Catalog Supplement
2016 - 2017 Catalog, Volume 4
Revision Date: May 19, 2017

Effective June 26, 2016

Page 4, *Accreditation*
The following paragraph shall replace the published statement:

The Diagnostic Medical Sonography Associate's degree at the Tampa campus is accredited by the Commission on Accreditation of Allied Health Educational Programs (CAAHEP). Additional information regarding this institution may be obtained by contacting CAAHEP at 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, or (727) 210-2350 or www.caahep.org. Additional information may also be obtained by contacting the Joint Review Commission on Education in Diagnostic Medical Sonography (JRC-DMS) at 6021 University Boulevard Suite 500, Ellicott City, MD 21043, or (443) 973-3251 or www.jrcdms.org.

Effective August 11, 2016

Page 3, *Academic Calendar*
The 2017 Academic Calendar has been updated.

January 09, 2017	Winter Term Begins
January 16, 2017	Martin Luther King Jr. Day, No Classes
February 20	Mini-Term Begins
March 25	Winter Term Ends
March 26 – April 2	Spring Break
April 3, 2017	Spring Term Begins
May 15	Mini-Term Begins
May 30	Memorial Day, College Closed, No Classes
June 17	Spring Term Ends
June 18 - 25	Summer Break
June 26, 2017	Summer Term Begins
July 4	Independence day, College Closed, No Classes
August 7	Mini-Term Begins
September 4	Labor Day, College Closed, No Classes
September 9	Summer Term Ends
September 10 - 24	Fall Break
September 25, 2017	Fall Term Begins
November 6	Mini-Term Begins
November 23 – November 26	Thanksgiving, College Closed, No Classes
December 9	Fall Term Ends
December 10, 2017 – January 7, 2018	Winter Break

Effective August 19, 2016

Page 5, *Administration*

Mr. Pedro C. De Guzman	Chief Executive Officer
Mr. Christopher Abel	Chief Financial Officer/Executive Vice President
Dr. Lori Moran	Chief Operating Officer/Sr. Vice President
Mr. Mike Rhodes	Sr. Vice President, Admissions
Mr. Richard Bennett	Sr. Vice President, Financial Aid
Dr. Ilia Matos	Sr. Vice President, Institutional Quality and Accreditation

Mr. Sandeep Kaup...Vice President, Marketing
Ms. Andrea Mitchell.. Group Director of Career Services

__Page 7__, Programmatic Entry Requirements
The following programmatic admissions requirements for the Associate of Science in Diagnostic Medical Sonography (DMS) program, have been in effect since May 15, 2015:

- Score of 250 or above on the verbal (English) portion and a score of 250 or above on the quantitative (Math) portion of the Wonderlic Basic Skills Assessment
- Interview with a member of the DMS department
- Provide results of a clear criminal background check

__Page 64__, Nursing
The correct course number listed for the course entitled Beginning Medical/Surgical Nursing Clinical is NUR124.

__Page 70__, Course Descriptions

ACG206, Managerial Accounting
Pre-requisite: None

Effective August 25, 2016

Law Enforcement Professional and First Responder Scholarships
The Law Enforcement Professional and First Responder Scholarships are offered to students who wish to pursue completion of any program, with the exception of the Diagnostic Medical Sonography Associate of Science degree program and the Nursing Associate of Science degree program, at Southern Technical College. These scholarships are available to new and continuing students and are awarded based on the student's entrance and academic achievements. The scholarships are meant to help defray program costs for those recipients who complete their program of study.
- The STC Law Enforcement Professional and First Responder Scholarships are available only to full-time students at Southern Technical College.
- The recipient must meet all institutional and programmatic admissions requirements, including graduation from high school or its equivalent and the submission of a letter of recommendation from a high school counselor, community leader, supervisor or individual who can attest to the applicant's potential to succeed in the program of choice.
- The recipient must carry a full-time course load, except during terms that the program sequencing dictates a lesser course load or during terms when the student is impacted by approved transfer credit.
- In order to maintain eligibility, the recipient must maintain a cumulative grade point average of 2.5 at the end of every term.
- The recipient may only withdraw from the institution one time and must re-enter in the subsequent term.
- The scholarship does not apply to fees or other charges.
- The recipient is not eligible to participate in any other institutionally funded financial assistance program.
- The scholarship for new and continuing students will be awarded for up to $4000 and upon completion of a diploma program.
- The scholarship for new and continuing students will be awarded for up to $6000 and upon completion of an associate's Degree program.
- The recipient must be a current or retired Law Enforcement Professional or First Responder, or must be an immediate family member of a current or retired Law Enforcement Professional or First Responder. The recipient must be able to provide official identification or documentation that displays current or retired status. If the recipient is an immediate family member, the recipient must

be able to provide proof of relationship and the aforementioned identification or documentation of status of the sponsoring Law Enforcement Professional or First Responder.

This grant is no longer offered.

Effective September 9, 2016

Veteran and Military Scholarships
The Veteran and Military Scholarships are offered to students who wish to pursue completion of any program, with the exception of the Diagnostic Medical Sonography Associate of Science degree program and the Nursing Associate of Science degree program, at Southern Technical College. These scholarships are available to new and continuing students and are awarded based on the student's entrance and academic achievements. The scholarships are meant to help defray program costs for those recipients who complete their program of study.

- The STC Veteran and Military Scholarships are available only to full-time students at Southern Technical College.
- The recipient must meet all institutional and programmatic admissions requirements, including graduation from high school or its equivalent and the submission of a letter of recommendation from a high school counselor, community leader, supervisor or other individual who can attest to the applicant's potential to succeed in the program of choice.
- The recipient must carry a full-time course load, except during terms that the program sequencing dictates a lesser course load or during terms when the student is impacted by approved transfer credit.
- In order to maintain eligibility, the recipient must maintain a cumulative grade point average of 2.5 at the end of every term.
- The recipient may only withdraw from the institution one time and must re-enter in the subsequent term.
- The scholarships do not apply to fees or other charges.
- The recipient is not eligible to participate in any other institutionally funded financial assistance program.
- The scholarship for new and continuing students will be awarded for up to $4000 upon completion of a diploma program.
- The scholarship for new and continuing students will be awarded for up to $6000 upon completion of an associate's degree program.
- The recipient must be a veteran, reserve, or active member of any branch of the US military, or must be an immediate family member of a veteran, reserve, or active member of any branch of the US military. The recipient must be able to provide official identification or documentation that displays status. If the recipient is an immediate family member, the recipient must be able to provide proof of relationship and the aforementioned identification or documentation of status of the sponsoring veteran, reserve, or active member of any branch of the US military.

