



**SOUTHERNTECH.EDU**



# 2017 CATALOG

**SOUTHWEST REGION  
VOLUME 7  
EFFECTIVE JULY 1, 2017**

# **SOUTHERN TECHNICAL COLLEGE 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 based on 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 .....	5
ADMISSIONS INFORMATION .....	8
ACADEMIC INFORMATION .....	16
ATTENDANCE POLICY .....	16
SATISFACTORY ACADEMIC PROGRESS .....	19
LEAVE OF ABSENCE .....	23
ADDITIONAL DEGREES .....	23
PROGRAM CHANGES .....	23
DISTANCE EDUCATION .....	24
GRADUATION REQUIREMENTS .....	25
FINANCIAL INFORMATION .....	26
FINANCIAL AID .....	29
STUDENT SERVICES .....	33
COLLEGE POLICIES .....	34
STUDENT GRIEVANCE PROCESS .....	35
PROGRAMS OF STUDY .....	41
COURSE DESCRIPTIONS .....	68

# ACADEMIC CALENDAR

## 2017 ACADEMIC CALENDAR\*

### Quarter Term Calendar

January 2, 2017  
January 16

February 13  
March 18  
March 19 - 26

March 27, 2017  
May 8  
May 29

June 17  
June 18 - 25

June 26, 2017  
July 4

August 7  
September 4

September 23  
September 24 - October 1

October 2, 2017  
November 6  
November 23 - 26

December 22

### Winter Term Begins

Martin Luther King Jr. Day,  
No Classes  
Mini-Term Begins  
Winter Term Ends  
Spring Break

### Spring Term Begins

Mini-Term Begins  
Memorial Day,  
College Closed, No Classes  
Spring Term Ends  
Summer Break

### Summer Term Begins

Independence Day,  
College Closed, No Classes  
Mini-Term Begins  
Labor Day,  
College Closed, No Classes  
Summer Term Ends  
Fall Break

### Fall Term Begins

Mini-Term Begins  
Thanksgiving,  
College Closed, No Classes  
Fall Term Ends

## 2018 ACADEMIC CALENDAR\*

### Quarter Term Calendar

January 4, 2018  
January 15

February 19  
March 31  
April 1-8

April 9, 2018  
May 21  
May 28

June 30  
July 1-8  
July 4

July 9, 2018  
August 20  
September 3

September 29

October 1, 2018  
November 12  
November 22 - 25

December 22  
December 23, 2018 -  
January 6, 2019

### Winter Term Begins

Martin Luther King Jr. Day,  
No Classes  
Mini-Term Begins  
Winter Term Ends  
Spring Break

### Spring Term Begins

Mini-Term Begins  
Memorial Day,  
College Closed, No Classes  
Spring Term Ends  
Summer Break  
Independence Day,  
College Closed, No Classes

### Summer Term Begins

Mini-Term Begins  
Labor Day,  
College Closed, No Classes  
Summer Term Ends

### Fall Term Begins

Mini-Term Begins  
Thanksgiving,  
College Closed, No Classes  
Fall Term Ends  
Winter Break

\*All dates are tentative and subject to change without notice.

# MODULAR TERM CALENDAR

## 2017 ACADEMIC CALENDAR\*

### SUMMER MODULAR TERM A

June 26, 2017	Start Date
July 4	Independence Day, College Closed, No Classes
July 20	End Date

### SUMMER MODULAR TERM B

July 24, 2017	Start Date
August 17	End Date

### SUMMER MODULAR TERM C

August 21, 2017	Start Date
September 4	Labor Day, College Closed, No Classes
September 23	End Date

### FALL MODULAR TERM A

October 2, 2017	Start Date
October 27	End Date

### FALL MODULAR TERM B

October 30, 2017	Start Date
December 1	End Date

### FALL MODULAR TERM C

November 27, 2017	Start Date
November 23	Thanksgiving Day, College Closed, No Classes
December 22	End Date

\*All dates are tentative and subject to change without notice.

## 2018 ACADEMIC CALENDAR\*

### WINTER MODULAR TERM A

January 4, 2018	Start Date
February 1	End Date

### WINTER MODULAR TERM B

February 5, 2018	Start Date
March 1	End Date

### WINTER MODULAR TERM C

March 5, 2018	Start Date
March 29	End Date

### SPRING MODULAR TERM A

April 9, 2018	Start Date
May 3	End Date

### SPRING MODULAR TERM B

May 7, 2018	Start Date
May 28	Memorial Day, College Closed, No Classes
May 31	End Date

### SPRING MODULAR TERM C

June 4, 2018	Start Date
June 28	End Date

### SUMMER MODULAR TERM A

July 9, 2018	Start Date
August 2	End Date

### SUMMER MODULAR TERM B

August 6, 2018	Start Date
August 30	End Date

### SUMMER MODULAR TERM C

September 4, 2018	Start Date
September 27	End Date

### FALL MODULAR TERM A

October 1, 2018	Start Date
October 25	End Date

### FALL MODULAR TERM B

October 29, 2018	Start Date
November 21	End Date

### FALL MODULAR TERM C

November 26, 2018	Start Date
December 20	End Date



# 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

The West Coast campuses of Southern Technical College were originally founded in 1974 as the Lehigh School of Business. The school name was changed to the Fort Myers Business Academy in 1982. In 1995, the school was acquired by the International College Foundation, Inc. of Largo, Florida. Junior College accreditation was granted by ACICS in 1997, and the College received approval for its first branch campus in Tampa, Florida in 2000. International College Foundation, Inc. officially became Compass Rose Foundation, Inc. in 2002. The College was granted Senior College status in 2005 and began offering Bachelor's degrees shortly thereafter. In 2008, the College received approval for another branch campus in Port Charlotte, Florida. SFC Acquisition Corporation, a private Florida corporation, acquired the College in 2009. In 2014, Southern Technical College Suncoast LLC, acquired the Southern Technical College campuses and changed the name to Southern Technical College.

## MISSION STATEMENT

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

## OBJECTIVES

The objectives of Southern Technical College are:

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

## INSTITUTIONAL LICENSURE AND APPROVALS

The College locations are all licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400 or at [www.fldoe.org/policy/cie](http://www.fldoe.org/policy/cie). The toll-free telephone number is (888) 224-6684.

The College is authorized by the U.S. Department of Homeland Security to accept and enroll non-immigrant students. 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) 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 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](mailto: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..

The Associate's degree in Surgical Technician at the Fort Myers, Tampa, and Port Charlotte campuses, are also programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314, N. Falls Church, Virginia 22043 or at [www.abhes.org](http://www.abhes.org). The telephone number is (703) 917-9503.

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](http://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](http://www.jrcdms.org).

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](http://www.acenursing.org). The telephone number is (404) 975-5000.

## LEGAL OWNERSHIP / GOVERNING BODY

Southern Technical College Suncoast, LLC is a privately held Florida corporation doing business as Southern Technical College. Southern Technical College Suncoast, LLC is a wholly owned subsidiary of Southern Technical Holdings, LLC. 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 College's governing board is the Board of Directors, located at 11883 High Tech Avenue, Orlando, Florida 32817. The telephone number is 407-671-9922.

The Members of the Board of Directors are: Mr. Daniel M. Kortick; Mr. Daniel L. Black; Mr. Craig B. Klosk; and Mr. Pedro C. De Guzman.

## ADMINISTRATION

Mr. Pedro C. De Guzman.....	Chief Executive Officer/President
TBD.....	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

## INSTITUTIONAL MEMBERSHIPS AND AFFILIATIONS

Florida Association of Post-Secondary Schools and Colleges  
Greater Cape Coral Chamber of Commerce  
Port Charlotte Chamber of Commerce  
North Port Chamber of Commerce  
Library Information Resources Network  
National Association of Student Financial Aid Administrators  
Florida Association of Student Financial Aid Administrators  
Southwest Florida Library Network  
Greater Fort Myers Chamber of Commerce  
American Medical Technologists  
American Library Association

## LOCATIONS AND HOURS OF OPERATION

### FORT MYERS MAIN CAMPUS

The campus sports a large conference room, 4 computer labs, medical labs, surgical technology lab, and a Learning Resource Center. The average student to faculty ratio for didactic courses 24:1. The average student to faculty ratio for lab courses is 18:1. The average student to faculty ratio for clinical courses is 12:1. Public transportation is readily available. STC Ft. Myers is located at 1685 Medical Lane, Ft. Myers, Florida, 33907. The telephone number for the campus is (239) 939-4766.

### PORT CHARLOTTE BRANCH CAMPUS

The campus contains classrooms, well-equipped surgical technology, sonography and medical assisting labs, and an up-to-date computer lab. The campus also has a dedicated Learning Resource Center, faculty and administration offices. The average student to faculty ratio for didactic courses 24:1. The average student to faculty ratio for lab courses is 18:1. The average student to faculty ratio for clinical courses is 12:1. STC Port Charlotte is located at 950 Tamiami Trail, Suite 109, Port Charlotte, Florida 33953. The telephone number for the campus is (941) 391-8888.

