nursing	3
NUR2420L	Maternity Nursing Clinical	2
NUR2520	Mental Health Nursing	3
NUR2520L	Mental Health Nursing Clinical	2
NUR2761	Perioperative Nursing	2
NUR2761L	Perioperative Nursing Clinical	2
NUR2810	Seminar for Beginning Nursing Practice	2
NUR2940L	Nursing Practicum	6
	<b>Total</b>	<b>80</b>
	<b>General Education</b>	
CGS1009	Introduction to Computer Information Systems	4
DEP2006	Human Growth and Development	4
ENC1101	English Composition I	4
MAC1100	College Algebra	4
PSY1010	Introduction to Psychology	4
SYG1003	Introduction to Sociology	4
SPC1608	Communication Dynamics	4
	<b>Total</b>	<b>2</b>
	<b>REQUIRED FOR GRADUATION</b>	<b>108</b>

Note: During the final term, the College will determine which courses will be offered: NUR2761 Perioperative Nursing and NUR2761L Perioperative Nursing Clinical or NUR2251 Critical Care Nursing and NUR2251L Critical Care Nursing Clinical.

Clinical rotations (non-paid) will take place at acute and non-acute facilities including hospitals, residential long term care, community agencies, and physician's offices throughout a multi-county area. Clinical rotations will be scheduled during the day and will involve evening and weekend assignments. Students must be prepared to devote approximately 14 hours per week for 11 weeks to complete their clinical rotation requirements. The College does not guarantee or imply a specific site or a specific schedule for this requirement.

Students preparing for the clinical rotations are provided malpractice insurance by the College and have the option to acquire additional insurance at their own cost.

Individuals seeking employment in the nursing field are advised that criminal background checks and mandatory drug testing are commonly required prior to obtaining employment. Students must be aware of these requirements when deciding whether or not to pursue an educational program in this field. Positive findings may prevent the student from participating in the clinical rotation thereby preventing the individual from completing and graduating from the program. Additional requirements specific to the clinical site may also apply.

Licensure is required to work as a registered nurse in Florida. Graduation from this program allows a graduate to apply to sit for the NCLEX-RN examination. Passage of this examination is required in order to apply to the Board of Nursing for licensure as a Registered Nurse (RN). Passage of the NCLEX-RN and achieving licensure are not guaranteed as a result of graduation from this program.

## NURSING

### Associate's Degree

Tampa

The Nursing Program is approved by and meets the requirements of the Florida Board of Nursing. The program focuses on both general education requirements and the introductory technical skills necessary to providing and managing patient care and participating in the profession of nursing. Upon graduation the student is eligible to apply to take the National Council Licensing Exam (NCLEX-RN) and upon passing, apply to the State Board of Nursing to become a registered nurse.

<b>Core</b>		<b>Credits</b>
BSC1090L	Anatomy and Physiology I with Lab	5
BSC1095L	Anatomy and Physiology II with Lab	5
CHM1001	Principles of Chemistry	5
HUN1204	Nutrition	4
MCB1011L	Microbiology with Lab	5
NUR1023	Nursing Fundamentals	3
NUR1023L	Nursing Fundamentals Clinical	4
NUR1053L	Nursing Skills Lab I	1
NUR1054L	Nursing Skills Lab II	1
NUR1060	Health Assessment	3
NUR1060L	Health Assessment Lab	1
NUR1104	Concepts of Nursing Practice	2
NUR1140	Pharmacology for Nurses	4
NUR1210	Beginning Medical/Surgical Nursing	3
NUR1210L	Beginning Medical/Surgical Nursing Clinical	4
NUR2214	Medical/Surgical Nursing	3
NUR2214L	Medical/Surgical Nursing Clinical	4
NUR2310	Pediatrics Nursing	3
NUR2310L	Pediatrics Nursing Clinical	2
NUR2420	Maternity Nursing	3
NUR2420L	Maternity Nursing Clinical	2
NUR2520	Mental Health Nursing	3
NUR2520L	Mental Health Nursing Clinical	2
NUR2761	Perioperative Nursing	2
NUR2761L	Perioperative Nursing Clinical	2
NUR2810	Seminar for Beginning Nursing Practice	2
NUR2940L	Nursing Practicum	6
<b>Total</b>		<b>87</b>
<b>General Education</b>		
CGS1009	Introduction to Computer Information Systems	4
DEP2006	Human Growth and Development	4
ENC1101	English Composition I	4
MAC1100	College Algebra	4
PSY1010	Introduction to Psychology	4
SYG1003	Introduction to Sociology	4
SPC1608	Communication Dynamics	4
<b>Total</b>		<b>28</b>
<b>REQUIRED FOR GRADUATION</b>		<b>115</b>

Note: During the final term, the College will determine which courses will be offered: NUR2761 Perioperative Nursing and NUR2761L Perioperative Nursing Clinical or NUR2251 Critical Care Nursing and NUR2251L Critical Care Nursing Clinical.

Clinical rotations (non-paid) will take place at acute and non-acute facilities including hospitals, residential long term care, community agencies, and physician's offices throughout a multi-county area. Clinical rotations will be scheduled during the day and will involve evening and weekend assignments. Students must be prepared to devote approximately 14 hours per week for 11 weeks to complete their clinical rotation requirements. The College does not guarantee or imply a specific site or a specific schedule for this requirement.

Students preparing for the clinical rotations are provided malpractice insurance by the College and have the option to acquire additional insurance at their own cost.

Individuals seeking employment in the nursing field are advised that criminal background checks and mandatory drug testing are commonly required prior to obtaining employment. Students must be aware of these requirements when deciding whether or not to pursue an educational program in this field. Positive findings may prevent the student from participating in the clinical rotation thereby preventing the individual from completing and graduating from the program. Additional requirements specific to the clinical site may also apply.

Licensure is required to work as a registered nurse in Florida. Graduation from this program allows a graduate to apply to sit for the NCLEX-RN examination. Passage of this examination is required in order to apply to the Board of Nursing for licensure as a Registered Nurse (RN). Passage of the NCLEX-RN and achieving licensure are not guaranteed as a result of graduation from this program.

## SURGICAL TECHNICIAN

### Associate's Degree

Fort Myers, Tampa, and Port Charlotte

The Surgical Technician Program prepares students to pursue entry-level surgical technology positions in a number of healthcare facilities, including hospitals, medical centers, and public and private surgical centers.

	Core	Credits
BSC1090L	Anatomy and Physiology I with Lab	5
BSC1095L	Anatomy and Physiology II with Lab	5
HIM2451	Disease Processes/Pathophysiology	4
HSA1550	Medical Law and Ethics	4
HSC1538	Medical Terminology	2
MCB1000	Microbiology and Infection Control	4
PTN1123	Pharmacology	4
STS1303	Fundamentals of Surgical Technology	4
STS1320	Surgical Procedures I	4
STS2321	Surgical Procedures II	4
STS2322	Surgical Procedures III	4
SRT2911	Surgical Technician Externship I	4
SRT2912	Surgical Technician Externship II	8
	<b>Total</b>	<b>56</b>
	<b>General Education</b>	
CGS1009	Introduction to Computer Information Systems	4
ENC1101	English Composition I	4
ENC1210	Effective Writing in the Workplace	4
MAT0012	College Math	4
MAT1012	Math for Healthcare Professionals	2
PSY1010	Intro to Psychology	4
SLS1501	College Success	4
SPC1608	Communication Dynamics	4
SYG1003	Intro to Sociology	4
	<b>Total</b>	<b>34</b>
	<b>REQUIRED FOR GRADUATION</b>	<b>90</b>

Students enrolled in the program must maintain a GPA of 2.75 in core classes. Students may not earn more than three grades of "C" within their core curriculum to remain in the program. Students who transfer into the program must have a grade of "B" or above in the core curriculum.

A non-paid externship will take place at hospitals and private surgical centers throughout a multi-county area. Externships will generally be scheduled during the day and may involve evening, weekend, and emergency on-call assignments. Students must be prepared to complete a 500-hour externship requirement within two terms. The College does not guarantee or imply a specific site or a specific schedule for the externship requirement.

Students preparing for the externship will be required to take a PPD, a statement of good health, a varicella and rubella titer test, and proof of hepatitis B vaccination or a statement refusing the vaccination, a 10-panel drug screening and a criminal background check. Positive findings may prevent the student from participating in the externship thereby preventing the individual from completing and graduating from the program. Students preparing for the externship are also required to have medical malpractice insurance. Students are also required to provide proof of health insurance prior to participating in the externship.

This program is accredited by the Accrediting Bureau of Health Education Schools (ABHES). Graduation from an accredited program allows you to apply to sit for the certification exam in surgical technology given by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). After passing this internationally recognized exam, you will earn the credential of Certified Surgical Technologist (CST).

## MEDICAL ASSISTANT

### Diploma

Fort Myers, Port Charlotte, and Tampa

The Medical Assistant program is designed to expose the student to both the administrative and clinical aspects of a healthcare environment. Emphasis is placed on medical theory and terminology and focuses on the program practices and procedures associated with the operation of a healthcare facility. Students also participate in clinical laboratory classes where they can apply the knowledge and training previously studied. Upon successful completion of the program, graduates may pursue entry-level employment as medical assistants with private physicians, health clinics, and hospitals.

	Core	Credits
BSC1090L	Anatomy and Physiology I with Lab	5
BSC1095L	Anatomy and Physiology II with Lab	5
HIM2451	Disease Process and Pathophysiology	4
HSA1550	Medical Law and Ethics	4
HSC1538	Medical Terminology	2
MAT1012	Math for Healthcare Professionals	2
MEA1215	Clinical Procedures with Lab	5
MEA1290	Phlebotomy and Laboratory Procedures with Lab	5
MEA2900	Medical Assistant Externship	6
PTN1123	Pharmacology	4
HSA2255	Medical Office Procedures	4
	<b>REQUIRED FOR GRADUATION</b>	<b>46</b>

A non-paid externship will take place at physician's offices throughout a multi-county area. Externships will generally be scheduled during the day and may involve evening and weekend assignments. Students must be prepared to devote approximately 20 hours per week for 11 weeks to complete their externship requirement. The College does not guarantee or imply a specific site or a specific schedule for the externship requirement.

Students preparing for the externship will be required to take a PPD, a statement of good health, a varicella and rubella titer test, and proof of hepatitis B vaccination or a statement refusing the vaccination, a drug screening, and a criminal background check. Positive findings may prevent the student from participating in the externship thereby preventing the individual from completing and graduating from the program. Students preparing for the externship are also required to have medical malpractice insurance. Additional requirements specific to the externship site may also apply.

Individuals seeking employments in the healthcare field are advised that criminal background checks and mandatory drug testing are commonly required prior to obtaining employment. Students must be aware of these requirements when deciding whether or not to pursue an educational program in this field.

Graduates of this Diploma program may apply to sit for the Registered Medical Assistant (RMA) or National Certified Medical Assistant (NCMA) certification examinations.



## MEDICAL BILLING AND CODING TECHNOLOGY

### Diploma

### Fort Myers, Port Charlotte, and Online

The Medical Billing and Coding Technology Diploma program is designed to develop student understanding and application of the various classification codes associated with medical procedures and patient diagnosis, and to record those codes on corresponding healthcare insurance forms and in electronic billing systems to insure correct patient billing and insurance reimbursement.

	<b>Core</b>	<b>Credits</b>
BSC1073	Foundations of Anatomy and Physiology	4
CGS1009	Introduction to Computer Information Systems	4
HIM1211	Information Technology and Systems	4
HIM1229	Clinical Classifications I	4
HIM1223	Clinical Classifications II	4
HIM1430	Foundations of Pathophysiology	4
HIM2253	Basic Procedural Coding	4
HIM2232	Intermediate Procedural Coding	4
HIM2279	Reimbursement Methodologies	4
HSC1538	Medical Terminology	2
HIM2340	Virtual Lab	4
HIM1012	Health Care Privacy, Confidentiality, Legal and Ethical Issues	4
HIM2110	Health Data Management	4
<b>REQUIRED FOR GRADUATION</b>		<b>50</b>

Graduates of this program are eligible to apply to sit for the Certified Professional Coder – Apprentice (CPC-A) certification exam.

Individuals seeking employment in the healthcare field are advised that criminal background checks and mandatory drug testing are commonly required prior to obtaining employment. Students must be aware of these requirements when deciding whether or not to pursue an educational program in this field.

# COURSE DESCRIPTIONS

This section provides concise descriptions of the courses offered at the College. The College reserves the right to revise course descriptions and offerings at any time.

The following notations will be helpful:

- Courses marked with an asterisk "\*" are part of Florida's Statewide Common Course Numbering System.
- Courses Marked with an "O" have been approved for online delivery.
- General Education electives must come from courses noted as General Education by a "+" sign.
- Core Electives must come from courses within the major field.
- Open Electives may be any course offered by the College, regardless of discipline.
- Courses marked with a "\$M)" require a Material Fee
- Courses marked with a "\$P)" require a Practicum Fee

## ACCOUNTING

### **\*ACG1001 Financial Accounting I (4 cr.) "O"**

This course defines accounting principles and their relation to business. The student is taught fundamentals and principles of accounting, the recording of transactions in the elementary journals and posting to the ledger, the trial balance and working papers. Prerequisite: MAT0012 College Math.

### **\*ACG2071 Managerial Accounting I (4 cr.) "O"**

This course is an introduction to financial accounting theory, practice, and development framework. Students will be exposed to certain accounting and management decisions, cost accounting, costing techniques, allocation methods, as well as measurements and controls used in budgeting. Prerequisite: APA1121 Financial Accounting II.

### **\*ACG2080 Managerial Accounting II (4 cr.) "O"**

This course is a continuation of Managerial Accounting I, where students will be exposed to further topics regarding management evaluation of organizational performance, supporting management decisions in decentralized operations, capital expenditure evaluations, internal controls, and accounting in service organizations. Prerequisite: APA1121 Financial Accounting II.

### **ACG3102 Intermediate Accounting I (4 cr.) "O"**

This course focuses on providing the student with an understanding of the theory and methods prescribed by FASB for financial reporting. Highlights of the course include the accounting process, revenue recognition, financial statement preparation, debt financing methods, accounting changes, international standards, and accounting for assets. Prerequisites: ACG2071 Managerial Accounting I and ACG2080 Managerial Accounting II.

### **ACG3112 Intermediate Accounting II (4 cr.) "O"**

This course is a continuation of Intermediate Accounting I, focusing on the following key areas: equity financing, investments in debt and equity securities, leasing options, issues related to income taxes, compensation and post-retirement benefits, advanced financial reporting issues, accounting changes and error corrections, and global accounting issues. Prerequisite: ACG3102 Intermediate Accounting I.

### **ACG3341 Cost Accounting (4cr.) "O"**

This course builds on concepts and methods covered in Managerial Accounting I and II. Specific focus in this course is placed on allocation methods, measurement of performance, review of cost accounting systems, and current trends in domestic and international cost accounting practice. Prerequisites: ACG2071 Managerial Accounting I and ACG2080 Managerial Accounting II.

### **ACG3631 Auditing (4 cr.) "O"**

This course provides a foundation in current auditing standards and practice. Focus is placed on the approach of the public accountant, highlighting professional standards, ethical conduct, legal requirements, elements of the audit engagement, as well as the use of technology in this area of accounting. Prerequisite: APA1121 Financial Accounting II.

**ACG4402 Accounting Information Systems (4 cr.) "O"**

This course provides students with an understanding of effectively controlled information systems across a variety of business environments. Key areas of focus include the collection, processing, and reporting of financial information, as well as methods for internal auditing of operations. Prerequisites: APA1144 Computer Accounting and CGS1514 Spreadsheet Applications.

**ACG4684 Fraud Investigation (4 cr.) "O"**

This course will provide students with an overview why and how fraudulent activity takes place in the workplace, and will then address methods for preventing, detecting, investigation, reporting, and dealing with this type of activity. Special topics of related fraud will also be covered related to bankruptcy, divorce, and tax fraud. Prerequisite: MAC1100 College Algebra; Upper division students only.

**ACG4803 Senior Project in Accounting (4cr.) "O"**

This is the capstone course in the Bachelor's program in Accounting. The intent of the course is for students to demonstrate mastery across the major areas of accounting to include financial, managerial, auditing, taxation, and cost. In addition, competency will also be assessed for program outcomes in the areas of communication, ethical practice, technical skills, problem-solving ability, and global perspective. Students will be provided case studies wherein their comprehensive skills will be assessed. Prerequisite: Taken in last or next to last term.

**\*APA1121 Financial Accounting II (4 cr.) "O"**

This course introduces accounting procedures for a merchandising enterprise. The accounting cycle and all related accounting fundamentals are discussed, including payroll. Prerequisite: ACG1001 Financial Accounting I.

**\*APA1144 Computer Accounting (4 cr.) "O"**

This course will introduce students to small business accounting software and allow them to work through accounting simulations relative to a small business environment. Prerequisite: ACG1001 Financial Accounting I.

**\*APA1801 Principles of Taxation (4 cr.) "O"**

This course is based on the study of individual tax returns. Study of accounting methods acceptable for tax purposes and the study of Federal income tax procedures and appeals methods will be reviewed. Prerequisite: ACG1001 Financial Accounting I.

**TAX4013 Advanced Federal Taxation (4cr.) "O"**

This course builds on federal taxation issues, focusing on concepts and methods used in addressing issues for corporations, partnerships, estates, and trusts. Students will build an understanding of tax sources, how to conduct research, and conduct basic tax planning activities. Global tax issues and implications will also be addressed. Prerequisite: APA 1801 Principles of Taxation.

## ART

**(\$M) ART2014 Ideation and Perspective Drawing (4 cr.)**

In this fundamental drawing course, design ideas and evolving concepts, such as an object's form, function, volume, components, assembly and materiality are introduced to beginning level design students. Specific methods introduced in this class include freehand sketching for ideation, shaded and colored rendering, orthographic projection (plans, elevations and sections), one- and two-point perspective, and measured technical drawing. Prerequisite: IND2439 Interior Space Planning.

**(\$M) ART2016 Interior Perspective and Rendering (4 cr.)**

This course applies the principles of three dimensional design, the development of interior space and the exploration of interior space as volume. Content includes the use of basic ordering principles of space, and spatial theories of organization. Students develop skill and judgment in arranging and defining three-dimensional space and graphically presenting their ideas through conceptual sketching, model building, and production of axonometric and orthographic drawings. Students will focus on rendering techniques for plans, elevations, and interior perspectives, using a variety of media and surfaces; learning industry-standard methods of conveying information graphically and techniques for the design and construction of presentation boards. Prerequisite: IND2014 Ideation and Perspective Drawing.

**+ART2100 Art Appreciation (4 cr.)**

This course provides an introduction to the visual arts and masterpieces from the past and present. The student will learn an appreciation in the foundations of significant visual arts movements through lectures, research, graphic identification, and group collaboration. The development of a comprehensive vocabulary allowing for critical analysis and interpretation of masterpieces of art and architecture will afford the student cultural knowledge throughout life. Course content will present the student with artistic methodology, cultural context, composition, style and the purposes of art to communicate the excitement, relevance, and beauty of art.