This grant is no longer offered.

Effective September 26, 2016

High School and GED Community Scholarships
The High School and GED Community Scholarships are offered to students who wish to pursue completion of any program, with the exception of the Diagnostic Medical Sonography Associate of Science degree program and the Nursing Associate of Science degree program, at Southern Technical College. The

scholarships are available to new students and are awarded based on the student's entrance and academic achievements. The scholarships are meant to help defray program costs for those recipients who complete their program of study.

- The STC High School and GED Community Scholarships are available only to full-time students at Southern Technical College.
- The recipient must complete an essay of no more than 300 words explaining why he/she will be a terrific STC graduate.
- The recipient must meet all institutional and programmatic admissions requirements, including graduation from high school or its equivalent and the submission of a letter of recommendation from a high school counselor, community leader, supervisor or other individual who can attest to the applicant's potential to succeed in the program of choice.
- The recipient must carry a full-time course load, except during terms that the program sequencing dictates a lesser course load or during terms when the student is impacted by approved transfer credit.
- In order to maintain eligibility, the recipient must maintain a cumulative grade point average of 2.5 at the end of every term.
- The recipient may only withdraw from the institution one time and must re-enter in the subsequent term.
- The scholarships do not apply to fees or other charges.
- The recipient is not eligible to participate in any other institutionally funded financial assistance program.
- The recipient must have earned a GED or Standard High School Diploma in 2016. Transcripts with a date of completion/ graduation are required.

Page 4, Accreditation

The Nursing program at Southern Technical College, Fort Myers campus, is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN). Additional information may be obtained by contacting ACEN at 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326 or www.acenursing.org. The telephone number is (404) 975-5000.

Page 70, Course Descriptions

HIM124, Clinical Classifications I
Pre-requisite: HSC154 or BSC106

HIM142, Foundations of Pathophysiology
Pre-requisite: HSC154 or BSC106

HIM226, Basic Procedural Coding
Pre-requisite: HSC154 or BSC106

HIM122, Clinical Classifications I
Pre-requisite: HSC154 or BSC106

HIM220, Healthcare Statistics
Pre-requisite: MAT100

HIM222, Intermediate Coding
Pre-requisite: HIM124 and HIM122

HIM228, Reimbursement Methodologies
Pre-requisite: HIM124 and HIM122

NUR100 Nursing Fundamentals   **3 credit hours**

An emphasis in this course is on principles of nursing practice including essential concepts and core values, basic knowledge and nursing skills related to the care of culturally diverse adult and geriatric clients across the lifespan. It discusses the legal and ethical implications in nursing practice, the informed consent process, the promotion of safety in a health care setting, and the development of interventions and evidence based practice that minimizes the risk of harm and stress to the patient. Pre-requisites: BSC108, BSC110, MCB102, NUR112; Co-requisite: NUR104, NUR102, NUR108, NUR110

NUR101 Nursing Fundamentals   **4 credit hours**

An emphasis in this course is on principles of nursing practice including essential concepts and core values, basic knowledge and nursing skills related to the care of culturally diverse adult and geriatric clients across the lifespan. It discusses the legal and ethical implications in nursing practice, the informed consent process, the promotion of safety in a health care setting, and the development of interventions and evidence based practice that minimizes the risk of harm and stress to the patient. Prerequisites: BSC108, BSC110, MCB102, NUR112; Co-requisites: NUR104, NUR102, NUR108, NUR110

NUR102 Nursing Fundamentals Clinical   **4 credit hours**

This course provides, in a variety of settings, selected patient experiences that assist the student to integrate content from classroom learning activities and skills laboratory learning. The clinical patient care experiences focus on nursing assessment, use of basic nursing skill sets, safe medication administration and teaching for wellness. There is an emphasis on the use of the EMR and patient safety. Pre-requisites: BSC108, BSC110, NUR112; Co-requisites: NUR104, NUR100/101, NUR108, NUR110

NUR104 Nursing Skills Lab I   **1 credit hours**

This course presents an introduction to basic technical nursing skills sets that are either utilized or delegated by the nurse to implement the nursing process in a safe effective manner. The skill laboratory is used, by students, for practice of all skills under the supervision of nursing staff. Pre-requisites: BSC108, BSC11, HUN120, NUR112; Co-requisites: NUR114, NUR100/101, NUR102, NUR108

NUR106 Nursing Skills Lab II   **1 credit hours**

This course provides the knowledge and practice for beginning medical/surgical nursing skills sets. Students will achieve complex client care skills that are utilized by the nurse to safely implement the nursing process and manage care. Students gain competency by practicing skills in a supportive and supervised environment in the college campus lab. Pre-requisites: NUR102, NUR100/101, NUR108, NUR110; Co-requisites: SYG100, PSY100, NUR124, NUR120/121, NUR114

NUR108 Health Assessment   **3 credit hours**

The focus of this course is on the theory and skills related to history taking, physical assessment and completing a head-to-toe assessment of the adult and geriatric population. Emphasis is placed on the normal versus abnormal findings necessary for a nurse to identify and apply ethical and critical thinking processes during states of health and illness. Pre-requisites: BSC110, MCB102, NUR112; Co-requisites: NUR114, NUR104, NUR102, NUR108

NUR110 Health Assessment Skills Lab   **1 credit hours**

This course offers students a systems approach, based on critical thinking modalities, to health assessment of diverse individuals across the lifespan. The simulations and scenarios focus on nursing assessment while incorporating basic skill sets and teaching for wellness. Students find a supportive and supervised environment where increasing confidence and competence are encouraged while practicing physical assessment and history gathering skills. Pre-requisite: BSC108, BSC110, MCB102, HUN120, NUR112; Co-requisites: NUR114, NUR104, NUR102, NUR108

NUR112 Concepts of Nursing Practice   **2 credit hours**

Students will examine the concepts and principles related to health, healthcare delivery, and patient care. Family-centered nursing concepts are explored, including the process and management of patient care. Emphasis is placed on the therapeutic communication process and the impact of culture, ethnicity, and spirituality on health-seeking behaviors. Participants are also introduced to evidence based nursing practice and clinical application. Professional standards of nursing practice, including behaviors, ANA code of ethics and legal implications of nursing practice, are also discussed. Pre-requisites: BSC109, MAC110, CSG100; Co-requisites: MCB110, HUN120