### TAMPA BRANCH CAMPUS

The campus has five fully equipped computer classrooms and a practical laboratory where students design, build and test computers and networks. Non-technology classes are conducted in one of ten lecture classrooms. Students have access to a complete Learning Resource Center, featuring computer workstations, books and periodicals. The average student to faculty ratio for didactic courses is 24:1. The average student to faculty ratio for lab courses is 18:1. The average student to faculty ratio for clinical courses is 12:1. STC Tampa is located at 3910 Riga Boulevard, Tampa, Florida 33619. The telephone number for the campus is (813) 630-4401.

## CAMPUS HOURS OF OPERATION

### Administrative Offices:

Monday – Thursday: 8:00AM – 8:00PM  
Friday: 8:00AM – 5:00PM  
Saturday: 9:00AM – 1:00PM

### Classes Schedules:

#### Ft. Myers and Port Charlotte:

Monday – Friday: 8:30AM – 1:40PM (morning)  
Monday – Friday: 1:00PM – 4:50PM (afternoon)  
Monday – Friday: 5:30PM – 10:40PM (evening)

#### Tampa:

Monday – Friday: 9:00AM – 1:10PM (morning)  
Monday – Friday: 5:30PM – 10:10PM (evening)

The College reserves the right to establish or alter the scheduled hours of class meetings.



# ADMISSIONS INFORMATION

## ADMISSIONS 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 the student's first day of attendance. 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;
- Signed letter from the high school on school letterhead including the graduation date and the type of diploma granted;
- Copy of form DD 214 (Certificate of Release or Discharge from Active Duty);
- High school transcripts from foreign institutions translated and evaluated by a recognized third-party agency.

## 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 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.

## 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, Tampa 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.

## GENERAL ENTRANCE REQUIREMENTS:

Applicants who seek to enroll at STC must:

- Complete the application/enrollment agreement
- Provide proof of high school diploma or equivalent
- Meet with an Admissions Representative
- Meet Programmatic Entry Requirements;
- Complete the necessary entrance test for the program of study (see chart below)

The following chart provides minimum score requirements for various tests that are considered during the admissions process. Scores are acceptable for up to five years from the test date. HESI scores are acceptable for up to one year from the test date.

	Wonderlic	SAT	SLE	ATB	ACT	AP Exams	TOEFL by Hand	TOEFL by Computer	TOEFL IBT (Internet Based)	IELTS	ESL Compass	IB	HESI
Any Subject						3						4	
Math	250	400		210	21								75
English	250	400		200	21		500	173	61	5.5			
ESL Reading											2		
ESL Grammar / Usage											2		
English Language (Grammar; Reading Comprehension; Vocabulary and General Knowledge)													75
General/Overall			12										

## Programmatic Entry Requirements

### Associate Degree Programs:

In addition to the general admission requirements criteria described above, applicants seeking admission into the Bachelor of Science in Elementary Education, Associate of Science degree programs for Diagnostic Medical Sonography (DMS), Medical Laboratory Technician (MLT), Nursing, and Surgical Technology (ST) programs must also meet the following admissions requirements:

### Diagnostic Medical Sonography

- 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

### Elementary Education

- 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
- Ability to pass the General Knowledge Test for the Florida Teacher Certification Exam (FTCE)
- Minimum cumulative grade point average (CGPA) of 2.5

### 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

### Nursing

- Completion of the HESI Assessment with a score of 75% in English composite and 75% in Math, with no conditions
- Interview with a member of the Nursing department

### Surgical Technician

- A score of 250 or above on the Verbal (English) portion of the Wonderlic Basic Skills Assessment.

## Wonderlic Assessment Re-take Policy

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

- The second attempt (first re-take) may be taken after 2 hours of tutoring
- The third attempt (second re-take) may be taken after 4 additional hours of tutoring
- The fourth attempt (third re-take) may be taken after 12 months have passed since the third attempt

## 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.

## REGISTRATION/ORIENTATION

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

## INTERNATIONAL STUDENTS

Southern Technical College is authorized by the Department of Homeland Security to enroll foreign students. In addition to the admissions requirements listed previously, international applicants must:

- 1) provide a properly completed and signed Affidavit of Support,
- 2) satisfy all current requirements for issuance of a Form I-20, Certificate of Eligibility for Nonimmigrant Student Status, and

- 3) demonstrate English language proficiency. Please refer to the section in the catalog entitled Admissions Criteria for additional information.

## 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 of advanced standing credit, regardless of source, cannot exceed 50% for a degree program 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.

## TRANSFER OF CREDIT INTO THE COLLEGE

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 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 in the calculation of satisfactory academic progress. Transfer credits are not included when calculating the CGPA. Advance standing through transfer credit does not apply to students pursuing a diploma program. For additional information, please refer to the section in the catalog entitled Satisfactory Academic Progress.

Criteria for acceptance for transfer of credit are as follows:

- The courses for transfer are similar in objectives and content to those offered by STC.
- The courses for transfer can be applied toward graduation requirements.
- 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).
- Core Skill or Technical courses may be accepted if those credits were earned no more than 5 years prior to enrollment date.
- General Education courses may be accepted if those credits were earned no more than 10 years prior to the enrollment date.
- 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.

If you do not agree with the Director of Education's decision on the granting or placement of credit that you earned at another institution, you have the right to submit an appeal to your receiving campus. You will be required to provide reasonable material to support your case, such as the course description or syllabus in question. Once all the required information is received, the expectation is that the Director of Education will provide you with a written response within 15 business days. If the decision finds merit to change the course to meet a major requirement, the Director of Education will notify you and will see that the change is made to your student record.

Financial aid awards, if applicable, will be affected by such transfer of credit. The student should arrange a meeting with the Financial Aid Director to discuss their requirements.

College transcripts from foreign institutions must be translated and evaluated by an agency recognized by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), National Association of Credential Evaluation Services, Inc. ([www.naces.org](http://www.naces.org)), or Association of International Credential Evaluators (AICE). The appropriate academic department personnel will perform the evaluation of credits.

## 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 on Education. Official test scores must be sent to the registrar.

Students may request to take a challenge examination for any course in their program of study. Students must pay a fee of \$100 for each challenge examination. The fee must be paid prior to taking the examination and is non-refundable. The examination must be requested no less than five days prior to the first day of 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 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 percent of the degree program course requirements. Students must submit a signed request to take challenge examinations to the registrar no less than five days prior to the first day of class. 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 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 all responsibility for consequences that may arise as it pertains to the transfer of their academic credit or admission into another institution.

## TRANSFER OF CREDIT TO OTHER SCHOOLS

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

## ARTICULATION AGREEMENTS

Southern Technical College maintains articulation agreements with the following institutions:

- DeVry University
- Argosy University
- Chamberlain College of Nursing
- Kendall College
- National Louis University
- Touro University
- Lake Erie College of Osteopathic Medicine
- Walden University
- Hodges University

These institutions have agreed to accept the credits earned at Southern Technical College. Additional information can be obtained from the registrar office.

## LICENSING AND CERTIFICATION

Many occupations require individuals to be licensed and/or certified to work in the field. Employment in these occupations often requires a combination of education, work experience or licensing, 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 apply and pay the applicable fees specified by the testing agency or organization, and, if required, pass a written examination and/or practical skill set. The testing agency or organization establishes test dates and times. Completion of a program of study at Southern Technical College does not guarantee eligibility for, or a passing score on, any certification, licensure, or registration examination, nor does it guarantee employment.

## **BACKGROUND CHECKS, DRUG TESTING, CERTIFICATION AND LICENSURE**

The State of Florida and other agencies or employers may require a criminal background check and/or a drug test before a student can be placed into an externship, job or before taking certain professional licensing, certification or registration examinations.

Students may be denied licensure, certification or registration as published in the section entitled Satisfactory Academic Progress. 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 after the student's enrollment at College.

### **Diagnostic Medical Sonography:**

Prior to commencing the externship courses, students may be required to provide results of any of the following:

- A negative urinary drug screen indicating a 10-panel drug screen
- Clear background check
- Proof of current immunization
- Proof of immunity via documentation of immunization or titers for the following:
  - Hepatitis B series
  - MMR (Measles, Mumps and Rubella)
  - VZV (Varicella) vaccine
  - Negative PPD skin test within the last 6 months (2-step PPD or single step PPD as part of an annual series) or a negative chest x-ray
- A tetanus (Td) booster within the last ten years
- Proof of personal health insurance

### **Medical Assistant:**

Prior to commencing the externship courses, students may be required to provide results of any of the following:

- Proof of current immunization
- Current physical examination performed by an MD, DO or ARNP
- Proof of personal health insurance
- Clear background check
- A negative urinary drug screen indicating a 10-panel drug screen
- Proof of immunity via documentation of immunization or titers for the following:
  - Hepatitis B series
  - MMR (Measles, Mumps and Rubella)
  - VZV (Varicella) vaccine
  - Negative PPD skin test within the last 6 months (2-step PPD or single step PPD as part of an annual series) or a negative chest x-ray
- A tetanus (Td) booster within the last ten years



**Medical Laboratory Technician:**

Prior to commencing the externship courses, students may be required to provide results of any of the following:

- A negative urinary drug screen indicating a 10-panel drug screen
- Clear background check
- Proof of current immunization
- Proof of immunity via documentation of immunization or titers for the following:
  - Hepatitis B series
  - MMR (Measles, Mumps and Rubella)
  - VZV (Varicella) vaccine
  - Negative PPD skin test within the last 6 months (2-step PPD or single step PPD as part of an annual series) or a negative chest x-ray
  - A tetanus (Td) booster within the last ten years
- Proof of personal health insurance