**\*+ART2309 Drawing and Perspective (4 cr.)**

In this fundamental drawing course, students explore various art techniques and media, depict form in one, two, and three-point perspective, and explore accurate observational drawings.

## **BUSINESS AND MANAGEMENT**

**\*GEB1011 Introduction to Business (4 cr.) "O"**

This course introduces the functions of business as a primary source of goods, services, employment, and income. The course will also provide the students with a basic understanding of forms of ownership, ethics, laws, marketing, investments, and management functions.

**\*GEB1112 Entrepreneurship (4 cr.) "O"**

This course focuses on the spectrum of small business by reading and discussing a variety of case studies that are representative of business ventures. The characteristics of selected entrepreneurs, both past and present, are also explored.

**+ \*GEB2403 Ethics (4 cr.) "O"**

Students will learn the foundations and application of ethics as a systematic study of moral ideals and patterns in decision making. Emphasis will be placed on the theory and practice of ethics in the modern workplace, as well as on current issues. Case studies will be presented to afford opportunities for application of basic ethical principles to the work environment.

**\*GEB3213 Business Communication (4 cr.) "O"**

This course is designed to help business students develop the written, verbal, and interpersonal skills that are both effective and efficient, and that are necessary for a successful career in the demanding business workplace. Prerequisite: MAN1021 Principles of Management – Prerequisite does not apply for Accounting majors.

**GEB3412 Social Media for the Professional (4 cr.) "O"**

In this course, students will survey the history and current phenomena of Social Media and its influence and inclusion in Professional Careers. Students will examine the psychological and social impact of these communicative forms and explore practical application of these forms for program specific purposes.

**\*GEB4890 Management Policy and Strategy (4 cr.) "O"**

The course guides students through the strategic management process using a unique approach blending the classic industrial organizational model with the resource-based view of the firm. This approach helps explain how firms use the strategic management process to build a sustained competitive advantage. To accomplish this, the course uses a series of business cases and materials to illustrate the major areas of managerial concern. Prerequisite: MAN1021 Principles of Management (students in the Bachelor's Degree Accounting program are not required to complete this prerequisite).

**\*MAN1021 Principles of Management (4 cr.) "O"**

This course will involve the study of the basic principles of management applicable to all phases of business decisions making, including motivation, training, controlling, planning, problem-solving, and handling grievances.

**\*MAN2160 Foundations of Leadership (4 cr.) "O"**

This course is designed to emphasize the leadership functions of management. It gives attention to research findings about leadership, the practice of leadership, and skill development. The course is a blend of description, skill development, insight development, and prescription. It will focus more on the visionary and direction-setting aspect of leadership.

**MAN2249 Sales Force Management (4 cr.)**

The focus of this course is on methods of contemporary sales force management. Over the term key focus areas include corporate sales strategies, sales management responsibilities, skills, and management techniques. Particular skills highlighted in the course include the recruiting, selection, training, motivation, leadership, direction and evaluation of the sales force. Prerequisite: MAR2246 Foundations of Selling.

**\*MAN2300 Human Resource Management (4 cr.) "O"**

This course covers personnel functions and procedures with emphasis on human resource planning, personnel selection, training and development of employees, compensation and benefits, performance appraisal, and job analysis.

**\*MAN2582 Principles of Project Management (4 cr.) "O"**

This course provides an introduction to the field of project management. The course will highlight the terminology and concepts of initiating, planning, executing, controlling, and closing a project. The course emphasizes the universal nature of techniques that can be applied to projects of varying size in diverse organizational settings and across a variety of disciplines.

**MAN2584 Software Project Management (2 cr.)**

This course will introduce Microsoft Project Management 2010 software. Students will learn how to enter tasks, and durations, establish dependencies, create calendars, assign resources and costs and update progress. Also covered in this course is a review of the project management concepts including task relationships, analysis of the critical path and leveling over allocations. Prerequisite: MAN2582 Principles of Project Management.

**\*MAN3151 Organizational Behavior (4 cr.) "O"**

This course will examine theoretical and practical perspectives and experiences in the areas of motivation and human relations; individual behavior, small group behavior, inter-group behavior, organizational effectiveness, and organizational development. Prerequisite: MAN1021 Principles of Management and MAN2160 Foundations of Leadership (The prerequisite of MAN2160 Foundations of Leadership is waived for students in the Healthcare Administration Program.)

**MAN3428 Problem Solving in the Workforce (4 cr.)**

This goal of this course is to help expand students' skills in critical thinking and problem-solving. Course content will include methods for identifying problems, understanding underlying causes and key stakeholders, determining multiple alternatives for resolution, and then determining the best option for resolution. Barriers to effective decision making will be addressed, such as bias, intuition, and other natural forces. The focus of the course will be on using case studies that allow the student the opportunity each week to apply skills in order to build proficiency and consistency in logical thinking and in making high quality business decisions.

**\*MAN4046 Leadership and Team Development (4 cr.) "O"**

This course is an in-depth study of self-directed work teams and the team processes in the work setting. The course will focus on the leadership of teams for effective performance and member satisfaction. The course will also address the attitudes, behaviors, and idiosyncrasy of team members. Prerequisite: MAN3151 Organizational Behavior.

**MAN4236 Industry Management Capstone (4 cr.) "O"**

This course provides an opportunity for students to demonstrate mastery of the competencies for their respective program of study. Work submissions are made throughout the term, with instructor feedback provided for improvement that culminates into a final portfolio of work being submitted for review at the end of the course. Expectations for the course are that students will be able to show proficiency, to some degree, in competence areas such as technical skills, critical thinking ability, ethics in practice, and effective communication. The overall intent of the course is to show the integration of learning across a four-year program of study that positions graduate candidates for employment and career growth. Prerequisite: Taken in the last or next to last term.

**MAN4466 Applied Ethics (4 cr.)**

This upper division course is intended to help students build increasing skill in critically assessing business situations in terms of ethical dimensions that can either positively or negatively impact managerial decision making. Case studies will be used to build analytic skills in conducting situation analyses and formulating well-reasoned conclusions and courses of action. Factors that have led to corporate misconduct and methods to achieve and maintain corporate ethical standards will be discussed. Students over the span of the term will become more aware of skills needed to make sound decisions that support the goals of an organization, as well as maintaining personal and professional integrity and overall social well-being.

**\*MAN4583 Advanced Project Management (4 cr.) "O"**

This course builds on the introductory course to Project Management. It utilizes case studies and Microsoft Office Project software to teach students how projects are established, planned, executed, and concluded in the business environment. The course encompasses scenarios across multiple disciplines. Students will have the opportunity to develop work products that are related to their individual program of study.

**\*MAN4600 International Business (4 cr.) "O"**

This course is designed to provide a basic understanding of the challenges and opportunities involved in the operation of a multinational enterprise. The course will emphasize the economic, political, social, and cultural influences on the operation of multinational businesses. Prerequisite: MAN1021 Principles of Management and MAN2160 Foundations of Leadership.

**\*MAN4641 Research In Management (4 cr.) "O"**

This course emphasizes, in a direct and concrete manner, guidelines for research methods in business studies. The course provides guidelines to formulate a research problem, preparing students to fully understand the questions and objectives before undertaking research. The course explains the importance of methods and models and equips students with a systematic approach in thinking, executing, and writing. Using a hands-on approach, the course evaluates different qualitative and quantitative research methods and their consequences, so students can choose the most appropriate research method for a given situation. The course offers clear guidelines about structuring clear, concise and relevant reports and contains detailed discussion of research theories and their practical application in business. Prerequisites: MAN1021 Principles of Management and MAN2160 Foundations of Leadership (The prerequisite of MAN2160 Foundations of Leadership is waived for students in the Healthcare Administration Program.)

## COMMUNICATIONS

**+ \*COM1041 Interpersonal Communication (2 cr.) "O"**

This course provides a study of communication within relationships and how people interact with one another. Combining readings, lectures, discussions and in-class activities, the class will introduce concepts and practical information about how factors such as listening skills, gender, culture, family and business influence that communication, enabling an improvement of interpersonal skills, in both the social and business environment.

**+ \*SPC1608 Communication Dynamics (4 cr.) "O"**

This course will introduce the student to oral communication skills and give extensive practice in public speaking. This includes practical experience in speech composition, delivery, and critique. Students will be engaged in cooperative learning activities to better prepare them for the challenges of the modern business environment.

## COMPUTERS AND INFORMATION TECHNOLOGY

**(\$M) \*CDA4656 Managing Electronic Communication Systems (4 cr.) "O"**

In this course, students will learn the value, the importance and the role that electronic communication plays in today's organization. Topics and discussion regarding Email, Voicemail, Blackberry, Instant Messaging, Collaboration, Video and Web conferencing will be reviewed along with the legal and ethical aspects of electronic communication. In addition, students will learn how to install, implement, manage and maintain an internal email system using Microsoft Exchange. Prerequisite: CTS2383 Client-Server Network Operating Systems.

**(\$M) \*CET1178 Computer PC Technician (4 cr.) "O"**

This course will offer the student a hands-on approach to computer repair and customer service. CompTIA A+ Practical Application is an extension of the knowledge and skills identified in CompTIA A+ Essentials, with more of a "hands-on" orientation focused on scenarios in which troubleshooting and tools must be applied to resolve problems.

**(\$M) \*CET1180 Computer Essentials (4 cr.) "O"**

Detailed instruction is provided in the following areas: technical understanding of computer technology, networking and security, as well as the communication skills and professionalism now required of all entry-level IT professionals. Completion of this course will prepare the student for the CompTIA A+ Essential's exam and will measure the necessary competencies of an entry-level IT professional.

**CET2426 Programming Logic and Design (4cr) "O"**

This course will provide the student with an introduction to the development of structured program logic. Students will learn about modularization and creating high-quality programs. Key concepts will include structure, and the intricacies of decision making, looping, and array manipulation. Students will be introduced to object-oriented programming and will learn about classes, objects, instance and static class members, constructors, destructors, inheritance, and the advantages of object-oriented thinking.

**(\$M) \*CET2588 Network+ Preparation (4 cr.) "O"**

In this course, students will learn basic network technology emphasizing topologies, segments and backbones. Network protocols and in-depth knowledge of the OSI Model will be covered. The advantages and disadvantages of cabling options for LAN and WAN networks, hubs, bridges, repeaters and other transmission media are covered. The student will learn how to plan and implement networks, interoperability with other network operating systems, TCP/IP, troubleshooting, maintenance and upgrading of a network. This course will also prepare students with knowledge to sit for the Practical Certification Exam.

**(\$M) \*CET2614 Routers and Network Security (4 cr.) "O"**

In this course, students will learn to properly implement, configure and troubleshoot Cisco's IOS. Students will learn to configure routers and switches, including IRP, Access Lists, IPX, ISDN and Frame Relay. They will also gain basic overall knowledge about the more prominent wide area technologies and protocols being used in the industry today. This course prepares students for the CCNA certification. Prerequisites: CTS2347 Network Infrastructure.

**(\$M) CET2712 Introduction to Network Security Fundamentals (4 cr.) "O"**

This course is a comprehensive guide for anyone wishing to take the latest CompTIA Security+ exam. The course covers all of the latest CompTIA Security+ exam objectives and maps to the new Security+ exam. The course covers newly covered exam topics including cross site scripting, SQL injection, rootkits, and virtualization, as well as topics of increasing importance in the industry as a whole, like the latest breeds of attackers, Wi-Fi Protected Access 2, and Microsoft Windows Vista, Windows 7 and Windows Server security. Prerequisites: CET1180 Computer Essentials, CET1178 Computer PC Technician.

**CET3216 Introduction to Private Cloud and System Centers (4 cr.)**

This course is intended for datacenter administrators responsible for monitoring and protecting the private cloud infrastructure and solution architects responsible for designing private cloud architectures and extending existing private cloud solutions. Additionally, this course targets administrators who create service requests. Prerequisite: CTS2383 Client-Server Network Operating Systems.

**CET3463 Information Technology and Information Library Foundations V3 (4 cr.)**

The ITIL (Information Technology Infrastructure Library) V3 Foundation Complete Course is the most complete course available for anyone involved in IT Service Management and who are aiming to take the ITIL V3 Foundation exam, whether they are first-time ITIL learners or seasoned IT professionals. As the industry standard in terms of Process, Service and Lifecycle Management for IT, the ITIL Foundation exam is the most popular entry-level certification, particularly for individuals switching from another career to IT. This course will prepare you for the certification exam by offering valuable information on the ITIL framework, ITIL certification and IT Service Management as a practice. This course will include both the study guide and access to an online program that together provides everything you need to prepare for the ITIL V3 Foundation certification exam.

**+ \*CGS1009 Introduction to Computer Information Systems (4 cr.) "O"**

This course provides students with a basic understanding of computers and the safe use of the internet. Students will learn about computer components, terms, operating systems, networks and the impact of computers on society. Several microcomputer-based application programs such as word processing, presentations, applications and spreadsheets are introduced.

**(\$M) \*CGS1514 Spreadsheet Applications (4 cr.) "O"**

This course teaches the use of Microsoft Excel spreadsheet software in applications relevant to business. Included are fundamentals of building spreadsheets, formulas, printing features, and charts. Advanced features, such as Pivot Tables, Macros, and Visual Basic for Applications, are also included. Prerequisite: CGS1009 Introduction to Computer Information Systems.

**\*CGS2091 Ethics in Science and Technology (4 cr.) "O"**

Information technology professionals must not only have a strong understanding of the latest technology, but they also need to be grounded in ethics. This course will provide students with the information they need to succeed in the field. We will review updated case studies and scenarios to provide the most current information. Students in this class will review and discuss online communities and democracy, globalization and job outsourcing, security for wireless networking, and international cybercrime legislation. This enables information technology professionals to apply the concepts with a focus on ethics.

**\*CGS2885 Web Coding (4 cr.)**

In this course, students will learn the aspects of web coding by hand utilizing languages such as HTML, XML, DHTML, CSS and Java Scripting. Students will then see the differences of hand coding versus using applications to design web sites. The multiple languages will enable students to create dynamic web pages. Students will be able to design complete interactive web sites.

**(\$M) \*CGS3812 IT Business Continuity (4 cr.) "O"**

Companies and organizations depend more than ever on the availability of their Information Technology systems to manage critical business practices and processes. Business Continuity is the ability to do business under any circumstances and is an essential requirement that modern companies expect. This course will teach students the requirements, concepts, and realizations of redundant systems on all abstraction levels and will provide hands on practice and skill building. Prerequisites: CET2588 Network + Preparation, MAN2582 Principles of Project Management.

**(\$M) \*CGS4362 Information Technology Strategies (4 cr.) "O"**

This course reflects the rapid changes in IT and the business environment and addresses current issues and the latest thinking in Information Management. This course will provide a basic framework for using Information Technology and includes the use of real life case studies to examine the Management strategies. Prerequisites: CET2588 Network + Preparation.

**(\$M) \*CIS2202 Computer Forensics and Investigations (4 cr.) "O"**

This course provides comprehensive training in computer forensics. This course is intended for novices who have a thorough grounding in computer and networking basics. This course will cover current and past operating systems and a range of computer hardware, from workstations to high-end network servers. The course focuses on a few forensics software tools and also reviews and discusses additional tools used. Prerequisite: CET2712 Introduction to Network Security Fundamentals.

**\*CIS2430 Sustainable IT Solutions (4 cr.)**

This course will provide the IT Technician an introduction to Sustainable IT Solutions. Throughout this class the student will learn, compare and analyze the sustainable technology methods as they appear and progress in the information technology business.

**\*CIS3617 Knowledge Management (4 cr.)**

Knowledge management is the name of a concept in which an enterprise consciously and comprehensively gathers, organizes, shares, and analyzes its knowledge in terms of resources, documents, and people skills. In this class student will learn how to gather, organize, refine and disseminate information needed in a small business or corporation using technical applications to house and mine the data. Prerequisite: MAN2582 Principles of Project Management.

**(\$M) \*CIS4385 Advanced Network Forensics (4 cr.) "O"**

This course provides advanced training in computer forensics. Students will learn the ways an intruder can attack a network, and how to proactively defend against such attacks. In-depth methods of forensic investigation will be examined, along with methods of investigating email crime, corporate espionage and copyright infringement. Prerequisite: CIS2202 Computer Forensics and Investigations

**(\$M) \*CIS4387 Wireless Security and Forensics (4 cr.) "O"**

This course provides comprehensive training in communication media testing and wireless network forensics. This course will cover techniques used to investigate wireless networks and devices as well techniques used in communications media penetration testing. The course focus on a few forensics software tools and also reviews and discusses additional tools used. Prerequisites: CET2712 Introduction to Network Security Fundamentals.



**(\$M) \*CNT3014 Managing Technology Integration (4 cr.) "O"**

Integration is the process of how technology systems work collaboratively. Technology Integration is the process of choosing from technology possibilities to solve a problem. Students will be able to understand all systems in the IT environment within the workplace. Prerequisites: CET2614 Routers and Network Security.

**(\$M) \*CNT3520 Wireless Network Administration (4 cr.)**

This course certification exam measures your ability to administer any wireless LAN. The exam covers a broad range of wireless LAN topics focused on 802.11 wireless technology rather than products of specific vendors. Information covered in this class will include Wireless Personal Area Networks (WPANs), Wireless Local Area Networks (WLANs), Wireless Metropolitan Area Networks (WMANs), and Wireless Wide Area Networks (WWANs). Security aspects of each wireless technology are also explored. Topics covered in this course include radio technologies, antenna concepts, wireless LAN Hardware and software, Network Design, installation, and Management, Wireless standards and organizations, 802.11 Network Architecture, Wireless LAN Security, and troubleshooting. Prerequisite: CET2614 Routers and Network Security.

**(\$M) \*CNT4703 Business Design and Security Implementation (4 cr.) "O"**

This is a capstone network and security project course. At the completion of this course, students will be able to build a complete network from drawing design to full implementation including security. Prerequisite: Taken in last or next to last term.

**(\$M) \*COP1000 Computer Programming (4 cr.) "O"**

This course provides students with an introduction to the principles of computer programming. Students will study the structure of a programming language using a Windows operating environment. Students will write, code, debug and execute programs written using object oriented programming techniques. Prerequisite: CGS1009 Introduction to Computer Information Systems

**(\$M) \*COP1765 Database II (4 cr.) "O"**

This course teaches the use of Structured Query Language (SQL), the universal language of Databases, from the ground up. Students will learn to create, modify, maintain and manage databases using only SQL. Emphasis is placed on the creation and modification of databases, tables and queries. Prerequisite: CTS1401 Database I.

**\*COP1851 Internet Marketing Optimization (IMO) (4 cr.)**

This course targets the programmer, web design and developer. It will offer new web marketing techniques and technology. This course will enable a student to become an expert in search engine optimization. Search engine marketing is a field where technology and marketing are both critical and interdependent, because small changes in the implementation of a web site can make you or break you in search engine rankings. The fusion of technology and marketing know-how can create web site features that attract more visitors. This course will help web developers create web sites that rank well with the major search engines, and will teach search engine marketers.

**(\$M) \*CTS1401 Database I (4 cr.) "O"**

This course teaches the use of current database program applications relevant to business including creating, storing and editing databases. Emphasis is placed on query topics, operators, entry forms and reports. Prerequisite: CGS1009 Introduction to Computer Information Systems.

