



2016-2017 CATALOG

SOUTHERN TECHNICAL COLLEGE 2016-2017 CATALOG

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

Students enrolling in the College are subject to the provisions stated herein. This catalog supersedes all previous catalogs, academic information, policies and practices of the College, and is binding on all students. The information contained in this catalog, supplements, and addenda (if applicable) was prepared on the basis of the best information available at the time of the publication. Any addenda and/or supplements become an integral part of the Catalog as of their effective dates.

TABLE OF CONTENTS

ACADEMIC CALENDAR.....	3
COLLEGE INFORMATION.....	4
ADMISSIONS INFORMATION.....	6
ACADEMIC INFORMATION.....	8
SATISFACTORY ACADEMIC PROGRESS.....	11
PROGRAM CHANGES.....	14
ONLINE COURSES.....	14
GRADUATION REQUIREMENTS.....	15
DUAL DEGREE.....	15
ATTENDANCE POLICY.....	15
LEAVE OF ABSENCE & STANDARD PERIOD OF NON-ENROLLMENT.....	15
STUDENT SERVICES.....	16
FINANCIAL INFORMATION.....	18
FINANCIAL AID.....	21
COLLEGE POLICIES.....	25
STUDENT GRIEVANCE PROCESS.....	26
PROGRAM INFORMATION.....	31
COURSE DESCRIPTIONS.....	43

ACADEMIC CALENDAR

Term ID	Class Start Date	Class End Date	Holiday/No Classes
WINTER 2016			
WIN A	01-11-16	02-04-16	Spring Break
WIN B	02-08-16	03-03-16	03-04-16 to 03-13-16
WIN C	03-14-16	04-07-16	
SPRING 2016			
SPRG A	04-11-16	05-05-16	Memorial Day 05-30-16
SPRG B	05-09-16	06-02-16	Summer Break
SPRG C	06-13-16	07-07-16	06-03-16 to 06-12-16 Independence Day 07-04-16
SUMMER 2016			
SUM A	07-11-16	08-04-16	Labor Day 09-05-16
SUM B	08-08-16	09-01-16	
SUM C	09-06-16	09-29-16	
FALL 2016			
FALL A	10-03-16	10-27-16	Thanksgiving 11-24-16
FALL B	10-31-16	11-24-16	Winter Break
FALL C	11-28-16	12-22-16	12-23-16 to 01-08-17
WINTER 2017			
WIN A	01-09-17	02-02-17	Martin Luther King, Jr. Day 01-16-17
WIN B	02-06-17	03-02-17	Spring Break
WIN C	03-06-17	03-30-17	03-31-17 to 04-06-17
SPRING 2017			
SPRG A	04-10-17	05-04-17	Memorial Day 05-29-17
SPRG B	05-08-17	06-01-17	Summer Break
SPRG C	06-12-17	07-06-17	06-02-17 to 06-11-17 Independence Day 07-04-17
SUMMER 2017			
SUM A	07-10-17	08-03-17	Labor Day 09-04-17
SUM B	08-07-17	08-31-17	
SUM C	09-05-17	09-28-17	
FALL 2017			
FALL A	10-02-17	10-26-17	Thanksgiving 11-23-17
FALL B	10-30-17	11-23-17	Winter Break
FALL C	11-27-17	12-21-17	12-22-17 to 01-07-18

COLLEGE INFORMATION

PHILOSOPHY

Southern Technical College (STC) 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 (STC) was founded to combine traditional and innovative teaching techniques in the areas of business, health sciences, and applied electronics technology. Delivered in a dynamic and professional environment, the curricula are designed to deliver intensive, hands-on training in core technical areas in combination with communication skills, interpersonal skills, and a broad-based general education. The College is licensed and accredited to provide postsecondary education at the diploma, Associate's, and Bachelor's degree levels. The College was purchased by Southern Technical Institute, LLC in October 2012. On April 2, 2014, Southern Technical College Suncoast LLC acquired the Southwest Florida College campuses and changed the name of the College to Southern Technical College. The Chief Executive Officer of the College is Pedro C. De Guzman.

INSTITUTIONAL LICENSURE AND APPROVALS

The College locations are 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 or at www.fldoe.org/policy/cie. The toll-free telephone number is (888) 224-6684.

Southern Technical College is approved by the Florida State Approving Agency (SAA) to train veterans and other eligible persons under the Veterans Administration Assistance Program. The College is an approved training provider to assist individuals receiving Workforce Innovation and Opportunity Act (WIOA) services.

ACCREDITATION

Southern Technical College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award diplomas and academic Associate's and Bachelor's degrees. ACICS 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 (CHEA). ACICS may be contacted at 750 First Street NE, Suite 980, Washington, DC 20002-4241 or at www.acics.org. The telephone number is (202) 336-6780.

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; and
- To provide a highly qualified faculty and staff to meet the needs of the student body.

LEGAL OWNERSHIP / GOVERNING BODY

Southern Technical Institute, 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 11883 High Tech Avenue, Orlando, FL 32817. The telephone number is (407) 671-9922. The members of the Board of Directors are:

Mr. Daniel L. Black
Mr. Pedro C. De Guzman

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

Administration

Mr. Pedro C. De Guzman.....	Chief Executive Officer
Mr. Christopher Abel	Executive Vice President/Chief Financial Officer
Mr. Mike Rhodes	Sr. Vice President, Admissions
Mr. Richard Bennett	Sr. Vice President, Financial Aid
Dr. Iliá Matos.....	Sr. Vice President, Institutional Quality and Accreditation
Mr. Sandeep Kaup.....	Vice President, Marketing
Dr. Lori Moran	Vice President, Operations
Ms. Andrea Mitchell.....	Group Director of Career Services
Dr. Mike Lanouette	Group Director of Education

INSTITUTIONAL MEMBERSHIPS AND AFFILIATIONS

Florida Association of Post-Secondary Schools and Colleges

Library Information Resources Network

National Association of Student Financial Aid Administrators

Florida Association of Student Financial Aid Administrators

American Medical Technologists

American Library Association

FACILITIES

The main campus of Southern Technical College is located in Orlando, Florida. The facility, which is comprised of two buildings, includes approximately 28,000 square feet of classroom, laboratory, and administrative offices. It contains computer and medical laboratories, classrooms and administrative offices. Computer labs include personal computers, servers, and printers arranged on a local area network. The medical labs provide settings where students can learn direct patient care techniques. The trades labs provide settings where students can learn electrical , air conditioning, heating and welding techniques. The facility also includes a Learning Resource Center containing books and materials to aid students with their studies. STC Orlando is located at 1485 Florida Mall Avenue, Orlando, FL 32809. The phone number is (407) 438-6000.

The Orlando main campus has a branch campus in Auburndale, Florida. The facility, which is comprised of two buildings, includes approximately 12,000 square feet of classroom, laboratory, and administrative offices. It contains computer and medical laboratories, classrooms and administrative offices. Computer labs include personal computers, servers, and printers arranged on a local area network. The medical labs provide settings where students can learn direct patient care techniques. The trades labs provide settings where students can learn electrical , air conditioning, and heating techniques. The facility also includes a Learning Resource Center containing books and materials to aid students with their studies. STC Auburndale is located at 298 Havendale Boulevard, Auburndale, FL 33823. The phone number is (863) 551-1112.

The Orlando main campus has a branch campus in Sanford, Florida. The facility includes approximately 22,000 square feet of classroom, laboratory, and administrative offices. It contains computer and medical laboratories, classrooms and administrative offices. Computer labs include personal computers, servers, and printers arranged on a local area network. The medical labs provide settings where students can learn direct patient care techniques. The trades labs provide settings where students can learn air conditioning, heating, and welding techniques. The facility also includes a Learning Resource Center containing books and materials to aid students with their studies. STC Sanford is located at 2910 S. Orlando Drive (US 17-92) Sanford, FL 32773. The phone number is (407) 323-4141.

The Orlando main campus has a branch campus in Mount Dora, Florida. The facility includes approximately 12,600 square feet of classroom, laboratory, and administrative offices. It contains computer and medical laboratories, classrooms and administrative offices. Computer labs include personal computers, servers, and printers arranged on a local area network. The medical labs provide settings where students can learn direct patient care techniques. The trades labs provide settings where students can learn air conditioning, and heating techniques. The facility also includes a Learning Resource Center containing books and materials to aid students with their studies. STC Mount Dora is located at 2799 S. Old Highway 441, Mount Dora, FL 32757. The phone number is (352) 383-4242.

The Orlando main campus has a branch location in Brandon, Florida. The facility includes approximately 22,000 square feet of classroom, laboratory, and administrative offices. It contains computer and medical laboratories, classrooms and administrative offices. Computer labs include personal computers, servers, and printers arranged on a local area network. The medical labs provide settings where students can learn direct patient care techniques. The trades labs provide settings where students can learn electrical, air conditioning, and heating techniques. The facility also includes a Learning Resource Center containing books and materials to aid students with their studies. STC Brandon is located at 608 E. Bloomingdale Avenue, Brandon, FL 33511. The phone number is (813) 654-8800.

ADMISSIONS INFORMATION

ADMISSION CRITERIA

To be admitted to Southern Technical College (STC), a prospective student must complete an interview with a Southern Technical College Admissions Representative and submit a completed enrollment agreement. All applicants must have proof of standard high school graduation or completion of a General Equivalency Diploma (GED). Only students who possess a standard high school diploma or have completed equivalent coursework as certified by the applicable state department of education shall be eligible for admission to Southern Technical College. Proof of high school graduation must be provided prior to enrollment but no later than the last day of the drop/add period. 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 pursuant to F.S. 1002.;
- letter from Board of Education stating student graduated (for home school students);
- official college transcripts listing high school name/GED information;
- copy of form DD 214 (Certificate of Release or Discharge from Active Duty).

In addition to meeting the standard admission criteria described above, applicants seeking admission into the Heating, Air Conditioning, and Refrigeration Technology (HVAC), Medical Assisting, or Medical Billing and Coding diploma programs must either hold an associate degree or have a recommendation from a sponsoring agency or entity in order to be eligible for enrollment in these programs, unless the applicant is seeking admission to enroll in the HVAC diploma program at the Mount Dora or Brandon campuses or the Medical Assisting or Medical Billing and Coding diploma programs at the Brandon campus.

REGISTRATION / ORIENTATION

Registration and orientation for new students is conducted the week before each class start. Please contact the registrar for class start schedules and dates.

DROP / ADD PERIOD

The drop/add period is an initial period at the start of the student's first period of obligation. The drop/add period shall be the first four (4) days of the first quarter for new students and those who re-enter the institution. The drop/add period is not applicable to continuing students. Students may officially withdraw from class during add/drop period without punitive grades or financial obligations for the classes dropped. Please note that students may withdraw from an online or hybrid course during the official add/drop period. Schedule changes other than as described above will incur both financial and academic penalties. A student who stops attending a course after the add/drop period will receive a "W." A student who stops attending a course after the mid-term, and is failing such course, will receive a grade of "WF."

COURSE CANCELLATIONS

Southern Technical College reserves the right to cancel any course for which there is insufficient enrollment. All tuition and fees related to the course will be returned to the student if there is a cancellation.

RE-ENTERING STUDENTS

A student who withdraws or is terminated from the College may, in most cases, apply for re-admission as a re-entry. Students will be permitted to re-enter twice with the approval of the Director of Education. If a student attempts to re-enter a third time, the approval of the designated corporate official will be required. Any student who is applying for re-admission must complete the entire application process. Re-entering students are required to sign a new enrollment agreement, and both their financial aid status and satisfactory academic progress status will be reviewed and considered as part of the approval or denial process of the re-entry application. In addition, the student will be asked to satisfy all financial obligations from the previous enrollment periods to be considered for re-admission. A student that re-enters the College after 90 days from their last day of attendance will be re-enrolled as a new student through the Admissions department. Re-entry students have a drop/add period of four (4) days. All fees and adjustments are allocated on the enrollment agreement. Students who were dismissed from the College as a result of Code of Conduct violations are not eligible for re-admission at any time.