NUR114 Pharmacology for Nursing   **4 credit hours**

The focus of this course is to assist the student in applying knowledge of pharmacology and the nursing process to direct nursing decisions relative to safe drug administration and to ensure compliance with standards of practice. This course focuses on identification of drug classifications, drug interactions, calculation of dosages and solutions, and application of the nursing process to clinical situations. Pre-requisites: BSC110, MCB102, HUN120, NUR112, NUR100/101, NUR104, NUR108, NUR110; Co-requisites: PSY100, DEP200, NUR124, NUR220/221

NUR120 Beginning Medical/Surgical Nursing   **3 credit hours**

This course introduces the student to nursing care of diverse adult and geriatric populations with common medical/surgical health problems in the acute care setting. Applications of pathophysiology, nutrition and pharmacology are applied. Students will learn advanced nursing skills, delegation, prioritization and documentation during this course. Pre-requisites: NUR100/101, NUR102, NUR104, NUR108, NUR110; Co-requisites: PSY100, DEP200, NUR124, NUR106, NUR114

NUR121 Beginning Medical/Surgical Nursing   **4 credit hours**

This course introduces the student to nursing care of diverse adult and geriatric populations with common medical/surgical health problems in the acute care setting. Applications of pathophysiology, nutrition and pharmacology are applied. Students will learn advanced nursing skills, delegation, prioritization and documentation during this course. Pre-requisites: NUR100/101, NUR102, NUR104, NUR108, NUR110; Co-requisites: PSY100, DEP200, NUR124, NUR106, NUR114

NUR124 Beginning Medical/Surgical Nursing   **4 credit hours**

This course provides selected patient experiences in a variety of settings and assists the student to incorporate theory and hands-on proficiencies learned in the classroom and laboratory. The clinical focus is on the practice of beginning medical/surgical technical nursing skill sets that are utilized or delegated by the nurse to patients with commonly occurring health limitations that potentially alter conservation principles. Clinical experiences include activities in acute care, outpatient and rehabilitation. Pre-requisites: NUR100/101, NUR102, NUR104, NUR108, NUR110; Co-requisites: PSY100, DEP200, NUR120/121, NUR106, NUR114

NUR204 Nursing Skills Lab III   **1 credit hours**

This course builds on and supplements the knowledge and practice of beginning medical/surgical technical nursing skill sets. Introduced are complex technical skill sets used by the nurse to safely meet the needs of complex and multi-system patients. Students gain competency by practicing skills in a supportive and supervised environment in the college campus lab. Pre-requisites: NUR230, NUR232, NUR242, NUR244, DEP200; Co-requisites: NUR224, NUR220, NUR252, NUR254

NUR220 Medical/Surgical Nursing   **3 credit hours**

This course introduces the student to nursing care of diverse adult and geriatric populations with complex medical/surgical health problems in the acute care setting. Applications of pathophysiology, nutrition, and pharmacology are applied. Students will continue to master delegation, prioritization and documentation along with complex nursing skills to render safe, culturally competent client care. Pre-requisites: NUR232, NUR234, NUR242, NUR244, DEP200; Co-requisites: NUR224, NUR252, NUR254

NUR220 Medical/Surgical Nursing   **4 credit hours**

This course introduces the student to nursing care of diverse adult and geriatric populations with complex medical/surgical health problems in the acute care setting. Applications of pathophysiology, nutrition, and pharmacology are applied. Students will continue to master delegation, prioritization and documentation along with complex nursing skills to render safe, culturally competent client care. Pre-requisites: NUR232, NUR234, NUR242, NUR244, DEP200; Co-requisites: NUR224, NUR252, NUR254

NUR224 Medical/Surgical Nursing Clinical   **4 credit hours**

This course provides the nursing student with selected patient experiences in a variety of settings that facilitates the integration of content from the classroom and college skills lab. The contextual focus is on planning nursing care and integrating complex medical/surgical technical skill sets that are utilized by the nurse to implement the nursing process. Students will demonstrate an understanding and mastery in delegation, prioritization and documentation along with complex nursing skills, to render safe, culturally competent client care. Clinical environments include acute care and community settings. Pre-requisites: NUR232, NUR234, NUR242, NUR244, DEP200; Co-requisites: NUR220/221, NUR252, NUR254, NUR204

NUR226 Critical Care Nursing   **2 credit hours**

This course focuses on the medical complexity and highly technical skills required by today's nurse for family-centered care of clients with life threatening syndromes and system failures. Students will become familiar with the collaborative care, drug therapy and nursing management of critically ill clients. Pathophysiology of clinical manifestations will also be discussed. This course also introduces the student to nursing management of emergency, terrorism and disaster nursing. Triage, in the acute care setting as well as the community, select toxicological emergencies, and victims of violence are also stressed. Students will also learn to differentiate the responsibilities of the community, state and federal agencies during an emergency. Pre-requisites: NUR224, NUR220/221, NUR204, NUR252, NUR254, NUR294; Co-requisites: NUR228, NUR280

NUR228 Critical Care Nursing Clinical   **2 credit hours**

This course provides experiences in selected critical care clinical settings where patients have life-threatening conditions and need intense, round-the–clock care by a team of multi-professionals, to assist the student with the integration of critical care classroom content into patient care. The critical thinking models for human functioning and initial nursing interventions will be used and practiced in conjunction with the nursing process and critical care tools. Medical/surgical nursing care concepts are revisited in the context of clinical complexity for critical care nursing. Pre-requisites: NUR224, NUR220, NUR204, NUR252, NUR254; Co-requisites: NUR22, NUR280, NUR294

NUR232 Pediatric Nursing   **3 credit hours**

This course focuses primarily on the concept of family-centered child care, while placing emphasis on common pediatric disorders along with nursing management. Building on foundational concepts of adult nursing, students learn evidence-based techniques of atraumatic care, patient teaching and methods of communicating with children and their families. A developmental approach addresses the differences at each stage of the child's growth, which enables students to design individual health care plans at the appropriate level for each child. Pre-requisites: SYG100, NUR120/121, NUR124, NUR106; Co-requisites: NUR234, NUR242, NUR244, DEP200