**\*CTS2114 Linux Networking (4cr)**

This course teaches the basics of the LINUX Operating System and maps to the COMPTIA Linux+ Certification Exam. Topics covered include installation, exploring, managing and administering the Linux Operating System, solving hardware and software problems in Linux and configuring Network Services and Security. Includes hardware and software trouble shooting, configuration of network services and security. Prerequisite: CET2588 Network + Preparation.

**(\$M) \*CTS2345 Active Directory Services (4 cr.) "O"**

This course will give an overview of Active Directory and its role in a network. Students will install, configure and maintain an Active Directory Infrastructure to include domain and child domain controllers. In addition, students will set up users and groups based on access rights and secured access. Prerequisites: CTS2347 Network Infrastructure.

**(\$M) \*CTS2347 Network Infrastructure (4 cr.) "O"**

This course will teach students about the various aspects of information technology infrastructure including services such as WINS, DNS, DHCP, VPN and other services. The student will learn not only the theory behind the services but the implementation on a live network. In addition, this course will help prepare students for the certification exams associated with the client and network operating exams administered by Microsoft. Prerequisite: CTS2383 Client-Server Network Operating Systems.

**(\$M) \*CTS2383 Client-Server Network Operating Systems (4 cr.) "O"**

This course focuses on the features of client and server network operating systems including installation, configuration, administration and support. After successful completion of this course, the student will be able to install, configure and perform basic network administration functions within a Windows environment. The course will also help prepare students for the certification exams associated with the client and network operating exams administered by Microsoft. Prerequisite: CET2588 Net + Preparation.

**(\$M) \*CTS4159 Root Cause Analysis (4 cr.) "O"**

Root Cause Analysis is a method that is used to address a problem or non-conformance, in order to get to the "root cause" of the problem. It is used so we can correct or eliminate the cause, and prevent the problem from recurring. Root Cause Analysis includes the resolution of customer complaints and returns, disposition of non-conforming material, corrective action plans, and internal/external customer audits. Prerequisites: CET2614 Routers and Network Security.

**ISM3044 Law and Technology (4 cr.) "O"**

This course will cover analysis of regulatory issues and jurisdictional questions, developments in privacy and data protection, extension of computer crime laws, open source software and the legal implications. The course will guide students through the complex legal issues involved with today's fast-paced, rapidly-changing technology environment. Student will gain an understanding of comprehensive presentation of intellectual property rights as it applies to ecommerce, privacy, antitrust, and biotechnology.

**\*ISM3431 Operations and Supply Chain Management (4 cr.)**

Operations Management consists of the processes that effectively produce, transform, and deliver a product or service. Supply Chain Management is the organization of supply chain activities, including purchasing of raw materials and components from suppliers, distribution of parts and finished goods, and administration of the relationship with customers, in order to maximize customer value and maximize competitive advantage. Prerequisite: MAN2582 Principles of Project Management

## **CRIMINAL JUSTICE**

**\*CCJ1090 Introduction to Criminal Justice (4 cr.) "O"**

The goal of this introductory course is to explore the past, present, and future operations of the criminal justice system. This course will examine the myths as well as current information about the criminal justice system. The course is designed to assist students in determining whether to pursue a career in criminal or juvenile justice.

**\*CCJ1659 Criminology (4 cr.) "O"**

This course examines criminological theories as it relates to criminal behavior. Theories included will be psychological, biological, sociological and environmental. The course also examines the legal perspective.

**\*CCJ2462 Effective Communication for the Criminal Justice Professional (4 cr.) "O"**

This course provides an introduction and overview into the basic principles and concepts of effective communication for personnel in the Criminal Justice profession. Procedures of police report writing, gathering of critical information, and conducting interviews will be covered. Emphasis is placed on communicating with the public and resolving or defusing crisis situations through the utilization of rhetorical techniques.

**\*CCJ2647 Organized Crime (4 cr.) "O"**

This course will examine the topic of organized crime, its emergence in American Society, its activities, and its relationship to other principal social institutions and components of the criminal justice system. A history of organized crime and the relationship of organized crime to federal, state, and local politics will be explored, as well as explanations for the persistence of organized crime. Students will also be introduced to the types of crimes perpetrated within the business environment, beginning with a conceptual definition of activity that constitutes white collar crime, investigation of white collar crime and current enforcement efforts.

**\*CCJ3666 Victimology and Victim Services (4 cr.) "O"**

This course is designed as an overview of the scientific study of victimization, including the relationships between victims and offenders, the interactions between victims and the criminal justice system such as, the police and courts, and corrections officials; and the connections between victims and other societal groups and institutions, such as the media, businesses, and social movements.

**(\$M) \*CCJ4070 Crime Mapping (4 cr.) "O"**

This course will introduce the student to theoretical and practical aspects of crime mapping and the spatial analysis of crime. Students will be introduced to many different areas concerning crime mapping and the spatial aspects of crime analysis including: Geographic Information Systems (GIS), social disorganization and ecological theories of crime, crime and place; crime epidemics, displacement and diffusion; and the spatial aspects of individual crime. Prerequisite CGS1009 Introduction to Computer Information Systems

**\*CCJ4612 Patterns of Criminal Behavior (4 cr.) "O"**

This course approaches the question of crime by examining how various biologic, sociologic, and psychological factors interact to bring about criminal behavior. It examines the criminal career concept to include those persons who approach crime—not as an isolated incident—but as a lifelong commitment. It further examines a variety of different perspectives, and organizes them into a framework which to further the student's understanding of persons who approach crime as a lifestyle.

**\*CCJ4651 Chemical Dependency (4 cr.) "O"**

This course is designed to examine contemporary controversies surrounding social, psychological, and biological theories of substance abuse and treatment, analyzes the impact of these controversies on social service systems and presents implications for practice.

**\*CCJ4681 Domestic Violence: Children, Youth and Families (4 cr.) "O"**

The goal of this course is to provide students with a broad understanding of domestic and family violence, as well as the resources available. The students will cultivate the knowledge and skills that will allow them to critically evaluate representations of domestic violence in a variety of contexts, including the effects of domestic violence on children, youth and the family unit as a whole.

**\*CCJ4700 Research Methods in Criminal Justice (4 cr.) "O"**

This course addresses such issues as causation, validity, and research basics as they apply to the field of criminal justice. It attempts to teach the student how to properly frame questions and interpret data from the most used data sources in the criminal justice field.

**\*CJC1000 Introduction to Corrections (4 cr.) "O"**

This course focuses on historical and contemporary views of offender management and treatment and includes a comprehensive examination of the U.S. correctional system. Special focus is on theories of punishment and rehabilitation, the historical antecedents of modern corrections, offender characteristics, sentencing and community-based corrections. The course examines the operation and administration of correctional facilities, prison life, and contemporary debates concerning the role of corrections in society. Prerequisites: CCJ1090 Introduction to Criminal Justice.

**\*CJC3511 The Economics of Crime and Punishment (4 cr.) "O"**

This course examines the economic issues of crime and crime control. Topics include: economic costs of crime, cost-benefit analysis of allocating criminal justice resources to control criminal behavior (including discussion of privatization of the criminal justice system) and analysis of the market structure implications of criminal activity.

**\*CJC4419 Theories and Methods of Offender Treatment (4 cr.) "O"**

This course presents foundations of correctional intervention, including overviews of the major systems of therapeutic intervention, diagnosis of mental illness, correctional assessment, and classification.

**(\$M) \*CJE1701 Introduction to Forensic Science (4 cr.) "O"**

This course is designed to introduce non-scientific students to the field of forensic science through an exploration of criminal investigations and explanations of the techniques, abilities, and limitations of the modern forensic laboratory. The course will highlight the basic applications of biological, physical, chemical and medical sciences to questions of evidence and law. Emphasis is placed on the investigators role in crime scene analysis, and the collection, preservation, processing and testing of physical evidence.

**(\$M) \*CJE1703 Advanced Crime Scene Technology (4 cr.) "O"**

This course explains and discusses advanced principles and theories in Crime Scene Technology. The course will cover specialized collection procedures for biological evidence, weapons, traffic crash evidence, arson evidence, gunshot residue, blood spatter and bodies.

**\*CJE2300 Criminal Justice Management (4 cr.) "O"**

This course presents an understanding of the nature of criminal justice organizations, basic concepts for understanding criminal justice organizations, problems of communication and job design. In addition this course will address motivation, evaluation, and leadership issues.

**(\$M) \*CJE2671 Latent Fingerprint Development (4 cr.) "O"**

This course explains and discusses the techniques involving detection, enhancement and recovery of latent fingerprints from physical evidence. This course will cover mechanical and chemical methods and surfaces will be analyzed and evaluated for application in both theory and practice.

**\*CJE3012 Criminal Profiling (4 cr.) "O"**

Each human act is unique in the context of the mindset of the offender and his behavior at the time of the crime. This course is designed to acquaint the student to criminal profiling by describing effective analysis and interpretation based upon the uniqueness of each crime scene evidence and event.

**\*CJE3612 Interview and Interrogation Methods (4 cr.) "O"**

This course is designed to teach students common interview and interrogation terms and techniques. Elements to be examined include factors and techniques affecting the success of the interview, types of witnesses, signs of deception, and the nature of admissions and confessions.

**\*CJE4970 Senior Project in Criminal Justice (4 cr.) "O"**

This course provides students an integrative educational experience through which students comprehensively analyze and synthesize theories, policies and practices related to the study of criminal justice. Prerequisites: CCJ4700 Research Methods in Criminal Justice.

**\*CJJ1002 Juvenile Delinquency (4 cr.) "O"**

This course will provide a detailed overview of the juvenile justice system, from its beginnings to the current state of the institution, including a review of police work with juveniles, pretrial procedures, the juvenile court system and the juvenile correctional system. Major court rulings that have shaped contemporary juvenile justice will be presented. This course will also provide a history, evolution and psychology of gangs.

**\*CJL2109 Criminal Law and Procedure (4 cr.) "O"**

In this course, substantive Florida criminal law will be studied, including crime and its elements, developments and trends in this area. Procedural aspects of criminal law including court jurisdiction, tactics and methods used in investigation and pertinent ethical considerations will be discussed. Emphasis will be placed on the constitutional aspects of criminal law. Prerequisite: CCJ1090 Introduction to Criminal Justice. (This prerequisite does not apply to students in the Paralegal Program).

**\*CJL2135 Criminal Investigations and Police Procedure (4 cr.) "O"**

This course covers basic investigative techniques, the taking of witness statements and interviews, and report writing. The role of advancing technologies used for investigation will be explored with emphasis on the use of forensic science in reconstructing an event. A review of police procedures is also covered. Prerequisite: CCJ1090 Introduction to Criminal Justice.

**\*CJL4035 Legal Ethics and Liability (4 cr.) "O"**

This course is a study of ethical thought and issues facing the criminal justice and legal professional. Topics include constitutional ethics, codes of conduct, and standards of conduct specific to individual components of the criminal justice system.

**\*SCC1009 Introduction to Security (4 cr.) "O"**

This course will explore the various aspects of security, including but not limited to, community, retail, corporate, business and industrial problems and concerns. In addition, governmental and legal aspects of security will be examined.

## DESIGN

### **(\$M) \*CAP2049 Computer Animation for Multimedia (4 cr.)**

This course focuses on developing complex graphical user interfaces and animation. Students explore html software and its Action Script programming language while working with navigational elements, animated graphics and rich multimedia content, including sound and video. Current and future trends of multimedia interactivity are addressed. Prerequisite: GRA2140 Interactive Media.

### **\*DIG2002 Digital Design Technology (4 cr.)**

Students will develop an understanding of graphic design creation from hands-on planning through digital production. Students will develop a knowledge base enabling them to better communicate ideas using Industry Standard Design Programs.

### **\*GRA1853 Typography (4 cr.) "O"**

In this course, students will explore the characteristics of digital type and manual lettering. Students will work with type as a graphic element in the context of larger compositions. The student will learn specific terminology and functions related to typesetting. This course will explore printing processes and will demonstrate how graphic decisions affect printing and production. Prerequisite: DIG2002 Digital Design.

### **\*+GRA2107 History of Graphic Design (4 cr.) "O"**

Students in this course will survey the history art of graphic design, be introduced to influential designers and become familiar with various graphic styles throughout history. We will also survey the design profession, the graphic design discipline, its many specialties as well as resources available to designers. Prerequisite: DIG2002 Digital Design.

### **(\$M) \*GRA2120 Publication Design (4 cr.)**

The student explores the various means of indicating, placing, and manipulating visual elements in page design, systematically developing strong and creative layout solutions by means of a cumulative, conceptual design process. The ability to effectively integrate photographs, illustrations, and display and text type is developed using page composition software. Prerequisite: DIG2002 Digital Design.

### **\*GRA2171 Advertising Design (4 cr.)**

This course concentrates on the design, development, implementation, testing and updating of graphical interfaces. Explore a variety of visual, navigational and structural approaches. Navigation systems, visual hierarchy, basic animation, image preparation, and file transferring protocols are explained. Emphasis is placed on conceptual development and structure, interactivity and design aesthetics. Prerequisite: DIG2002 Digital Design.

### **\*GRA2515 Corporate Identity (4 cr.)**

This is an advanced design course that teaches the development of corporate identity programs as applied to corporate communications. Applications may include stationary, business cards, signage, packaging, and vehicles. Prerequisite: DIG2002 Digital Design.

### **\*GRA2585 Interactive Media (4 cr.) "O"**

This course concentrates on the design, development, implementation, testing and updating of graphical interfaces. Explore a variety of visual, navigational and structural approaches. Navigation systems, visual hierarchy, basic animation, image preparation, and file transferring protocols are explained. Emphasis is placed on conceptual development and structure, interactivity and design aesthetics. Prerequisite: DIG2002 Digital Design.

### **(\$P) GRA2600 Graphic Design Externship (4 cr.)**

Students will complete an externship agreement for a design related externship with a business or not-for-profit agency. Students will observe / partake in projects in the Design field a minimum of 10 hours a week. Students will learn to work in the design field and network with professionals in the community. Students will be evaluated by the business or agency and a design instructor. Prerequisites: Capstone.

**\*GRA2717 Sequential Media Design (4 cr.) "O"**

In this course, students develop linear and non-linear storylines from conception to visualization. Students strengthen visual and written storytelling skills, using principles of point of view, perspective, angle, lighting, sequencing, pacing, motion, and time. Students develop a sense of personal style while researching prominent animators, artists, and designers.

**\*GRA2741 Color Theory (4 cr.)**

In this course, students explore the many aspects of color theory including additive and subtractive color. The language and communicative nature of color is explored and emphasized in a variety of formats and media. Projects encouraging intellectual and intuitive color selection are employed. Prerequisite: ART2309 Drawing and Perspective.

**\*GRA2868 Advanced Concept Development (4 cr.)**

In this course, students will use accumulated design knowledge and software experience to solve complex multi-level design problems. Students will work as individuals and as groups on 2D, 3D, and virtual 3D projects. Students will also explore open source design and 3D rendering software. Students will design for print, web, and devices. Prerequisite: DIG2002 Digital Design Technology.

**\*GRA2950 Portfolio (4 cr.)**

In this course, students synthesize ideas and projects from former classes to create a comprehensive senior portfolio. Lab and work times on a final project are supplemented by visiting lecturers, demonstrations, and discussions where appropriate. Additionally, students present and defend the portfolio to a professional audience as part of the Portfolio Showcase. Prerequisite: Capstone Course – all courses within the major concentration. Capstone Course – all courses within the major concentration. (Prerequisite not required for Graphic Design Bachelor's Degree Students).

**\*PGY2800 Digital Photography (4 cr.)**

This course provides a basic overview of different aspects of digital photography. Photography is addressed in fine art, commercial illustration and design. Students learn to operate a consumer level digital camera and use imaging software.

## **ECONOMICS**

**\*ECO2023 Microeconomics (4 cr.) "O"**

The purpose of an introductory course in microeconomics is to give students a thorough understanding of the principles of economics that apply to the functions of individual decision makers, both consumers and producers, within the economic system. It places primary emphasis on the nature and functions of product markets, and includes the study of factor markets and of the role of government in promoting greater efficiency and equity in the economy.

**\*ECO2027 Principles of Macroeconomics (4 cr.) "O"**

Principles of Macroeconomics considers the aggregate economic phenomena—business cycles and sustained economic growth—and the public institutions, private entities and legal, social, and political infrastructures that define an economic system. Specifically, the course will address the function and determination of market prices in production and consumption, supply and demand, price theory, production theory, trade theory with reference to the global economy, the effects of tax and other policies in the economy, and essential elements of the banking system and monetary policy.

## **EDUCATION**

**\*EDE1300 Instructional Models (4 cr.) "O"**

This course introduces pre-service teachers to instructional models that are based on current research and best practice. Students will not only learn about the various models of instruction but will also begin to understand how to design instruction linking standards to objectives and aligning instruction and assessment. In addition to class hours, students will complete a minimum of 10 out-of-class work hours of observation with children and youth in schools or similar settings (Field Hours Log attached). This is a requirement of this course and cannot be waived. Prerequisite: EDG1040 Foundations of Education and EDF2085 Teaching Diverse Populations.

**(\$P) \*EDE1941 Practicum I (4 cr.) "O"**

This course is designed to address teaching skills such as lesson planning, classroom management, and teaching strategies. Students will attend class for 60 hours including field trips and regular class hours. This class is sequenced to occur at the end of the student's first year. Students will complete 20 hours of field experience hours/observations within a school setting. This is a requirement of this course and cannot be waived. During this time, the student will teach several lessons as the lead teacher of the classroom and be evaluated using the formal observation form. This is a requirement of this course and cannot be waived. Prerequisite: At least 16 credits of education courses to include EEC1001 Introduction to Early Childhood Education or EDG1040 Foundations of Education.

**\*EDE2202 Designing Instruction (4 cr.) "O"**

The course begins to blend theory into practice. Students will learn how to become reflective decision makers who plan, implement, evaluate and manage decisions as part of their instructional role. Core INTASC standards are addressed throughout the course. In addition to class hours, students will complete a minimum of 10 out-of-class work hours of observation with children and youth in schools or similar settings. Prerequisite: EDE1300 Instructional Models, EDG1040 Foundations of Education, EDF2085 Teaching Diverse Populations and TSL1088 Introduction to ESOL Principles and Practices.

**(\$P) \*EDE2943 Practicum II (6 cr.) "O"**

Student will practice teach for a quarter term, 3 hours per day or the equivalent of 150 hours per term under the direct daily supervision of center director or a qualified teacher. The seminar portion of the course will be conducted in an online format or once weekly in a classroom setting. Students will discuss and reflect on issues in the field and collaborate with other student teachers in this setting.

**\*EDE3229 Health Education in Elementary and Middle Schools (4 cr.) "O"**

This course focuses on physical, social, and emotional growth and development, personal health and wellness as well as community health and safety issues. Emphasis is placed on instructional practices, subject content and appropriate curriculum design and assessment strategies. This course is designed to prepare the pre-professional educator for a diverse curriculum that incorporates teaching physical education and health education that aligns with national (NHES – National Health Education Standards for Grades Prek-8) and state competencies (Florida Subject Area Competencies for Elementary Education K-6) and standards for teaching physical and health education to elementary and middle school level learners.