ADVANCED STANDING

A student's time to complete their program of study may be shortened through transfer of credit, credit from standardized placement assessment, or challenge examinations. The maximum amount for a degree program of advanced standing credit 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 as published in the section entitled Satisfactory Academic Progress. The institution does not offer advance standing through prior learning. Advance standing through transfer credit, credit from standardized placement assessment or challenge examinations does not apply to students pursuing a diploma program.

STANDARDIZED PLACEMENT ASSESSMENT AND CHALLENGE EXAMS

Students may achieve advanced standing in a 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 the Defense Activity for Non-Traditional Education Support (DANTES) subject testing, as well as for other professional certification examinations that are recognized by the American Council of Education. Official test scores must be sent to the registrar.

Students enrolled in a degree program may request to take a challenge examination for a number of selected courses in their program of study. Students must pay a fee of \$100 for each challenge examination. The fee must be paid prior to taking the examination and is non-refundable. The examination must be requested no less than five (5) days prior to the first day of the corresponding course and must be approved and scheduled by the Director of Education. 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. The grade reflected on the transcript from a successful challenge examination shall be recorded as an "CX" grade for the class.

If the exam is not successfully completed, the student must take the course and pay the tuition associated therewith. The sum of credits obtained by challenge examinations may not exceed 50% of the degree program course requirements. Students pursuing a diploma program are not eligible to challenge STC courses via examinations or third party testing.

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 may 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 AGREEMENT

Southern Technical College has an articulation agreement with DeVry University regarding the transfer of credits for STC graduates wishing to pursue additional degrees and training beyond the Associate's degree. Additional information is available from the registrar.

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 AND DRUG TESTING

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 and/or employment 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. Admission to the College's programs and/or successful completion of the programs do not ensure the student's eligibility for future employment. Employers may deny employment to a student or former student who has a criminal history prior to, during or subsequent to the student's enrollment at College.

ACADEMIC INFORMATION

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 at least 9 and less than 12 quarter credits are considered three-quarter time, and those who carry at least 6 and less than 9 quarter credits are considered halftime. Students carrying less than 6 quarter credits are considered less than half-time.

ACADEMIC RECORDS

The Registrar's office maintains a permanent academic record for all students. Students needing an official transcript of their coursework must submit a transcript request form to the registrar. 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 or owes refunds to any Title IV program. The registrar will provide enrollment verification information to insurance companies, banks, and other third parties upon the request of the student. 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

For 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, please visit our website at: www.southerntech.edu/admissions/consumer-information.

The Campus Crime Report can be obtained from the Learning Resource Center. 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/admissions/consumer-information.

COURSE NUMBERING SYSTEM

Southern Technical College course numbers consist of a three letter alpha prefix followed by a three digit course number. The three letter alpha prefix identifies the academic discipline (see Course Descriptions). The level is specified by the first digit, as follows: 1 for freshman level and 2 for sophomore level. The last two digits are reserved for departmental use in indicating sequence of courses. Prerequisites for any course may be waived with the written permission of the Director of Education or his/her designee and the designated corporate official. Course substitution requests must be approved by the Director of Education or his/her designee and the designated corporate official.

GRADING SYSTEM

Grades and grade points represent the final measure of a student's performance in a course. The following grades are used at Southern Technical College:

GRADE	Percentage	Credits Earned	Credits Attempted	Quality Points	CGPA	SAP
A - Superior	90-100	Y	Y	4.0	Y	Y
B - Above Average	80-89	Y	Y	3.0	Y	Y
C - Average	70-79	Y	Y	2.0	Y	Y
D - Below Average	60-69	Y	Y	1.0	Y	Y
F - Failure	Below 60	Y	Y	0.0	Y	Y
I - Incomplete		N	Y	0.0	N	Y
P - Pass	70-100	Y	Y		N	Y
S - Satisfactory		Y	Y		N	Y
U - Unsatisfactory		Y	Y		N	Y
W - Withdraw		N	Y		N	Y
WF - Withdraw Fail		Y	Y	0.0	Y	Y
T - Transfer Credit		Y	Y		N	Y
CX - Challenge Exam/ Third Party Testing		Y	Y		N	Y
NC - Not Calculated		N	N		N	N

Grading Definitions

CX - Challenge Exam Credit/Third Party Testing - the student met the expectations of the course. A "CX" grade is not calculated into the CGPA but is considered in the determination of Satisfactory Academic Progress.

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 past due or outstanding. An "I" or incomplete grade is given when a student has not completed the

work necessary for one of the above grades. In order to receive an incomplete grade the student must submit a written request by completing an Incomplete Grade Request Form. This form must be signed and approved by the Director of Education. The student has up to five (5) business days from the end of the course to complete the work unless a request for additional time is submitted in writing and approved by the appropriate corporate academic staff. Any "I" not completed within the specified timeframe converts to the grade earned in the course. The final grade/credits attempted will be included in the maximum time frame for program completion.

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 (SAP).

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 SAP.

W - Withdrawal - indicates that the student withdrew from the course. A student who stops attending a course will receive a "W." A "W" grade is not calculated into the CGPA but is considered in the determination of SAP. Students may not withdraw from a course after the drop/add period without financial penalty.

WF - Withdraw Fail - indicates that the student withdrew from the institution after the midpoint of the term. A student who stops attending a course after the mid-term, and is failing such course, will receive a grade of "WF." When the course is retaken, the new grade will replace the "WF" and the CGPA will be adjusted accordingly. Students may not withdraw from a course after the drop/add period without financial penalty.

T - Transfer credit 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.

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," "CX," "U," "NC," "W," "P," and "I" grades are not included in the computation. Credits for all courses attempted are counted when computing the CGPA with the exception of 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.

Award of Academic Credit

Southern Technical College operates on a quarter credit system. Credits are calculated on the following basis: 10 lecture hours = 1 credit; 20 lab hours = 1 credit; 30 externship hours = 1 credit. For each credit hour, classes that meet in a face-to-face format must include one 50-minute period with the instructor and two hours of outside of class work.

Course Repetitions

A student may repeat any course in which a grade has been earned. Financial aid may be available for one course repeat when a passing grade has been earned in a course, but it is not guaranteed. Credits for all courses attempted are counted when computing satisfactory academic 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.

Transfer Credit

Southern Technical College evaluates credits for transfer from nationally or regionally accredited colleges, universities, technical or business schools. Official transcripts from all colleges attended must be received no later than thirty (30) days after the start of the student's first term at STC in order to receive transfer credit. The College will accept no more than 50% of transfer credits into a given degree program. Any such courses which are accepted for transfer will be included in the credits attempted and the credits earned. Transfer credits are not included when calculating the CGPA. Advance standing through transfer credit does not apply to students pursuing a diploma program.

Criteria for acceptance for transfer of credit are as follows:

- a. The courses for transfer are similar in objectives and content to those offered by STC.
- b. The courses for transfer can be applied toward graduation requirements.
- c. The letter grade (or equivalent) in the course for transfer is a "C" or better (provided the "C" grade is defined as average or better).
- d. Core Skill or Technical courses must have been taken within the last five (5) years to be considered for transfer.
- e. General Education courses may be accepted if those credits were earned no more than 10 years prior to the enrollment date.
- f. Credits transferred from institutions operating on quarters of ten (10) to twelve (12) weeks are accepted as direct equivalent credits. Semester credits are multiplied by one and one-half to convert them into quarter credits. Fractional portions of credits are rounded on a course-to-course basis.

The decision of the Director of Education is final on questions of transfer credits. No official evaluation of transfer of credit is made until the student has been accepted by the College, and an official transcript from the institution awarding the credits is received by the registrar and approved by the Director of Education.

SATISFACTORY ACADEMIC PROGRESS

All students must meet the following minimum Standards of Academic Progress (SAP) with regard to achievement and successful course completion while enrolled at Southern Technical College.

Maximum Time Frame

The College's standard academic year for credit hour students is defined as 36 quarter credit hours. The maximum time frame (MTF) is defined as 150% of the normal program length in credit/clock hours in which the educational objective must be successfully completed. Program length is defined as the number of credit/clock hours required to complete a program. To calculate the course completion percentage, divide the number of cumulative hours successfully completed by the number of cumulative hours attempted/attended. If the student has not satisfactorily completed the program at the 150% checkpoint, the student may be terminated and may lose any further Federal Student Aid (FSA) eligibility for that program. The student must request in writing to remain enrolled in order to complete the program.

The maximum credits that may be attempted to complete each academic program are as follows:

Program	Graduation Requirement	Maximum Time Frame
Business Office Specialist (Diploma)	46.5 credits	69.0 credits
HVAC (Diploma)	43.5 credits	65.0 credits
Medical Assisting (Diploma)	45.5 credits	68.0 credits
Medical Billing and Coding (Diploma)	44.0 credits	66.0 credits
Patient Care Technician (Diploma)	42.0 credits	63.0 credits
Applied Electronics Technology (Degree)	91.5 credits	137.0 credits
Electrical Trades Technology (Degree)	91.5 credits	137.0 credits
Medical Assisting (Degree)	93.5 credits	140.0 credits
Medical Office Administration (Degree)	93.5 credits	140.0 credits
Welding Technology (Degree)	91.5 credits	137.0 credits

Evaluation Points

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 this catalog.

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 CGPA
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 CGPA
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 Completion Rate
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 Completion Rate
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. The student will be notified of warning status in writing. A student placed on warning status will receive 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 financial aid 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. A student may file an appeal (see SAP Appeal Process below). Students whose appeals are granted are placed on probation status.

Dismissal

Students who have not achieved SAP during their warning status period are dismissed and notified of the dismissal in writing. To reestablish eligibility for reentry for the subsequent payment period upon dismissal, the student must file an appeal (see SAP Appeal Process below). If the appeal is approved, an academic plan will be put in place and the student will be placed on probation status until the 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 financial aid. Decisions on any appeal will be provided within the first week of the start of the next payment period.

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 academic 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 prior to the first day of the term and within one week after dismissal from the College. The appeal must be accompanied by supporting documentation regarding why the student failed and what changed in the student's situation that will allow him or her to make SAP at the next evaluation point. When the College grants a student's appeal for unusual 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 standards.

The Director of Education and the Executive Director will conduct the review of the appeal before it is submitted to the designated corporate staff for final determination on approving or denying the appeal. Should the appeal be granted, the student will regain FSA eligibility, while meeting the requirements as specified in the student's academic plan. If the student fails to meet the terms of the academic plan at any time, the student will be dismissed. Any decision resulting from the review of an 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. A student may be granted more than one probation period.

Probation

If a student is granted an appeal, the student will be placed on probation status until he or she 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 comply with the academic plan designed by the College will result in the student's dismissal from the College as a regular student.

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 or her SAP goal within a specified time and method. The plan is 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.

SAP EFFECT ON GRADES, CHANGE OF PROGRAM AND CREDITS

EXTENDED ENROLLMENT STATUS

Students not achieving the minimum standards of satisfactory academic progress or who fail to meet the minimum standards at the end of the probationary period will be terminated from the College. Students may continue their studies on an extended enrollment status to attempt to earn eligibility for reentry. Students on an extended enrollment status will be charged the appropriate tuition and fees and will not be eligible for any Title IV financial aid. While on this extended enrollment status, students must attempt to correct their academic deficiencies. The extended enrollment status must be completed within the required maximum time frame. The conditions for extended enrollment status will be agreed upon in writing by the student and the academic department. The designated corporate official reviews and approves requests for extended enrollment.

PROGRAM CHANGES

A student wishing to enter a program for which a degree would be granted must meet the qualifications specifically intended for the granting of a degree. All previously attempted and earned credits with grades of D or higher, "T," "CX," and "S," which count towards the new program completion requirements, will be transferred. Any courses transferred from one program to another will be counted toward program completion and in CGPA calculations. Because a Change of Program re-sets a student's CGPA and MTF, students may only request one change of program.