**Nursing:**

Prior to commencing the first clinical course, students may be required to provide results of any of the following:

- Current physical examination performed (within a year) by an MD, DO or ARNP
- Proof of immunity via documentation of immunization or titers for the following:
  - Hepatitis B series
  - MMR (Measles, Mumps and Rubella)
  - VZV (Varicella) vaccine
  - Negative PPD skin test within the last 6 months (2-step PPD or single step PPD as part of an annual series) or a negative chest x-ray
  - A negative urinary drug screen indicating a 10-panel drug screen.
- A tetanus (Td) booster within the last ten years
- Proof of personal health insurance
- Results of a criminal background check

**Surgical Technician:**

Prior to commencing the externship courses, students may be required to provide results of any of the following:

- A negative urinary drug screen indicating a 10-panel drug screen
- Clear background check
- Proof of current immunization
- Proof of personal health insurance
- Proof of immunity via documentation of immunization or titers for the following:
  - Hepatitis B series
  - MMR (Measles, Mumps and Rubella)
  - VZV (Varicella) vaccine
  - Negative PPD skin test within the last 6 months (2-step PPD or single step PPD as part of an annual series) or a negative chest x-ray
- A tetanus (Td) booster within the last ten years

## DROP/ADD PERIOD FOR QUARTER-BASED PROGRAMS

The first two weeks of a twelve (12) week quarter, ending on Saturday of the second week, is drop/add period for all 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 course during the official add/drop period. Schedule changes other than as described above may 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."

## DROP/ADD PERIOD FOR MODULAR PROGRAMS

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 a 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-ENTRY STUDENTS**

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

### **Re-entry After a Voluntary Separation from the College**

A student who voluntarily withdraws 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 and must meet the admissions requirements in place at the time of reenrollment. 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 two (2) weeks.

All fees and adjustments are allocated on the enrollment agreement. Students who were dismissed from the College as a result of the Student Code of Conduct violations are not eligible for re-admission at any time.

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

### **Re-entry Following Involuntary Separation from the College**

To reestablish eligibility for reentry for the subsequent payment period upon dismissal, the student must file an appeal (see section entitled SAP Appeal Process in the catalog).

## **ADMISSIONS PROCEDURES 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 at the application stage.

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.

# 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 nine (9) and less than 12 quarter credits are considered three-quarter time, and those who carry at least six (6) and less than nine (9) quarter credits are considered half-time. Students carrying less than six (6) quarter credits are considered less than half-time. A quarter term is defined as 12 weeks of instruction. A mini-term is defined as 6 weeks of instruction.

## ACADEMIC RECORDS

The registrar's office maintains a permanent academic record for all students. The academic record contains, among other things, transcripts, degree audits, scheduling information and the application for admission. Students needing an official transcript of their coursework must submit a transcript request form to the registrar and payment as spelled out in the tuition and fees addenda. The first official transcript is provided free of charge. The College does not release transcripts or information concerning a student's academic record if the student has any outstanding financial obligations to the College, or if the student is in default on or owes refunds to any Title IV program. The registrar will also provide enrollment verification information to insurance companies, banks, and other third parties upon the request of the student. Official transcripts or other third party documents provided directly to the College from other institutions or outside sources cannot be released to the student.

## CONSUMER INFORMATION AND OTHER DISCLOSURES

Detailed information regarding Southern Technical College and its financial aid programs, completion/graduation rates and median debt of students who completed a program of study, and other important information related to student achievement, can be found on the STC website at [www.southerntech.edu/admissions/consumer-information](http://www.southerntech.edu/admissions/consumer-information).

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

## 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 grade 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

Accrued absences will count from the first scheduled day of classes each term. Attendance for scheduled examinations are required. An absence for an examination may result in a grade of F for the examination unless prior arrangements are made with the instructor.

Absences for a scheduled clinical or lab session may result in a grade of F for the session unless prior arrangements are made with the instructor.

## Make-up Work

Students may be permitted to make up work for absences. Any make up work must be comparable to the content, time, and delivery of the class session missed. All make-up work must be completed by the last day of the term and must be approved by the instructor. Make-up work can be applied to the student's grade but does not factor as make-up time for absences.

## 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, 2 for sophomore level, 3 for junior, and 4 for senior. The last two digits are reserved for departmental use in indicating sequence of courses. Pre-requisites for any course may be waived with the written permission of the designated corporate staff. Course substitution requests must be approved by the designated corporate staff.

## GRADING SYSTEM

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

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
NP - No Pass	Below 70	Y	Y		N	Y
NC - Not Calculated		N	N		N	N
CE - Continuing Externship		N	Y		N	Y

## Diagnostic Medical Sonography (DMS) Program Grading System

The DMS program follows a modified college grading system.

GRADE	STANDARD NUMERIC	QUALITY	POINTS
A	Superior	90-100	4.0
B	Above Average	80-89	3.0
C	Average	70-79	2.0
F	Failure	Below 70	0.0

## Nursing Program Grading System

The Nursing program follows a modified college grading system for its core courses.

Theory Courses:	Skills Lab and Clinical Labs Courses:
A = 90 – 100	Pass (P) = 100 - 89
B = 80 – 89	Fail (F) = below 80
F = below 80	

## 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 cumulative grade point average (CGPA) but is considered in the determination of satisfactory academic progress (SAP).
- CE** Continuing Externship- the student has partially completed the required numbers of externship/practicum hours and has received a satisfactory evaluation from the site. A "CE" not completed within the specified timeframe may convert to an "F" grade in the course. A "CE" grade is not calculated into the CGPA but is considered in the determination of SAP.
- F** Failure /Fail - 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 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. 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 two (2) weeks 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 work 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 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.
- 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 SAP.

- W** Withdrawal - 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 determinations of SAP. Students may not withdraw from a course after the drop/add period without financial penalty.
- WF** Withdraw Fail - the student withdrew from the course 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 SAP.
- NP** No Pass - the student did not meet the minimum expectations of the course. A "NP" grade is not calculated into the CGPA but is considered in the determination of SAP.
- NC** Not Calculated - no credit awarded and not calculated into the CGPA or SAP.

## 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," "I," "NP," and "CE" grades are not included in the computation. Credits for all courses attempted are counted when computing the CGPA with the exception that when a student re-takes a course, only the highest grade earned in that course is used to compute the CGPA. Only passing grades count toward program completion requirements.

## Definition of an Academic Credit

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

# SATISFACTORY ACADEMIC PROCESS

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 to complete the program.

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



Program	Quarter Credit/Clock Hour Graduation Requirement	Maximum Time Frame
Elementary Education - BS	199	298
Interior Design - BS	188	282
Healthcare Administration - BS	180	270
Management - BS	192	288
Criminal Justice - AS	96	144
Diagnostic Medical Sonography - AS	98	147
Digital Design - AS	96	144
Early Childhood Education - AS	96	144
Health Information Management - AS	94	141
Interior Design - AS	94	141
Management - AS	96	144
Medical Assistant - AS	90	135
Medical Laboratory Technician - AS	105	157
Network Engineering and Administration - AS	96	144
Nursing - AS (Ft. Myers)	108	162
Nursing - AS (Tampa)	115	172
Paralegal - AS	96	144
Surgical Technician - AS	90	135
Medical Assistant - D	51/720	69
Medical Billing and Coding Technology - D	50/592	75

## 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 completion according to the standards 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 to remain as a regular student:

## Degree Programs

Credits Attempted	Minimum CGPA
0 - 23.9	1.00
24 - 47.9	1.25
48 - 71.9	1.5
72 - 89.9	1.75
90 and up	2.00

## Diploma Programs

Credits Attempted	Minimum CGPA
0 - 23.9	1.25
24 - 42.9	1.75
43 and up	2.00

## Successful Rate of Completion

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

## Degree Programs

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 Programs

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 the 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 term. The College defines a term as a quarter. A quarter is 12 weeks of instruction. A "regular student" is defined as one who is achieving SAP. A student on warning status may receive FSA for one 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 payment 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 terms of the Academic Plan.

## 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 in 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.

## Programmatic SAP Requirements

Specific programs may mandate higher academic standards to meet SAP. It is the responsibility of the students to adhere to the academic standards for their program of study. Students who fail to maintain specific academic requirements will not be permitted to continue their program of study. Listed below are the SAP requirements for selected STC programs.

**Diagnostic Medical Sonography:** To maintain satisfactory progress in the Diagnostic Medical Sonography program, students must earn a grade of "C" or higher in all DMS core courses. Students in the DMS program must maintain a cumulative GPA of 2.0 at the end of their first term of enrollment and a cumulative GPA of 2.75 at the end of their second term of enrollment as well as each term thereafter. Students who fail to maintain specific program requirements will be placed on FA Warning or FA Probation in accordance with institutional policy and procedure.

Nursing: A minimum of a "B" is required to pass all core courses in the Nursing program. Students must maintain a minimum cumulative GPA of 2.5. Students who fail to meet the minimum CGPA will be placed on FA Warning or FA Probation in accordance with institutional policy and procedure. No more than 2 core courses may be repeated in the program. Only one repeat of any core course may be attempted. A second failure of the same or failure of a 3rd core course will result in dismissal from the program. Nursing students cannot advance in their programs with a grade of F earned in a core course.