**\*EDE3302 Classroom Management (4 cr.) "O"**

This course examines the relationship between effective instruction and good classroom management. Students will learn how to establish goals, rules and procedures. The students will learn how to create a positive learning environment that fosters student responsibility and achievement. They will learn strategies to build an environment where students are self-directed and responsible for their actions. Prerequisite: EDG1040 Foundations of Education and EDE2943 Practicum II.

**\*EDE3312 Science in the Elementary Classroom (4 cr.) "O"**

This course is designed to prepare teachers to introduce and teach science concepts through active learning processes. Teachers will learn how to plan for inquiry learning lessons and various methods for teaching elementary science in the first part of the course. The second part of the course will build on the foundational methods and focus on inquiry activities and building concepts.

**\*EDE3319 Math in the Elementary Classroom (4 cr.) "O"**

The primary purpose of this course is to produce well-trained practitioners who are skilled in the philosophy and methods of teaching mathematics to elementary school students. This course introduces mathematics as a science and an art, and demonstrates to teachers that there is more than one way to teach math in the classroom. The course stresses ideas, methods and strategies that are used to construct meaning in math. It will provide for the pre-service teacher a solid foundation for teaching math and for reinforcing on children mathematical thinking and reasoning skills. Prerequisite: EDE2202 Designing Instruction.

**\*EDE3421 Classroom Assessments (4 cr.) "O"**

Classroom assessment is an everyday, ongoing, integral part of teaching. It is intertwined with curriculum and instruction. This course focuses on several views of assessment in the classroom, the most important being the use of assessment to guide planning and implementation of instruction. It also emphasizes the use of assessment as a strategy for teacher self-reflection. Finally the course covers the assessment needs of testing, grading and the interpretation of standardized tests. Prerequisite: EDG1040 Foundations of Education and EDE2202 Designing Instruction.

**\*EDE4263 Collaboration in the School Community (4 cr.) "O"**

Collaboration is an essential part of a learning community. With the increasing emphasis on providing equal access to education for all children, it is imperative that teachers collaborate with each other, with parents, with paraprofessionals, with the community and with administrators to provide the best education possible for all students. This course will focus on collaborating with all the stakeholders in the community to meet the ever increasing diversity of our student bodies in schools today.

**\*EDE4281 Integrating the Arts into Instruction (4 cr.) "O"**

This course is designed to introduce pre-service teachers to the creative process in all of us and to increase their understanding and appreciation of the arts. The arts are an essential part of every child's education. The course will show teachers how the arts can be integrated with the curriculum to encourage imaginative thinking, problem-solving and explore the child's creative potential. Prerequisite: EDG1040 Foundations of Education.

**\*EDE4313 Teaching Literacy in Primary and Elementary Classrooms (4 cr.) "O"**

This course provides pre-service teachers with models and strategies to effectively teach reading in a K-6 setting. Although the main focus of the course is reading, all literacy skills will be discussed. To be an effective teacher of reading, one must understand the interrelationships of reading, writing, listening and speaking. Students will also learn how to design their instruction to meet the needs of today's diverse student body.

**EDE4872 Portfolio and Professional Development (4 cr.) "O"**

Throughout this course, students will be introduced to the professional teaching portfolio along with aspects of the teaching profession. Students will create an individual portfolio showcasing their coursework that aligns with the Florida Educators Accomplished Practices and Professional Educator Competencies and Skills. Professional teaching standards and best practices will be addressed as pre-service teachers are prepared for the professional teaching interview process and requirements of the profession.

**(\$P) \*EDE4943 Student Teaching and Senior Seminar (12 cr.) "O"**

Student teaching is a clinical experience that is required for all initial licensure programs. Each experience is a full-time, daytime responsibility and includes a weekly seminar at STC. During the student teaching experience, the student, the cooperating teacher and the college supervisor function as a team. The cooperating teacher is the mentor, model, coach and works collaboratively with the student. The college supervisor is the primary liaison between the college and the school site. The supervisor serves as a resource and facilitates the experience. Prerequisite: Must be a senior to take this class. Must meet the qualifications specified in the handbook.

**\*EDF2085 Teaching Diverse Populations (4 cr.) "O"**

This explores the cultural pluralism in school settings. It examines the impact of culture and language on the curriculum, relationships and readiness for school. The challenge of creating developmentally appropriate practices that build on the understandings of the diverse student population will be emphasized. Teachers will be prepared to design curriculum to meet the diverse needs of their students. Prerequisite: EEC1200 Developmental Curriculum and Instruction or EDG1040 Foundations of Education.

**\*EDG1040 Foundations of Education (4 cr.) "O"**

This survey course introduces students to the field of K-12 education in the United States including historical, sociological and philosophical foundation of education, governance and finance, educational policies, legal, moral, and ethical issues and the professionalism of teaching. Students will be provided information on the Florida Educator Accomplished Practices, Sunshine State Standards, and the Professional Educator Competencies. In addition to class hours, students will complete a minimum of 15 out-of-class work hours of observation with children and youth in schools or similar settings. This is a requirement of this course and cannot be waived.

**\*EEC1001 Introduction to Early Childhood Education I (4 cr.) "O"**

This course focuses on creating developmentally appropriate learning environments and curriculum for children birth to age 8. Students will learn to provide for the safety and personal health and development of the children in their care. They will also explore the social and emotional development of young children from birth to age 8. In addition the course will explore gross and fine motor development in young children and the appropriate activities to support that development. Students learn the importance of family involvement, the necessity of communication and interaction with family and how to provide positive guidance and feedback to young children and their families. In addition to class hours, students will complete a minimum of 5 out-of-class work hours of observation with children and youth in schools or similar settings. This is a requirement of this course and cannot be waived.



**\*EEC1200 Developmental Curriculum and Instruction (4 cr.) "O"**

Young children learn about their world in an integrated and exploratory way. This course will explore how children learn and discuss the implications for teaching practice. Students will develop skills and learn strategies to create a rich learning environment for young children. An understanding of these principles will be developed through readings and observation of children's play, language and social interaction with each other and adults.

In addition to class hours, students will complete a minimum of 15 out-of-class work hours of observation with children and youth in schools or similar settings. This is a requirement of this course and cannot be waived. *Prerequisite: EEC1001 Introduction to Early Childhood or EDG1040 Foundations of Education.*

**\*EEC1218 Early Childhood Literacy (4 cr.) "O"**

This course is based on the position statement of the International Reading Association and the National Association of Education for Young Children. The course examines language and emergent literacy skills of young children from diverse cultures and experiences. It addresses the need to engage young children in meaningful learning activities based on their prior knowledge. These activities are rich in expressive and receptive language and help teach the literacy skills necessary to build foundations for school. Students will be engaged in practicing their learning in field activities. In addition to class hours, students will complete a minimum of 15 out-of-class work hours of observation with children and youth in schools or similar settings. This is a requirement of this course and cannot be waived. *Prerequisite: EDE1941 Practicum I (This prerequisite is waived in the Early Childhood Care Management Program).*

**\*EEC1601 Child Observation, Record Keeping and Assessment (4 cr.) "O"**

This course provides the opportunity to examine a variety of ways to study children in their natural environment and in the school setting. Emphasis is on observing children in the school setting, reviewing their work, group interactions and interactions with the teacher. Guidelines are suggested for observations, recordkeeping and analyzing the collected data for curriculum planning. Work sampling systems and portfolios are introduced as ways to manage data. In addition to class hours, students will complete a minimum of 15 out-of-class work hours of observation with children and youth in schools or similar settings. This is a requirement of this course and cannot be waived. *Prerequisite: EEC1001 Introduction to Early Childhood Education or EDG1040 Foundations of Education of Education.*

**\*EEC1603 Guidance and Positive Discipline (4 cr.) "O"**

This course explores the goals and approaches to guidance and discipline in an early childhood setting. It discusses the physical, emotional, intellectual and social-emotional issues affecting the behavior of young children. The emphasis will be on creating environments and programs that prevent these problems, teaching discipline through modeling, role playing and communication and analyzing persistent problems. *Prerequisite: ECE1001 Introduction to Early Childhood Education or EDG1040 Foundations of Education.*

**\*EEC3229 Cultural Diversity in the School Setting (4 cr.) "O"**

This explores the cultural pluralism in school settings. It examines the impact of culture and language on the curriculum, relationships and readiness for school. The challenge of creating developmentally appropriate practices that build on the understandings of the diverse student population will be emphasized.

**\*EEC3274 Exceptional Children (4 cr.) "O"**

This course explores the inclusive approach of education for young children with special needs. IDEA regulations will be discussed. The course will present early intervention and prevention. The course will guide students in determining the child's developmental readiness, learning styles and social-emotional needs. Students will explore approaches to facilitate the learning of these exceptional students in the environment of an early classroom setting. In addition to class hours, students will complete a minimum of 15 out-of-class work hours of observation with children and youth in schools or similar settings. This is a requirement of this course and cannot be waived.

**\*EME2040 Introduction to Education Technology (4 cr.) "O"**

This course is an introduction to the use of technology in the classroom. Students will understand how this new literacy helps children acquire information, problem solving strategies, and critical thinking skills. Teachers use a variety of models and strategies in their classroom that are supported by technology such as computers, televisions, calculators, and PDAs. These tools engage the students as active participants in learning. Students will be provided an overview of the Florida Educator Accomplished Practices, Sunshine State Standards, the Professional Educator Competencies, and the National Educational Technology Standards.

**\*TSL1082 ESOL Foundation (4 cr.) "O"**

This course will examine issues of language and culture that are relevant for elementary learners of English as a Second Language (ESOL). It will create a knowledge base in applied linguistics, and cross-cultural communication for teachers of ESOL students. The role of native language and culture and their influence on learning for language minority students will be the major focus of the course. The course will provide pre-service teachers with a foundation in the theories, principles and issues of first and second language acquisition. The pre-service teachers will explore ways to create a classroom environment where children's language learning will be enhanced. Students will be required to complete 15 hours of field experience/observation in a public school setting working with ESOL students while applying the concepts learned in this course and furthering their understanding of language and culture in regards to the education of ESOL students. Host teacher at school site must be ESOL endorsed/certified by the Florida Department of Education or have received training hours in ESOL as mandated and provided by local public school district. This is a requirement of this course and cannot be waived.

**\*TSL1088 Introduction to ESOL Principles and Practices (4 cr.) "O"**

Today's classrooms contain students that are diverse in many ways. Many speak languages other than English and some speak both English and their native language. This course will introduce the student to essential concepts needed to educate English language learning (ELL) students in the mainstream classroom. The course will provide a foundation of knowledge that will help teachers build content area lessons in light of language needs, cultural attitudes and student interests. Students will be required to complete 15 hours of field experience/observation in a public school setting working with ESOL students while applying the concepts learned in this course and furthering their understanding of language and culture in regards to the education of ESOL students. Host teacher at school site must be ESOL endorsed/certified by the Florida Department of Education or have received training hours in ESOL as mandated and provided by local public school district. This is a requirement of this course and cannot be waived. Prerequisite: EEC1218 Early Childhood Literacy.

**\*TSL4310 Methods and Strategies for Teaching the English Language Learner I (4 cr.) "O"**

This course will present teachers with practical strategies and models for promoting literacy, language and learning in the classroom for English Language Learners. Emphasis will be placed on second language acquisition, building literacy skills, oral language development, reading and writing strategies and methods, models of instruction for ELLs, and use of appropriate assessments. Students will be required to complete 15 hours of field experience/observation in a public school setting working with ESOL students while applying the concepts learned in this course and furthering their understanding of language and culture in regards to the education of ESOL students. Host teacher at school site must be ESOL endorsed/certified by the Florida Department of Education or have received training hours in ESOL as mandated and provided by local public school district. This is a requirement of this course and cannot be waived. Prerequisite: TSL1088 Introduction to ESOL Principles and Practices.

**\*TSL4311 Methods and Strategies for Teaching the English Language Learner II (4 cr.) "O"**

This course will present effective research based strategies for teaching the English Language Learner (ELL) in the mainstream classroom. The course will review 9 categories of research-based instructional strategies that strongly affect learning and then show how to modify the strategies to meet needs of the ELLs. ELL students are a diverse population; the course will encourage teachers to develop and implement innovative programs for the ELL so they may have equal access to learning. Teachers will understand the ELLs have linguistic and cultural strengths that can be used in the mainstream classroom. Students will be required to complete 15 hours of field experience/observation in a public school setting working with ESOL students while applying the concepts learned in this course and furthering their understanding of language and culture in regards to the education of ESOL students. Host teacher at school site must be ESOL endorsed/certified by the Florida Department of Education or have received training hours in ESOL as mandated and provided by local public school district. This is a requirement of this course and cannot be waived. Prerequisite: TSL4310 Methods and Strategies for Teaching the English Language Learner I.

## ENGLISH

**+\*ENC1101 English Composition I (4 cr.) "O"**

This course in basic essay writing is designed to teach students paragraph and theme development with emphasis on syntax, organization, logical thinking and originality. Students will become familiar with the various modes and strategies of expository and argument/persuasive essays as well as the standard methods of research and documentation of sources. In class writing exercises, journal entries and formal extended essays will be assigned to allow the student the opportunity to develop these skills. A research paper is required.

**+\*ENC1210 Effective Writing in the Workplace (4 cr.) "O"**

This course will cover the strategy and politics of client-centered and competitive writing that achieves objectives for professions and organizations. Students will be given the opportunity to practice various forms of persuasive writing appropriate to all levels of management, including reports, recommendations, proposals, memoranda, news releases and letters.

**+\*ENC3137 English Composition II (4 cr.) "O"**

This course further develops the student's abilities in expository and argumentative writing and introduces the student to the methods, techniques, and materials of research. The written work of the course includes the completion of a research paper done by the student under the instructor's supervision and guidance. The course continues to stress clarity of expression, reviews mechanics implicit in correction and revision of written composition, and teaches English usage and grammar as needed. Prerequisite: ENC1101 English Composition I.

## FINANCE

**\*FIN3005 Finance for Business (4 cr.) "O"**

This course explores financial decision making relative to asset management. Topics include financial statement analysis, financial forecasting, and capital budgeting. Also included are personal financial planning, income tax, risk management and investing in stocks, mutual funds and annuities. Prerequisite: MAC1100 College Algebra.

**\*HSA4170 Finance for Healthcare Managers (4 cr.) "O"**

Introduces the fundamental theories and relationships guiding financial decision making as they apply to the management of healthcare organizations. The course will focus on the key managerial issues related to sources and uses of funds, operational and capital budgeting, and creating and analyzing management reports. The course is intended to increase understanding in the financial aspect of health organizations for the purpose of improving managerial decision making. Prerequisites: CGS1514 Spreadsheet Applications and HSA3110 Healthcare Management.

## GOVERNMENT AND HISTORY

**+\*AMH2072 Introduction to Florida History (4 cr.) "O"**

The purpose of this course is to explore the history of Florida, which obtained statehood in 1845. Initially populated by Native Americans, Florida was once owned by Spain, England, and again by Spain. We will learn how the United States formally acquired the future Sunshine State, and what life was like in the Florida Territory between 1821 and 1845. Florida in the Civil War and Reconstruction follows, along with the important roles of such developers as Henry Flagler and Henry Plant. Thanks to their work and others, an influx of newcomers eventually arrived along with tourists and farmers. Two world wars came next, together with an historic land boom in the 1920's. Another explosion of growth began in the 1950's. Disney and space shuttles also help form the story. It's all part of Florida, "Where at first nothing is believed to be real and where finally everything is considered possible."

**+\*AMH3271 U.S. History 1945 – Present (4 cr.) "O"**

This course covers the 60 years of American history from the end of World War II to the present. Students will examine how the American nation has become what it is today and how the American people have become what they are today. The course will probe the deeper meanings of recent historical experiences that forged the social character of our people.

**+\*POS3062 Government (4 cr.) "O"**

This course is a survey of essential features of federal, state and local governments. Topics focus on policies and laws that affect civil liberties, private and public organizations and interactions with other countries. Students will evaluate how these laws and policies affect the people, the economy, business regulations and the world of work.

## HEALTHCARE

### **(\$M) BSC1073 Foundations of Anatomy and Physiology (4 cr.) "O"**

This course introduces the student to the structures, functions, and interrelationships of the human body systems. The course content will include the discussion of the functions and structures of the body and the movement and support of integration and coordination. Prerequisite: HSC1538 Medical Terminology Co-requisite for Students in the Medical Assistant Diploma Program: HSC1538 Medical Terminology.

### **(\$M) \*BSC1090L Anatomy and Physiology I with Lab (5 cr.) "O"**

This course is an in depth study of the structures, functions and interrelationships of human systems. Course content will include discussion of the biological levels of cellular organization of the human body, and the structures and functions of the systems involved in support and movement, and integration and coordination. In the inquiry based laboratory portion of this course, students will investigate, through hands on and simulated laboratory experiences, the histology, structures and functions of these systems. Prerequisite: HSC1538 Medical Terminology (prerequisite does not apply to Sonography) Co-requisite for Students in the Medical Assistant Diploma Program: HSC1538 Medical Terminology.

### **(\$M) \*BSC1095L Anatomy and Physiology II with Lab (5 cr.) "O"**

This course is a continuation of the study of the structure, functions and interrelationships of human body systems. Course content will include discussion of the digestive, respiratory and genitourinary systems as well as the transport function of the cardiovascular and lymphatic systems. Concepts related to human growth and development will also be addressed. In the inquiry based laboratory portion of this course, students will investigate, through hands on and simulated laboratory experiences, the histology, structures and functions of these systems. Prerequisite: BSC1090L Anatomy and Physiology I with Lab.

### **+\*DEP2006 Human Growth and Development (4 cr.)**

The general principles and processes of normal human growth and development across the life span are presented. Biological, mental, emotional and societal bio psychosocial forces will be identified and analyzed in relation to their effects on the range of normal human behaviors from conception through old age and death. Case studies will assist the student to apply these concepts. Pre-requisites: PSY1010 Introduction to Psychology Co-requisites: None.

### **\*HIM1012 Health Care Privacy, Confidentiality, Legal and Ethical Issues (4 cr.) "O"**

This course is designed to present the student with a study in healthcare privacy, confidentiality, and legal and ethical issues, in addition to issues relating to the security and privacy of patient information. Students will understand legal terminology and legislation relating to the healthcare industry. Significant changes in health care laws will be discussed in addition to the Health Insurance Portability and Accountability Act (HIPAA). Class discussions will revolve around case studies based on ethical scenarios. Prerequisite: HIM1211 Information Technology and Systems (not required for Medical Billing and Coding Technology Diploma program).

### **(\$M) \*HIM1211 Information Technology and Systems (4 cr.) "O"**

This course is designed to introduce students to communication technology and systems and data security in the healthcare industry. Students will be introduced to computer concepts, such as operating systems and languages, along with software packages. Students will have the ability to demonstrate communication through Internet and intranet technologies and networks. Students will learn screen and system design, and system architecture and implementation. Students will be introduced to data integrity and security concepts and process monitoring. Prerequisite: HSC1538 Medical Terminology.