ONLINE COURSES

Students may complete a portion of their program of study through online or hybrid courses.

A hybrid course is a course:

- In which part of the course content is delivered electronically, using the internet or other computer-based method;
- In which part of the course content is delivered via in-person classroom activities, guided by a trained facilitator;
- That includes structured independent study time guided by the material provided through face-to face interactions with the instructor, online activities, or pre-recorded lectures; and
- In which learning is achieved through an integrated learning experience.

An online course is a course in which:

- More than half of the course content is delivered electronically using the internet or other computer-based method;
- Teaching is conducted from a remote location;
- Students have access to the instructor remotely, in-person, or both; and
- Learning is achieved through an integrated learning experience.

Online or hybrid courses are supported through services provided by a third-party. These courses are specifically designed for students who will be accessing courses from a standard home or personal computer. For more information, including additional policies and recommended technology specifications to ensure an optimal learning experience, contact the academic department.

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.

- Hardware: Processor speed 1.5 GHz and higher
- Recommended: Intel Core 2 duo 2.0 GHz and higher OR AMD Athlon 64 x2 1.9 GHz and higher
- Operating System: Windows XP, Windows Vista, Windows 7 or Macintosh OS/X
- Minimum RAM: at or above operating system recommendations
- Available Disk Space: 100 GB or more

- Browser Configuration: Pop-up blocking disabled; JavaScript enabled, AJAX enabled, Cookies enabled
- Sun Java Runtime Environment (JRE): 1.6.x or higher
- Plugins: Flash, Shockwave, QuickTime, and/or Windows Media Player
- Internet access via a 56K modem
- Email account
- Recommended: SVGA monitor with a minimum resolution of 800 x 600

GRADUATION REQUIREMENTS

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

1. Successfully complete all courses in the program of study with a cumulative grade point average of 2.0 or higher;
2. Meet or exceed the minimum standards of satisfactory academic progress (SAP);
3. Satisfy all programmatic requirements; and
4. Satisfy all financial obligations to the College.

DUAL DEGREE

Students who wish to earn another degree must apply for admission to the College. Upon acceptance to the College, courses which count toward the new degree program completion requirements will be transferred. A student may only transfer courses with a final grade of "D" or higher. Credits attempted and grades earned in the student's new program of study will count towards determining satisfactory academic progress. The College does not offer dual majors.

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. Attendance, timeliness and class participation count as 15% of the total grade.

Any student who does not attend classes for fourteen (14) consecutive calendar days may be removed from enrollment. Students who are removed from enrollment within the first half of the course will earn a W on their transcript. A student who is removed from enrollment for the term for failure to attend classes for fourteen (14) consecutive days may be permitted to apply for re-entry in the subsequent term, provided that the student is in good academic standing. Students removed from enrollment who seek re-entry in a subsequent term will be required to follow all re-entry guidelines.

Absences

Absences will count from the first official day of classes and not from the first day the student attends. 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.

LEAVE OF ABSENCE AND STANDARD PERIOD OF NON-ENROLLMENT

The College recognizes that personal situations may arise, which may require an extended period of time to resolve. It would not be advantageous to the student to maintain continuous enrollment when conflicting pressures prevent regular attendance. To accommodate students under such duress, a leave of absence may be granted in accordance with the policy and procedure established by the College.

To request a leave of absence (LOA), a student must submit a Request for Leave of Absence form to the Director of Education. Forms are available in the office of the Registrar and/or the Director of Education. The LOA must be approved by the Director of Education, Financial Aid Administrator, Campus Executive Director, and corporate designated official as indicated on the LOA Request form. The Director of Education will notify the student whether or not the LOA is approved.

Taking a LOA, instead of withdrawing, indicates that the student sincerely intends to resume his or her education at a specified time. Therefore, a LOA may not be granted during a payment period. A student must successfully complete the term with a passing grade in order to apply for a LOA. A LOA may not exceed 180 days within one 12-month period.

The remaining courses a student must take in order to complete his or her program may not be offered during the term in which the student returns, which may result in an extension of his or her program completion date. The College will attempt to place a student into scholastically appropriate courses to keep the student on track to graduation. However, this is not guaranteed. Failure to return by the end of the designated LOA period may result in the student's withdrawal from the College.

Standard Period of Non-Enrollment (SPN) is the status assigned to a student who is required to sit out one module, in the event the next course required towards completion of his/her program is not available. Any student who needs to interrupt continuous enrollment will be withdrawn as an active student and will be required to apply for re-entry upon his/her return to the College. Students are advised that any interruption in continuous enrollment may affect their financial aid and course availability upon re-entry. Students should consult with the registrar regarding any interruption in continuous enrollment.

CLASS SCHEDULE AND HOURS OF OPERATION

Classes are scheduled Monday through Thursday. Day classes start at 8:30am and dismiss at 12:20pm. Mid-morning classes start at 10:30am and dismiss at 2:30pm. Afternoon classes start at 1:00pm and dismiss at 5:00pm. Evening classes start at 6:00pm and dismiss at 9:50pm. The schedule for externship courses will vary depending on the schedule of the externship site. Students are advised that externships are scheduled for daytime working hours.

The administrative offices are open from 8:00am to 8:00pm, Monday through Thursday, and from 8:00am until 5:00pm on Friday. The College reserves the right to establish and alter the scheduled hours of class meetings.

EXTERNSHIP OR CLINICAL COURSES

Several STC programs include an externship or clinical, as part of the academic curriculum. The College does not guarantee or imply a specific site or a specific schedule for the externship or clinical requirement.

If students require emergency treatment for illness or injury due to needle punctures, lacerations, or contact with infectious diseases while carrying out their assignments, they will be responsible for payment for any emergency treatment rendered and any and all costs that may result from injury and/or illness. The College recommends that all students carry personal health/medical insurance. If the clinic/externship site requires that the student carry personal health/medical insurance, the student is responsible for the cost of that insurance.

STUDENT SERVICES

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. 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 free parking for all students. Unauthorized automobiles and those not properly parked may be ticketed and towed. 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.

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 goals 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 library patrons to find, evaluate and use the information sources they need.

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.southerntech.edu/admissions/consumer-information/>. Preparation of the approved accommodation may delay entry into the program.

MILITARY STUDENT INFORMATION AND POLICIES

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. The Department of Veterans Affairs defines an award year as the period from August 1 to July 31.

Attendance Policy for Student VA Educational Benefits

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. All students who do not attend or interact with any scheduled class for 14 consecutive calendar days will be administratively dropped from the College and will be terminated from their VA benefits for unsatisfactory attendance. 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.

Once a student is administratively dropped, the College will promptly notify VA that the individual's VA education benefits are being terminated due to unsatisfactory attendance. The student's attendance record will be retained in the veteran's file for United States Department of Veterans Affairs (USDVA) and State Approving Agency (SAA) audit purposes. Students who are administratively

dropped from the College due to attendance and are interested in re-entering, can submit an application for re-enrollment with the Registrar's Office for the next term.

A VA student can miss no more than 20% of the scheduled classes in any individual course. Should a student miss more than 20% of the scheduled classes in any course, the student's enrollment for VA education benefits must be terminated effective the last date that student attended class prior to exceeding 20% absenteeism.

Standards of Satisfactory Progress for Students Receiving VA Educational Benefits

Students must meet the Standards of Satisfactory Academic Progress (SAP), published in this Catalog, in order to continue receiving Veteran's educational benefits to remain in good academic standing at the College. Satisfactory academic progress 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. For a complete explanation, refer to the section entitled Standards of Satisfactory Academic Progress in the catalog.

A VA student whose CGPA falls below the minimum required CGPA at the end of each quarter will be placed on Warning for the subsequent term of enrollment. If the VA student's CGPA falls below the required CGPA at the end of the next quarter, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress can petition re-entry into the college through the SAP appeal process. If an appeal is granted, a VA student terminated from VA educational benefits due to unsatisfactory academic progress may petition the school to be recertified after attaining a 2.0 CGPA.

Course Repetitions for Students Receiving VA Educational Benefits

A student may repeat any course in which a grade has been earned. The VA will be notified of all repeated courses. Please refer to the section in the catalog entitled Course Repetitions for additional information.

Veteran's Credit for Previous Education or Training

VA students must report all education and training. The College 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 following criteria must be met:

- The course being transferred must match a course currently offered in the corresponding program as listed in the catalog;
- Core Skill and Technical courses may not be considered for transfer if the completion date of the course exceeds 5 years prior to the enrollment date;
- General Education courses may be accepted if those credits were earned no more than 10 years prior to the enrollment date;
- Student must have earned a grade of "C" or better in a course to be considered for transfer credit;
- Total amount of transfer credits cannot exceed 50% of the degree.

VA students must submit a signed, written request for transfer of academic credits to the Registrar's Office for consideration prior to the first day of class. An official transcript should accompany this request to expedite final approval. Unofficial transcripts can be evaluated; however, final approval of transfer credits will not be determined until an official transcript is received. Official transcripts must be received no later than the end of the first quarter to be considered. For a complete explanation, refer to the section in the catalog entitled Advanced Standing.

FINANCIAL INFORMATION

REFUND POLICY

If a student should be terminated or cancels for any reason, all refunds will be made according to the refund policy specified below:

1. Cancellation must be submitted to the College in writing. Cancellations shall be submitted to the Registrar. The written cancellation notice must be submitted in person or by certified mail.
2. A non-refundable administrative fee of \$100.00 will be charged to students who withdraw from the College after the drop-add period.

3. Withdrawal date: The withdrawal date is the date that any of the following occur:
 - A. The date the student notifies the College of the student's withdrawal, or the date of withdrawal, whichever is earlier; or
 - B. The date when the College terminates the students' enrollment.
4. Refunds will be made within thirty (30) days following determination of termination or receipt of cancellation notice.
5. First-time students of the College are subject to the following refund percentages:
 - A. Prior to the start of the period of obligation, 100% of any paid tuition will be refunded;
 - B. During the Drop/Add period, 100% of any paid tuition will be refunded.
 - C. After the Drop/Add period has ended and through 9.99% of the period of obligation, 90% of any paid tuition will be refunded;
 - D. Thereafter, through 19.99% of the period of obligation, 80% of the charged tuition will be refunded;
 - E. Thereafter, during 20.0% through 29.99% of the period of obligation, 70% of the charged tuition will be refunded;
 - F. Thereafter, during 30.0% through 39.99% of the period of obligation, 60% of the charged tuition will be refunded;
 - G. Thereafter, during 40.0% through 49.99% of the period of obligation, 50% of the charged tuition will be refunded;
 - H. Thereafter, during 50.0% through 59.99% of the period of obligation, 40% of the charged tuition will be refunded;
 - I. Thereafter, there will be no tuition refund and the College will have earned 100% of the tuition charged for the period of obligation.
6. Returning students of the College are subject to the following refund percentages:
 - A. Prior to the start of the period of obligation, 100% of any paid tuition will be refunded;
 - B. During the first 9.99% of the period of obligation, 90% of any paid tuition will be refunded;
 - C. Thereafter, during 10.0% through 19.99% of the period of obligation, 80% of the charged tuition will be refunded;
 - D. Thereafter, during 20.0% through 29.99% of the period of obligation, 70% of the charged tuition will be refunded;
 - E. Thereafter, during 30.0% through 39.99% of the period of obligation, 60% of the charged tuition will be refunded;
 - F. Thereafter, during 40.0% through 49.99% of the period of obligation, 50% of the charged tuition will be refunded;
 - G. Thereafter, during 50.0% through 59.99% of the period of obligation, 40% of the charged tuition will be refunded;
 - H. Thereafter, there will be no tuition refund and the College will have earned 100% of the tuition charged for the period of obligation.