NUR234 Pediatric Nursing Clinical   **2 credit hours**

This course provides the student with selected experiences in pediatric settings that assist the student to integrate classroom learning with care of children. The nursing process is applied, with accompanying technical skill sets, to children with common occurring health limitations.   These limitations lead to therapeutic personal, structural and social integrity that require evidence-based protocols based on patient values, preferences and expressed needs. The nursing student will develop specific cognitive and psychomotor competencies which will be demonstrated in an effective performance in the clinical area. Clinical experiences occur in acute care, community settings and wellness centers. Pre-

requisites: SYG100, NUR120/121, NUR124, NUR106; Co-requisites: NUR232, NUR242, NUR244, DEP200

NUR242 Maternity Nursing   **3 credit hours**

The focus of this course is utilizing the nursing process in the assessment and management of the childbearing family. Emphasis is on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including the abnormal conditions. The student will utilize critical thinking and a systematic problem-solving approach to plan for the basic care needs of the childbearing family during the prenatal, intra-partum, and post-partum periods. The student will also integrate the teaching needs of the childbearing family into the plan of care. Pre-requisites: SYG100, PSY100, NUR120/121, NUR124, NUR106; Co-requisites: NUR232, NUR230, DEP200

NUR244 Maternity Nursing Clinical   **2 credit hours**

This course provides selected experiences in obstetric settings that assist the student to integrate content from the classroom with the nursing care of child-bearing women and their families. The focus of nursing care and accompanying technical skill sets are utilized by the student to implement the nursing process with emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including the abnormal conditions. The student will also integrate the teaching needs of the childbearing family into the plan of care. Pre-requisites: SYG100, NUR120, NUR124, NUR106; Co-requisites: NUR230, NUR242, NUR232, DEP200

NUR252 Mental Health Nursing   **3 credit hours**

The primary focus of this course is nursing management of the major psychiatric and neuropsychiatric disorders. Primary prevention, early intervention and treatment for alterations in thought, mood and behavior are stressed. The role of the professional nurse as a partner within a multidisciplinary team is introduced. Medication and medical treatments are identified. Pre-requisites: NUR230, NUR232, NUR242, NUR244, DEP200; Co-requisites: NUR224, NUR204, NUR220, NUR254

NUR254 Mental Health Nursing Clinical   **2 credit hours**

This course provides selected patient experiences in mental health settings that assist the student to integrate content from the classroom with patient care. The emphasis of this course is to apply theory, concepts, and skills related to mental health nursing while functioning as a member of the nursing profession, provider of patient centered care to a diverse population, patient safety advocate, and member of the healthcare team in a variety of inpatient and community settings. Pre-requisites: NUR230, NUR232, NUR242, NUR244, DEP200; Co-requisites: NUR220, NUR204, NUR252, NUR224

NUR276 Perioperative Nursing   **2 credit hours**

This course introduces surgical nursing care concepts, substantiated by evidence, in the context of patient care surrounding the surgical experience. Integrating levels of prevention, quality, safety concepts, established professional standards and competencies, students will be introduced to specialized practice that includes, but is not limited to anesthesia, operating room nursing assessments, patient positioning, sterile environments, surgical instruments, wound closure and healing, safety and risk management, postoperative care, and pain management. Pre-requisites: NUR224, NUR221/220, NUR204, NUR252, NUR254

NUR278 Perioperative Nursing Clinical   **2 credit hours**

This course provides experiences in operating room settings to assist the student with the integration of classroom perioperative concepts in patient care situations in conjunction with the nursing process and perioperative nursing standards of care. Medical/surgical nursing care concepts are revisited in the context of clinical complexity for the specialty of perioperative nursing. Nursing care, using a preceptor, is given to patients whose surgical intervention ranges from simple to complex. Pre-requisites: NUR224, NUR221/220, NUR204, NUR252, NUR254; Co-requisites: NUR276, NUR280, NUR294

NUR280 Seminar for Beginning Nursing Practice   **2 credit hours**
This seminar expands on the knowledge and skills obtained in the nursing curriculum and integrate the theory of organizational development and culture, management styles and beginning leadership skills into the overall scope and practice of the registered nurse. An emphasis is placed on the legal and ethical responsibilities in the practice of nursing. Also discussed are evidence-based competencies related to effective communication, team building, evidence-based practice, patient safety, and quality assurance. Pre-requisites: Completion of all core courses; Co-requisites: NUR226 or NUR276, NUR228 or NUR278

NUR294 Nursing Practicum   **6 credit hours**
This course builds on the knowledge and skills obtained in the nursing curriculum and integrates the concepts within the scope of practice in varied/diverse patient care settings. Synthesis of management, organizational culture and interpersonal relationship principles are applied while developing independence in the practice of nursing. This course facilitates the students' evaluation of principles and practices of the profession of nursing while preparing them to transition from a nursing student to a practicing registered nurse. Pre-requisites: NUR252, NUR254, NUR280

Effective October 4, 2016

Page 7, HESI Assessment Policy

STC uses the Health Education Systems Incorporated (HESI) content exam to assess applicants' ability to enter the Associate of Science in Nursing program. The following chart provides the minimum scores required for admission:

Score	English Language	Math
75	Admitted into the program	Admitted into the program
50-74	Admitted into the program with contingencies. Must successfully complete ENC101 with a minimum of a "C" grade.	Admitted into the program with contingencies. Must successfully complete MAC110 with a minimum of a "C" grade.

HESI scores are acceptable for up to one year from the test date. HESI scores from other entities are not acceptable after the student has commenced his or her program of study at Southern Technical College.

- In order to be admitted with contingencies, an applicant may have only attempted the HESI twice and must have scores in both content areas that are 50 or above.
- In order to be admitted with contingencies, an applicant must achieve a minimum score of 75 or above in one section of the entrance assessment**.**
- Students entering the program with contingencies must successfully complete the assigned courses (ENC101 or MAC110), attend the required remediation and post-test at Southern Technical College.
- Students who fail to achieve a score of 75 in any content area post-test may not continue in the program.

A student who is withdrawn from the program due to not meeting the minimum scores for admission with contingencies cannot appeal the final decision. A student who is withdrawn from the program for not meeting the minimum score requirements may re-apply for admission into the program after 12 months and must follow the outlined initial applicant HESI testing procedure.