### **(\$M) \*HIM1223 Clinical Classifications II (4 cr.) "O"**

This course is designed for students to apply basic coding knowledge to coding scenarios to become adept at applying ICD-10-CM and ICD-10-PCS codes. The student will work with medical charts from various medical specialties and settings, in addition to electronic coding software. Prerequisites: HSC1538 Medical Terminology, BSC1073 Foundations of Anatomy and Physiology, HIM1430 Foundations of Pathophysiology and HIM1229 Clinical Classifications I.

**(\$M) \*HIM1229 Clinical Classifications I (4 cr.) "O"**

This course will familiarize the student with the conventions and guidelines of clinical classification coding systems through a systems approach utilizing ICD-9-CM and ICD-9-PCS, and electronic coding software, with an introduction to the ICD-10-CM coding classification system. Students will apply diagnostic codes to accurately document episodes of care in both inpatient and outpatient settings. Prerequisite: HSC1538 Medical Terminology, BSC1073 Foundations of Anatomy and Physiology and HIM1430 Foundations of Pathophysiology.

**\*HIM1300 Healthcare Delivery Systems (4 cr.) "O"**

This course is designed to provide students with an overview of healthcare delivery systems in the United States. Prerequisite: HSC1538 Medical Terminology and CGS1009 Introduction to Computer Information Systems.

**\*HIM1430 Foundations of Pathophysiology (4 cr.) "O"**

This course is an introduction to the functional changes associated with or resulting from disease or injury. Diagnostic assessments and treatment options are also discussed in addition to the body's reactions to these changes. Prerequisite: HSC1538 Medical Terminology Co-requisite for Students in the Medical Assistant Diploma Program: HSC1538 Medical Terminology.

**\*HIM2110 Health Data Management "O"**

This course is designed to introduce students to health data and information. Students will learn different types of media used in healthcare information, such as paper, computer, hybrid, and web-based. Students will be introduced to various types of data collection tools, data storage and retrieval, and privacy and security of health information. Prerequisites: CGS1009 Introduction to Computer Information Systems.

**(\$M) \*HIM2112 Electronic Health Records and Data Management (4 cr.) "O"**

This course is designed to introduce students to the concepts of the electronic health record (EHR), data management, and data integrity and security. Students will learn EHR design, concepts behind its development, and its importance in various healthcare facilities. Prerequisite: HIM1300 Health Care Delivery Systems.

**(\$M) \*HIM2214 Healthcare Statistics (4 cr.) "O"**

This course is designed to introduce students to the basics of statistics, abstractions, and data analysis, in addition to maintenance of data for clinical databases and registries. Utilization and risk and quality management will be explored, in addition to basic budget calculations.

**HIM2240 Coding for Medical Assistants (2cr.) "O"**

This course will provide the medical assistant with an overview of ICD-9-CM, CPT-4 and basic claims processing. Students will be exposed to the most common codes used in a variety of specialty practices.

**(\$M) \*HIM2232 Intermediate Procedural Coding (4 cr.) "O"**

This course is designed to further enhance students' understanding of procedural coding, using groupers and Current Procedural Terminology (CPT)/Healthcare Common Procedural Coding Set (HCPCS) codes, and medical charts from inpatient and outpatient settings. Prerequisites: HSC1538 Medical Terminology, BSC1073L Foundations of Anatomy and Physiology, HIM1430 Foundations of Pathophysiology, HIM1229 Clinical Classifications I, HIM2253 Basic Procedural Coding and HIM1223 Clinical Classifications II.

**(\$M) \*HIM2253 Basic Procedural Coding (4 cr.) "O"**

This course is designed to further enhance students' understanding of procedural coding, using groupers and Current Procedural Terminology (CPT)/Healthcare Common Procedural Coding Set (HCPCS) codes, and medical charts from inpatient and outpatient settings. Prerequisites: HSC1538 Medical Terminology, BSC1073 Foundations of Anatomy and Physiology, HIM1430 Foundations of Pathophysiology, and HIM1229 Clinical Classifications I.

**(\$M) \*HIM2279 Reimbursement Methodologies (4 cr.) "O"**

This course introduces students to current health insurance programs for reimbursement in inpatient and outpatient prospective payment systems (IPPS and OPSS). Topics covered include group and individual commercial insurances, HMOs, PPOs, and government-sponsored medical insurance programs. Class discussions will include Diagnosis Related Diagnoses (DRGs) and Ambulatory Payment Classifications (APCs). Students will become familiar with Inpatient (CMS1450/UB-04) and outpatient (CMS1500) reimbursement forms. Students will perform quality reviews for code and documentation assignments. Prerequisite: HSC1528 Medical Terminology, BSC1073 Foundations of Anatomy and Physiology. HIM1430 Foundations of Pathophysiology, PTN1123 Pharmacology, HIM1229 Clinical Classifications I, HIM2253 Basic Procedural Coding, and HIM1223 Clinical Classifications II.

**(\$M) HIM2340 Virtual Lab (4 cr.) "O"**

This course is designed as a capstone course. Students will apply skills and knowledge acquired in their program of study by performing daily tasks in a virtual environment using technology such as electronic coding software. Prerequisites: All courses in the program must be completed in order to register for this course.

**\*HIM2451 Disease Processes/Pathophysiology (4 cr.) "O"**

This course is an introduction to the causes of disease and pathological conditions of the body and the body's response mechanisms, both adequate and inadequate. Common diagnostic and treatment modalities will also be discussed. Prerequisite: BSC1095L Anatomy and Physiology II with Lab.

**\*HIM2500 Health Information and Compliance (4 cr.) "O"**

In this course, students will apply communication, teamwork and management principles to the healthcare setting. The student will be introduced to compliance activities, HIPPA, risk management and total quality assessment. Prerequisite: HSC1538 Medical Terminology.

**\*HIM2501 Quality Management (4 cr.) "O"**

This course focuses on issues confronting healthcare managers seeking to improve the quality of healthcare delivery. Students will learn required steps involved in the development and management of a healthcare organization. Students will be introduced to quality indicators and improvement tools, and will learn the importance of information collection and analysis, legal and ethical issues involving documentation, security, confidentiality, informed consent, and regulatory requirements.

**(\$P) \*HIM2820 Professional Practicum Experience (4 cr.) "O"**

This course is designed as a capstone course and is completed under the supervision of healthcare information professional. Students will apply the knowledge acquired in the classroom by performing daily tasks in a working environment and through the use of virtual simulation software. Skill competencies will be demonstrated through accurate coding, release of information, data entry, filing, and quality improvement, and other related areas. Prerequisite: Capstone Course. All courses in the core must be taken prior to this course.

**\*HSA1550 Medical Law and Ethics (4 cr.) "O"**

This course is designed to present the student with a study of medical law, ethics and bioethics as applied to the ambulatory healthcare setting and the legal field as well as practices related to employment in these areas.

**\*HSA2255 Medical Office Procedures (4 cr.)**

This course provides students with the basic knowledge of procedures and skills utilized in the medical office or clinic. Topics include written communication, maintaining the medical record, professional fees, billing and collecting methods, health insurance forms, reimbursement, banking procedures, and financial management. Prerequisite: HSC1538 Medical Terminology.

**\*HSA3110 Healthcare Management (4 cr.) "O"**

This course provides the conceptual and technical basics needed in managing health care organizations. Students learn about the challenges and complexities of managing health care organizations in a dynamic environment. The course focuses on the unique characteristics of the health care delivery process in the United States and gives students an understanding of the context of health services administration. Students are introduced to theories of leadership and management using case studies and other problem solving methods. Students are also introduced to principles for controlling, planning, quality improvement, strategic management, and managerial ethics. To bridge theory and practice, active participation in class discussions, small group projects, and case studies is expected of all students.

**\*HSA3113 Current Issues in Healthcare (4 cr.) "O"**

This course provides a foundation for students in understanding the various factors that impact the current delivery of health care services in the U.S. In building this framework, a broad range of topics will be covered, to include the characteristics of the current delivery system, a historical perspective on health care in America, provider types and settings, financing methods, needs of diverse populations, social justice concerns, and implications for the future of health care services.

**\*HSA4423 Health Policy and Law (4 cr.) "O"**

The course addresses the legal and social aspects of health care delivery and administration. It provides a working knowledge of the legal issues health care leaders must confront. Particular attention is paid to underlying legal theory and current practices in each functional area and techniques managers use to achieve business objectives.

**HSC1538 Medical Terminology (2cr) "O"**

This course will introduce the student to the language of medicine. Using a systems approach, the student will learn roots, prefixes, suffixes and combining forms to build a medical vocabulary.

**\*MCB1000 Microbiology and Infection Control (4 cr.) "O"**

This course is a study of basic microbiology, infection control, and disease processes to include the body's defense mechanisms to those diseases, and wound healing. Prerequisite: BSC1090L Anatomy and Physiology I with Lab.

**(\$M) MCB1016C Medical Microbiology I with Lab (5 cr.)**

This course involves the study of human pathogenic microbes including their structure and function with emphasis on prokaryotic cells. Disease, microbe resistance, and immune function will be addressed, as well as methods of microbial control. A lab will be utilized and allow students hands-on applications of basic microbiology techniques. Prerequisites: MLT1001L Introduction to Clinical Laboratory Sciences with Lab, BSC1090L Anatomy and Physiology I Co-requisites: BSC1095L Anatomy and Physiology II with Lab.

**(\$M) MCB1017C Medical Microbiology II with Lab (5 cr.)**

This course is a continuation of Medical Microbiology I which builds on the previously learned concepts. This course places emphasis on pathogenic viruses, parasites and fungi. Epidemiology and infection control will be introduced. A lab will be utilized to allow students hands on applications of basic microbiology techniques. Prerequisites: MCB1016C Medical Microbiology I with Lab Co-requisites: MLT1300L Hematology I with Lab and CHM1110C Clinical Chemistry I with Lab.

**(\$M) MEA1215 Clinical Procedures with Lab (5 cr.) "O"**

This course provides students with the initial knowledge and skills needed in the medical environment. Content includes blood borne pathogens, HIV/AIDS, CPR, infection control, medical and surgical asepsis and emergency medical procedures. Additional content covered involves vital signs, patient teaching and communication, positioning and draping for various procedures, use of assistive devices, wound care and record keeping. Prerequisites: BSC1090L Anatomy and Physiology I with Lab.

**(\$M) MEA1290 Phlebotomy and Laboratory Procedures with Lab (5 cr.) "O"**

This competency based course, provides students with the theoretical knowledge and hands on skills needed for the safe and effective collection and processing of various blood and urine specimens from the neonate, pediatric, adult and geriatric patient. Calculation and administration of oral and parenteral medications will also be covered. This course will include hands on experience in the collection of specimens. Following completion of this course, demonstration of successful specimen collections, and one year experience as a phlebotomist, students are eligible to sit for certification exam. Prerequisites: PTN1123 Pharmacology and MEA1215 Clinical Procedures with Lab.

**(\$P) \*MEA2900 Medical Assistant Externship (6 cr.) "O"**

In this competency based course, under the preceptorship of an experienced medical assistant and the direction of the externship coordinator, students will apply skills and knowledge acquired in the classroom to a variety of office based general and specialty practices. Emphasis is placed on both the administrative and the clinical aspects of medical assisting. Prerequisites: HAS4938 Healthcare Administration Capstone course (Prerequisite is not intended for students in the Medical Assistant and Surgical Technician Associate's Degree Programs).

**(\$M) MLT1001L Introduction to Clinical Laboratory Sciences with Lab (5 cr.)**

This course introduces the student to clinical laboratory science, its role in the medical profession including quality control, laboratory math, laboratory safety, care and proper use of laboratory equipment, laboratory settings, critical thinking, accreditation, certification, professionalism, and ethics. Prerequisites: MAT0012 College Math and CHM1001 Principles of Chemistry.

**(\$M) \*MLT1300L Hematology I with Lab (5 cr.)**

This course will introduce the student to both theory and practical application of routine and special hematology procedures. Red blood cell production, function and associated diseases will be covered. Identification of normal and abnormal red cell morphology and evaluation of stained blood smears will be explained. A lab will be utilized to allow students hands-on application of basic techniques. Prerequisites: MLT1001L Introduction to Clinical Laboratory Sciences with Lab, BSC1095L Anatomy and Physiology II with Lab Co-requisites: MCB1017C Medical Microbiology II with Lab; CHM1110C Clinical Chemistry I with Lab.

**(\$M) \*MLT1500L Immunoserology with Lab (5 cr.)**

This course presents the concepts of basic immunology and serology with an emphasis on selected infectious diseases and autoimmune disorders. The theory of immunologic and serologic procedures will also be presented. A lab will be utilized to allow students hands on application of basic techniques. Prerequisites: MLT1001L Introduction to Clinical Laboratory Sciences with Lab, BSC1090L Anatomy and Physiology I with Lab Co-requisites: BSC1095L Anatomy and Physiology II.

**(\$M) MLT2234 Urinalysis, Body Fluids and Special Procedures (5 cr.)**

This course provides theories and methods of detecting chemical and cellular elements both macroscopically and microscopically of urine and other body fluids (such as gastric, synovial, pleural, amniotic, seminal, and spinal). Proper specimen collection and handling of each type of fluid to ensure the integrity of the specimen will also be discussed. Other components of the course include: pertinent terminology related to urinalysis, renal function and urinalysis lab exercises. Physical, chemical, microscopic, confirmatory testing as well as special procedures will also be included. Prerequisites: BSC1095 Anatomy and Physiology II with Lab; Co-requisites: MLT2218 Hematology II with Lab, CHM1102 Clinical Chemistry II with Lab.

**(\$M) \*MLT2301L Hematology II with Lab (5 cr.)**

This course is a continuation of study in the theory and application of routine and special hematology procedures. White blood cell production, function and associated diseases are covered. Identification of normal and abnormal white cell morphology and evaluation of stained blood smears will also be explained. A lab will be utilized to allow student hands-on application of basic techniques. Prerequisites: MLT1300L Hematology I with Lab Corequisites: MLT2234L Urinalysis and Body Fluid; CHM1111C Clinical Chemistry II with Lab.

**(\$M) \*MLT2525L ImmunoHematology with Lab (5 cr.)**

This course involves the study of antigens and antibodies associated with blood transfusions. The application of this knowledge as it applies to Blood Banking/Transfusion procedures is covered and includes blood typing, screening and cross matching. Prerequisites: MLT2301L Hematology II with Lab.

**(\$P) MLT2540 Medical Lab Externship I (8cr)**

Under the preceptor ship of a licensed medical laboratory technician, students will perform clinical laboratory procedures, type and cross match blood and demonstrate an understanding of various disease processes. They will also be able to operate and maintain medical laboratory equipment, and collect and analyze patient specimen samples. Prerequisites: Capstone Course.

**(\$P) MLT2542 Medical Lab Externship II (8cr)**

This externship is a continuation of the first Medical Laboratory Technician Externship. Under the preceptorship of a licensed medical laboratory technician, students will perform clinical laboratory procedures, type and cross match blood and demonstrate an understanding of various disease processes. They will also be able to operate and maintain medical laboratory equipment, and collect and analyze patient specimen samples. Prerequisites: Capstone Course.

**\*PTN1123 Pharmacology (4 cr.) "O"**

This course is the study of drugs with emphasis on concepts related to steps in the drug cycle and drug effects. A systems approach is used in learning major classifications of drugs and drugs of choice for selected disease processes and pathological conditions. Prerequisite: HSC1538 Medical Terminology, Students in the Billing and Coding Diploma Program must also take the prerequisite of BSC1073 Foundations of Anatomy and Physiology.



**\*RTE2000 Radiography (4 cr.) "O"**

This course will introduce the student to the scope of practice of the limited x-ray machine operator. The basic science of x-ray will be covered including principles of exposure, circuit and tube heat management, formulating x-ray techniques, film processing and radiation safety. Anatomy and Physiology and medical terminology will be reviewed and x-ray procedures of the upper and lower extremities, pelvis and spine chest, abdomen, skull, facial bones and paranasal sinuses will be covered. Radiographic diagnostics and technical and esthetic quality evaluation will be included. Mathematical operations necessary for the basic machine operator will be presented. Prerequisite: BSC1090L Anatomy and Physiology with Lab I.

**(\$M) SON1001 Foundations of Sonography (4 cr.) "O"**

This course provides an introduction to the field of Diagnostic Medical Sonography and the role of the sonographer in the healthcare industry. In this course students are provided with an overview of related medical terminology, an understanding of medical law and ethics, and general patient care practices, infection control, emergency procedures, first aid, and CPR. Students also learn ergonomically correct scanning techniques and develop an understanding of the importance of personal fitness, support tools and devices, equipment adjustments, and patient positioning. Prerequisites: BSC1095L Anatomy and Physiology II w/Lab.

**(\$M) \*SON1004 Applied Sonography (4 cr.) "O"**

Protocols and procedures of the ultrasound laboratory, scanning criteria and documentation of images in preparation for physician review are introduced. The normal anatomy, physiology and sonographic appearance of structures of the abdomen, the gravid and non-gravid pelvis and associated vascular structures will be included. Prerequisites: SON1001 Foundations of Sonography and SON1210 Principles of Ultrasound Instrumentation and Acoustic Physics.

**\*SON1052 Gross Anatomy (4 cr.) "O"**

Presents gross and sectional anatomy of the organs and structures of the head and neck and the thoracic, abdominal and pelvic cavities. Prerequisites: SON1001 Foundations of Sonography and SON1210 Principles of Ultrasound Instrumentation and Acoustic Physics.

**(\$M) \*SON1210 Principles of Ultrasound and Instrumentation and Acoustic Physics (4 cr.) "O"**

In depth presentation of concepts related to acoustic physics, Doppler and ultrasound principles and the operation and ultrasound instrumentation. Interaction of ultrasound and tissue and quality assurance methods will be included. Prerequisites: PSY2021 Concepts of Physics and MAC1100 College Algebra.

**\*SON2061 General Sonography: Content Review (4 cr.) "O"**

Content facilitates the graduate's transition to the career of Sonography. Topics include a comprehensive review of program outcomes and material specific to licensing examination. New developments in Sonography will be explored. Prerequisites: Capstone Course - all courses within the major concentration. Corequisites: SON2814 Sonography Externship II.

**(\$M) \*SON2119 Transabdominopelvic Sonography (4 cr.) "O"**

Presents the sonographic and Doppler appearance, both normal and abnormal, of the organs of the abdomen and the pelvis as well as the peritoneal spaces and retroperitoneal structures. Recognition of disease processes and correlation of findings to patient history and physical, differential diagnosis and laboratory findings will be emphasized. Prerequisites: SON2125 Gynecologic Sonography and SON2144 Sonography of Superficial Structures.

**(\$M) \*SON2125 Gynecologic Sonography (4 cr.) "O"**

Presents the sonographic and Doppler appearance of normal and abnormal structures of the non-gravid female pelvis with emphasis on the correlation of abnormal findings to the patients history, physical, differential diagnosis and laboratory findings. Prerequisites: SON1004 Applied Sonography and SON1052 Gross Anatomy.