ENTRANCE AND EXIT INTERVIEW/LOAN ADVISING

The Department of Education requires that any student receiving a Direct Student Loan be notified concerning his/her loan. The College advises each student regarding loan indebtedness and gives each student an entrance test and an exit interview regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the Financial Aid Department prior to withdrawal or graduation for loan advising. The purpose of this session is to inform the student of his/her tentative total loans received while in attendance at the College, refunds that may be made, and to provide the student with an estimated payment schedule. If the student is unable to meet with the Financial Aid Department, a letter regarding the need for an exit interview will be delivered via regular mail to the physical address on file for the student. The exit interview packet mailed out will provide detailed information regarding any refunds that have been made and an estimated payment schedule.

RETURN OF TITLE IV FUNDS

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out or are dismissed prior to completing 60% of a payment period or term. The Federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the Financial Aid Office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five (5) days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. When Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within one hundred and twenty (120) days of the student's withdrawal.

ORDER OF RETURN OF STUDENT FEDERAL AID (SFA) PROGRAM FUNDS

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

1. Unsubsidized Direct loans
2. Subsidized Direct loans
3. Federal Direct PLUS loans (Parent PLUS)

If 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 is required students will be notified of any refunds due to a lender on their behalf through the mailed exit interview material.

Refunds to any of the Title IV or state programs will be paid within thirty (30) days from the date of determination.

RETURN OF WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) FUNDS AND OTHER NON-TITLE IV FUNDS

The College, as the Workforce Training Provider, shall, in accordance with its stated refund policy, refund monies that are paid for by the designated Workforce sponsoring agency for individuals who enroll in and begin training, but drop out of courses or training. Refunds due for tuition and fees paid under the Training Provider Agreement will be made directly to the designated Workforce sponsoring agency and shall not be refunded to the student.

If a credit balance is created on a student's account as a result of any other agency funding, not including Title IV funds, that amount will be refunded to the agency where the funds originated at the time the student is withdrawn. These funds will not be provided as a refund directly to the student.

WITHDRAWAL OR TERMINATION

When a student withdraws or is terminated from College after beginning classes, tuition refunds may be made for the student leaving prior to completion of his/her course of study and are based on the tuition amount for the academic period in which the student withdraws and any prior period completed.

When a student withdraws, refunds are based on the total charges incurred, not the amount paid. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be calculated within thirty (30) days of the withdrawal date if verifiable written notification of the decision to withdraw was given to the College by the student. If the student failed to provide any notification of the decision to withdraw, the refund will be calculated within thirty (30) days of the date that the College determines the student withdrew. In either case, the refund will be made no later than thirty (30) days after the date of determination to the appropriate SFA program.

NOTE: Dissatisfaction with, or non-receipt of, the educational services being offered by the College does not excuse the borrower from repayment of any loans made to the borrower for enrollment at the College.

FINANCIAL AID

U.S. citizens and eligible non-citizens must file the Free Application for Federal Student Aid (FAFSA) to be considered for federal financial aid. The FAFSA is used to determine eligibility for Pell Grants and Federal Stafford Loans. When students and parents sign the FAFSA, they agree to provide a certified copy of their latest federal income tax return, plus any other documentation that may be required. To verify or clarify information for the aid application(s) it is common practice for the College to request a copy of the federal tax return (Form 1040, 1040EZ or 1040A) as well as W-2 Form and Verification Worksheet forms. Submission of these forms is required within two weeks of the request or the student may lose eligibility for federal financial aid programs. The College will refer all cases of purposeful submission of inaccurate information on any application to the Office of the Inspector General, United States Department of Education for resolution. Students must meet all eligibility requirements in order to receive (and to continue to receive) federal financial aid, including citizenship, income, and academic progress requirements. Male students born after December 31, 1959, who are not currently a member of the United States Armed Forces and who have attained the age of 18 years, must be registered for selective service in order to qualify for federal financial aid.

SFA – GENERAL CONSUMER INFORMATION

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

To be eligible for financial aid, a student must:

1. Be enrolled as a regular student in an eligible program of study on at least a half-time basis (with the exception of Pell and FSEOG);
2. Have a high school diploma or the equivalent;
3. Be a U.S. citizen or national or an eligible non-citizen (verification of eligible non-citizen status may be required);
4. Have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
5. Maintain satisfactory academic progress;
6. Provide required documentation for the verification process and determination of dependency status;
7. Have a valid social security number;
8. Have borrowed less than the annual aggregate loan limits for the Title IV financial aid programs;
9. Be registered for the Selective Service, if required; and
10. Sign an updated Statement of Educational Purpose/Certification Statement on refunds and default.

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; and
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), what the student's interest rate is, 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; and
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 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; and
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

Students who have previously attended other colleges may have a financial aid history that affects their current eligibility for SFA 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 needy students who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor 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.

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 entitled: Military Student Information and Policies.

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, (also known as Direct Subsidized Loans and Direct Unsubsidized Loans), Direct PLUS Loans, and Direct Consolidation Loans. The Direct Loan is deferred while the student is enrolled in college for at least half time status and for a period of six (6) 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 Subsidized Loans

Direct Subsidized 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 (6) months after you leave school, and during certain other periods.

Direct Unsubsidized Loans

Direct Unsubsidized 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.

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.

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.

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.

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. 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 sixty (60) days after the last installment of the loan for that school year is received.

FIRST TIME BORROWERS

If a student is in the first year of an undergraduate program and is a first time Direct Loan borrower, the College may not disburse the first installment of the Direct Loan until thirty (30) calendar days after the student's actual attendance in the program of study begins.

NON-FEDERAL GRANTS AND SCHOLARSHIPS

Southern Technical College is an approved provider for CareerSource Central Florida tuition scholarships. Students should contact CareerSource 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 Assistance Grant, and Children and Spouses of Deceased and Disabled Veterans. The College also accepts Florida Prepaid 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 or more information on the programs offered.

TRANSCRIPT AND DIPLOMA

No official transcripts or diplomas will be issued to a student or graduate with any outstanding debt to the College. Unofficial transcripts are available at any time upon request. All requests for transcripts or diplomas should be made with the campus registrar.

COLLECTIONS

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

By accepting enrollment with Southern Technical College and by providing Southern Technical College with their phone number(s), students agree that Southern Technical College has the students' consent to provide the phone number(s) to third party debt collectors in the event of delinquency on a student's account. Students acknowledge that phone numbers provided to Southern Technical College will be used by third party debt collectors to contact students who become delinquent on their accounts, for the purpose of discussing the delinquency and attempting to collect on the debt.

If a student does not wish for Southern Technical College to provide his/her phone number to third party debt collectors, the student should indicate that he/she does not consent to his/her number being provided by advising their Executive Director, in writing, that they do not consent to their number(s) being provided for purposes of debt collection.

COLLEGE POLICIES

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 Title IX coordinator is the Vice President of Operations. The coordinator's office is located at 11883 High Tech Avenue, Orlando, FL 32817, tel. (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 dismissal 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 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 Director of Education and no action appears to have been taken, then they are to report this situation to the Executive Director immediately.

SEXUAL ASSAULT

The issue of sexual assault is a concern to all administrators, faculty, staff and students at the STC. The institution strives for the prevention of all forms of sex-based abuse and to provide a safe, abuse-free educational environment. Coercive sexual contact undermines the safety, security and dignity of all members of the College community.

In the absence of consent, sexual intercourse and/or sexual contact are crimes. STC employees or students must report to the Executive Director or Director of Education all known instances of student sexual assault, though they are not required to identify the victim. Campus investigation and disciplinary action in cases of alleged sexual assault involving campus students and occurring on any STC campus will adhere to disciplinary procedures. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary appeal proceeding and shall be informed of the outcome of any campus disciplinary proceeding alleging sexual assault. Sanctions imposed following a termination of an on-campus disciplinary procedure regarding sexual assault range from disciplinary institutional probation to suspension or expulsion.

It is the victim's decision whether to report the assault. Reports can be made to campus Executive Director, Director of Education, or the local law enforcement agency in the jurisdiction where incident took place. Filing an informational report does not obligate the victim to press charges. Should the victim choose to press charges later, a report will significantly increase the possibility of successful prosecution. Campus staff members are available to assist victims in notifying campus or city law enforcement authorities.

A victim of sexual assault can file a confidential or anonymous report with the Executive Director or Director of Education. The College cannot take disciplinary action solely on this report. However, the report would provide a record of the incident which may be useful if the victim decides at a later date to pursue charges.

STUDENT GRIEVANCE PROCESS

For all other grievances, students are advised that they are required to follow the grievance procedure step outlined below. The College seriously considers all student complaints concerning any aspect of the programs, campus, or other related services at the College. 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 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 as soon as possible, pending any required investigation. Generally, the Executive Director shall respond within no more than ten (10) 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 designated officer at 11883 High Tech Ave. Orlando 32817. The designated official 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. The telephone number is (202) 336-6780.

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, or distribution of illicit drugs and alcohol by students, employees, and any other parties on its property or at any College activity. Any violation of this policy will result in appropriate disciplinary actions up to and including dismissal (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. Information regarding drug and alcohol treatment, prevention and legal penalties can be found online at <http://www.southerntech.edu/admissions/consumer-information/>. In certain cases, students or employees may be referred to counseling sources or substance abuse help centers to take part, at their own expense, in an appropriate counseling or treatment program. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

CAMPUS SAFETY AND SECURITY REPORT

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. Staff, faculty and students are required to adhere to all local, state, and federal laws, statutes and ordinances, and College policy. 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 or federal law enforcement officers. The College is responsible for enforcing these laws and the rules of the College.

The Student Right-To-Know and Campus Security Act of 1990 requires all postsecondary institutions participating in federal student aid programs to disclose campus security policies and certain crime statistics. Each year the respective campuses publish statistics relating to campus crimes during the previous year. The College's Crime Awareness and Campus Security policy statement can be found online at <http://www.southerntech.edu/admissions/consumer-information/>.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In conformance with Section 438 of the General Education Provisions Act (Title IV of the Public Law 90-247 as amended), added by Section 513 P.L. 93380 (enacted on August 21, 1974) and amended by Senate Joint Resolution 40, the Family Educational Rights and Privacy Act of 1974 allows students to restrict access to their education records including request for information from parents and other third parties. Without a student's written consent, the College cannot disclose information to any third party (exceptions noted in the College Catalog). Students may however provide the College with a release allowing selected individuals to have access to their educational records or portions thereof.

The school maintains two types of record files: academic and financial. Students may examine either sets of records at any given time during normal school hours. For academic records, the student should contact the registrar; for financial records a school official in the financial aid department should be contacted. As an exemption to this law providing availability of personal records to the student, the following information will be kept confidential and will not be made available to the student:

- Confidential financial records of the parents, unless written permission has been given by the parents to divulge such information to the student.

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.

In addition to the reasons listed above, Southern Technical College may also release any information which it has designated as "directory information," unless the student specifically objects in writing to such disclosure (as further described below).

Southern Technical College has designated the following categories of student information as "directory information":

- Student's name;
- Student's address;
- Student's telephone numbers (including cellular phone numbers, home phone numbers, or any other numbers provided to Southern Technical College by the student);
- Date and place of birth;
- Programs undertaken by student;
- Dates of attendance;
- Degree awarded.

Southern Technical College may disclose any of the above listed directory information, to any party, without the prior written consent of the student, unless the student provides written notice to the campus registrar objecting to the disclosure of all or part of the directory information no later than thirty (30) days after enrollment. Any written notice from a student objecting to the disclosure of directory information will be effective as of the date the written request is received by the Campus Registrar unless and until rescinded in writing by the student.

Material considered to be objectionable may be expunged from the student's record under any one of the following conditions:

1. The student furnishes the school with factual data, which satisfactorily proves to an official of the school that the information originally placed in the file is incorrect.
2. The student corrects the situation which caused the objectionable entry to be made in the file, provided that such correction is to the complete satisfaction of the school official who made the original entry.
3. The student may appeal any decision made by a school official by requesting a hearing.