Effective November 21, 2016

The following academic calendar for 2017 shall replace the one listed on page 3 of the catalog:

2017 Academic Calendar

January 02, 2017	Winter Term Begins
January 16	Martin Luther King, Jr. Day, No Classes
February 13	Mini-Term Begins
March 18	Winter Term Ends
March 19 – March 26	Spring Break
March 27	Spring Term Begins
May 8	Mini-Term Begins
May 29	Memorial Day, College Closed, No Classes
June 17	Spring Term Ends
June 18 - 25	Summer Break
June 26	Summer Term Begins
July 4	Independence day, College Closed
August 7	Mini-Term Begins
September 4	Labor Day, College Closed, No Classes
September 16	Summer Term Ends
September 17 - 24	Fall Break
September 25	Fall Term Begins
November 6	Mini-Term Begins
November 23 – November 26	Thanksgiving, College Closed, No Classes
December 16, 2017	Fall Term Ends

Effective December 21, 2016

Page 30, ***Course Repetitions for Students Receiving VA Educational Benefits***
Classes that are successfully completed may not be certified for again for VA purposes, if they are repeated. However, if a student fails a class, or if a program requires a higher grade than the one achieved in a particular class for successful completion, that course class may be repeated and certified to VA again.

Effective December 28, 2016

Page 4, ***Accreditation***
Southern Technical College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) located at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4223, to award bachelor's degrees, associate's degrees, certificates, and diplomas. As of December 12, 2016, ACICS is no longer recognized by the Secretary of the United States Department of Education and, as a result, Southern Technical College has 18 months from the date of the decision (by June 12, 2018) to secure approval from another federally recognized accrediting agency in order to maintain eligibility to receive Title IV, HEA program funds after that date. Southern Technical College is in the process of transitioning its primary accreditation to a new national accrediting body that is recognized by the Secretary of the United States Department of Education and expects that process to be complete in early 2018.

If Southern Technical College does not obtain accreditation within the required 18 month period, the institution would no longer be eligible to receive funds under Title IV, HEA programs. As noted above, Southern Technical College anticipates accreditation under a new accrediting body well before this 18 month deadline and currently remains eligible to receive Title IV program funds.

Any student who has a complaint relating to Title IV eligibility or administration, the quality of education received at Southern Technical College, or otherwise relating to the accreditation standards of its former accrediting agency can submit that complaint to the School Administration of Southern Technical College directly at studentcomplaint@southerntech.edu or call 407-757-1383 and/or to any of the following: the Commission for Independent Education, Florida Department of Education at 325 West Gaines Street, Suite

1414, Tallahassee, FL 32399-0400; the Department of Education's Student Complaint website at https://studentaid.ed.gov/sa/repay-loans/disputes/prepare/contact-ombudsman; the Florida Attorney General Office at PL-01 The Capitol, Tallahassee, FL 32399-1050; or the Florida Department of Agriculture Division of Consumer Services at P.O. Box 6700, Tallahassee, FL 32399-6700.

*Page 12, **Minimum CGPA Achievement***
The following table shall replace the one listed on the current edition of the catalog.

Diploma Programs

Credit Attempted	Minimum Completion Rate
0 - 23.9	1.25
24 – 42.9	1.75
43 and up	2.00

*Page 70**, Course Descriptions***

SLS130 Career Development (2 cr.) "O"

SLS150 College Success (4 cr.) "O"

SSE Social Media (2 cr.) "O"

Effective January 17, 2017

Page 38**, Programs of Study**

Effective immediately, the following programs will no longer accept new or re-entry students:

- Bachelor of Science in Accounting
- Bachelor of Science in Cyber Technology and Security Systems
- Bachelor of Science in Elementary Education
- Bachelor of Science in Healthcare Administration
- Bachelor of Science in Information Technology and Security Systems
- Bachelor of Science in Interior Design
- Bachelor of Science in Management
- Diploma in Medical Billing and Coding Technology (Fort Myers campus only, including Online)

Effective immediately, the following programs will no longer accept new students:

- Associate of Science in Early Childhood Education
- Associate of Science in Health Information Management
- Associate of Science in Medical Assistant

Effective February 8, 2017

Admissions Policy Allowing for Exceptions to Proof of Graduation Requirement in Cases of Documentation Hardship

In exceptional instances, Southern Technical College may accept for admittance an applicant who can document that he/she attempted to secure written proof of high school graduation or the equivalent and, through no fault of his/her own, was unable to secure such proof of high school graduation or the equivalent. This exception applies only to students applying for entry into Diploma level programs. There are three (3) criteria to be met in order to qualify for this exception:

1. There must be documentation of the unusual circumstance from a third party supporting that the written proof of graduation could not be reasonably secured.
2. The student must demonstrate the ability to benefit from the training by achieving a minimum score of 12 on the Wonderlic SLE within the allowable time limit.
3. The student must sign an attestation form affirming the fact that he/she earned a standard high school diploma or the equivalent.

Page 6, **Campus Hours of Operation**

Classes

Fort Myers and Port Charlotte Campuses

Monday – Friday: 8:30am – 1:40pm
Monday – Friday: 1:00pm – 4:50pm
Monday – Friday: 5:30pm – 10:10pm

Tampa Campus

Monday – Friday: 9:00am – 1:10pm
Monday – Friday: 5:30pm – 10:40pm

Page 7, **Programmatic Entry Requirements**

Medical Laboratory Technician

- A score of 250 or above on the Verbal (English) and a score of 250 or above on the Quantitative (Math) portions of the Wonderlic Basic Skills Assessment

Effective February 17, 2017

Paralegal   **Fort Myers, Tampa**
Associate of Science
96 quarter credit hours/96 weeks

The Paralegal program is designed to provide the student industry-relevant training by encompassing a well-balanced curriculum of legal theory and practice, general education, and business skills. Students are involved in legal research and writing, document preparation, trial practice, and general law office management. Upon successful completion of the program, graduates may pursue entry-level positions in public and private law offices, banks, insurance companies, real estate firms, or public agencies.