**(\$M) \*SON2144 Sonography of Superficial Structures (4 cr.) "O"**

Presents the sonographic and Doppler appearance, both normal and abnormal, of superficial structures, including the neck, breast, scrotum and prostate. Recognition of disease processes and correlation of findings to patient history and physical, differential diagnosis and laboratory findings will be emphasized. Prerequisites: SON1004 Applied Sonography and SON1052 Gross Anatomy.

**(\$M) \*SON2171 Vascular Sonography (4 cr.) "O"**

This course introduces students to Doppler scanning of vascular systems including cerebrovascular and peripheral systems. Students are introduced to vascular anatomy, vascular physics and instrumentation, pathological patterns, and hemodynamics throughout the course. Prerequisites: SON2125 Gynecologic Sonography and SON2144 Sonography of Superficial Structures.

**(\$M) \*SON2182 Embryonic and Fetal Sonography (4 cr.) "O"**

Discussion of the sonographic appearance, both normal and abnormal, of fetal and embryonic anatomic structures throughout gestation. Correlation of abnormal findings with maternal history, physical and laboratory findings will be emphasized. Prerequisites: SON2125 Gynecologic Sonography and SON2144 Sonography of Superficial Structures.

**(\$P) \*SON2804 Sonography Externship I (8 cr.)**

Provides opportunity to apply theory and training acquired in the classroom and laboratory settings to the performance of sonographic examinations in the clinical setting. Students will perform sonographic examinations of the abdomen, superficial structures, the gravid and non-gravid pelvis and the non-cardiac chest using both transabdominal and endocavitary transducers and Doppler display modes. Prerequisites: Capstone Course - all courses within the major concentration.

**(\$P) \*SON2814 Sonography Externship II (8 cr.)**

This course is a continuation of Sonography Externship I, providing the opportunity to apply theory and training acquired in the classroom and laboratory settings to the performance of sonographic examinations in the clinical setting. Students will perform sonographic examinations of the abdomen, superficial structures, the gravid and non-gravid pelvis, fetal and embryonic structures and the non-cardiac chest using both transabdominal and endocavitary transducers and Doppler display modes. Prerequisites: Capstone Course - all courses within the major concentration, SON2804 Sonography Externship I.

**(\$P) SRT2910 Surgical Technician Externship (12 cr.)**

This course is conducted in a surgical facility and provides students a clinical experience with a variety of perioperative assignments. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case presentation for selected surgical procedures. Students will observe and take part in surgical procedures and work as a member of the surgical team. Prerequisite: STS2322 Surgical Procedures III requires a "B" for each course in the core.

**(\$P) SRT2911 Surgical Technology Externship I (4 cr.)**

Under the preceptorship of an experienced surgical technologist and the supervision of the externship coordinator, the student will be assigned to a variety of surgical procedures. During this 175 hour clinical experience the student will develop a case log, meeting the criteria of the Core Curriculum as established by the Association of Surgical Technologists. Student externs will progress from the role of observer to first scrub without assistance. Students are required to attend a weekly clinical conference. Prerequisites: STS2322 Surgical Procedures III.

**(\$P) SRT2912 Surgical Technology Externship II (8 cr.)**

This course is a continuation of STS2911. Under the preceptorship of an experienced surgical technologist and the supervision of the externship coordinator, the student will be assigned to a variety of surgical procedures. During this 325 hour clinical experience the student will continue to develop their case log, meeting the criteria of the Core Curriculum as established by the Association of Surgical Technologists. Student externs will progress from the role of observer to first scrub without assistance. Students are required to attend a weekly clinical conference. Prerequisites: SRT 2911 Surgical Technology Externship I.

**(\$M) \*STS1303 Fundamentals of Surgical Technology (4 cr.)**

This course is designed to provide the student with knowledge and skills in basic surgical case preparation and procedures to include pharmaceutical and anesthesia procedures utilized in the surgical environment. Co-Requisites :BSC1095L Anatomy and Physiology II with Lab and MCB1000 Microbiology and Infection Control.

**(\$M) \*STS1320 Surgical Procedures I (4 cr.)**

This course is designed to provide the student with knowledge and skills in basic surgical case preparation and procedures to include wound healing, wound closure and surgical case management of general and obstetric and gynecological procedures.

**(\$M) \*STS2321 Surgical Procedures II (4 cr.)**

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in ophthalmic surgery, otorhinolaryngologic surgery, oral/maxillofacial surgery, plastic and reconstructive surgery, genitourinary surgery, and orthopedic surgical procedures for the surgical technologist. Prerequisite: STS1320 Surgical Procedures I.

**(\$M) \*STS2322 Surgical Procedures III (4 cr.)**

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in thoracic surgery, peripheral vascular surgery, and neurosurgery procedures for the surgical technologist. Additionally, Cardiopulmonary Resuscitation and first aid will be covered. Prerequisite: STS2321 Surgical Procedures II.

## INTERDISCIPLINARY STUDIES

**\*SLS1371 Prior Learning Assessment (4 cr.) "O"**

Prior Learning Assessment is an innovative program offered by Southern Technical College to bring our students the ultimate experience in student-centered learning. This program allows you the opportunity to gain life experience credit for college-level courses by preparing professional portfolios that illustrate your learning. The portfolio(s) you prepare for this course can be extraordinary benefit to you both in college and in the professional world while seeking higher-level employment.

**+\*IDS1930 Current Topics (4 cr.) "O"**

This course will cover local, state, national, and/or global topics currently of interest. Topics will be discussed using an interdisciplinary approach, including economics, psychology, sociology, philosophy, religion, ethics, government, history, human rights, geography, environment, and science.

## HUMANITIES

**+HUM1520 Survey of Humanities (4cr.)**

This course is a chronological survey of humanity's ideas, discoveries and creative achievements from the beginnings of civilization through contemporary times. It is designed to introduce you to literature, art, history, music, philosophy and architecture. Through this course students will gain a perspective on the humanities, and recognize their value to individuals and to society.

## INTERIOR DESIGN

**(\$M) ETD1380 Computer Drafting with AutoCAD I (4 cr.)**

This course is a study of the fundamental AutoCAD two-dimensional commands; it covers the drawing of basic geometric objects, modifying, editing, drawing and page setup, drafting standards, display commands, paper and model space characteristics, as well as basic dimensioning, annotating, and plotting. AutoCAD will be utilized to create a simple floor plan with appropriate annotation and dimensions. Prerequisite: ETD1538 Architectural Drafting and Drawing.

**(\$M) ETD1384 Computer Drafting with AutoCAD II (4 cr.)**

This course is an advanced study of AutoCAD two-dimensional commands and their applications. It provides students with in-depth knowledge of the AutoCAD Design Center, block creation and editing, layers, lineweights, linetypes, Text Style, Dimension Style and Multileader Managers, Inquiry tools, unusual geometries and commands, hatching, rendering and creating schedule tables. AutoCAD will be utilized to create a multi-sheet set of drawings to create a variety of views and drawing types with title block customization. Prerequisite: ETD1380 Computer Drafting with AutoCAD I.

**(\$M) ETD1538 Architectural Drafting and Drawing (4 cr.)**

This course is essential for interior designer students in learning how to manually draft scaled floor plans, elevations, sections, and three-dimensional drawings. Clearly explaining techniques and methods, it begins with an explanation of drafting tools and their various uses, and then presents instructions and illustrations that indicate how to complete increasingly more difficult drafting conventions. Additionally, students will learn drawing techniques for indicating various materials, symbols for coordinating related drawings, and architectural lettering.

**(\$M) ETD3711 3D StudioMax (4 cr.)**

This course introduces interior design students to the 3ds Max interface, tools, functions, concepts, and design environment. Tools will be provided to learn how to make three-dimensional models using model planning, poly tools, scene, edition, organic poly modeling, and mapping. The learner will also explore 3ds Max Workflow and the creation of a three-dimensional architectural visualization animation. Prerequisite: ETD1384 Computer Drafting with AutoCad II.

**(\$M) ETD3972 Revit I – Building Information Modeling (4 cr.)**

This course focuses on architectural drafting problems using Autodesk Revit with emphasis placed on 3-D design and computer rendering techniques. The interior design profession is dependent on speed and accuracy; therefore the student will learn to be able to originate and manipulate architectural drawings using computer-aided software. Proficiency in computer-aided design software increases the marketability of interior design students. Prerequisite: ETD1384 Computer Drafting with AutoCad II.

**(\$M) IND1090 Foundations of Interior Design (4 cr.)**

This course is a comprehensive introduction to the creative, technical, and business knowledge required by the interior design profession. Instructional material encompasses color theory, design history, architectural elements, finishing touches, trend forecasting and the basics of running a business. Student assignments will address contemporary concerns such as sustainability, universal design and adaptive reuse.

**IND1096 Design Theories, Processes, and Principles (4 cr.)**

This course introduces fundamental principles of interior design composition: the organization of space, circulation, scale, light, and color. Course content also provides the framework for understanding design as a new language by sensitizing students to the conceptual, visual and perceptual issues involved in the design process. Course requirements include readings, discussion, analysis, and studio design projects.

**IND1485 Interior Material Components (4 cr.)**

The course introduces students to the building materials and finishes used in interior applications in the context of their environmental impact, their implications for human health and safety, and their potential contribution to the design of architectural interiors. Students will gain knowledge in the impact of interior materials on people's health and well-being, and global sustainability by understanding the role and responsibilities of interior designers in improving the quality of natural and built environments. Prerequisite: IND1090 Foundations of Interior Design, and IND1096 Design Theories, Processes and Principles.

**IND2439 Interior Space Planning (4 cr.)**

This course focuses on interior space problem solving, involving the utilization of design methodology, and human behavior models. The student will be introduced to working with specific client programmatic requirements; while following parameters of universal design. This course will explore residential and commercial spatial relations; in addition to regulations and codes governing public spaces. Students learn to understand issues of traffic flow and circulation as they relate to the placement of partitions and definition of both public and private spaces within an existing building shell. Prerequisite: IND1090 Foundations of Interior Design, IND1096 Design Theories, Processes and Principles and ETD1538 Architectural Drafting and Drawing.

**\*IND2503 Business Practices for Interior Design (4 cr.) "O"**

This is a foundation course in business and professional practices of interior design. This course covers professional associations, NCIDQ examination, licensing, ethics, professional conduct, personal mission statement, writing a business plan, accounting, banking, insurance, contracts, legal responsibilities and issues, product liability, pricing, marketing, and advertising.

**IND2512 Residential Design Project (4 cr.)**

This course teaches the fundamental skills that are needed to plan interior spaces for all types of homes, regardless of decorative styles, from remodeling to new construction. Students learn all aspects of interior architecture as it relates to human factors and daily use. Instructional material provides detail of process of how a professional interior designer and an architect plan and design a residence. Taking the approach of an interview with a potential homeowner, students will create a profile of the end user so that decisions can be made on program and budget. The course content covers the same conditions that a professional designer faces including client requirements, program, budget, existing plan boundaries, and site location, providing a framework. Prerequisite: ART2014 Ideation and Perspective Drawing, and ETD1384 Computer Drafting with AutoCad II.

**IND2733 History of Design I (4 cr.)**

This survey course studies the history of design as it relates to architecture, furniture, interior elements and the decorative arts, from antiquity to the 19th century; covering the era of antiquity through the early 19th century. The relationship of world cultural, political and economic conditions will also be explored and incorporated into course projects and lectures.

**IND2735 History of Design II (4 cr.)**

This survey course studies the history of design as it relates to architecture, furniture, interior elements and the decorative arts, from antiquity to the 19th century; covering the era of late 19th century to present day. The relationship of world cultural, political, and economic conditions will also be explored and incorporated into course projects and lectures. Prerequisite: IND2733 History of Design I.

**IND2764 Commercial Design Project (4 cr.)**

This course provides a thorough look at the entire process of space planning, from meeting the client for the first time to delivering a creative space plan that addresses all of that client's needs. Instruction includes establishing client requirements, developing and translating ideas into design concepts, drafting layouts, and ultimately combining these layouts into well-organized, effective floor plans. Covering issues such as circulation, spatial and square footage calculations, building codes, ceiling systems, barrier-free designs, the course presents all of the key principles, processes, and tasks associated with laying out interior space to optimize the health, safety and wellness of its occupants. Prerequisite: ART2014 Ideation and Perspective Drawing, and ETD1384 Computer Drafting with AutoCad II.

**IND2983 Sophomore Capstone Project - Phase I (4 cr.)**

The Phase I section of the Sophomore Capstone Project course requires students to synthesize all they have learned in their studio sequence coursework, and focus on one design in which they have selected as their specific design problem and site, requiring them to fully document, question and arrive at a written concept proposal. After the concept proposal is approved, students complete the design processes and evidence-based design research solutions for their specific project. A complete project programming document, ideation concepts, and a preliminary floor plan will be achieved by the end of Phase I. Prerequisite: IND2512 Residential Design Project and IND2764 Commercial Design Project.

**IND2985 Sophomore Capstone Project - Phase II (4 cr.)**

The Phase II section of the Sophomore Capstone Project course requires students to have successfully completed all programming and evidence-based design research for their approved project. Students will now set out to design the concept they put forth, developing not only the visual impression of the space, but the detailing and material use to the level of design/build documentation. The project culminates in a multi-media display format using immersive technology to demonstrate their final proposals, and is then viewed by the faculty, industry professionals, and peers. Prerequisite: IND2983 Sophomore Capstone Project Phase I.

**(\$M) IND3462 Digital Presentation Applications (4 cr.)**

Students will develop an understanding of the importance of learning graphic design tools in the creation and redevelopment of project solutions using various digital production software. Students will develop a knowledge base enabling them to better communicate ideas using industry standard design programs. Course content and assignments will enhance student projects and build stronger graphic presentations for portfolio presentation. Prerequisite: ART2014 Ideation and Perspective Drawing, and ETD1384 Computer Drafting with AutoCad II.

**IND3514 Interior Construction Comprehension (4 cr.)**

The focus of this course is the order of construction and the nature of materials as a conceptual frame for the development of architectural language; through directed consideration of the materials and their assemblage as constituent elements of building. Students will learn the properties, functions, and behavior of materials to be used in building assemblies and discuss the methodology, format, and roles of participants in the process of detail design. Prerequisite: IND2764 Commercial Design Project.

**IND3532 Building Codes, Regulations, and Standards (2 cr.)**

This course addresses the principles, policies, and practices required by regulatory bodies and jurisdictions having authority over interior construction. An emphasis on occupancy classifications, means of egress, fire protection, finish/furniture standards and testing, and Americans with Disabilities Act Accessibility Guidelines (ADAAG). Instructional material provides explanations of all the major codes, standards, and federal regulations pertaining to the construction, alteration, and maintenance of commercial and residential interiors of all sizes. Prerequisite: IND2439 Interior Space Planning.

**IND3561 Environmental Building Systems and Controls (4 cr.)**

This course addresses the special concerns of the interior designer within the broader context of the rest of the building design team and environmental systems. As integral members of the building design team, interior designers share an increasingly complex and critical role. Instructor led discussions and projects explain technical building systems and engineering issues; providing the student the technical knowledge and vocabulary to communicate more effectively with architects, engineers, and contractors while collaborating on projects. This course will leading to more accurate solutions for problems related to a broad range of other building considerations with an impact to interior design; including mechanical, water, waste, lighting, transportation, and safety. Prerequisite: IND3514 Interior Construction Comprehension.

**IND3582 Construction Documentation and Project Management (2 cr.)**

In this course, students will investigate and practice synthesizing two and three-dimensional design intentions with building technologies. Students will also be introduced to the practice of communicating design decisions and intended construction quality to other building professionals through working drawings. Class exercises and projects will accumulate to form a partial set of construction documents. Prerequisite: IND3514 Interior Construction Comprehension and IND3561 Environmental Building Systems and Controls.

**\*IND3622 Sustainable Design (4 cr.)**

This is an overview of the sustainable design movement, LEED certification, and Green Design, as pertains to Interior design. A section on remodeling, as well as new design will be presented.

**IND3692 Sustainable Design Concepts (4 cr.)**

This course covers the theoretical, practical, and professional issues of designing sustainable interior environments. Studies begin with an examination of environmental concerns and the basic principles and practices of green design. Through readings, field trips, site visits, guest lectures, and class discussions, students gain valuable information about sustainable materials, products, and methods for construction and interior applications. Class projects are designed so that students develop the critical and creative thinking skills necessary to successfully engage the complex problem solving situations designing sustainable interiors. Prerequisite: IND1485 Interior Material Components.

**IND3693 Global and Multi-Cultural Design (2 cr.)**

This comprehensive course studies diverse non-Western cultures and how they relate to design issues and concerns. Students will be encouraged to evaluate, appreciate, and compare diverse cultures by incorporating real-world non-Western design traditions into Western context. Lectures are based on selected writings of natives from various non-Western countries offering insight into that country's culture, highlighting the ways in which social and physical influences have affected the development of architecture and design. Students will gain insight into design philosophies, theories, principles and elements, symbolism, colors, patterns, and textiles from diverse regions.

**IND3695 Environmental Psychology in Design (2 cr.)**

This course introduces the discipline of environmental psychology in different and more meaningful ways to the student by encouraging the student to embrace the concepts as well as incorporate them into his or her daily practices. The course will consider the historical context of human habitation, scientific research on the interaction between environments and human behaviors, as well as individual differences related to age, gender, and cultural background. Through concise discussions of research, philosophical perspectives, and illustrations of design in practice, the course integrates fundamental environmental psychology theories into the applied art of the design fields.

**IND3824 Special Topics in Interior Design (2 cr.)**

In the special topics course, students will be presented with a diverse range of current topics in the interior design industry. Course topics address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Through evidence-based design and research the student will explore specified topics and prepare arguments for and against to be presented through instructor-led discussions in the classroom.

**IND3825 Retail Facility Design (4 cr.)**

This course provides an advanced study of the specialized commercial interior design field of retail/mercantile facility planning. Comprehensive study of the application of design principals, methods, and presentation skills, pertaining to commercial projects, dealing with the specific needs and requirements of the retail/mercantile industry will be addressed. The preparation of contract documents, specifications, and compliance information will be an integral part of the course project. Research and compliance with the specific requirements of retail/mercantile facility design will be addressed throughout the course. Prerequisite: IND2764 Commercial Design Project.

**IND3912 Furniture History and Design (4 cr.)**

This course includes the theory and practice of furniture design and practical methods of construction; and the preparation of design documentation and specifications of materials and hardware. Students will gain a thorough knowledge of the historical influences of furniture design and the impact on modern design. The course will also cover a survey of materials and machinery and discuss current methods of production.

**IND3981 Lighting Design (4 cr.)**

This course provides the student with knowledge of the intricate details and process of construction, as well as an understanding of light, vision, and how together they define our built environment. This course will consist of a structured lectures and discussions covering various lighting technologies, lighting applications, and current practice standards on natural and electric lighting design. Prerequisite: IND3514 Interior Construction Comprehension.

**IND4117 Professional Practices in Interior Design (4 cr.)**

In this course the business of interior design, professional ethics, and responsible design are explored. Students will investigate ethical theory and conduct in relation to their responsibility to their business, clients, colleagues, and the community at large. The interior design profession's role within a larger social, economic, and political context is examined. Student work will address individual student career planning, including strategies for securing employment. This course addresses current issues affecting interior design practice, including: business formation, management, and marketing, and specific procedures involved in project management. Prerequisite: IND2512 Residential Design Project and IND2764 Commercial Design Project.