Additional details on the College's FERPA policy may be found online at <http://www.southerntech.edu/admissions/consumerinformation>.

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 or Director of Education.

Student Code of Conduct

The College recognizes its students as responsible and capable adults and citizens preparing for a career. Students are, therefore, expected to conduct themselves appropriately during their education process in accordance of what will be expected of them upon graduation and entering the workforce. The Student Code of Conduct applies to all students and student organizations endorsed by STC. It shall apply to all student conduct that occurs on a campus and/or an event sponsored by the College, inclusive of externships and clinical sites. At the discretion of the Executive Director and/or the Director of Education or his or her designee, the policy shall also apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

Any student found to have committed the following misconduct may be subject to disciplinary sanctions as outlined in this policy. This list is not all-inclusive but does include categories of misconduct as defined by the College.

- All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through alteration or falsification, or misuse of College documents;
- Furnishing false information to any College official, faculty member or office;

- 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; and
- Failure to comply with federal software and 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 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 the student code of conduct 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.

Academic Dishonesty

Students must realize that success in their studies depends entirely upon their own efforts. Academic dishonesty is defined as any type of cheating that occurs in an academic setting. Examples of academy dishonesty are plagiarism, cheating on an exam, assuming a student's identity, falsification of data, or providing false information. Any form of academic dishonesty is not tolerated and is a violation of the Student Code of Conduct.

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. Failure to appropriately identify the ideas, words or work of others included in a student's work is considered academic dishonesty and violates the Student Code of Conduct section of the catalog. 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. This policy applies to all courses whether taught in residence or online and all sources whether electronic or hardcopy.

Anti-Hazing

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.

DISPUTE RESOLUTION BY BINDING ARBITRATION AND WAIVER OF JURY TRIAL

The Student and Southern Technical College (“the College”) agree that any dispute or claim (as “claim” is defined below) between the Student and the College (or any company affiliated with the College, or any of its officers, directors, trustees, employees or agents), shall be submitted to and resolved by mandatory, individual binding arbitration conducted by the American Arbitration Association (“AAA”), or in the alternative in Small Claims Court, if the claim is within the scope of the Small Claims Court’s jurisdiction. The Student and the College agree that any claim pursued in Small Claims Court shall be filed in the Small Claims Court within the municipality where the campus attended by the Student is located.

This binding arbitration agreement precludes the Student or the College from pursuing a claim in a court other than Small Claims Court, or in any manner other than by arbitration. Any arbitration brought between the Student and the College will take place on an individual basis; the parties expressly agree that class arbitration and class actions are not permitted. 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 Student and the College agree that the term “claim” is intended to be broadly interpreted to mean any and all disputes of claims between them of any nature whatsoever. The Student and the College expressly agree that the agreement to arbitrate set forth in this section is intended to be broadly interpreted. The term “claim” shall be interpreted to include, but is not limited to: any claim, dispute, or controversy, whether in contract, tort, or otherwise, whether pre-existing, present or future, and including or arising from or relating to any of the following: (i) the Student’s execution of this Enrollment Agreement and the obligations of the Student or the College hereunder, or the validity, enforceability, or scope of this Enrollment Agreement; (ii) the Student’s recruitment and application for admittance, including but not limited to any advertisement, promotions, or oral or written statements relied upon by the Student in deciding to attend the College; (iii) the Student’s attendance at the College and the quality of the instruction or education provided to the student; (iv) any financial obligations incurred by the Student as a result of the Student’s enrollment and/or attendance at the College, or matters related to the Student’s financial aid or other federal assistance or the provision or performance of Career Services, and (v) any discrimination, civil rights, or sexual harassment claims. The term “claim” shall further be interpreted to include, without limitation, any and all claims, disputes, or controversies of any nature which arose before this or any prior Agreement, and any and all claims, disputes, or controversies that may arise after the termination of this Enrollment Agreement.

The arbitrator may award injunctive relief to either the Student or College in any dispute, but only may award such injunctive relief in favor of the individual party seeking relief and only to the extent necessary to provide relief warranted by that party’s own individual claims. The Student and the College agree that each may bring claims against the other only in their individual capacities, and not as a plaintiff or class member in any purported class or representative proceeding. Further, unless both the Student and the College agree otherwise in writing, the arbitrator may not consolidate more than one person’s claims, and may not otherwise preside over any form of a representative or class proceeding.

Procedure for Filing Arbitration.

1. The Student is 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 Executive Director, 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. The Student may, but need not, be represented by an attorney at the arbitration.

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. If any provision of this arbitration provision is found to be invalid or enforceable, then such specific part or parts shall be of no force and effect and shall be severed, but the remainder of the arbitration provisions shall continue in full force. This arbitration provision shall survive the termination of the Student’s relationship with the College.

PROGRAM INFORMATION

GENERAL EDUCATION REQUIREMENTS FOR DEGREE PROGRAMS

Southern Technical College believes that students must achieve a certain level of competency in areas such as communications, mathematics and social sciences in order to complement their technical skills and to achieve workplace success. To this end, the College requires that each student complete a minimum number of general education or liberal arts classes to qualify for graduation. Associate of Science degree candidates must complete a minimum of 22.5 quarter credits.

General Education Courses

Course Number		Quarter Credits
Language Arts		
ENG101	English Composition I	6
COM101	Communications	6
Natural Science and Mathematics		
MAT105	College Mathematics	6
Social Sciences		
PSY107	Introduction to Psychology	6

Other Required Degree Program Courses

In addition to the general education courses outlined above and the degree specific courses outlined in each program's curriculum, the College requires students to take one or more of the following courses in life skills and employment skills. These credits do not count toward general education or major requirements.

- GEN101 Student Success Skills 3 credits
- GEN102 Professional Development and Success 6 credits
- GEN103 Professional Development Strategies 3 credits

APPLIED ELECTRONICS TECHNOLOGY

Associate of Science

91.5 quarter credit hours/72 weeks

The Associate of Science degree program in Applied Electronics Technology- HVAC Major - is offered with the intent of preparing students for entry-level employment to install and service residential and light commercial air conditioning, heating, and refrigeration systems. The program is designed to provide students with a foundation of knowledge and technically oriented experiences in the application of HVAC systems.

Course Number	Required Courses	Quarter Credits
COC100	Computer Concepts	4.5
CON103	Introduction to Building Construction	6
BUS103	Introduction to Business	6
EIT115	Basic Electricity and Electronics	4.5
EIT125	Alternating Current and Passive Devices	4.5
EIT201	Residential Electronic Systems	4.5
EIT215	Programmable Logic Controllers and DDC	4.5
CON210	System Controls	4.5
HAC130	Introduction to Brazing	4.5
HAC150	Air Conditioning and Refrigeration Theory	4.5
HAC170	Air Conditioning	4.5
HAC200	Applied Heating	4.5
HAC230	HVAC System Design	4.5
Total Major Course Requirements		61.5
General Education Requirements		24
GEN102	Professional Development and Success	6
Total Credits Required for Graduation		91.5

NOTE: The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. 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.

ELECTRICAL TRADES TECHNOLOGY

Associate of Science

Auburndale, Brandon, Orlando

91.5 quarter credit hours/72 weeks

The Associate of Science degree program in Electrical Trades Technology is designed to train students for entry level positions as electrician helper, residential electrician, or commercial electrician. The program provides students with a foundation of knowledge and technically oriented experiences in the application of technology systems.

Course Number	Required Courses	Quarter Credits
COC100	Computer Concepts	4.5
CON103	Introduction to Building Construction	6
BUS103	Introduction to Business	6
EIT115	Basic Electricity and Electronics	4.5
EIT125	Alternating Current and Passive Devices	4.5
EIT201	Residential Electronic Systems	4.5
EIT215	Programmable Logic Controllers and DDC	4.5
EIT220	Advanced Residential Circuit Installation	4.5
EIT230	Service Installation and Troubleshooting	4.5
EIT240	Commercial Wiring	4.5
EIT250	Motors and Controls	4.5
EIT260	Principles and Applied Practices of Residential Wiring	4.5
EIT270	Industrial Maintenance	4.5
Total Major Course Requirements		61.5
General Education Requirements		24
GEN102	Professional Development and Success	6
Total Credits Required for Graduation		91.5

NOTE: The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. 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.

MEDICAL ASSISTING

Associate of Science

93.5 quarter credit hours/72 weeks

The Associate of Science degree program in Medical Assisting is designed to provide students with the skills and knowledge needed to pursue employment as entry-level Medical Assistants. The curriculum includes coursework in the basic skills of medical assisting, in both the administrative and clinical components of a health care facility. Graduates of this program should also have the skills necessary to function as phlebotomists, ECG technicians, hospital ward clerks, insurance coders, hospital admissions assistants and chiropractic assistants. Qualified graduates from this program may be eligible to take the certification exam required to become a Registered Medical Assistant.

Course Number	Required Courses	Quarter Credits
COC100	Computer Concepts	4.5
HLT101	Introduction to Health Careers	4.5
MED101	Medical Terminology	6
MED120	Anatomy and Physiology I	6
MED220	Anatomy and Physiology II	6
MED231	Clinical Skills for Medical Assistants	4.5
MED233	Medical Procedures	4.5
MED241	Introduction to Pharmacology	4.5
MED251	Allied Health Clinical Skills	4.5
MED253	Allied Health Laboratory Skills	4.5
MED264	Medical Assisting Externship	5
MOS203	Medical Coding and Insurance I	4.5
MOS224	Medical Office Administrative Procedures I	4.5
Total Major Course Requirements		63.5
General Education Requirements		24
GEN102	Professional Development and Success	6
Total Credits Required for Graduation		93.5

NOTE: Qualified graduates from this program may be eligible to sit for the following certification: Registered Medical Assistant (RMA). The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. 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.

MEDICAL OFFICE ADMINISTRATION ASSOCIATE OF SCIENCE 91.5 QUARTER CREDIT HOURS/72 WEEKS

The objective of the Associate of Science in Medical Office Administration is to prepare students to enter the medical field with the skills and knowledge needed to be effective in today's modern medical environment. This program is designed to provide training in skills such as business communications, medical office administration, keyboarding and computer applications, medical terminology, medical insurance procedures, medical coding and computerized medical billing and case management. This program offers an externship course, whereby students receive hands-on exposure to a medical office environment.

Course Number	Required Courses	Quarter Credits
COC100	Computer Concepts	4.5
COC110	Keyboarding	4.5
HLT101	Introduction to Health Careers	4.5
MED101	Medical Terminology	6
MED120	Anatomy and Physiology I	6
ACG100	Bookkeeping	3
MOS202	Medical Insurance and Coding	4.5
MOS204	Introduction to Electronic Health Records	4.5
MOS224	Medical Office Administrative Procedures	4.5
MOS210	Medical Billing and Claims Management	4.5
MED241	Introduction to Pharmacology	4.5
MOS225	Case Management	4.5
MOS264	Billing and Coding Externship	5
MOS208	Computerized Practice Management	3
Total Major Course Requirements		63.5
Total General Education Requirements		24
GEN101	Student Success Skills	3
GEN103	Professional Development Strategies	3
Total Credits Required for Graduation		93.5

NOTE: The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. 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.

WELDING TECHNOLOGY

Associate of Science

Orlando, Sanford

91.5 quarter credit hours/72 weeks

The Welding Technology program is designed to fuse the technological, professional, and technical skills necessary to ensure that graduates are competent welders and business professionals. This residential program offers students relevant general education, business, and technology courses and a complete series of skills development in welding. Students will develop skills in Fillet (F) and Groove (G) Welding, and Metal Arc Shield Welding. Students will also learn MIG/TIG components of more advanced welding techniques for pipe welding. This program prepares students for careers in welding by offering a hands-on, competency based experience. Students may be eligible to sit for certifications in Basic Welding and Intermediate Welding skills offered by the American Welding Society. Graduates from this program may seek entry level employment as a welder in a welding shop, ship yard, automotive repair facility, construction, and other work settings.