	Core Courses	**Credits**
CJL210	Criminal Law and Procedure	4
PLA100	Introduction to Paralegalism	4
PLA110	Legal Research, Writing and Technology I	4
PLA130	Civil Litigation	4
PLA126	Evidence	4
PLA150	Contracts and the Uniform Commercial Code	4
PLA160	Real Estate and Property Law	4
PLA180	Family Law	4
PLA188	Constitutional Rights	4
PLA210	Legal Research, Writing and Technology II	4
PLA220	Torts	4
PLA222	Civil Discovery	4
PLA240	Bankruptcy Law	4
PLA260	Estates, Trusts and Probate	4

PLA276	Law Office Management	4
PLA284	Immigration Law	4
	Total Core Credits	**64**
	General Education Courses	
HUM154	Survey of Humanities	4
ENC110	English Composition I	4
MAT100	College Math	4
PSY100	Introduction to Psychology	4
SPC160	Communication Dynamics	4
SYG100	Introduction to Sociology	4
	Total General Education Credits	24
	Foundation Courses	
CGS100	Introduction to Computer Information Systems	4
SLS150	College Success	4
	Total Foundation Credits	4
	REQUIRED FOR GRADUATION	**96**

Course Descriptions

CJL210   Criminal Law and Procedure   4 credit hours
Pre-requisite: CCJ110 or PLA100

PLA100   Introduction to Paralegalism   4 credit hours
This course is the study of the requirements, formalities, drafting and execution of wills and trusts, probating wills, intestacy law and administration of wills and estates. Appropriate ethical considerations will be discussed.

PLA110   Legal Research, Writing and Technology I   4 credit hours
This course presents students with the opportunity to examine and develop comprehensive legal research and writing skills.   Students will be trained in some of the most functional abilities required for successful paralegals. This course presents students with cutting-edge training in online legal research and will allow them to gain a familiarity regarding the technological platforms used by most law firms. Students will learn proper methods of analyzing and synthesizing rules, derived from case law, to make powerful arguments in support of clients' cases. Instruction will also cover proper citation format, use of indexes, and the differences between primary and secondary sources of law. Computer-based research, as well as traditional forms of research, will be utilized. Students will practice retrieving legal sources, analyzing fact patterns, and organizing effective documents. Various legal documents, such as pleadings, memorandums, and motions, will be introduced. Students are also given an overview of effective organizational tactics, office management, and the utilization of financial resources.

PLA130   Civil Litigation   4 credit hours
This course will emphasize the court system and the litigation procedures in the State of Florida. All aspects of civil litigation will be studied including preliminary interviews with clients, investigation and marshalling of facts, drafting of pleadings, and motion practice. Pre-requisite: PLA100

PLA150   Contracts and the Uniform Commercial Code   4 credit hours
This course will discuss the essential requirements of a contract, issues relating to the law of sales and credit transactions and negotiable instruments. This course will also explore the Uniform Commercial Code with emphasis on Sales and Secured Transactions.

PLA160   Real Estate and Property Law   4 credit hours

This course is the study of real property, types of ownership, and different ways of becoming an owner, conveyance, liens, easements, recording and condominiums. The student will review and analyze deeds, mortgages, sales, contracts, closing memoranda and documents, leases and forms for landlord proceedings.

PLA180   Family Law   4 credit hours

This course presents the law of divorce and attendant custody and property problems, the application of principles involving custody of minor children, and the responsibilities, duties, and liabilities of parent and child. Documents used in these various proceedings will be drafted. Pre-requisite: PLA100

PLA210   Legal Research, Writing and Technology II   4 credit hours

This course presents students with the opportunity to fully examine and develop comprehensive legal research and writing skills.   Students will continue training in some of the most functional abilities required for successful paralegals. This course presents students with cutting-edge training in online legal research and will allow them to gain a command of the technological platforms used by most law firms. Students will learn proper methods of analyzing and synthesizing rules, derived from case law, to make powerful arguments in support of clients' cases. Instruction will also cover proper document format, persuasion tactics, and the applications of primary and secondary sources of law. Computer-based research, as well as traditional forms of research, will be heavily utilized. Students will practice retrieving legal sources, analyzing fact patterns, and drafting effective documents. Various legal documents, such as pleadings, memorandums, and motions, will be written and developed to law firm standards.   Students will also continue their education regarding effective organizational tactics, office management, and the utilization of financial resources. Pre-requiste: PLA110

PLA220   Torts   4 credit hours

This course is a study of the civil wrongs arising from breach of duties imposed by law as distinguished from duties created by agreement or contracts, including trespass to personal and real property, conversion, negligence, deceit, injurious falsehood, defamation, malicious prosecution, nuisance, invasion of privacy, false imprisonment, and strict liability.

PLA222   Civil Discovery   4 credit hours

This course explores the rules and methods of discovery ranging from depositions to the evolving area of electronic discovery. The student who successfully completes this course will have the ability to obtain discovery that is relevant to the subject matter of a pending case. The course will provide the student with the ability to use the rules and methods of discovery to conduct the investigative stage of a case prior to trial. Techniques will be developed for obtaining discovery through written interrogatories, requests for production of documents or things, requests for admissions, physical and mental examinations and depositions. Pre-requisite: CJL210

PLA240   Bankruptcy Law   4 credit hours

This course will cover the Federal Bankruptcy Code with emphasis on Chapters 7, 11 and 13. The student will become familiar with the different forms and procedures for filing in the State of Florida. Pre-requisite: PLA130

PLA260   Estates, Trusts and Probate   4 credit hours

This course is the study of the requirements, formalities, drafting, and execution of wills and trusts, probating wills, intestacy law, administration of wills and estates. Appropriate ethical considerations will be discussed. Pre-requisite: PLA100

PLA276   Law Office Management   4 credit hours

This course will prepare the student for responsibilities associated with the management of a law office. The student will examine the structure of a law office, time and records management, billing methods, technology and computers, administrative procedures, client relations, office operating procedures and professionalism in the workplace. The student who successfully completes this course will understand the practical and

ethical issues of law office organization and functions through the visitation to a law firm/agency, interviewing of employees and preparation of oral and written reports. Pre-requisite: PLA100

PLA284   Immigration Law   4 credit hours
This course deals with the law of immigration within the United States. The course will focus on immigrants and the different categories of non-immigrants and the various laws that must be followed to visit the U.S. from abroad or grain permanent resident status. Immigration law is a form-based area of law. As such, we will identify and complete the various forms that are used in the immigration process. Students will identify the vocabulary often used in immigration cases, practice preparing various types of immigration forms, and develop an understanding of how to deal with the immigration client.