## **Leave of Absence and Standard Period of Non-Enrollment**

The College recognizes that personal situations may arise, which may require an extended period 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 the designated corporate official as indicated on the LOA Request form. The Director of Education will notify the student via email or telephone call on file in the registrar's office whether the LOA is approved or denied. The period of the leave of absence may not begin until the student has submitted and the school has approved a written and signed request for an approved leave of absence.

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 to apply for a LOA. A LOA may not exceed 180 days within one 12-month period.

The remaining courses a student must take 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 time. 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. 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.

## **Additional Degrees**

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.

## **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.

## **Adding or Dropping Courses**

The first two weeks of a quarter, ending on Saturday of the second week, is drop/add period for all 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 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."

## Class Schedules

Students should meet with their Program Manager or Director of Education for information regarding online classes. Full-time students should maintain a minimum course load of twelve credits per term and work closely with the Director of Education to ensure proper scheduling and the timely completion of their program.

## Externships and 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. Clinical or externship courses may be conducted during day, evening or weekend hours.

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 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.

## DISTANCE EDUCATION

In addition to residential classes, Southern Technical College offers select classes every quarter via distance education. Those interested in taking classes online should discuss this option with their Director of Education or Program Manager. Students who register for an online class must complete an online orientation prior to the start of the class.

Residential students are limited to taking no more than 50% of their total program credits online. Current residential students who wish to transfer into a fully online program must meet the minimum standards of satisfactory academic progress at the time in which the request is made. In addition, any former residential student wishing to re-enter the College as a fully online student must have met the minimum standards of satisfactory academic progress at the time of withdrawal.

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

## Academic Requirements - Residential Students

- First term students are not permitted to register for an online course during their first term of enrollment. Approval may be granted by the Director of Education, if the student demonstrates previous experience in an online learning environment.
- A student must be in good academic standing.
- Students who fail an online course cannot re-register for the same online course.

## Program Requirements - Fully Online Students

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

## TECHNICAL REQUIREMENTS FOR ONLINE COURSES

Sufficient technology is required to complete online or hybrid courses at Southern Technical College. While **tablets, smartphones** and other **mobile devices** may allow for some completion of coursework, they are not guaranteed to work in all areas.

## Hardware

- Windows or Mac based computer
- Screen resolution (size) set at minimum to 1024 x 768 or higher
- Intel Core 2 Duo — or AMD — 3 GHz processor

- 4 GB of RAM
- CD-RW/DVD-ROM drive
- Hard drive: 160 GB minimum
- Graphics card and monitor capable of 1024x768 display
- Stereo sound card, speakers and/or headset, microphone
- Webcam (Recommended)

## Operating Systems

- Windows 7 with Service Pack 1, Windows 8.x, Windows 10. Please note Windows RT and Windows RT 8.1 are typically not supported
- MAC OS X 10.8 (Mavericks)

## Software

- Microsoft Office 2013 (Windows) or Microsoft Office 2013 (MAC)
- Anti-virus package and a firewall (Recommended)
- Security software (Recommended)

## Internet Access

- ISP account for Internet access
- A valid email address

## Internet Browsers

- Windows OS Users
  - Microsoft Internet Explorer 11 and higher
  - Google Chrome 49 and higher
  - Mozilla Firefox 45 and higher
- Mac OS Users –
  - Apple Safari 9.1 and higher
  - Google Chrome 49 and higher
  - Mozilla Firefox 45 and higher

## Internet Browser Settings

- Pop-Up Blocker should be disabled
- Java Script should be enabled
- Java should be enabled
- Cookies should be enabled

## Plug-ins

- Adobe Flash Player
- Adobe Acrobat Reader
- Java v7 or higher
- Citrix Online Plug-in/Receiver

## GRADUATION REQUIREMENTS

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

- Successfully complete all courses in their program of study with a cumulative grade point average of 2.00 or higher, depending on programmatic requirements.
- Meet or exceed the minimum standards of satisfactory academic progress.
- Satisfy all applicable programmatic requirements.
- Satisfy all financial obligations to the College.



# 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. 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.
3. Refunds will be made within thirty (30) days following determination of termination or receipt of cancellation notice.
4. First-time students of the College are subject to the following refund percentages:
  - A. Prior to the start of the payment period, 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 payment period, 90% of any paid tuition will be refunded;
  - D. Thereafter, through 19.99% of the payment period, 80% of the charged tuition will be refunded;
  - E. Thereafter, during 20.0% through 29.99% of the payment period, 70% of the charged tuition will be refunded;
  - F. Thereafter, during 30.0% through 39.99% of the payment period, 60% of the charged tuition will be refunded;
  - G. Thereafter, during 40.0% through 49.99% of the payment period, 50% of the charged tuition will be refunded;
  - H. Thereafter, during 50.0% through 59.99% of the payment period, 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 payment period.
5. Returning students of the College are subject to the following refund percentages:
  - A. Prior to the start of the payment period, 100% of any paid tuition will be refunded;
  - B. During the first 9.99% of the payment period, 90% of any paid tuition will be refunded;
  - C. Thereafter, during 10.0% through 19.99% of the payment period, 80% of the charged tuition will be refunded;
  - D. Thereafter, during 20.0% through 29.99% of the payment period, 70% of the charged tuition will be refunded;
  - E. Thereafter, during 30.0% through 39.99% of the payment period, 60% of the charged tuition will be refunded;
  - F. Thereafter, during 40.0% through 49.99% of the payment period, 50% of the charged tuition will be refunded;
  - G. Thereafter, during 50.0% through 59.99% of the payment period, 40% of the charged tuition will be refunded;

Thereafter, there will be no tuition refund and the College will have earned 100% of the tuition charged for the payment period.

## WITHDRAWAL DATE

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

## ACADEMIC YEAR DEFINITION

For financial aid purposes, the student's academic year is defined as at least 36 weeks of instructional time; within the weeks of the academic year, a full-time student must be expected to complete at least 36 quarter hours. The College defines a term as a quarter. A quarter is 12 weeks of instruction. A payment period is defined as a quarter.

## 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

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 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 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:

- Be enrolled as a regular student in an eligible program of study on at least a half-time basis (except for Pell and FSEOG);
- Have a high school diploma or the equivalent;
- Be a U.S. citizen or national or an eligible non-citizen (verification of eligible non-citizen status may be required);
- Have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
- Maintain satisfactory academic progress;
- Provide required documentation for the verification process and determination of dependency status;
- Have a valid social security number;
- Have borrowed less than the annual aggregate loan limits for the Title IV financial aid programs;
- Be registered for the Selective Service, if required; and
- 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 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 8. 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 too 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) except for 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 veteran's 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.

## **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 halftime 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 Workforce Development Florida tuition scholarships. Students should contact Workforce Central Florida directly to inquire about use of scholarships at Southern Technical College. The College also participates in the following Florida scholarship and grant programs: Bright Futures, Florida Student 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 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.



## SCHOLARSHIPS AND GRANTS

Southern Technical College allocates funds annually for institutional grant and scholarship programs. Please refer to the catalog supplement for additional information. .

## TEXTBOOKS AND SUPPLIES

The costs of textbooks are included in tuition. Textbooks will be provided to residential students on the first day of class each term. Textbooks for online students will be mailed to the mailing address on file in the registrar's office. In the event a student moves, it is the student's responsibility to update his or her address with the College registrar to avoid a delay in receipt of books. Duplicate books are not included in tuition. Students are responsible for duplicate copies of books.

## TUITION AND FEES

Tuition and fee charges are determined each quarter and are based on the number of credits for which the student is enrolled. Financial arrangements must be made with the Financial Aid department by the end of the add/drop period.

## PAYMENT OF CHARGES

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

To be in good financial standing students must satisfy all their financial obligations to the College. Failure to do so may prevent a student from registering for classes, receiving transcripts, grade reports, and/or diplomas.

## ATTENDANCE POLICY FOR STUDENT RECEIVING 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 apply for re-enrollment with the registrar 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, 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 requirements 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 second quarter, the student's VA educational benefits will have 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.

### **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. 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;
- Major elective 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 or diploma program.

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 from all colleges attended must be received no later than thirty (30) days after the start of the student's first term at STC to receive transfer credit. For a complete explanation, refer to the section in the catalog entitled Advanced Standing.

### **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 class for successful completion, that course class may be repeated and certified to VA again.

## **STUDENT SERVICES**

### **ORIENTATION**

A student orientation program is conducted prior to each start date to acquaint new students with the College's facilities, policies, procedures, to meet the staff, and take care of administrative matters. The orientation also provides new students with the opportunity to meet in a less formal environment prior to the beginning of classes. In addition to the College's general student orientation, students may be required to attend a separate programmatic orientation.

### **TUTORING**

Each STC campus offers tutoring and other academic assistance. All services are free of charge. If a student needs assistance in any course, they should notify the faculty member, the Program Manager or the Director of Education. Regular class attendance is a prerequisite for tutoring.

### **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. Faculty and staff provide ongoing counseling and assistance at no charge for students and provide a well-equipped Learning Resource Center which helps 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 patrons to find, evaluate and use the information sources they need.

## 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 Services Office. 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 Services Office. 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.