Course Number	Required Courses	Quarter Credits
GEN101	Student Success Skills	3
BUS103	Introduction to Business	6
HAC130	Introduction to Brazing	4.5
COC100	Computer Concepts	4.5
CON102	Introduction to Building Construction	3
WLD100	Introduction to Welding	4.5
WLD101	Fillet Welding - Flat Plate Position	4.5
WLD105	Fillet Welding – Vertical & Horizontal	4.5
WLD110	Structural Welding	4.5
WLD140	Basic Pipe Welding	4.5
WLD150	Pipe Welding I	4.5
WLD160	Pipe Welding II	4.5
WLD170	Advanced Pipe Welding	4.5
WLD190	Welding Certification Review I	4.5
WLD200	Welding Certification Review II	3
Total Major Course Requirements		64.5
Total General Education Requirements		24
GEN103	Professional Development Strategies	3
Total Credits Required for Graduation		91.5

NOTE: The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. 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.

BUSINESS OFFICE SPECIALIST

Diploma

46.5 quarter credit hours/36 weeks

This program is designed to build a strong base in computer applications, business, and management and develop the skills necessary to be an essential and marketable asset to any business. Students in this program will develop skills in computer applications, database management, business operations and law, human resource management, and bookkeeping. These essential skill sets combined with client services training build a resourceful and versatile office specialist that can work in any office setting. Upon completion of the Business Office Specialist program graduates will be able to seek entry level positions in business offices and other professional settings as administrative assistants, office managers, and in various clerical roles.

Course Number	Required Courses	Quarter Credits
BUS103	Introduction to Business	6
BUS120	Office Management Procedures & Client Services	4.5
BUS110	Business Communication	6
COC100	Computer Concepts	4.5
COC120	Computer Applications I	4.5
ACG101	Bookkeeping	4.5
COC121	Computer Applications II	4.5
BUS140	Introduction to Business Law	6
BUS151	Human Resource Management	6
Total Credits Required for Graduation		46.5

NOTE: The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. 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.

HEATING, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY (HVAC) Diploma

43.5 quarter credit hours/36 weeks

The HVAC diploma program is designed to prepare students for entry-level employment as HVAC technicians by providing students with a foundation of knowledge and technically oriented experiences in the application of relevant technology systems. The HVAC program curriculum includes learning experience intended to prepare a successful graduate to install and service residential and light commercial air conditioning, heating and refrigeration systems.

Course Number	Required Courses	Quarter Credits
COC100	Computer Concepts	4.5
GEN102	Professional Development and Success	6
EIT115	Basic Electricity and Electronics (Includes Safety & CPR)	4.5
EIT125	Alternating Current and Passive Devices	4.5
EIT201	Residential Electronic Systems	4.5
CON103	Introduction to Building Construction	6
HAC130	Introduction to Brazing	4.5
HAC150	Air Conditioning and Refrigeration Theory	4.5
HAC170	Air Conditioning	4.5
Total Credits Required for Graduation		43.5

NOTE: The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. 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.

MEDICAL ASSISTING DIPLOMA

Diploma

45.5 quarter credit hours/36 weeks

The Medical Assisting diploma program is designed to prepare students for positions as entry-level medical assistants in a physician's office, or other medical facility. This program focuses on providing instruction, through a combination of classroom, laboratory and clinical experiences, in the skills necessary to assist physicians in both the administrative and clinical duties of a medical facility.

Course Number	Required Courses	Quarter Credits
HLT101	Introduction to Health Careers	4.5
MED101	Medical Terminology	6
MED120	Anatomy and Physiology I	6
MED220	Anatomy and Physiology II	6
MED233	Medical Procedures	4.5
MED241	Introduction to Pharmacology	4.5
MED251	Allied Health Clinical Skills	4.5
MED253	Allied Health Laboratory Skills	4.5
MED264	Medical Assisting Externship	5
Total Credits Required for Graduation		45.5

NOTE: Qualified graduates from this program may be eligible to sit for the following certification: Certified Medical Assistant (CMA). The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. 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.

MEDICAL BILLING AND CODING

Diploma

Brandon, Orlando, Auburndale

44 quarter credit hours/36 weeks

The objective of the Medical Billing and Coding diploma program is to prepare students to enter the medical field with the skills and knowledge needed to be effective in today's modern medical environment. The curriculum is designed to provide students with the opportunity to obtain the skills needed to seek entry level employment in medical billing and coding, such as business communications, medical office administration, keyboarding and computer applications, medical terminology, medical transcription, medical insurance procedures, medical coding and computerized medical billing.

Course Number	Required Courses	Quarter Credits
COC100	Computer Concepts	4.5
HLT101	Introduction to Health Careers	4.5
MED101	Medical Terminology	6
MED120	Anatomy and Physiology I	6
MOS203	Medical Coding and Insurance I	4.5
MOS210	Medical Billing and Claims Management	4.5
MOS220	Medical Coding and Insurance II	4.5
MOS225	Case Management	4.5
MOS264	Billing and Coding Externship	5
Total Credits Required for Graduation		44.0

NOTE: In the State of Florida, qualified graduates from this program may be eligible to sit for one or both of the following certifications: Certified Coding Associate (CCA) or Certified Professional Coder (CPC). The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. 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.

PATIENT CARE TECHNICIAN

Diploma

42 quarter credit hours/36 weeks

The Patient Care Technician (PCT) program is a multi-occupational diploma program designed to prepare students for a number of entry-level healthcare career occupations. This program is taught through a combination of classroom, clinical lab, and externship experiences. Students will learn to check vital signs, administer cardio-pulmonary resuscitation (CPR) and First Aid, assist in medical examinations, perform electrocardiograms (EKGs), conduct basic laboratory procedures, and will be trained in phlebotomy and venipuncture. During externship, students get the chance to observe and work alongside a professional healthcare team. Graduates will gain the practical knowledge and confidence necessary to pursue a career in healthcare. The PCT graduate may be eligible to sit for several certifications, including the state of Florida Certified Nurse Assistant (CNA) exam.

Course Number	Required Courses	Quarter Credits
PCT100	Patient Care Procedures	4.5
PCT101	Home Health Aide	4.5
PCT102	Electrocardiography Aide	4.5
PCT110	Articulated Nursing Assistant I	4.5
PCT111	Articulated Nursing Assistant II	4.5
PHB101	Phlebotomy	4.5
MED101	Medical Terminology	6
MED110	Foundations of Anatomy and Physiology	6
PCT113	Patient Care Technician Externship	3
Total Credits Required for Graduation		42.0

NOTE: The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. 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.

SHORT-TERM, NON-CREDIT PROGRAM

PHLEBOTOMY TECHNICIAN

Auburndale, Orlando, Sanford

The objective of this course is to prepare students with adequate knowledge needed to perform duties and responsibilities of the phlebotomist. It prepares the learner to collect blood specimens for laboratory analysis. Learners apply medical terminology, basic anatomy and physiology, infection control, safety, communication and professionalism as they relate to the role of the phlebotomist in the medical laboratory. Specimen collection equipment and venipuncture are used.

Course Number: PHB100 Phlebotomy

Course Days/Hours: 80 hours, 10 day course for 8 hours on Fridays and Saturdays, for a total of 5 weeks.

NOTE: The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. 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.

COURSE DESCRIPTIONS

NOTE: The term "advanced standing" refers to the status of a student who has completed at least half of the required credits for a program.

ACG100 Bookkeeping

3.0 credit hours

This course introduces the concepts of bookkeeping. The correct posting of business transactions and the creation of financial reports and payroll for small businesses will be emphasized. Prerequisite: None

ACG101 Bookkeeping

4.5 credit hours

This course introduces the concepts of bookkeeping. The correct posting of business transactions and the creation of financial reports and payroll for small businesses will be emphasized. Lab Included. Prerequisite: None

APP202 Spreadsheets for Business and Accounting

4.5 credit hours

This course provides the student with an understanding of the advanced features use of electronic spreadsheets in the business and accounting environment. This course includes worksheet basics, data entry, formatting, file handling, printing and spreadsheet programming, macros, use of functions and auditing procedures. Lab included. Prerequisite: COC100.

BUS103 Introduction to Business

6.0 credit hours

This course provides an introduction to functional areas and environments of business administration, including a study of the role of financial accounting and reporting, production and operations, marketing, management, and human resource management in organizations. An overview of legal, economic, ethical, and social/cultural aspects of business in domestic and global markets is also presented. Prerequisite: None.

BUS110 Business Communication

6.0 credit hours

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. Pre-requisite: None

BUS120 Office Management Procedures & Client Services

4.5 credit hours

This course provides instruction and practice in office management procedures. Students in this course will develop an understanding of the office functions necessary for the effective and efficient operation of a business office. Students will learn how to manage personnel, respond to client needs, lead and manage projects, understand budgets, and performance analysis. Students will learn about managing schedules and client sales. Emphasis in this course is placed on client services, and ensuring that all students develop an understanding of how to cater to a client's needs. Lab included. Prerequisites: None

BUS140 Introduction to Business Law

6.0 credit hours

This course provides a basic introduction to the general concepts of business law, including the structure and function of businesses, corporations, and legal aspects of running a business. Prerequisites: None

COC100 Computer Concepts

4.5 credit hours

This course introduces the student to computer terminology and concepts. This course includes a history of computer, computer components, and an introduction to common operating systems. In addition, the course includes a hands-on introduction to the Windows operating system and word processing, spreadsheet, database and presentation graphics applications programs. Lab included. Prerequisite: None.

COC110 Keyboarding

4.5 credit hours

This course is designed to help students develop efficiency and accuracy in keyboarding. The course utilizes a systematic approach to developing the knowledge, skills and muscle memory needed in becoming an effective keyboarder. The course uses technology to develop the keyboarding skills as well as building effective word processing skills, building high value skills for any administrative setting or task. Lab included. Prerequisite: None.

COC120 Computer Applications I

4.5 credit hours

The Computer Applications I course focuses on Microsoft Word & Excel 2013 Essentials. This course teaches how to create documents using word processing and common business tools used in office environments. Microsoft Excel skills are also emphasized in this course. Lab included. Prerequisites: COC100

COC121 Computer Applications II

4.5 credit hours

The Computer Applications II course focuses on Microsoft PowerPoint & Access 2013 essentials. This course teaches how to use the Access database software for business, as well as the functions and features of PowerPoint. Lab Included. Prerequisites: COC100

COM101 Communications

6.0 credit hours

This course is an introduction to the spoken message, and includes the study of the design and delivery of oral communications. Students will gain experience in preparing and delivering a variety of formal and informal presentations. Prerequisite: none.

CON102 Introduction to Building Construction

3.0 credit hours

This course provides a study of Energy Efficient Building Construction; 29 CFR 1926 OSHA Construction Industry Regulations; NFPA-90A & B, NFPA-01 & 96 and how they apply to buildings and systems designs; and Contractors Accounting Practices. This course also includes an introduction to blueprint reading and the proper use of architectural and engineering symbols, relationship of views, and measuring with emphasis on residential and light commercial construction. Prerequisite: None

CON103 Introduction to Building Construction

6.0 credit hours

This course provides a study of Energy Efficient Building Construction; 29 CFR 1926 OSHA Construction Industry Regulations; NFPA-90A & B, NFPA-01 & 96 and how they apply to buildings and systems designs; and Contractors Accounting Practices. This course also includes an introduction to blueprint reading and the proper use of architectural and engineering symbols, relationship of views, and measuring with emphasis on residential and light commercial construction. Prerequisite: None.

CON210 System Controls

4.5 credit hours

A basic study of electrical, pressure, and temperature controls including motor starting devices, operating relays, and troubleshooting safety controls and devices. Emphasis on use of wiring diagrams to analyze high and low voltage circuits. Lab included. Prerequisite: none.