Effective March 27, 2017

STC Nursing Program Grant
The STC Nursing Program Grant is offered to students who wish to pursue the Associate of Science in Nursing at Southern Technical College. This grant is meant to assist students who complete their program of study and achieve state licensure as a registered nurse. This grant is available to continuing students who enrolled prior to March 27, 2017 and is awarded based on the student's academic achievements. This grant is meant to help defray program costs.

- The STC Nursing Grant is available only to full-time students pursing the Associate of Science in Nursing at Southern Technical College.
- The grant does not apply to fees or other charges.
- The recipient must carry a full-time course load, except during terms that the program sequencing dictates a lesser course load or during terms when the student is impacted by approved transfer credit.
- The recipient must maintain programmatic satisfactory academic progress.
- The recipient may only withdraw from the institution one time and must re-enter in the subsequent term.
- The recipient must meet all admissions requirements including graduation from high school or its equivalent.
- The grant will be awarded for up to $5000 towards any remaining balance on the student's account upon completion of all program requirements and upon achieving a first-attempt passing score on the National Council Licensure Examination, RN (NCLEX-RN).
- Students must register and site for the exam within 90 days from the official day of graduation.
- Any grant amount credited to an account cannot exceed the amount of the balance due after all charges have been made to the account and at the time that the specific grant requirement is met. Grant for cash pay students will be based on balance at the start of the final quarter after tuition charges have been posted.

Effective April 6, 2017

The STC Janus Grant
The STC Janus Grants are offered to students who were active students in the Interior Design Associates Degree, the Management Associates degree, the Network Engineering and Administration Associates degree and the Medical Billing and Coding Technology diploma program at the Ft. Myers, Port Charlotte or Tampa campuses as of March 17, 2017. The grants are awarded based on the student's academic achievements. The grants are meant to help defray program costs for those recipients who complete their program of study.

- The grants are available only to full-time students at Southern Technical College at the Ft Myers, Port Charlotte or Tampa campus.
- The recipient must be an active student at the Fort Myers, Port Charlotte or Tampa campus currently maintaining satisfactory academic progress in the Associate of Science in Interior Design,

Management, or Network Engineering and Administration or in the Medical Billing and Coding Technology diploma program.

- The recipient must carry a full-time course load, except during terms that the program sequencing dictates a lesser course load or during terms when the student is impacted by approved transfer credit.
- In order to maintain eligibility, the recipient must achieve prescribed quarterly grade point averages and attendance rates.
- The recipient may only withdraw from the institution one time and must re-enter in the subsequent term.
- The grants do not apply to fees or other charges.
- The recipient is not eligible to participate in any other institutionally funded financial assistance program, with the exception of the High/School Community Grants.

Effective April 11, 2017

The Associate of Science in Paralegal is also offered at the Port Charlotte campus.

Page 3, **Academic Calendar**

In addition to the current academic calendar, the following modular terms have been added:

Summer 2017			
	Start Date	**End Date**	
SUM A	06-26-17	07-20-17	Independence Day 07-04-17
SUM B	07-24-17	08-17-17	
SUM C	08-21-17	09-14-17	Labor Day 09-04-17
Fall 2017			
FALL A	09-25-17	10-19-17	
FALL B	10-23-17	11-16-17	
FALL C	11-20-17	12-14-17	Thanksgiving Day 11-23-17 **Winter Break 12-15-17 to 01-07-18**

Effective June 26, 2017, the following program will replace the one published on Page 68 of the catalog:

Medical Assisting
Diploma
51 Quarter Credits/40 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 facilities. 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
MED110	Foundations of Anatomy and Physiology	6
MED231	Clinical Skills for Medical Assistants	4.5
MED233	Medical Procedures	4.5
MED242	Fundamentals of Pharmacology	6
MED251	Allied Health Clinical Skills	4.5
MED253	Allied Health Laboratory Skills	4.5

MED265	Medical Assisting Externship	6
MOS201	Introduction to Electronic Health Records	4.5
	Total Credits	**51**

NOTE: In the State of Florida, qualified graduates from this program may be eligible to sit for one or both of the following certifications: Registered Medical Assistant (RMA) or Certified Clinical Medical Assistant (CCMA). 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

HTL101   Introduction to Health Careers   4.5 credit hours
This course describes health care delivery systems 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. Pre-requisites: None.

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 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: None.

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. Pre-requisites: MED220 or MED120 or MED110.

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. Pre-requisites: MED220 or MED120 or MED110.

MED242   Fundamentals of Pharmacology   6 credit hours
This course is the study of drugs with emphasis on concepts related to steps in the drug cycle and drug effects. A systems approach is used in learning major classifications of drugs and drugs of choice for selected disease processes and pathological conditions. Pre-requisites: MED101 or 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. Pre-requisites: MED220 or MED120 or MED110.

MED253   **Allied Health Lab 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. Pre-requisites: MED220 or MED120 or MED110.

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.

MOS201   **Introduction to Electronic Health Records**   **4.5 credit hours**

This course introduces basic concepts of use and maintenance of an Electronic Health Records (EHR) system. Provides exposure to basic navigation of an EHR. Explores issues around privacy, security, government regulations and ethical legal aspects of the health information technology environment. Lab included. Pre-requisites: None.

Effective April 24, 2017

Career Pathways Program

The STC Career Pathways Program (CPP) is designed for students who do not have a general equivalency diploma (GED) or a high school diploma and wish to attain a college degree. Students who wish to pursue a diploma in Medical Assisting at the Fort Myers or Port Charlotte campus may be eligible to participate in the program.

Applicants to the program are required to take and pass the Wonderlic ATB assessment prior to enrolling in the institution. A minimum score of 200 on the Verbal and 210 on the Quantitative portions of the exam must be achieved. The guidelines for re-taking the assessment are as follows:

- One re-take is allowed after 48 hours and 2 hours of documented remediation.
- A third attempt is permissible after 60 days of the first attempt and 4 hours of documented remediation.
- An applicant who fails to achieve the minimum required scores on both sections of the exam after three attempts, must wait six months before re-taking the examination.
- An applicant who fails to achieve the minimum required scores on both sections of the assessment after four attempts, must wait one year before testing again.