Graduates may take advantage of complimentary enhancement training, provided that currently offered courses are available, and space permits. Graduates will be responsible for the cost of materials, if applicable. Graduates preparing for new employment may find this a valuable opportunity to update and refine their skills since graduation. Students must adhere to all classroom policies.

## 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.

## HOUSING

Housing is not provided by Southern Technical College.

# COLLEGE POLICIES

## NON-DISCRIMINATION AND NON-HARRASSMENT

Southern Technical College is committed to both equal employment and equal educational opportunities. No person shall be subject to discrimination based on 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 Chief Operating Officer. The coordinator's office is located at 11883 High Tech Avenue, Orlando, FL 32817, (407) 671-9922.

The College's grievance procedures are to be used for complaints of discrimination based on 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 based on disability filed under Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. §104.7(b)), and based on 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:

- 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;
- 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 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 later 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 Avenue, Orlando, FL 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.

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. Information regarding drug and alcohol treatment, prevention and legal penalties can be found online at <http://www.southerntech.edu/admissions/consumer-information/>.

## 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 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:

- Records are required by STC officials in the proper performance of duties,
- Organizations conducting studies for educational and governmental agencies,
- U.S. Government agencies as listed in Public Law 93-380,
- Accrediting agencies,
- Parents of dependent children as defined in the Internal Revenue Code of 1954,
- Appropriate persons about an emergency,
- Other educational institutions upon request of transcripts for students seeking enrollment in that institution,
- In connection with the award of financial aid, and
- 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/consumer information>.

## 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.



## 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 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, all claims, disputes, or controversies of any nature which arose before this or any prior Agreement, 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](http://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.

## 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;
- Inappropriate use of social media that negatively impacts the College, its staff or students; and
- Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs.

Students are subject to federal, state, and local laws as well as the regulations of the College. The breach or violation of any of these 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 academic 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 documents, words, phrasing or ideas of another person without acknowledging the source, and 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 of the plagiarism policy 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.

## **COPYRIGHT POLICY**

It is the intention of STC to strictly enforce a policy of zero tolerance for copyright violations and to comply with all applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to disciplinary actions by the school, or any applicable actions in conjunction with federal and state law. First time violators of the copyright policy 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.

# PROGRAMS OF STUDY

## BACCALAUREATE DEGREE PROGRAMS

- ELEMENTARY EDUCATION
- HEALTHCARE ADMINISTRATION
- INTERIOR DESIGN
- MANAGEMENT

## ASSOCIATE'S DEGREE PROGRAMS

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

## DIPLOMA PROGRAMS

- MEDICAL ASSISTANT
- MEDICAL BILLING AND CODING TECHNOLOGY

## ELEMENTARY EDUCATION

### Bachelor of Science

199 Quarter Credits/192 weeks

Fort Myers and Tampa

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

**Educational Objectives:** Teach students basic academic, social, and other formative skills in public or private schools at the elementary level.

	Core Courses	Credits
EDE130	Instructional Models	4
EDE194	Practicum I	4
EDE220	Designing Instruction	4
EDE294	Practicum II	6
EDE330	Classroom Management	4
EDE332	Science in the Elementary Classroom	4
EDE334	Math in the Elementary Classroom	4
EDE322	Health Education in Elementary and Middle Schools	4
EDE342	Classroom Assessments	4
EDE426	Collaboration in the School Community	4
EDE428	Integrating the Arts into Instruction	4
EDE430	Teaching Literacy in Primary and Elementary Classrooms	4
EDE494	Student Teaching and Senior Seminar	12
EDF208	Teaching Diverse Populations	4
EDG104	Foundations of Education	4
EEC322	Cultural Diversity in a School Setting	4
EEC326	Exceptional Children	4
EME204	Introduction to Education Technology	4
SSE434	Social Studies in the Classroom	4
SYG136	Child and Adolescent Development	4
TSL108	ESOL Foundations	4
TSL110	Introduction to ESOL Principles and Practices	4
TSL430	Methods and Strategies for Teaching the English Language I	4
TSL432	Methods and Strategies for Teaching the English Language II	4
EDE486	Portfolio and Professional Development	4
BSC100	Introduction to Biology	4
ART210	Art Appreciation	4
LIT232	Children's Literature	4
MGF312	Mathematics for Teachers	4
SLS150	College Success	4
	Core Electives	8
	<b>Total Core Credits</b>	<b>138</b>
	<b>General Education Courses</b>	
HUM150	Survey of the Humanities	4
AMH326	U.S. History 1945 - Present	4
CGS100	Introduction to Computer Information Systems	4

Continued next page

	<b>General Education Courses</b>	<b>Credits</b>
CHM100	Principles of Chemistry	5
ENC110	English Composition I	4
ENC312	English Composition II	4
MAC110	College Algebra	4
MAT100	College Math	4
POS306	Government	4
PSY100	Introduction to Psychology	4
SPC160	Communication Dynamics	4
SYG100	Introduction to Sociology	4
PHI460	Ethics	4
IDS491	Research Methods	4
STA334	Statistics	4
	<b>Total General Education Credits</b>	<b>61</b>
	<b>REQUIRED FOR GRADUATION</b>	<b>199</b>

## HEALTHCARE ADMINISTRATION

### Bachelor of Science

180 Quarter Credits/192 Weeks

Online

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

**Educational Objectives:** Plan, direct, or coordinate medical and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.

Core Courses		Credits
CGS150	Spreadsheet Applications	4
GEB320	Business Communication	4
HIM250	Health Information and Compliance	4
HSA154	Medical Law and Ethics	4
HSA310	Healthcare Management	4
HSA312	Current Issues in Healthcare	4
HSA416	Finance for Healthcare Managers	4
HSA442	Health Policy and Law	4
HSC154	Medical Terminology	2
MAN102	Principles of Management	4
MAN314	Organizational Behavior	4
MAN404	Leadership and Team Development	4
MAN422	Industry Management Capstone	4
MAN216	Foundations of Leadership	4
SLS130	Career Development	2
SLS150	College Success	4
ENC120	Effective Writing in the Workplace	4
HIM252	Quality Management	4
HIM100	Healthcare Privacy, Confidentiality, Legal and Ethical Issues	4
HIM130	Healthcare Delivery Systems	4
GEB340	Social Media for the Professional	4
GEB488	Management Policy and Strategy	4
HIM220	Healthcare Statistics	4
HIM210	Health Data Management	4
HIM212	Electronic Health Records and Data Management	4
ACG206	Managerial Accounting I	4
ACG208	Managerial Accounting II	4
MAN230	Human Resource Management	4
	Open Electives	16
	<b>Total Core Credits</b>	<b>124</b>
General Education Courses		
AMH326	U.S. History 1945-Present	4
CGS100	Introduction to Computer Information Systems	4
ENC110	English Composition I	4

Continued next page

General Education Courses		Credits
ENC312	English Composition II	4
HUM154	Survey of Humanities	4
MAC110	College Algebra	4
MAT100	College Math	4
POS306	Government	4
PSY100	Introduction to Psychology	4
PHI460	Ethics	4
IDS491	Research Methods	4
SPC160	Communication Dynamics	4
SYG100	Introduction to Sociology	4
STA334	Statistics	4
<b>Total General Education Credits</b>		<b>56</b>
<b>REQUIRED FOR GRADUATION</b>		<b>180</b>



## INTERIOR DESIGN

### Bachelor of Science

188 Quarter Credit Hours/192 Weeks

Fort Myers

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

**Educational Objectives:** Plan, design, and furnish interiors of residential, commercial, or industrial buildings. Formulate design which is practical, aesthetic, and conducive to intended purposes, such as raising productivity, selling merchandise, or improving life style. May specialize in a particular field, style, or phase of interior design.

	Core Courses	Credits
ART200	Ideation and Perspective Drawing	4
ETD138	Computer Drafting with AutoCAD I	4
ETD142	Computer Drafting with AutoCAD Level II	2
ETD152	Architectural Drafting and Drawing	4
ETD370	3D StudioMax	4
ETD396	Revit I - Building Information Modeling	4
IND108	Foundations of Interior Design	4
IND112	Design Theories, Processes, and Principles	4
IND148	Interior Material Components	4
IND242	Interior Space Planning	4
IND252	Residential Design Project	4
IND272	History of Design I	4
IND274	History of Design II	4
IND276	Commercial Design Project	4
IND296	Sophomore Capstone Project - Phase I	4
IND298	Sophomore Capstone Project - Phase II	4
IND346	Digital Presentation Applications	4
IND350	Interior Construction Comprehension	4
IND352	Building Codes, Regulations, and Standards	2
IND356	Environmental Building Systems and Controls	2
IND358	Construction Documentation and Project Management	2
IND362	Sustainable Design	4
IND370	Global and Multi-Cultural Design	2
IND384	Retail Facility Design	4
IND390	Furniture History and Design	4
IND398	Lighting Design	4
IND410	Professional Practices in Interior Design	4
IND428	Hospitality Facility Design	4
IND446	Healthcare Facility Design	4
IND468	Educational Facility Design	4
IND496	Senior Capstone Project - Phase I	4
IND498	Senior Capstone Project - Phase II	4
IND374	Environmental Psychology for Design	4
ENC120	Effective Writing in the Workplace	4
SLS130	Career Development	2
SLS150	College Success	4
	<b>Total Core Credits</b>	<b>132</b>

Continued next page

	<b>General Education Courses</b>	<b>Credits</b>
AMH326	US History 1945 – Present	4
SPC160	Communication Dynamics	4
STA334	Statistics	4
CGS100	Introduction to Computer Information Systems	4
ENC110	English Composition I	4
ENC312	English Composition II	4
PHI460	Ethics	4
HUM154	Survey of Humanities	4
IDS491	Research Methods	4
MAC110	College Algebra	4
MAT100	College Math	4
POS306	Government	4
PSY100	Introduction to Psychology	4
SYG100	Introduction to Sociology	4
	<b>Total General Education Credits</b>	<b>56</b>
	<b>REQUIRED FOR GRADUATION</b>	<b>188</b>

## MANAGEMENT

### Bachelor of Science

### 192 Quarter Credit Hours/192 Weeks

Online

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

**Educational Objectives:** Plan, direct, or coordinate the operations of public or private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services.