**IND4461 Healthcare Facility Design (4 cr.)**

This course provides an advanced study of the specialized commercial interior design field of healthcare facility planning. Comprehensive study of the application of design principals, methods, and presentation skills, pertaining to commercial projects, dealing with the specific needs and requirements of the health care industry will be addressed. The preparation of contract documents, specifications, and compliance information will be an integral part of the course project. Research and compliance with the specific requirements of health care facility design will be addressed throughout the course. Prerequisite: IND2764 Commercial Design Project.

**IND4697 Educational Facility Design (4 cr.)**

This course provides an advanced study of the specialized commercial interior design field of educational facility planning. Comprehensive study of the application of design principals, methods, and presentation skills, pertaining to commercial projects, dealing with the specific needs and requirements of the education industry will be addressed. The preparation of contract documents, specifications, and compliance information will be an integral part of the course project. Research and compliance with the specific requirements of educational facility design will be addressed throughout the course. Prerequisite: IND2764 Commercial Design Project.

**IND4983 Senior Capstone Project - Phase I (4 cr.)**

The Phase I section of the Senior Capstone Project course requires students to synthesize all they have learned in their studio sequence coursework, and focus on one design in which they have selected as their specific design problem and site, requiring them to fully document, question and arrive at a written concept proposal. After the concept proposal is approved, students complete the design processes and evidence-based design research solutions for their specific project. A complete project programming document, ideation concepts, and a preliminary floor plan will be achieved by the end of Phase I. Prerequisite: IND2764 Commercial Design Project - all required core courses.

### **IND4985 Senior Capstone Project - Phase II (4 cr.)**

The Phase II section of the Senior Capstone Project course requires students to have successfully completed all programming and evidence-based design research for their approved project. Students will now set out to design the concept they put forth, developing not only the visual impression of the space, but the detailing and material use to the level of design/build documentation. The project culminates in a multi-media display format using immersive technology to demonstrate their final proposals, and is then viewed by the faculty, industry professionals, and peers. Prerequisite: IND4983 Senior Capstone Project - Phase I - all required core course.

## **LAW**

### **\*BUL1131 Business Law (4 cr.) "O"**

This course presents an overview of basic legal principles that relate to business activities. It includes a discussion of the nature, source and development of law and the structure and operation of the courts system. Topics include the court system in the United States and the constitutional framework of the American legal system, torts, crimes, alternatives for settling disputes (arbitration and mediation), contracts, sales of goods under the UCC, business organization and regulation, real and personal property, wills and estates, and consumer and creditor protections.

### **\*PLA1260 Evidence (4 cr.) "O"**

This course studies the basic principles and applications of the Federal Rules of Evidence and the Florida Evidence Code within the criminal and civil contexts. This course also considers the different types of evidence including physical, documentary, witness, direct and indirect. Included will be consideration of the proper techniques for evaluating and handling evidence. Also included will be chain of custody related issues and which evidence is admissible and not admissible.

### **+\*PLA1882 Constitutional Rights (4 cr.) "O"**

This course presents a survey of constitutional rights emphasizing both civil rights and individual liberties and a working familiarity with key terms, clauses, cases, and chronologies in constitutional law. This course will allow students to analyze, synthesize, and apply policies derived from critical reasoning over selected portions of the U. S. Constitution and through the use of real life issues and situations.

## **LITERATURE**

### **+\*LIT2330 Children's Literature (4 cr.) "O"**

This course provides an introduction to the historic trends and issues in literature commonly encountered by children during reading, writing, and speaking. It acquaints the student with literature from various genres, including fantasy, poetry, folktales, myths, biographies, legends, historical novels, contemporary novels and non-fiction, including Newberry Medal and Caldecott Award winners. Literary genres will be considered from historical, cultural, and theoretical perspectives. The diversity of the literature's content, as well as authors and illustrators, will be analyzed.

## **MARKETING**

### **\*+MAR1021 Marketing (4 cr.) "O"**

This course examines the marketing of goods and services in a rapidly expanding global economy. Emphasis will be placed on identifying target markets and the development of sound marketing strategies. The analysis of market opportunities, distribution decisions, and integrated marketing communications will also be addressed. Particular attention will be given to issues involving professional ethics, and the role of technology and the internet, in developing the world market.

### **MAR2246 Foundations of Selling (4 cr.)**

The focus of this course is in providing an in-depth, experiential study of the entire relationship selling process in consumer and business-to-business selling environments, from prospecting to follow-up, using problem-solving selling strategies, practices and techniques. The course covers an assortment of selling skills like listening, communications, handling objections, and closing. A major element of the course is on the three key pillars of integrity, trustworthiness and character.



**\*MAR3023 Marketing Management (4 cr.) "O"**

This course is a study of basic key business marketing concepts and practices. It will include extensive discussions of important marketing techniques, strategy planning, and assessment strategies. Particular emphasis is placed on the management of the marketing function to insure the effective and efficient utilization of a scarce corporate resource. The course emphasizes the interrelationships of marketing concepts, decision making, strategy, planning, and systems of control. Topics will include buyer behavior, product policy, pricing strategy, promotion, competitive strategy, and brand management. Prerequisite: MAR1021 Marketing.

**\*+MAR3236 Social Media and E-Marketing Design (4 cr.) "O"**

In this course students will explore and implement the many forms of Social Media for personal promotion and as an advertising medium. Students will design and implement a Social Media marketing campaign. Students will explore current trends and technologies for Search Engine Optimization. Prerequisites: GEB3412 Social Media for the Professional.

**\*+MAR3390 Writing for Advertising and Marketing (4 cr.) "O"**

In this course students will review and analyze significant works of advertising, design, and marketing copywriting. Students will create original narrative form, linear, and nonlinear written works for advertising, broadcast, marketing, and web media. Students will create copy to appeal to specific target audiences.

**\*MAR3503 Consumer Behavior (4 cr.) "O"**

This course is a comprehensive study of behavioral models and concepts to help understand, evaluate, and predict consumer behavior in terms of marketing implications. The course emphasis is upon understanding the processes that influence the acquisition, consumption, and disposition of goods and services. Prerequisite: MAR1021 Marketing.

## MATHEMATICS

**+\*MAC1100 College Algebra (4 cr.) "O"**

This course is designed to introduce the student to the concepts necessary for the operations of Algebra. This includes the operations of the real number system, polynomials, graphing of linear equations, equalities and inequalities. It will be an application driven course, using real data and focusing on real world applications. Prerequisite: MAT0012 College Math.

**+\*MAT0012 College Math (4 cr.) "O"**

Students will write, discuss, and solve mathematical problems that include operations of positive numbers, signed numbers, fractions, algebraic expressions and equations, measurement and geometry.

**MAT1012 Math for Healthcare Professionals (2 cr.)**

This class is designed for Allied Health students and provides a brief review of fractions, decimals, percent and ratios. The course also reviews the international system of measurement (metrics) apothecary and the household system of measurement. Systems conversions and dosage calculations will be covered. Emphasis is placed on practical and useful applications of math as related to Allied Health.

**\*MGF3129 Mathematics for Teachers (4 cr.) "O"**

This course is intended for teachers of grades k – 8. This course explores techniques of teaching mathematics that provide students with deep levels of conceptual and procedural understanding. Teachers examine methodology to assist students in absorbing new ideas, calculating efficiently and accurately, as well as formulating alternative solutions. Also addressed are five critical mathematical processes, including communication and problem solving. These processes are applied to the five primary content areas of elementary mathematics: number and operations, geometry, algebra, measurement, and data analysis and probability.

## NURSING

### **\*+ HUN1204 Nutrition (4 cr.)**

Basic to understanding the implementation of nutritional therapies and advise which are prominent within healthcare practice is a solid knowledge of sound nutritional principles. These guiding principles are grounded in basic science and research for healthy living. Presented in this course are the foundations for applying nutrition to the promotion and maintenance of optimal health. The course will explore: the classification and use of nutrients; metabolism; clinical nutrition for treatment of classic pathologies; life-span applications and nutrition for health. Socioeconomic, national/regional, religious, and, cultural influences of nutrition will also be investigated. Pre-requisites: None Co-requisites: None.

### **(\$M) \*MCB1011L Microbiology with Lab (5 cr.)**

This course is a study of the morphology and physiology of both prokaryotic and eukaryotic microorganisms; as well as viruses and prions. Specifics of microbe biochemistry and genetics will be covered. Course focus will be centered on pathogenic microbes which cause diseases and infections. Infection control and epidemiology will also be covered. Prerequisites: BSC1090L Anatomy and Physiology I with Lab Co-requisites: None.

### **\*NUR1023 Nursing Fundamentals (3 cr.)**

The emphasis in Fundamentals of Nursing is on the normal foundations necessary for a nurse to apply critical thinking processes during both health and illness. The theory of Myra Levine and the conceptual framework of the program are integrated with the foundational concepts as a means of exploring (adults and elderly) normal human functioning. Areas discussed include: assessment (MORCC), diagnostic and pharmacological resources, accountability through documentation, and, foundational concepts for normal human functioning and wellness. Pre-requisites: BSC1090L Anatomy and Physiology I with Lab, BSC1095L Anatomy and Physiology II, MCB1011L Microbiology with Lab, HUN1204 Nutrition, NUR1104 Concepts of Nursing Practice Co-requisites: NUR1140 Pharmacology for Nurses, NUR1053L Nursing Skills Lab, NUR1023L Nursing Fundamentals Clinical, NUR1060 Health Assessment, NUR1060L Health Assessment Lab.

### **(\$P) \*NUR1023L Nursing Fundamentals Clinical (4 cr.)**

Nursing Fundamentals Clinical laboratory provides, in a variety of settings, selected patient experiences that assist the student to integrate classroom and skills laboratory learning. The clinical patient care experiences focus on nursing assessment, use of basic nursing skill sets and teaching for wellness. The clinical environments include experiences in acute care and long term care facilities with a defined well elder home/community experience. Pre-requisites: BSC1090L Anatomy and Physiology I with Lab, BSC1095L Anatomy and Physiology II with Lab, MCB1011L Microbiology with Lab, HUN1204 Nutrition, NUR1104 Concepts of Nursing Practice Co-requisites: NUR1140 Pharmacology for Nurses, NUR1053L Nursing Skills Lab I, NUR1023 Nursing Fundamentals, NUR1060 Health Assessment, NUR1060L Health Assessment Lab.

### **(\$M) \*NUR1053L Nursing Skills Lab I (1 cr.)**

Nursing Skills Laboratory I presents an introduction to basic technical nursing skills sets that are either utilized or delegated by the nurse to implement the nursing process. Students find a supportive and supervised environment where increasing confidence and competence is encouraged while practicing basic patient care skills. Pre-requisites: BSC1090L Anatomy and Physiology I with Lab, BSC1095L Anatomy and Physiology II, MCB1011L Microbiology with Lab, HUN1204 Nutrition, NUR1104 Concepts of Nursing Practice Co-requisites: NUR1140 Pharmacology for Nurses, NUR1023 Nursing Fundamentals, NUR1023L Nursing Fundamentals Clinical, NUR1060 Health Assessment, NUR1060L Nursing Fundamentals Clinical.

### **(\$M) \*NUR1054L Nursing Skills Lab II (1 cr.)**

Nursing Skills Laboratory II provides the knowledge and practice for beginning medical/surgical nursing skills sets that are used by the nurse to implement the nursing process and manage care. Students find a supportive and supervised environment where increasing confidence and competence is encouraged while practicing medical/surgical patient care skills. Pre-requisites: NUR 1140 Pharmacology for Nurses, NUR1023L Nursing Fundamentals Clinical, NUR1023 Nursing Fundamentals, NUR1060 Health Assessment, NUR1060L Health Assessment Lab Co-requisites: SYG1003 Introduction to Sociology, PSY1010 Introduction to Psychology, NUR1210L Beginning Medical Surgical Nursing Clinical, NUR1210 Beginning Medical Surgical Nursing.

**\*NUR1060 Health Assessment (3 cr.)**

The emphasis in Health Assessment is on the normal versus abnormal findings necessary for a nurse to apply critical thinking processes during states of health and illness. The theory of Myra Levine and the conceptual framework of the program are integrated with the foundational concepts as a means of exploring (adults and elderly) normal human functioning. Prerequisites: BSC1090L Anatomy and Physiology I with Lab, BSC1095L Anatomy and Physiology II, MCB1011L Microbiology with Lab, HUN1204 Nutrition, NUR1104 Concepts of Nursing Practice, Co-requisites: NUR1140 Pharmacology for Nurses, NUR1053L Nursing Skills Lab I, NUR1023L Nursing Fundamentals Clinical.

**(\$M) \*NUR1060L Health Assessment Skills Lab (1 cr.)**

Health Assessment Skills Lab is a critical thinking, systems approach to health assessment of diverse individuals across the lifespan. The simulations and scenarios focus on nursing assessment while incorporating basic skill sets and teaching for wellness. Students find a supportive and supervised environment where increasing confidence and competence is encouraged while practicing physical assessment and history gathering skills. Prerequisites: BSC1090L Anatomy and Physiology I with Lab, BSC1095L Anatomy and Physiology II with Lab, MCB1011L Microbiology with Lab, HUN1204 Nutrition, NUR1104 Concepts of Nursing Co-requisites: NUR1140 Pharmacology for Nurses, NUR1053L Nursing Skills Lab I, NUR1023L Nursing Fundamentals Clinical, NUR1060 Health Assessment.

**\*NUR1104 Concepts of Nursing Practice (2 cr.)**

Studying the historical nursing perspectives, Nightingale through modern holistic, the Concepts of Nursing Practice is traced. The major nursing theorists will be explored and an emphasis placed on the thinking of Myra Levine as a method for organizing nursing practice. Concepts that shape a profession such as: healthcare delivery systems, ethical considerations, professional behaviors and values are also considered. Concepts necessary to provide nursing care including: the nursing process, therapeutic communications, teaching/learning processes, advocacy, teamwork and the health/illness continuum are examined. Throughout the course, students have the opportunity to identify their own learning styles and begin to create strategies for positive learning and personal wellness to enhance their potential to successfully complete the nursing program. Pre-requisites: BSC1090L Anatomy and Physiology I with Lab, MAC1100 College Algebra, and CSG1009 Introduction to Computer Information Systems Co-requisites: BSC1095L Anatomy and Physiology I with Lab, MCB1011L Microbiology with Lab, HUN1204 Nutrition.

**\*NUR1140 Pharmacology for Nursing (4 cr.)**

Pharmacology for Nursing Practice assists the professional nursing student to understand pharmacotherapeutic concepts that are necessary for safe nursing practice across the life span. The major drug classifications are introduced in the context of human functioning, energy conservation and integrity. For each classification the student considers: data collection, dosage/administration, evaluating and maximizing therapeutic effects, minimizing adverse reactions/interactions, managing toxicity and patient education. Pre-requisites: BSC1090L Anatomy and Physiology I with Lab, BSC1095L Anatomy and Physiology II with Lab, MCB1011L Microbiology with Lab, HUN1204 Nutrition, NUR1104 Concepts of Nursing Co-requisites: NUR1023L Nursing Fundamentals with Lab, NUR1023L Nursing Fundamentals, NUR1053L Nursing Skills Lab I, NUR1060 Health Assessment, NUR1060L Health Assessment Lab.

**\*NUR1210 Beginning Medical/Surgical Nursing (3 cr.) Fort Myers (4 cr.) Tampa**

This course builds on the foundations of nursing by considering stressors that affect an individual's ability to conserve energy, personal, structural and/or social integrity and thus threaten individual wellness. Critical thinking models for human functioning and independent nursing interventions will be further explored and expanded to include detailed nursing processes, care management, healthcare team approaches and holistic considerations for selected stressors. Stressors explored will include, but are not limited to, commonly occurring health limitations that endanger an individual's ability for conservation. Pre-requisites: NUR1140 Pharmacology for Nurses, NUR1053L Nursing Skills Lab I, NUR1023L Nursing Fundamentals Clinical, NUR1023L Nursing Fundamentals, NUR1060 Health Assessment, NUR1060L Health Assessment Lab Co-requisites: SYG1003 Introduction to Sociology, PSY1010 Introduction to Psychology, DEP2006 Human Growth and Development, NUR1210L Beginning Medical Surgical Nursing Clinical, NUR1054L Nursing Skills Lab II.

**(\$P) \*NUR1210L Beginning Medical/Surgical Nursing Clinical Laboratory (4 cr.)**

Beginning Medical/Surgical Nursing Clinical Laboratory provides selected patient experiences in a variety of settings and assists the student to incorporate both theory and college lab skills. The clinical focus is on the practice of beginning medical/surgical technical nursing skill sets that are utilized or delegated by the nurse and patients with commonly occurring health limitations that potentially alter conservation principles. Clinical experiences include activities in acute care, rehabilitation and home environments. Pre-requisites: NUR1140 Pharmacology for Nurses, NUR1053L Nursing Skills Lab I, NUR1023L Nursing Fundamentals Clinical, NUR1023 Nursing Fundamentals, NUR1060 Health Assessment, NUR1060L Health Assessment lab Co-requisites: SYG1003 Introduction to Sociology, DEP2006 Human Growth and Development, NUR1210 Beginning Medical Surgical Nursing, NUR1054L Nursing Skills Lab II.

**(\$M) \*NUR2055L Nursing Skills Lab III (1 cr.)**

Nursing Skills Lab III builds on and supplements the knowledge and practice of beginning medical/surgical technical nursing skill sets. This course introduces complex technical skills used by the nurse to meet energy conservation and integrity challenges in complex and multi-system patients. The lab is a supportive and supervised environment for students to gain confidence and competence while practicing medical/surgical skills for clients who are facing altered states of health and integrity adjustment(s). Pre-requisites: NUR2310 Pediatrics Nursing, NUR2310L Pediatrics Nursing Clinical, NUR2420 Maternity Nursing, NUR2420L Maternity Nursing Clinical, DEP2006 Human Growth and Development Co-requisites: NUR2214L Medical/Surgical Nursing Clinical, NUR2214 Medical/Surgical Nursing, NUR2520 Mental Health Nursing, NUR2520L Mental Health Nursing Clinical.

**\*NUR2214 Medical/Surgical Nursing (3 cr.) Fort Myers (4 cr.) Tampa**

This course considers stressors that affect an individual's level of wellness by imposing threats to individual energy conservation and integrity. The critical thinking models for human functioning (MORCC) and initial nursing interventions (ADN) will be used and practiced in conjunction with the nursing process. Selected stressors include, but are not limited to those causing an altered state of wholeness that requires adjustments to one's integrity and energy conservation to re-establish wholeness and health. Pre-requisites: NUR2310 Pediatrics Nursing, NUR2310L Pediatrics Nursing Clinical, NUR2420 Maternity Nursing, NUR2420L Maternity Nursing Clinical, DEP2006 Human Growth and Development Co-requisites: NUR2214L Medical/Surgical Nursing Clinical, NUR2055L Nursing Skills Lab III, NUR2520 Mental Health Nursing, NUR2520L Mental Health Nursing Clinic.