EIT115 Basic Electricity and Electronics

4.5 credit hours

Electrical principles and applications are introduced. Topics include electrical parameters and units, direct and alternating current, series and parallel circuits, resistance, capacitance, inductance, magnetism, and equivalent circuits. Lab included. Prerequisite: None.

EIT125 Alternating Current and Passive Devices

4.5 credit hours

This course is designed to give students a solid knowledge of alternating current. It introduces the theory and application of varying sine wave voltages and current. Topics include: AC wave generation factors such as peak, peak to peak, average, and RMS values of AC voltage and current; frequency and phase relationship in resistive, RL, RC, and RLC circuits; and impedance, admittance, and conductance power factors calculated from given and/or measured data. Lab included. Prerequisite: EIT115.

EIT190 Semiconductor Electronics

4.5 credit hours

This introductory semiconductor fundamentals course is designed to provide a solid foundation in semiconductor devices with their applications. Topics such as: semiconductor construction, diode circuits, power supply theory and design, transistor circuits, op-amps, FET's, SCR's, triacs, transducers, component packaging and testing, soldering and de-soldering will be covered in detail. The lab component of this course is designed to reinforce topical theories and provide applications by means of "hands-on" lab procedures and computer-based lab experiments. Students will build, test and troubleshoot variable DC power supply kits. Lab included. Prerequisite: EIT115.

EIT201 Residential Electronic Systems

4.5 credit hours

This course provides instruction in home automation technology, including home security, audio/video, computer networks, structured wiring, controls (lighting, HVAC, water), cable/satellite, baseband video, telecommunications and broadband. The student will learn to plan, install, test, troubleshoot and trim-out the various home automation systems. Lab included. Prerequisite: None.

EIT202 Systems Infrastructure and Integration

4.5 credit hours

This course continues the study of electrical systems integration for the residential and commercial environments. This course covers integration of Home Security, Audio/Video, Computer Networks, Electrical Wiring, HVAC (Heating/Air Conditioning Systems), cable/satellite, broadband, telecommunications and structured wiring. The emphasis of this course is on the installation of structured wiring (high and low voltage) and the systems integration utilizing various user interfaces and control processors. Lab included. Prerequisite: EIT201.

EIT215 Programmable Logic Controllers and DDC

4.5 credit hours

An entry level course in digital electronics covering number systems, binary mathematics, digital codes, logic gates, programming a Programmable Logic Controller (PLC), Input/Output devices and troubleshooting digital I/O. The student will be familiar with the hardware and programming of PLC type Controllers as they are used in an industrial process. Lab included. Prerequisites: EIT125 and EIT115.

EIT220 Advanced Residential Circuit Installation

4.5 credit hours

This course covers electrical installation, operation, and maintenance for residential wiring. It will focus on general knowledge, safety, tools, print reading, equipment, wiring and the National Electrical Code. Lab included. Prerequisite: EIT201.

EIT230 Service Installation and Troubleshooting

4.5 credit hours

This course is a continuation of electrical residential wiring. The focus of the practical experiences and problem solving is on panel board selection, electric service and over-current protection such as fuses and circuit breakers. This course is designed to give the student an understanding of electric services, system transformers and the principals of grounding and bonding electrical systems. Lab included. Prerequisite: EIT125.

EIT240 Commercial Wiring

4.5 credit hours

This course is an introduction to commercial wiring practices and procedures. Topics include National Electrical Code, commercial load calculations, safety, and commercial installations. Lab included. Prerequisite: EIT125.

EIT250 Motors and Controls

4.5 credit hours

Motors and Controls is intended to assist the student to learn how AC motors operate and how to install them. The course will give the student an understanding of how motor controls are designed and installed to provide control schemes. Efforts will be made to keep the course practical, yet to provide the theory about why a motor and an associated control system works. Lab included. Prerequisite: EIT125.

EIT260 Principles and Applied Practices of Residential Wiring

4.5 credit hours

This course will provide information on conductor ratings, wiring styles, grounding, and practical experience in basic residential electrical wiring. Students will be exposed to advanced practical experience in lighting branch circuits and special purpose circuits. Lab included. Prerequisite: EIT125.

EIT270 Industrial Maintenance

4.5 credit hours

This course covers the service and repair principles and practices for industrial electrical systems and industrial electronic devices including PLC's, boilers, HVAC, and mechanical and fluid power systems. Lab included. Prerequisite: EIT240.

ENG101 English Composition I

6.0 credit hours

In this course students learn basic English composition skills including grammar, punctuation, paragraph development and other writing skills. Prerequisite: None.

GEN101 Student Success Skills

3.0 credit hours

This course presents students with practical hands-on, strategies that create personal success. Time management, study skills, stress and problem-solving skills are also presented. Prerequisite: None.

GEN102 Professional Development and Success

6.0 credit hours

This course enhances the student's learning experience and prepares the student for personal and professional success. The concepts presented include, among other things, managing change, setting and achieving goals, and thinking in ways that create success. Time management, study skills, stress and stress reduction skills are also presented. The students will learn resume writing, interviewing, and employee success skills. Prerequisite: None.

GEN103 Professional Development Strategies

3.0 credit hours

This course enhances the student's learning experience and prepares the student for personal and professional success. Emphasis in this course is placed on skills related to acquiring a position using the skills and knowledge developed through the program of study. Prerequisite: None.

HAC130 Introduction to Brazing

4.5 credit hours

This course introduces the brazing theory, safety, equipment, gas laws and temperature/pressure relationship. AC&R piping and tubing will be discussed along with connection techniques, flaring and ARI standards. Students will complete various brazing and flaring exercises and compressor change-out. Lab Included. Prerequisite: none.

HAC140 Introduction to Welding

4.5 credit hours

This course introduces the Brazing and Welding theory, safety, equipment, gas laws and temperature/pressure relationship. AC&R piping and tubing will be discussed along with connection techniques, flaring and ARI standards. Students will complete various brazing and flaring exercises and compressor change-out. Lab Included. Prerequisite: none.

HAC150 Air Conditioning and Refrigeration Theory

4.5 credit hours

This course introduces the refrigeration cycle, basic thermodynamics, heat transfer, temperature/pressure relationship, refrigerant safety, refrigerants, refrigerant cylinders, and refrigeration components. Lab included. Prerequisite: none.

HAC170 Air Conditioning

4.5 credit hours

This course applies the theories introduced in HAC 150 and CON 210 it expands on components, applications and installation of mechanical refrigeration and air conditioning systems. ARI standards are introduced and used in the troubleshooting and repair of air conditioning systems. EPA regulations are studied and used in recovery, charging and evacuation procedures for Type I, Type II, and Type III systems. Coursework includes hands on applications in recovery, evacuation, and charging techniques. Lab included. Prerequisite: HAC150.

HAC200 Applied Heating

4.5 credit hours

Heat pumps will be introduced and a study of the procedures and principles used in serving heating systems to include gas, electric, and hydronic systems. This course is concluded with EPA review and Testing for EPA Technician Certification. Lab included. Prerequisite: HAC150.

HAC230 HVAC System Design

4.5 credit hours

This course provides a study of the properties of air and results of cooling, heating, humidifying, or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system. Heat Load Calculations will be studied and applied in the design of refrigeration systems. The course is concluded with EPA review and Testing for EPA Technician Certification. Lab included. Prerequisite: HAC170.

HLT101 Introduction to Health Careers

4.5 credit hours

This course describes health care delivery system and health occupations. The course also includes communication and use of interpersonal skills, legal and ethical responsibilities and provides a presentation of wellness and disease concepts. Other components of the course include: recognition of and practice of safety and security procedure, recognition and response to emergency situations, factors related to the transmission of diseases, HIV/AIDS awareness, domestic violence awareness, cardio-pulmonary resuscitation, OSHA/ standard precautions blood borne pathogen awareness, infection control/hand washing, and Alzheimer's awareness. Lab included. Prerequisite: None.

MAT105 College Mathematics

6.0 credit hours

This course provides a study of algebra, right triangle trigonometry, coordinate systems, and numerical computations.

Prerequisite: None.

MAT205 College Algebra

6.0 credit hours

This course covers concepts and practice of algebra and trigonometry skills. This course includes factoring, logarithmic and exponential equations, algebraic fractions, vectoring and graphing functions. Prerequisite: MAT105

MED101 Medical Terminology

6.0 credit hours

The student will study medical terminology including word components, definitions, spelling and pronunciation. Study will also include the use of medical references and resources for both research and practice. Prerequisite: none.

MED110 Foundations of Anatomy and Physiology

6.0 credit hours

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.

Pre-requisites: MED101

MED120 Anatomy and Physiology I

6.0 credit hours

This course presents a study of the structure and function of the human body in health and disease. Topics include cell structure and function, homeostasis, and instruction in the various body systems, including the integumentary, musculoskeletal, nervous, endocrine, circulatory, lymphatic, respiratory and digestive. Prerequisite: MED101 or HLT101.

MED220 Anatomy and Physiology II

6.0 credit hours

This course presents a study of the structure and function of the 12 body systems. Topics include cardiovascular conduction system, circulatory route and function, musculoskeletal internal and external function, the nervous system and the effects on the brain, lung structure of the respiratory system. The importance of maintaining normal homeostasis. Prerequisite: MED101 or HLT101.

MED231 Clinical Skills for Medical Assistants

4.5 credit hours

This course develops the theory and practical components relating to universal precautions, OSHA safety regulations, aseptic technique, instrumentation, patient interviewing, taking and recording vital signs. Lab included. Prerequisite: MED220 or MED120.

MED233 Medical Procedures

4.5 credit hours

This course covers instruction in clinical skills for the allied health fields. This course focuses on preparation of the patient, pulmonary function and assisting with and documenting routine clinical procedures. Lab included. Prerequisite: MED220 or MED120.

MED241 Introduction to Pharmacology

4.5 credit hours

This course is designed to develop a basic understanding of the principles of pharmacology and nutrition for medical professionals. Topics covered in this course include study of drugs, dosage calculations, drug toxicity, drug abuse, legal regulations and standards and inventory procedure. Lab included. Prerequisite: MED101 and HLT101.

MED251 Allied Health Clinical Skills

4.5 credit hours

This course covers the performance and quality control for medical tests common to a medical office. Skills covered include assisting with X-ray safety and techniques, rehabilitation and therapeutic modalities and performing electrocardiograms. Lab included.

Prerequisite: MED220 or MED120.

MED253 Allied Health Laboratory Procedures

4.5 credit hours

This course involves the study of medical laboratory procedures, and covers the collection, performance and quality control for medical tests common to a physician's office, including clinical chemistry, phlebotomy, and urinalysis. Lab included.

Prerequisite: MED220 or MED120.

MED264 Medical Assisting Externship **5.0 credit hours**

This course provides experience in selected physician's offices or other health care facilities. A qualified medical professional supervises the student during this activity. Prerequisite: Completion of all core courses, including all pre-clinical requirements.

MED265 Medical Assisting Externship **6.0 credit hours**

This course provides experience in selected physician's offices or other health care facilities. A qualified medical professional supervises the student during this activity. Prerequisite: Completion of all core courses, including all pre-clinical requirements.

MOS202 Medical Insurance and Coding **4.5 credit hours**

This course is designed to introduce the student to coding and classification systems and nomenclatures, indexes, registers, and registries, and to teach the basic principles placed on the use of diagnostic coding/ICD-9 codes. Students will practice using the correct application of ICD-10 codes as they relate to describing diagnoses, procedures, services, supplies, and injection, as well as the terminology associated with each. Lab included. Prerequisite: MED101.

MOS203 Medical Coding and Insurance I **4.5 credit hours**

This course is designed to introduce the student to coding and classification systems and nomenclatures, indexes, registers, and registries, and to teach the basic principles and use of each. Lab included. Prerequisite: MED101.