	Core Courses	Credits
ACG100	Financial Accounting I	4
APA112	Financial Accounting II	4
BUL112	Business Law	4
CGS150	Spreadsheet Applications	4
ENC120	Effective Writing in the Workplace	4
ECO202	Microeconomics	4
ECO204	Principles of Macroeconomics	4
FIN300	Finance for Business	4
GEB320	Business Communication	4
GEB488	Management Policy and Strategy	4
MAN102	Principles of Management	4
MAN216	Foundations of Leadership	4
MAN230	Human Resource Management	4
MAN314	Organizational Behavior	4
MAN404	Leadership and Team Development	4
MAN422	Industry Management Capstone	4
MAN460	International Business	4
MAR224	Foundations of Selling	4
MAN224	Sales Force Management	4
SLS130	Career Development	2
SLS150	College Success	4
MAR102	Marketing	4
MAN342	Problem Solving in the Workforce	4
MAR350	Consumer Behavior	4
COM104	Interpersonal Communications	2
GEB242	Business Ethics	4
GEB112	Entrepreneurship	4
MAN258	Principles of Project Management	4
GEB340	Social Media for the Professional	4
MAR322	Social Media and E-Marketing Design	4
MAR302	Marketing Management	4
	Open Electives	16
	<b>Total Core Credits</b>	<b>136</b>

Continued next page

General Education Courses		Credits
AMH326	US History 1945 – Present	4
SPC160	Communication Dynamics	4
STA334	Statistics	4
CGS100	Introduction to Computer Information Systems	4
ENC110	English Composition I	4
ENC312	English Composition II	4
PHI460	Ethics	4
HUM154	Survey of Humanities	4
IDS491	Research Methods	4
MAC110	College Algebra	4
MAT100	College Math	4
POS306	Government	4
PSY100	Introduction to Psychology	4
SYG100	Introduction to Sociology	4
<b>Total General Education Credits</b>		<b>56</b>
<b>REQUIRED FOR GRADUATION</b>		<b>192</b>

## CRIMINAL JUSTICE

Associate of Science

96 Quarter Credit Hours/96 Weeks

Fort Myers, Tampa, Port Charlotte, and Online

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

**Educational Objectives:** Provides students with a broad introduction to the criminal justice system including social and psychological issues as they relate to deviance and society. Students will examine aspects of law enforcement, criminal law, courts, and correctional institutions in detail as well as aspects related to professionalism and ethics.

Core Courses		Credits
CCJ110	Introduction to Criminal Justice	4
CCJ164	Criminology	4
CJC100	Introduction to Corrections	4
CJE230	Criminal Justice Management	4
CJJ100	Juvenile Delinquency	4
CJL210	Criminal Law and Procedure	4
CJL212	Criminal Investigations and Police Procedure	4
CJE170	Introduction to Forensic Science	4
CCJ246	Effective Communication for the Criminal Justice Professional	4
PLA188	Constitutional Rights	4
PLA126	Evidence	4
CCJ264	Organized Crime	4
SCC100	Introduction to Security	4
ENC120	Effective Writing in the Workplace	4
CJE172	Advanced Crime Scene Technology	4
SLS150	College Success	4
COM104	Interpersonal Communications	2
SLS130	Career Development	2
<b>Total Core Credits</b>		<b>68</b>
General Education Courses		
CGS100	Introduction to Computer Information Systems	4
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
<b>Total General Education Credits</b>		<b>28</b>
<b>REQUIRED FOR GRADUATION</b>		<b>96</b>

## DIAGNOSTIC MEDICAL SONOGRAPHY

Associate of Science

98 Quarter Credits Hours/96 Weeks

Fort Myers and Tampa

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

**Educational Objectives:** Produce ultrasonic recordings of internal organs for use by physicians.

Core Courses		Credits
BSC108	Anatomy and Physiology I with Lab	5
BSC110	Anatomy and Physiology II with Lab	5
HIM244	Disease Processes/Pathophysiology	4
SON100	Foundations of Sonography	4
SON102	Applied Sonography	4
SON104	Gross Anatomy	4
SON120	Principles of Ultrasound Instrumentation and Acoustic Physics	4
SON206	General Sonography: Content Review	4
SON210	Transabdominopelvic Sonography	4
SON212	Gynecologic Sonography	4
SON216	Vascular Sonography	4
SON214	Sonography of Superficial Structures	4
SON218	Embryonic and Fetal Sonography	4
SON283	Sonography Externship I	10
SON284	Sonography Externship II	10
<b>Total Core Credits</b>		<b>74</b>
General Education Courses		
CGS100	Introduction to Computer Information Systems	4
ENC110	English Composition I	4
MAC110	College Algebra	4
MAT100	College Math	4
PHY202	Concepts in Physics	4
PSY100	Introduction to Psychology	4
<b>Total General Education Credits</b>		<b>24</b>
<b>REQUIRED FOR GRADUATION</b>		<b>98</b>

## DIGITAL DESIGN

Associate of Science

90 Quarter Credit Hours/96 Weeks

Fort Myers

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

**Educational Objectives:** Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.

Core Courses		Credits
ART230	Drawing and Perspective	4
CAP204	Computer Animation for Multimedia	4
DIG200	Digital Design Technology	4
GEB112	Entrepreneurship	4
GRA184	Typography	4
GRA210	History of Graphic Design	4
GRA212	Publication Design	4
GRA216	Advertising Design	4
GRA250	Corporate Identity	4
GRA258	Interactive Media	4
GRA260	Graphic Design Externship	4
GRA270	Sequential Media Design	4
GRA274	Color Theory	4
GRA286	Advanced Concept Development	4
GRA294	Digital Portfolio	4
PGY280	Digital Photography	4
COM104	Interpersonal Communications	2
SLS130	Career Development	2
SLS150	College Success	4
<b>Total Core Credits</b>		<b>72</b>
General Education Courses		
CGS100	Introduction to Computer and Information Systems	4
ENC110	English Composition I	4
MAT100	College Math	4
PSY100	Introduction to Psychology	4
HUM154	Survey of Humanities	4
SPC160	Communication Dynamics	4
<b>Total General Education Credits</b>		<b>24</b>
<b>REQUIRED FOR GRADUATION</b>		<b>96</b>



## EARLY CHILDHOOD EDUCATION

### Associate of Science

96 Quarter Credit Hours/96 Weeks

Tampa

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

**Educational Objectives:** Teach students basic academic, social, and other formative skills in public or private schools at the early childhood level.

	Core Course	Credits
EDE194	Practicum I	4
EDE294	Practicum II	6
EDF208	Teaching Diverse Populations	4
EDG104	Foundations of Education	4
EEC100	Introduction to Early Childhood Education	4
EEC120	Developmental Curriculum and Instruction	4
EEC122	Early Childhood Literacy	4
EEC160	Child Observation, Record Keeping and Assessment	4
EEC162	Guidance and Positive Discipline	4
EME204	Introduction to Education Technology	4
LIT232	Childrens Literature	4
SYG136	Child and Adolescent Development	4
TSL110	Introduction to ESOL Principles and Practices	4
EDE130	Instructional Models	4
ENC120	Effective Writing in the Workplace	4
SLS130	Career Development	2
SLS150	College Success	4
	<b>Total Core Credits</b>	<b>68</b>
	<b>General Education Courses</b>	
HUM154	Survey of Humanities	4
CGS100	Introduction to Computer Information Systems	4
ENC110	English Composition I	4
MAT100	College Math	4
PSY100	Introduction to Psychology	4
SPC160	Communication Dynamics	4
SYG100	Introduction to Sociology	4
	<b>Total Credits General Education</b>	<b>28</b>
	<b>REQUIRED FOR GRADUATION</b>	<b>96</b>

## HEALTH INFORMATION MANAGEMENT

Associate of Science

94 Quarter Credit Hours/96 Weeks

Fort Myers, Port Charlotte and Online

The Associate's Degree Health Information Management Program is designed to introduce students to the diversity of health care. Students in this program will receive instruction in the areas of privacy, confidentiality, electronic medical records, quality management, health data management, reimbursement, and coding and billing.