**(\$P) \*NUR2214L Medical/Surgical Nursing Clinical (4 cr.)**

Medical/Surgical Nursing Clinical provides selected patient experiences in a variety of settings that assist the student to integrate content from the classroom and college skills lab. Although the critical thinking models for human functioning (MORCC) and initial nursing assessment (ADN) are encouraged, the focus is on planning nursing care and integrating complex medical/surgical technical skill sets that are utilized by the nurse to implement the nursing process. The patient is experiencing challenges to wholeness that require adjustments to energy conservation and one's personal, social and structural integrity, in turn, these alterations change their definition of health or wellness. Clinical environments include acute care and community settings. Pre-requisites: NUR2310 Pediatrics Nursing, NUR2310L Pediatrics Nursing Clinical, NUR2420 Maternity Nursing, NUR2420L Maternity Nursing Clinical, DEP2006 Human Growth and Development. Co-requisites: NUR2214 Medical/Surgical Nursing, NUR2055L Nursing Skills Lab III, NUR2520 Mental Health Nursing, NUR2520L Mental Health Nursing Clinical.

**\*NUR2251 Critical Care Nursing (2 cr.)**

This course considers the medical complexity and highly technical skills required by today's nurse for care of an individual whose wholeness is severely compromised. The critical thinking models for human functioning (MORCC) and initial nursing interventions (ADN) will be used and practiced in conjunction with the nursing process. Medical/surgical nursing care concepts are revisited in the context of concepts of critical care nursing. Selected stressors include, but are not limited to those causing an altered state of wellness that requires complex adjustments to integrity and energy conservation. The resulting state of health may require long term life changes and/or partnering to maintain personal, social and structural integrity. Clinical experiences are in acute critical care facilities. Pre-requisites: NUR2214L Medical/Surgical Nursing Clinical, NUR2214 Medical/Surgical Nursing, NUR2055L Nursing Skills Lab III, NUR2520 Mental Health Nursing, NUR2520L Mental Health Nursing Clinical Co-requisites: NUR2251L Critical Care Nursing Clinical, NUR2810 Seminar for Beginning Nursing Practice, NUR2940L Nursing Practicum.

**(\$P) \*NUR2251L Critical Care Clinical (2 cr.)**

This course provides experiences in selected critical care clinical settings to assist the student with the integration of critical care classroom content into patient care. The critical thinking models for human functioning (MORCC) and initial nursing interventions (ADN) will be used and practiced in conjunction with the nursing process and critical care tools. Medical/surgical nursing care concepts are revisited in the context of clinical complexity for critical care nursing. Selected stressors include, but are not limited to those causing an altered state of health that requires therapeutic integrity and energy conservation adjustments. Nursing care, using a preceptor, is given to patients with multisystem failure who require the nurse to partner with other healthcare providers, the community and their family to provide the adjustments to a new health status. Pre-requisites: NUR2214L Medical/Surgical Nursing Clinical, NUR2214 Medical/Surgical Nursing, NUR2055L Nursing Skills Lab III; NUR2520 Mental Health Nursing, NUR2520L Mental Health Nursing Clinical Co-Requisites: NUR2251 Critical Care, NUR2810 Seminar for Beginning Nursing Practice, NUR2940L Nursing Practicum.

**NUR2290 RN First Assistant (3.5 cr.) (Didactic portion of course)**

This intensive program is designed to prepare registered nurses who are certified in perioperative nursing (CNOR), or eligible for certification, to assume the role of the RN First Assistant (RNFA). The program meets all recommendations and requirements of the Standards for RN First Assistant Education Programs published by the Association of perioperative Registered Nurses (AORN), the Competency and Credentialing Institute (CCI) and has been approved by the Florida State Board of Nursing for continuing education credit. Prerequisites: RN Licensure; CNOR/CNOR eligible or board certified/board eligible; ANP; Two (2) letters of recommendation: 1 peer, 1 supervisor; Current basic life support certification and/or current advanced life support certification (preferred)

**NUR2290RN First Assistant (5cr.) (Clinical portion of course)**

The clinical nursing internship is designed to provide the clinical experience necessary for the perioperative nurse to function in the RN first assistant role (RNFA). The student works in collaboration with their surgeon preceptor(s) to assimilate and perfect knowledge gained in the didactic sessions; including the unique nursing behaviors appropriate for the RNFA. Extensive documentation of clinical activities is reviewed and evaluated throughout the internship by assigned faculty. Prerequisites: Successful completion of NUR2290 RN First Assistant Didactic and Professional liability coverage.

**\*NUR2310 Pediatric Nursing (3 cr.)**

Pediatric Nursing considers the stressors that affect an individual child's ability to conserve energy, personal, structural and/or social integrity and thus threatens ones' health. The critical thinking models for human functioning (MORCC), initial nursing interventions (ADN), the detailed nursing process and developmental assessments will be used to comprehensively explore nursing care for children and their families. Selected common stressors include those that create commonly occurring health limitations that endanger a child and family's ability for conservation. Prerequisites: SYG1003 Introduction to Sociology, NUR1210 Beginning Medical/Surgical Nursing, NUR1210L Beginning Medical/Surgical Nursing Clinical, NUR1054L Nursing Skills Lab II Co-requisites: NUR2310L Pediatrics Nursing, NUR2420 Maternity Nursing, NUR2420L Maternity Nursing Clinical, DEP2006 Human Growth and Development.

**(\$P) \*NUR2310L Pediatrics Nursing Clinical (2 cr.)**

Pediatric Clinical laboratory provides selected experiences in pediatric settings that assist the student to integrate classroom learning with care of children. Implementing the holistic nursing process, with accompanying technical skill sets, for children with common occurring health limitations is the focus. These limitations lead to therapeutic personal, structural and social integrity that requires energy conservation and may lead to an altered state of health. The critical thinking models for human functioning (MORCC), initial nursing interventions (ADN), a detailed nursing process and developmental assessment will be used to provide comprehensive nursing care to children and their families. Clinical experiences occur in acute care, community settings and wellness centers. Pre-requisites: SYG1003 Introduction to Sociology, NUR1210 Beginning Medical/Surgical Nursing, NUR1210L Beginning Medical/Surgical Nursing, NUR1054L Nursing Skills Lab II Co-requisites: NUR2310 Pediatrics Nursing, NUR2420 Maternity Nursing, NUR2420L Maternity Nursing Clinical, DEP2006 Human Growth and Development.

**\*NUR2420 Maternity Nursing (3 cr.)**

Maternity Nursing considers the child-bearing family's level of wellness when personal, structural and social integrity is challenged and a different level of energy conservation develops as a result of pregnancy and childbirth. The critical thinking models for human functioning (MORCC), initial nursing interventions (ADN), the detailed nursing process and developmental assessments will be used to provide comprehensive, holistic nursing care to the woman and her developing family. During pregnancy, childbirth and post-partum, common normal stressors and selected high risk challenges that create energy conservation demand(s) that require partnering will be considered. Pre-requisites: SYG1003 Introduction to Sociology, PSY1010 Introduction to Psychology, NUR1210 Beginning Medical/Surgical Nursing, NUR1210L Beginning Medical/Surgical Nursing Clinical, NUR1054L Nursing Skills Lab II Co-requisites: NUR2310L Pediatrics Nursing Clinical, NUR2310 Pediatrics Nursing, NUR2420L Maternity Nursing Clinical, DEP2006 Human Growth and Development.

**(\$P) \*NUR 2420L Maternity Nursing Clinical (2 cr.)**

The Maternity Nursing Clinical provides selected experiences in obstetric settings that assist the student to integrate content from the classroom with the nursing care of child-bearing women and their families. The focus of nursing care and accompanying technical skill sets are utilized by the student to implement the nursing process for women with normal and selected stressors that lead to integrity and energy conservation demands that require partnering. The critical thinking models for human functioning (MORCC), initial nursing interventions (ADN), a detailed nursing process and developmental assessments will be used to provide comprehensive nursing care to women and their families. Clinical experiences will occur in out-patient clinics, physician's offices, health department clinics, birthing centers and hospitals. Pre-requisites: SYG1003 Introduction to Sociology, NUR1210 Beginning Medical/Surgical Nursing, NUR1210L Beginning Medical/Surgical Nursing Clinical, NUR1054L Nursing Skills Lab II, SY1010 Introduction to Psychology Co-requisites: NUR2310 Pediatrics Nursing, NUR2420 Maternity Nursing, NUR2310L Pediatrics Nursing Clinical, DEP2006 Human Growth and Development.

**\*NUR2520 Mental Health Nursing (3 cr.)**

This course considers mental and/or social stressors that affect an individuals' level of health by imposing threats to individual energy conservation and integrity. The critical thinking models for human functioning (MORCC) and initial nursing interventions (ADN) will be explored with the use of the detailed nursing process. Selected stressors include, but are not limited to commonly occurring mental health challenges that lead to altered integrity and require partnering for healing. Pre-requisites: NUR2310 Pediatrics Nursing, NUR2310L Pediatrics Nursing Clinical, NUR2420 Maternity Nursing, NUR2420L Maternity Nursing Clinical, DEP2006 Human Growth and Development Co-requisites: NUR2214L Medical/Surgical Nursing Clinical, NUR2055L Nursing Skills Lab III, NUR2214 Medical/Surgical Nursing, NUR2520L Mental Health Nursing Clinical.

**(\$P) \*NUR2520L Mental Health Clinical (2 cr.)**

Mental Health Nursing Clinical provides selected patient experiences in mental health settings that assist the student to integrate content from the classroom with patient care. The patient care focus and accompanying technical skill sets are utilized by the student to implement the nursing process for patients with commonly occurring mental health limitations that lead to therapeutic integrity and energy conservation demands that require partnering and an altered state of health. Clinical experiences occur in hospitals, out-patient care settings, assisted living facilities and in the home. Prerequisites: NUR2310 Pediatrics Nursing, NUR2310L Pediatrics Nursing Clinical, NUR2420 Maternity Nursing, NUR2420L Maternity Nursing Clinical, DEP2006 Human Growth and Development Co-requisites: NUR2214 Medical/Surgical Nursing, NUR2055L Nursing Skills Lab III, NUR2520 Mental Health Nursing, NUR2214L Medical/Surgical Nursing Clinical.

**\*NUR2761 Perioperative Nursing (2 cr.)**

This course follows a format similar to that of the curriculum standardized by the Association of Perioperative Registered Nurses (AORN) and accepted as the formal education in this discipline. Surgical nursing care concepts are revisited in the context of concepts of patient care surrounding the surgical experience. The critical thinking models for human functioning (MORCC) and initial nursing interventions (ADN) are used and practiced in conjunction with the nursing process. Students will explore the concepts of energy conservation and integrity of Myra Levine from the standpoint of specialized practice that includes, but is not limited to: anesthesia, operating room nursing assessments, patient positioning, sterile environments, surgical instruments, wound closure and healing, safety and risk management, and, postoperative care and pain management. Prerequisites: NUR2214L Medical/Surgical Nursing Clinical, NUR2214 Medical/Surgical Nursing, NUR2055L Nursing Skills Lab III, NUR2520 Mental Health Nursing, NUR2520L Mental Health Nursing Clinical Co-requisites: NUR2761L Perioperative Nursing Clinical, NUR2810 Seminar for Beginning Nursing Practice, NUR2940L Nursing Practicum.

**(\$P) \*NUR2761L Perioperative Nursing Clinical (2 cr.)**

This course provides experiences in operating room settings to assist the student with the integration of classroom perioperative concepts with patient care situations. The critical thinking models for human functioning (MORCC) and initial nursing interventions (ADN) will be used and practiced in conjunction with the nursing process and perioperative nursing tools. Medical/surgical nursing care concepts are revisited in the context of clinical complexity for the specialty of perioperative nursing. Nursing care, using a preceptor, is given to patients whose surgical intervention ranges from simple to complex. The resulting human limitations require varying degrees of energy conservation and shifting concepts of integrity as one re-defines health and wellness. Prerequisites: NUR2214L Medical/Surgical Nursing Clinical, NUR2214 Medical/Surgical Nursing, NUR2055L Nursing Skills Lab III, NUR2520 Mental Health Nursing, NUR2520L Mental Health Nursing Clinical Co-requisites: NUR2761 Perioperative Nursing, NUR2810 Seminar for Beginning Nursing Practice, NUR2940L Nursing Practicum.

**\*NUR2810 Seminar for Beginning Nursing Practice (2 cr.)**

This seminar builds on the knowledge and skills obtained in the nursing curriculum, and integrate the theory of organizational development and culture, management styles and beginning leadership skills into the practice of nursing. The course provides the foundations for independent practice by assisting the student to prepare for employment as a registered nurse. Prerequisites: All Courses with exception of co-requisites. Co-requisites: NUR2940L Nursing Practicum.

**(\$P) \*NUR2940L Nursing Practicum (6 cr.)**

The Nursing Practicum builds on the knowledge and skills obtained in the nursing curriculum, and integrate the theory of organizational development and culture, management styles and beginning leadership skills into the clinical practice of nursing. The course provides the foundations for independent clinical practice by assisting the student to prepare for employment as a registered nurse. Students work with an assigned clinical preceptor. Preceptors directly mentor the student throughout the course. At completion, the student is expected to be confident and competent in handling all aspects of the average patient load for that agency. Experiences occur in any nursing environment and are selected and arranged according to the students' area of nursing interest. Prerequisites: All courses with the exception of co-requisite. Co-requisites: NUR2810 seminar for beginning nursing practice.

## PRACTICUM

PRA2002 Selective Career Co-op (2 cr.)

PRA2004 Selective Career Co-op I (4 cr.)

PRA2008 Selective Career Co-op II (8 cr.)

PRA2012 Selective Career Co-op III (12 cr.)

PRA2014 Selective Career Co-op IIII (6 cr.)

Cooperative Education provides the student with a "hands-on" work experience in the major field of study. Co-op gives students the opportunity to learn more about their field, acquire valuable on-the-job experience, and make contacts for possible full-time employment following graduation. Participation in cooperative education is competitive and highly selective. Interested students must consult with their Program Manager or the Career Services staff before applying for the program.

## PSYCHOLOGY

+\*PSY1010 Introduction to Psychology (4 cr.) "O"

This course will introduce the student to psychology, defined as the scientific study of behavior and mental processes. The study of psychology is a diverse field, which will introduce the student to many different types of behavior. This course will start with the history of psychology, the founders of psychology, and psychology today in the 21st century. Topics include but are not limited to human development, personality, psychological disorders, and states of consciousness, therapies, and social behavior.

## READING

### **\*+REA1101 College Reading (4 cr.) "O"**

This course emphasizes reading skills and strategies necessary for effective reading comprehension in college courses. Critical thinking skills such as making inference, distinguishing fact from opinion, and author's purpose are introduced. The goal is for students to become confident in the use of these skills and strategies and to apply them in real world situations both in the classroom and on the job.

## SCIENCE

### **+\*BSC1000 Introduction to Biology (4 cr.)**

Introduction to Biology emphasizes major theories and concepts of Biology. The course stresses many of the important principles of Biology as well as their applications in everyday life. Students will learn to appreciate the relevance of Biology in their daily lives.

### **+(M) \*CHM1001 Principles of Chemistry (5 cr.) "O"**

This course is an introduction to the basic principles of chemistry. Topics include the periodic table, matter, energy, basic chemical reactions, reaction rates, and acid/base theory and application. Stoichiometry, kinetics, thermodynamics and nuclear radiation and selected aspects of inorganic chemistry will be addressed. The hands-on laboratory component of the course develops laboratory and problem solving skills for chemistry and scientific measurements. Laboratory experiments reinforce topics presented in the lecture.

### **(\$M) \*CHM1110C Clinical Chemistry I with Lab (5 cr.)**

Students are introduced to analytical techniques, instrumentation and basic principles of automated clinical chemistry methods; Presents theory and application of biochemical analytes, including clinical significance and normal reference ranges. Analytes that are tested for interpretation will include enzymes, carbohydrates, lipids, proteins, electrolytes, and blood gases. Prerequisites: BSC1095L Anatomy and Physiology II with Lab, CHM1001 Principles of Chemistry and MLT1001L Introduction to Clinical Laboratory Sciences with Lab.

### **(\$M) \*CHM1111C Clinical Chemistry II with Lab (5 cr.)**

This course builds on the concepts of Clinical Chemistry I, with further examination of the principles and procedures of clinical chemistry tests. Students will learn the physiological basis for the tests and the clinical significance of the test results in contrast to the normal value ranges. Prerequisites: CHM1110C Clinical Chemistry I with Lab Co-requisites: MLT2301L Hematology II with Lab, MLT2234L Urinalysis and Body Fluids.

### **+\*EVS1003 Environmental Science (4 cr.) "O"**

This course is intended for non-science majors. The basic principles of ecology will be studied. Topics will include environmental principles, problems, connections, and solutions. Students will explore the impact of society, economics, and politics upon the environment.

### **+PHY2021 Concepts in Physics (4 cr.)**

Throughout this course, students are introduced to physical concepts including mechanics, heat, light, electricity, magnetism, and wave motion. Students are provided with an overview of the physical world and related concepts and theories of physics. Prerequisites: MAC1100 College Algebra.

## SOCIAL SCIENCES

### **+\*SSE4345 Social Studies in the Classroom (4 cr.) "O"**

This course provides students with the necessary tools to effectively teach social studies in their classrooms. The course will present methods, strategies and models that allow students to learn social studies concepts. Teachers will be able to design meaningful learning experiences for students that build a foundation of knowledge in the area of social studies.



## **SOCIOLOGY**

### **+\*SYG1003 Introduction to Sociology (4 cr.) "O"**

This course consists of the systematic study of human social interaction using sociology principles and case situations that are applicable to personal development and professional life. Topics include such concepts as culture, social structure, deviance, institutions, socializations, organizations and inequalities.

### **+\*SYG1363 Child and Adolescent Development (4 cr.) "O"**

This course covers the physical, emotional, and socio-emotional development of the person from prenatal development through adolescence. Topics included will be theories of child and adolescent development, scientific research, cognitive and language development, identity, and the influences of families, society, and peers.

## **STUDENT SUCCESS**

### **\*SLS1301 Career Development (2 cr.) "O"**

This course will teach students the basics of career planning; resume writing, interviewing, portfolio development and personal financial responsibility.

### **\*SLS1501 College Success (4 cr.) "O"**

This course is designed to assist first time students to prepare for a successful college experience. Emphasis will be paid on developing a positive attitude and preparing a student to learn by teaching skills to optimize his or her opportunities for success.





SOUTHERNTECH.EDU

## 9 CONVENIENT LOCATIONS SERVING FLORIDA:

**Auburndale** 298 Havendale Boulevard, 33823

**\*Bonita Springs** 24311 Walden Center Drive, Ste. 101, 34134

**Brandon** 608 East Bloomingdale Avenue, 33511

**\*Fort Myers** 1685 Medical Lane, 33907

**Mount Dora** 2799 Old US Highway 441, 32757

**Orlando** 1485 Florida Mall Avenue, 32809

**\*Port Charlotte** 950 Tamiami Trail, #109, 33953

**Sanford** 2910 S. Orlando Drive, 32773

**\*Tampa** 3910 Riga Boulevard, 33619

\*Represents campuses which are covered in this catalog.