MOS204 Introduction to Electronic Health Records **4.5 credit hours**

This course is designed to introduce the student to practice management and Electronic Health Records to include coding in the medical practice. Lab included. Prerequisite: MOS202 or MOS203.

MOS205 Medical Coding / HCPCS **4.5 credit hours**

This course is a continuation of coding using HCPCS. Identifying the breakdown of the levels, categories, process and steps of how to correctly code. Treat and understand the principles and use of each with particular emphasis placed on the use of diagnostic and procedure coding. Students will practice using the correct application of submitting a correct coding process and using the correct and official guidelines as they relate to describing diagnoses, procedures, services, supplies, as well as the terminology associated with each. Lab included. Prerequisite: MOS202 or MOS203.

MOS206 Practice Management and Electronic Health Records **4.5 credit hours**

This course is a continuation of coding using HCPCS, identifying the breakdown of the levels, categories, process and steps of how to correctly code, treat and understand the principles and use of each with particular emphasis placed on the use of diagnostic and procedure coding. Students will practice using the correct application of submitting a correct coding process and using the correct and official guidelines as they relate to describing diagnoses, procedures, services, supplies, as well as the terminology associated with each. Lab included. Prerequisite: MOS204.

MOS207 Practice Management and Electronic Health Records II **4.5 credit hours**

This course provides a focus on financial and clinical reports using the PM/EHR from patient encounter and collection of time of service (TOS) payments, create and follow-up claims, to post payments from payers and patients to create patient statements. The course also covers the final steps in the PM/EHR cycle using all source documents ñ patient information forms, electronic encounter forms, and remittance advice forms. Lab included. Prerequisite: MOS206.

MOS208 Computerized Practice Management **3.0 credit hours**

This course is a continuation of coding using HCPCS. Student will learn to identify the breakdown of the levels, categories, process and steps of how to correctly code. Students will also understand the principles and use of each with particular emphasis placed on the use of diagnostic and procedure coding. Students will practice using the correct application of submitting a correct coding process and using the correct and official guidelines as they relate to describing diagnoses, procedures, services, supplies, as well as the terminology associated with each. Lab included. Prerequisite: MOS202 or MOS203.

MOS210 Medical Billing and Claims Management

4.5 credit hours

This course provides a practical approach to medical processing, and develops an appreciation for accounts receivable responsibilities in the health care provider setting. Specific instruction is provided in the preparation of the claim forms for Medicaid, CHAMPUS, Worker's Compensation, Medicare, and Blue Cross and Blue Shield. Additional instruction is provided in common claims adjudication problems and electronic submission of claims forms. Case studies are provided. Lab included. Prerequisite: MOS202 or MOS203.

MOS220 Medical Coding and Insurance II

4.5 credit hours

This course is a continuation of coding and classification systems and nomenclatures, indexes, registers, and registries, and to teach the basic principles and use of each with particular emphasis placed on the use of diagnostic coding/ICD-9 and ICD-10 codes. Students will practice using the correct application of ICD-9 and ICD-10 codes as they relate to describing diagnoses, procedures, services, supplies, and injection, as well as the terminology associated with each. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Lab included. Prerequisite: MOS202 or MOS203.

MOS224 Medical Office Administrative Procedures

4.5 credit hours

This course provides instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement. Lab included. Prerequisite: HLT101, MED101, MOS202 or MOS203.

MOS225 Case Management

4.5 credit hours

This course provides instruction in the monitoring of existing insurance claims, the appeal process, denying and closing cases and researching patient claims. The student will learn techniques for determining patient eligibility for pre-existing conditions, researching workmen's compensation claims, and incident reports. Lab included. Prerequisite: MOS210.

MOS264 Billing and Coding Externship

5.0 credit hours

This course provides 160 hours of experience in selected Physician's offices or other health care facilities. A qualified medical professional supervises the student during this activity. The externship will cover both clinical and administrative functions. Prerequisite: Completion of all core courses, including all pre-clinical requirements. .

MOS265 Billing and Coding Externship

6.0 credit hours

This course provides 180 hours of experience in selected Physician's offices or other health care facilities. A qualified medical professional supervises the student during this activity. The externship will cover both clinical and administrative functions. Prerequisite: Completion of all core courses, including all pre-clinical requirements.

PCT100 Patient Care Procedures

4.5 credit hours

This course teaches patient care procedures necessary for assisting pediatric patients, adult and geriatric patients in long term, community-based, acute care settings. The course also includes patient communication and interpersonal skills, legal and ethical responsibilities associated with the industry, and provides training in cardio-pulmonary resuscitation (CPR). Lab included. Prerequisites: MED101

PCT101 Home Health Aide

4.5 credit hours

This course exposes the student to homemaking services, shopping and meal preparation, and personal care assistance. The course also covers stages of human growth and development, safety and infection control and common disorders relative to home health care. In addition, this course teaches home health care for the client with special needs. Lab included. Pre-requisites: MED101

PCT102 Electrocardiography Aide

4.5 credit hours

This course will academically and technically prepare individuals to accurately perform electrocardiograms as a supportive diagnostic procedure. Students will learn to recognize familiar EKG patterns including major life threatening rhythms. The course will consist of theory and lab experience to promote competence. Lab included. Pre-requisites: MED101

PCT110 Articulated Nursing Assistant I

4.5 credit hours

This course instructs students in the role of the nursing assistant as it relates to personal care skills for the patient in extended care facilities, acute and community based care settings. Lab included. Pre-requisites: MED101

PCT111 Articulated Nursing Assistant II

4.5 credit hours

This course instructs students in the role of the nursing assistant as it relates to basic nursing skills for the patient in extended care facilities, acute and community based care settings. Lab included. Pre-requisites: MED101

PCT113 Patient Care Technician Externship

3.0 credit hours

In this course, students will get the chance to observe and become part of a real-life healthcare team. Students complete a total of 90 externship/clinical hours in a designated off-site healthcare facility. A qualified medical professional supervises the student during this activity. Pre-requisites: Complete all core coursework.

PHB100 Phlebotomy

No Credit

The objective of this 80 clock-hour course is to prepare students with adequate knowledge needed to perform duties and responsibilities of the phlebotomist. It prepares the learner to collect blood specimens for laboratory analysis. Learners apply medical terminology, basic anatomy and physiology, infection control, safety, communication and professionalism as they relate to the role of the phlebotomist in the medical laboratory. Specimen collection equipment and venipuncture are used. Lab Included: Prerequisite: None.

PHB101 Phlebotomy

4.5 credit hours

This course introduces the student to the performance of a variety of blood collection methods using proper techniques and standard precautions. Students will receive hands-on training in vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis will be placed on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism and ethics. Lab included. Pre-requisites: MED101

PSY107 Introduction to Psychology

6.0 credit hours

The objective of this 80 clock-hour course is to prepare students with adequate knowledge needed to perform duties and responsibilities of the phlebotomist. It prepares the learner to collect blood specimens for laboratory analysis. Learners apply medical terminology, basic anatomy and physiology, infection control, safety, communication and professionalism as they relate to the role of the phlebotomist in the medical laboratory. Specimen collection equipment and venipuncture are used. Lab Included: Prerequisite: None.

WLD100 Introduction to Welding

4.5 credit hours

This course provides an overview of welder career responsibilities, work safety practices, career success skills, the importance of job attitudes and work ethics, maintenance of equipment, welding symbols and corresponding welds, cutting torch operations, stick welding procedures, procedures to clean and evaluate welds, cutting and preparing metal plate, performing overlap beads in various plate positions, and begin fillet welds for plate T-joints. Lab included. Prerequisites: None

WLD101 Fillet Welding - Flat Plate Position

4.5 credit hours

This course is designed to provide a theoretical and competency based approach to techniques and procedures of fillet welding in the flat plate position. Students in this course will learn the F- Code welds and their relevant purpose with regard to use. Lab included. Prerequisites: WLD100

WLD105 Fillet Welding - Vertical & Horizontal

4.5 credit hours

This course is designed to provide a theoretical and competency based approach to techniques and procedures of fillet welding in the vertical and horizontal plate positions. Students in this course will learn the F- Code welds and their relevant purpose with regard to use. Lab included. Prerequisites: WLD100

WLD110 Structural Welding

4.5 credit hours

In this course students learn the welding process, welding codes, rod selection, reading basic blueprints, calculating dimensions and completing layouts. Safety and operational procedures of Plasma and Carbon Arc cutting are discussed and demonstrated. Students will perform plate welding in various positions using 7018 electrodes and applying shielded metal arc (SMAW) welding techniques. Students will also learn about Plasma and Carbon Arc cutting techniques. Lab included. Prerequisite: WLD100

WLD140 Basic Pipe Welding

4.5 credit hours

In this course, students develop knowledge, skills, and techniques of basic pipe fitting, use of 90's, T's, flanges, valves, take offs, use of pipe blueprints, sketches, templates, and uphill welding techniques on pipe. Students will learn to perform SMAW pipe welding with 6010 electrode stringer and 7018 electrode remainder in pipe positions of 2G and 5G. Lab included. Pre-requisites: WLD100

WLD150 Pipe Welding I

4.5 credit hours

Students in this course will receive an overview of TIG equipment and procedure setup, metals identification, tungsten safety and preparation. Emphasis in this course is placed on 6010 electrode root and 7018 electrode fill and cap in 6G position. Students will practice performing TIG stringer and hot pass on T-plate, TIG root and 7018 fill and cap on 2G and 6G pipe positions. Lab included. Pre-requisite: WLD140

WLD160 Pipe Welding II

4.5 credit hours

This course advances the student to the next procedures and practices in Pipe Welding. In this course students learn the operation requirements for portable equipment, weld test lab procedures, and testing approaches. Students perform mild steel TIG welding on pipe in various positions (2G, 5G, 6G) using TIG stringer, fill, and cap. Lab included. Pre-requisite: WLD150

WLD170 Advanced Pipe Welding

4.5 credit hours

In this course, students will work on advanced pipe welding projects and industrial applications, concentrating on performing stainless steel TIG welding on mild steel and using multiple pipe sizes and schedules in various pipe positions (2G, 5G, 6G). Students will learn and perform gas metal arc (MIG) and flux cored arc welding procedures. Lab included. Pre-requisites: WLD160 or WLD150

WLD190 Welding Certification Review I

4.5 credit hours

This course is designed to review skills and competencies for certification tests in fillet welds (F Codes) for plate welding, in compliance with the code and/or standards of the American Welding Society, American Society of Mechanical Engineers or recognized codes and standards of industry. Students who demonstrate competency in all necessary areas may sit for the Welding Certification exam. Lab included. Pre-requisite: WLD101, WLD105 and WLD 110

WLD200 Welding Certification Review II

3.0 credit hours

This course is designed to help students prepare and become eligible to sit for the Plate and Pipe Welding Certification for Welders. Students of this course may be able to sit for certification examinations provided by the American Welders Society, American Society of Mechanical Engineers or recognized codes and standards of industry. Pre-requisite: WLD170



SOUTHERNTECH.EDU

9 CONVENIENT LOCATIONS SERVING FLORIDA:

***Auburndale** 298 Havendale Boulevard, Auburndale, FL 33823

Bonita Springs 24311 Walden Center Dr. #101, Bonita Springs, FL 34134

***Brandon** 608 East Bloomingdale Avenue, Brandon, FL 33511

Fort Myers 1685 Medical Lane, Fort Myers, FL 33907

***Mount Dora** 2799 Old US Highway 441, Mount Dora, FL 32757

***Orlando** 1485 Florida Mall Avenue, Orlando, FL 32809

Port Charlotte 950 Tamiami Trail, #109, Port Charlotte, FL 33953

***Sanford** 2910 S. Orlando Drive, Sanford, FL 32773

Tampa 3910 Riga Boulevard, Tampa, FL 33619

*Represents campuses which are covered in this catalog.