**Educational Objectives:** Plan or coordinate medical and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.

Core Courses		Credits
BSC106	Foundations of Anatomy and Physiology	4
HIM100	Health Care Privacy, Confidentiality, Legal and Ethical Issues	4
HIM120	Information Technology and Systems	4
HIM122	Clinical Classifications II	4
HIM124	Clinical Classifications I	4
HIM130	Healthcare Delivery Systems	4
HIM142	Foundations of Pathophysiology	4
HIM210	Health Data Management	4
HIM212	Electronic Health Records and Data Management	4
HIM220	Health Care Statistics	4
HIM222	Intermediate Procedural Coding	4
HIM226	Basic Procedural Coding	4
HIM228	Reimbursement Methodologies	4
HIM252	Quality Management	4
HIM282	Professional Practicum Experience	2
HSC154	Medical Terminology	4
MAN102	Principles of Management	4
PTN112	Pharmacology	4
<b>Total Core Credits</b>		<b>70</b>
General Education Courses		
CGS100	Introduction to Computer Information Systems	4
ENC110	English Composition I	4
MAT100	College Math	4
PSY100	Introduction to Psychology	4
SYG160	Communication Dynamics	4
HUM154	Survey of Humanities	4
<b>Total General Education Credits</b>		<b>24</b>
<b>REQUIRED FOR GRADUATION:</b>		<b>94</b>

## INTERIOR DESIGN

### Associate of Science

90 Quarter Credit Hours/96 Weeks

Fort Myers

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

**Educational Objectives:** Plan, design, and furnish interiors of residential, commercial, or industrial buildings. Formulate design which is practical, aesthetic, and conducive to intended purposes, such as raising productivity, selling merchandise, or improving life style. May specialize in a particular field, style, or phase of interior design.

Core Courses		Credits
ART200	Ideation and Perspective Drawing	4
ETD138	Computer Drafting with AutoCAD I	4
ETD140	Computer Drafting with AutoCAD II	4
ETD152	Architectural Drafting and Drawing	4
IND108	Foundations of Interior Design	4
IND112	Design Theories, Processes, and Principles	4
IND148	Interior Material Components	4
IND242	Interior Space Planning	4
IND252	Residential Design Project	4
IND272	History of Design I	4
IND274	History of Design II	4
IND276	Commercial Design Project	4
IND296	Sophomore Capstone Project - Phase I	4
IND298	Sophomore Capstone Project - Phase II	4
SLS130	Career Development	2
SLS150	College Success	4
ENC120	Effective Writing in the Workplace	4
<b>Total Core Credits</b>		<b>66</b>
General Education Courses		
CGS100	Introduction to Computer Information Systems	4
ENC110	English Composition I	4
MAT100	College Math	4
SPC160	Communication Dynamics	4
HUM154	Survey of Humanities	4
PSY100	Introduction to Psychology	4
<b>Total General Education Credits</b>		<b>24</b>
<b>REQUIRED FOR GRADUATION</b>		<b>90</b>

## MANAGEMENT

Associate of Science

96 Quarter Credit Hours/96 Weeks

Fort Myers, Tampa, Port Charlotte, and Online

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

**Educational Objectives:** Plan, direct, or coordinate the operations of public or private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services.

Core Courses		Credits
ACG100	Financial Accounting I	4
APA112	Financial Accounting II	4
BUL112	Business Law	4
CGS150	Spreadsheet Applications	4
ECO204	Principles of Macroeconomics	4
MAN102	Principles of Management	4
MAN216	Foundations of Leadership	4
MAN230	Human Resource Management	4
MAR102	Marketing	4
MAR224	Foundations of Selling	4
ECO202	Microeconomics	4
MAN224	Sales Force Management	4
ENC120	Effective Writing in the Workplace	4
SLS130	Career Development	2
SLS150	College Success	4
GEB242	Business Ethics	4
GEB112	Entrepreneurship	4
COM104	Interpersonal Communications	2
<b>Total Core Credits</b>		<b>68</b>
General Education Courses		
HUM154	Survey of Humanities	4
CGS100	Introduction to Computer Information Systems	4
ENC110	English Composition I	4
MAT100	College Math	4
PSY100	Introduction to Psychology	4
SPC160	Communication Dynamics	4
SYG100	Introduction to Sociology	4
<b>Total General Education Credits</b>		<b>28</b>
<b>REQUIRED FOR GRADUATION</b>		<b>96</b>

## MEDICAL ASSISTANT

### Associate of Science

90 Quarter Credit Hours/96 Weeks

Fort Myers, Tampa, and Port Charlotte

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

**Educational Objectives:** Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Core Courses		Credits
BSC108	Anatomy and Physiology I with Lab	5
BSC110	Anatomy and Physiology II with Lab	5
HIM224	Coding for Medical Assistants	2
MAT102	Math for Healthcare Professionals	2
HIM244	Disease Process/Pathophysiology	4
HSA154	Medical Law and Ethics	4
HSA224	Medical Office Procedures	4
HSC154	Medical Terminology	2
MEA120	Clinical Procedures with Lab	5
MEA128	Phlebotomy and Laboratory Procedures with Lab	5
MEA290	Medical Assistant Externship	6
PTN112	Pharmacology	4
RTE200	Radiography	4
ENC120	Effective Writing in the Workplace	4
SLS130	Career Development	2
SLS150	College Success	4
<b>Total Core Credits</b>		<b>62</b>
General Education Courses		
CGS100	Introduction to Computer Information Systems	4
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
<b>Total General Education Credits</b>		<b>28</b>
<b>REQUIRED FOR GRADUATION</b>		<b>90</b>

Graduates of this Associate's Degree program may apply to sit for the Registered Medical Assistant (RMA) or Certified Medical Assistant (CMA) certification examinations.

## MEDICAL LABORATORY TECHNICIAN

Associate of Science

105 Quarter Credit Hours/96 Weeks

Tampa

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

**Educational Objectives:** Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist.

Core Courses		Credits
BSC108	Anatomy and Physiology I with Lab	5
BSC110	Anatomy and Physiology II with Lab	5
CHM100	Principles of Chemistry	5
CHM110	Clinical Chemistry I with Lab	5
CHM112	Clinical Chemistry II with Lab	5
MCB104	Medical Microbiology I with Lab	5
MCB106	Medical Microbiology II with Lab	5
MLT130	Hematology I with Lab	5
MLT230	Hematology II with Lab	5
MLT150	Immunoserology with Lab	5
MLT100	Introduction to Clinical Laboratory Sciences with Lab	5
MLT222	Urinalysis, Body Fluids and Special Procedures with Lab	5
MLT252	Immunohematology with Lab	5
MLT254	Medical Lab Externship I	8
MLT256	Medical Lab Externship II	8
<b>Total Core Credits</b>		<b>81</b>
General Education Courses		
CGS100	Introduction to Computer Information Systems	4
ENC110	English Composition I	4
MAC110	College Algebra	4
MAT100	College Math	4
PSY100	Introduction to Psychology	4
SPC160	Communication Dynamics	4
<b>Total General Education Credits</b>		<b>24</b>
<b>REQUIRED FOR GRADUATION:</b>		<b>105</b>

## NETWORK ENGINEERING AND ADMINISTRATION

Associate of Science

Fort Myers, Tampa, and Port Charlotte

96 Quarter Credit Hours/96 Weeks

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

**Educational Objectives:** Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption.

	Core Courses	Credits
CDA464	Managing Electronic Communication Systems	4
CET116	Computer PC Technician	4
CET118	Computer Essentials	4
CET242	Programming Logic and Design	4
CET258	Network+ Preparation	4
CET260	Routers and Network Security	4
CET270	Introduction to Network Security Fundamentals	4
CGS210	Ethics in Science and Technology	4
CIS220	Computer Forensics and Investigations	4
COP176	Data Base II	4
CTS140	Data Base I	4
CTS234	Active Directory Services	4
CTS236	Network Infrastructure	4
CTS238	Client-Server Network Operating Systems	4
MAN102	Principles of Management	4
MAN258	Principles of Project Management	4
ENC120	Effective Writing in the Workplace	4
SLS150	College Success	4
	<b>Total Core Credits</b>	<b>72</b>
	<b>General Education Courses</b>	
CGS100	Introduction to Computer Information Systems	4
ENC110	English Composition I	4
MAT100	College Math	4
PSY100	Introduction to Psychology	4
SPC160	Communication Dynamics	4
HUM154	Survey of Humanities	4
	<b>Total General Education Credits</b>	<b>24</b>
	<b>REQUIRED FOR GRADUATION</b>	<b>96</b>



## NURSING

### Associate of Science

### 108 Quarter Credit Hours/84 Weeks

Fort Myers

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

**Educational Objectives:** Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required.

	Core Courses	Credits
BSC108	Anatomy and Physiology I with Lab	5
BSC110	Anatomy and Physiology II with Lab	5
HUN120	Nutrition	4
MCB102	Microbiology with Lab	5
NUR100	Nursing Fundamentals	3
NUR102	Nursing Fundamentals Clinical	4
NUR104	Nursing Skills Lab I	1
NUR106	Nursing Skills Lab II	1
NUR108	Health Assessment	3
NUR110	Health Assessment Skills Lab	1
NUR112	Concepts of Nursing Practice	2
NUR114	Pharmacology for Nurses	4
NUR120	Beginning Medical/Surgical Nursing	3
NUR124	Beginning Medical/Surgical Nursing Clinical	4
NUR204	Nursing Skills Lab III	1
NUR220	Medical/Surgical Nursing	3
NUR224	Medical/Surgical Nursing Clinical	4
NUR232	Pediatrics Nursing	3
NUR234	Pediatrics Nursing Clinical	2
NUR242	Maternity Nursing	3
NUR244	Maternity Nursing Clinical	2
NUR252	Mental Health Nursing	3
NUR254	Mental Health Nursing Clinical	2
NUR276	Perioperative Nursing	2*
NUR278	Perioperative Nursing Clinical	2*
	OR	
NUR226	Critical Care Nursing	2*
NUR228	Critical Care Nursing Clinical	2*
NUR280	Seminar for Beginning Nursing Practice	2
NUR294	Nursing Practicum	6
	<b>Total Core Credits</b>	<b>80</b>

Continued next page

<b>General Education Courses</b>		
CGS100	Introduction to Computer Information Systems	4
DEP200	Human Growth and Development	4
ENC110	English Composition I	4
MAC110	College Algebra	4
PSY100	Introduction to Psychology	4
SYG100	Introduction to Sociology	4
SPC160	Communication Dynamics	4
<b>Total General Education Credits</b>		<b>28</b>
<b>REQUIRED FOR GRADUATION</b>		<b>108</b>

\*During the final term, the College will determine which courses will be offered: NUR276 Perioperative Nursing and NUR278 Perioperative Nursing Clinical or NUR226 Critical Care Nursing and NUR228 Critical Care Nursing Clinical.