In addition to the scheduled hours for post-secondary instruction, students admitted to the CPP are required to attend a GED preparation course for a minimum of four hours per week, achieve an overall 75% attendance, and take the GED exam within six months of admission into the program. Weekly academic advising sessions are mandatory.

Effective May 4, 2017

Patient Care Technician   **Fort Myers**
Diploma
42 Quarter Credits/ 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.

Course Code	Course Title	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	6.0
MED110	Foundations of Anatomy and Physiology	6.0
PCT113	Patient Care Technician Externship	3.0
	Total Credits	**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.

Veterinary Assisting   **Tampa**
Diploma
52.50 Quarter Credits/40 weeks

The diploma program in Veterinary Assisting is designed to prepare students for entry-level employment as an assistant to a Veterinarian or Veterinary Technician. The program will provide students with a foundation of knowledge in ethics and law, animal anatomy and physiology, medical terminology, and animal care activities. Through hands-on learning, students will learn to keep medical and imaging records, offer client education, assist with nursing duties, prepare for surgeries, and assist in a routine exam. This program includes a clinical externship experience.

Course Number	Required Courses	Quarter Credits
VAT100	Introduction to Veterinary Assisting	6
VAT110	Medical Terminology	6
VAT120	Anatomy and Physiology	6
VAT130	Laboratory Procedures	4.5
VAT140	Pharmacology	4.5
VAT150	Radiology	4.5
VAT170	Veterinary Clinical Procedures	4.5
VAT180	Hospital and Surgical Procedures	4.5
VAT200	Externship	6
SLS110	Career Preparation	6
	Total Credits	**52.50**

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

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. Pre-requisites: 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.

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

SLS110   Career Preparation   6 credit hours
This course provides students with the foundation for job preparation and job searching. Students will identify their qualifications for their chosen career; identify what employers look for in strong candidates; build resumes and cover letters; gain tips on completing applications; job and informational interviewing; as well as job searching, professional networking, and tips for setting up a successful career. This course will also introduce students to the application of basic interpersonal communication skills, with a focus on achieving success in the workplace. Pre-requisites: None

VAT100   **Introduction to Veterinary Assisting**   **6 credit hours**

This class will introduce students to the role of the Veterinary Assistant as a member of an animal care team. Emphasis will be on OSHA, safety protocols, cleaning and disinfection. This class is designed to familiarize students with general veterinary office procedures. Students will learn to greet clients, answer the telephone, schedule appointments, admit patients, perform basic filing, and maintain and retrieve medical records. Students will also understand basic invoicing, billing, and payment and account procedures. Topics in human-animal bond, professional and appropriate appearance and language in the workplace are discussed. Students will also learn the correct use of electronic communication in the veterinary care center. Pre-requisites: None

VAT110   **Medical Terminology**   **6 credit hours**

Students will learn the structure of medical terms and abbreviations. Large and small breed recognition, identifying normal and abnormal animal behavior, and proper restraint of large and small animals are also discussed. Pre-requisites: None

VAT120   **Anatomy and Physiology**   **6 credit hours**

In this course, student will learn animal body systems and major organs. Grooming, nutrition, basic health care management, and animal sexing are also discussed in this course. Pre-requisites: VAT110

VAT130   **Laboratory Procedures**   **4.5 credit hours**

In this course, students will learn how to properly obtain and handle voided urine and fecal samples, assist in obtaining blood samples for procedures, and how to prepare and set up various laboratory tests and laboratory equipment. Handling of deceased animals will also be covered in this course. Lab included. Pre-requisites: None

VAT140   **Pharmacology**   **4.5 credit hours**

In this course, an overview of drugs will be discussed to familiarize students with common generic and brand name medications. Classes of medications and medical abbreviations associated with prescriptions, reading and filling prescriptions, and dosing and dispensing will be discussed. Students will also learn basic administration of medications. Lab included. Pre-requisites: None

VAT150   **Radiology**   **4.5 credit hours**

Students will learn the safety measures related to diagnostic imaging, as well as, labeling, filing, processing and development of images for diagnostic purposes. Lab included. Pre-requisites: VAT110

VAT170   **Veterinary Clinical Procedures**   **4.5 credit hours**

In this course, students will understand and learn the proper procedure to perform a physical examination on an animal. Students will also learn how to assist in the restraint and positioning of animals. Basic nursing skills such as nail trims, external anal gland expressions, external ear cleaning, and bathing will be discussed. Animal CPR is also taught. Lab included. Pre-requisites: VAT110

VAT180   **Hospital and Surgical Procedures**   **4.5 credit hours**

In this course, students will understand basic surgical preparation, including equipment, sterilization methods, asepsis, common surgical instruments and suture material, positioning, scrubbing, maintenance of surgical logs, and proper operating room sanitation and etiquette. In the course, students will also learn about basic cleanliness and orderliness of a veterinary facility.   Lab included. Pre-requisites: VAT110

VAT200 **Veterinary Assisting Externship** **6 credit hours**

In this course, students will work in a live animal care setting for 180 hours. A qualified veterinary care professional supervised the student during this activity. Pre-requisites: Completion of all core courses, including all pre-clinical requirements.

Effective immediately, the following programs and locations will no longer accept new students. Applications from re-entry students may be considered on a case-by-case basis:

<u>**Bachelor of Science Programs**</u>

	BS in Accounting	BS in Cyber Technology	BS in Elementary Education	BS in Information Technology and Security Systems	BS in Interior Design	BS in Healthcare Administration	BS in Management	BS in Public Service Administration
Bonita Springs Learning Site					X			
Fort Myers	X	X	X			X (Residential and Online)	X (Residential and Online)	X (Residential and Online)
Port Charlotte								X
Tampa			X	X		X	X	X

<u>**Associate of Science Programs**</u>

	AS in Diagnostic Medical Sonography	AS in Criminal Justice	AS in Digital Design	AS in Early Childhood Education	AS in Health Information Management	AS in Interior Design	AS in Medical Assisting	AS in Management
Bonita Springs Learning Site	X					X	X	
Fort Myers		X	X	X	X (Residential and Online)		X	X
Port Charlotte	X	X			X		X	
Tampa		X		X			X	

<u>**Diploma Programs**</u>

	Diploma in Billing and Coding Technology
Bonita Springs Learning Site	
Fort Myers	X (Residential and Online)
Port Charlotte	
Tampa	

Effective May 19, 2017

The Associate of Science in Paralegal is offered online.