## NURSING

### Associate of Science

### 115 Quarter Credit Hours/84 Weeks

Tampa

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

**Educational Objectives:** Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required.

	Core Courses	Credits
BSC108	Anatomy and Physiology I with Lab	5
BSC110	Anatomy and Physiology II with Lab	5
CHM100	Principles of Chemistry	5
HUN120	Nutrition	4
MCB102	Microbiology with Lab	5
NUR101	Nursing Fundamentals	4
NUR102	Nursing Fundamentals Clinical	4
NUR104	Nursing Skills Lab I	1
NUR106	Nursing Skills Lab II	1
NUR108	Health Assessment	3
NUR110	Health Assessment Skills Lab	1
NUR112	Concepts of Nursing Practice	2
NUR114	Pharmacology for Nurses	4
NUR121	Beginning Medical/Surgical Nursing	4
NUR124	Beginning Medical/Surgical Nursing Clinical	4
NUR221	Medical/Surgical Nursing	4
NUR224	Medical/Surgical Nursing Clinical	4
NUR232	Pediatrics Nursing	3
NUR234	Pediatrics Nursing Clinical	2
NUR242	Maternity Nursing	3
NUR244	Maternity Nursing Clinical	2
NUR252	Mental Health Nursing	3
NUR254	Mental Health Nursing Clinical	2
NUR276	Perioperative Nursing	2*
NUR278	Perioperative Nursing Clinical	2*
	OR	
NUR226	Critical Care Nursing	2*
NUR228	Critical Care Nursing Clinical	2*
NUR280	Seminar for Beginning Nursing Practice	2
NUR294	Nursing Practicum	6
	<b>Total Core Credits</b>	<b>87</b>

Continued next page

General Education Courses		Credits
CGS100	Introduction to Computer Information Systems	4
DEP200	Human Growth and Development	4
ENC110	English Composition I	4
MAC110	College Algebra	4
PSY100	Introduction to Psychology	4
SYG100	Introduction to Sociology	4
SPC160	Communication Dynamics	4
<b>Total General Education Credits</b>		<b>28</b>
<b>REQUIRED FOR GRADUATION</b>		<b>115</b>

\*During the final term, the College will determine which courses will be offered: NUR276 Perioperative Nursing and NUR278 Perioperative Nursing Clinical or NUR226 Critical Care Nursing and NUR228 Critical Care Nursing Clinical.

## PARALEGAL

### Associate of Science

### 96 Quarter Credit Hours/96 Weeks

Online

The Paralegal program is designed to provide industry-relevant training by encompassing a well-balanced curriculum of legal theory and practice, general education, and business skills.

**Educational Objectives:** Students are involved in legal research and writing, document preparation, trial practice, and general law office management. Graduates will assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

	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
	<b>Total Core Credits</b>	<b>64</b>
	<b>General Education Courses</b>	
CGS100	Introduction to Computer information Systems	4
ENC110	English Composition I	4
MAT100	College Math	4
PSY100	Introduction to Psychology	4
SPC160	Communication Dynamics	4
HUM154	Survey of Humanities	4
SYG100	Introduction to Sociology	4
SLS150	College Success	4
	<b>Total General Education Credits</b>	<b>32</b>
	<b>REQUIRED FOR GRADUATION</b>	<b>96</b>

## SURGICAL TECHNICIAN

Associate of Science

90 Quarter Credit Hours/96 Weeks

Fort Myers, Tampa, and Port Charlotte

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

**Educational Objectives:** Assist in operations, under the supervision of surgeons, registered nurses, or other surgical personnel. May help set up operating room, prepare and transport patients for surgery, adjust lights and equipment, pass instruments and other supplies to surgeons and surgeon's assistants, hold retractors, cut sutures, and help count sponges, needles, supplies, and instruments.

Core Courses		Credits
BSC108	Anatomy and Physiology I with Lab	5
BSC110	Anatomy and Physiology II with Lab	5
ENC120	Effective Writing in the Workplace	4
HIM244	Disease Processes/Pathophysiology	4
HSA154	Medical Law and Ethics	4
HSC154	Medical Terminology	2
MAT102	Math for Healthcare Professionals	2
MCB100	Microbiology and Infection Control	4
PTN112	Pharmacology	4
SLS150	College Success	4
STS130	Fundamentals of Surgical Technology	4
STS132	Surgical Procedures I	4
STS232	Surgical Procedures II	4
STS234	Surgical Procedures III	4
SRT294	Surgical Technician Externship I	4
SRT296	Surgical Technician Externship II	8
<b>Total Core Credits</b>		<b>66</b>
General Education Courses		
CGS100	Introduction to Computer Information Systems	4
ENC110	English Composition I	4
HUM154	Survey of Humanities	4
MAT100	College Math	4
PSY100	Introduction to Psychology	4
SPC160	Communication Dynamics	4
<b>Total General Education Credits</b>		<b>24</b>
<b>REQUIRED FOR GRADUATION</b>		<b>90</b>

Graduates may be eligible to apply to sit for the certification exam in surgical technology given by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

## MEDICAL ASSISTANT

### Diploma

51 Quarter Credit Hours/40 Weeks

Fort Myers, Port Charlotte, and Tampa

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

**Educational Objectives:** Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

	Core Courses	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
	<b>REQUIRED FOR GRADUATION</b>	<b>51</b>

NOTE: In the State of Florida, qualified graduates from this program may be eligible to sit for one or both 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.



## MEDICAL BILLING AND CODING TECHNOLOGY

### Diploma

50 Quarter Credit Hours/60 Weeks

Fort Myers and Port Charlotte

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

**Educational Objectives:** Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system.

	Core Courses	Credits
BSC106	Foundations of Anatomy and Physiology	4
CGS100	Introduction to Computer Information Systems	4
HIM120	Information Technology and Systems	4
HIM124	Clinical Classifications I	4
HIM122	Clinical Classifications II	4
HIM142	Foundations of Pathophysiology	4
HIM226	Basic Procedural Coding	4
HIM222	Intermediate Procedural Coding	4
HIM228	Reimbursement Methodologies	4
HIM234	Virtual Lab	4
HIM100	Health Care Privacy, Confidentiality, Legal and Ethical Issues	4
HIM210	Health Data Management	4
HSC154	Medical Terminology	2
	<b>REQUIRED FOR GRADUATION</b>	<b>50</b>

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

## COURSE DESCRIPTIONS

This section provides concise descriptions of the courses offered at the College. The College reserves the right to revise course descriptions and offerings at any time. Courses marked with an "O" have been approved for online delivery.

### **ACG100 Financial Accounting I (4 cr.) "O"**

This course defines accounting principles and their relation to business. The student is taught fundamentals and principles of accounting, the recording of transactions in the elementary journals and posting to the ledger, the trial balance and working papers. Pre-requisite: MAT100 College Math

### **ACG206 Managerial Accounting I (4 cr.) "O"**

This course is an introduction to financial accounting theory, practice, and development framework. Students will be exposed to certain accounting and management decisions, cost accounting, costing techniques, allocation methods, as well as measurements and controls used in budgeting. Pre-requisite: None

### **ACG208 Managerial Accounting II (4 cr.) "O"**

This course is a continuation of Managerial Accounting I, where students will be exposed to further topics regarding management evaluation of organizational performance, supporting management decisions in decentralized operations, capital expenditure evaluations, internal controls, and accounting in service organizations. Pre-requisite: ACG206 Managerial Accounting.

### **ACG310 Intermediate Accounting I (4 cr.) "O"**

This course focuses on providing the student with an understanding of the theory and methods prescribed by FASB for financial reporting. Highlights of the course include the accounting process, revenue recognition, financial statement preparation, debt financing methods, accounting changes, international standards, and accounting for assets. Pre-requisites: ACG206 Managerial Accounting I and ACG208 Managerial Accounting II.

### **ACG312 Intermediate Accounting II (4 cr.) "O"**

This course is a continuation of Intermediate Accounting I, focusing on the following key areas: equity financing, investments in debt and equity securities, leasing options, issues related to income taxes, compensation and post-retirement benefits, advanced financial reporting issues, accounting changes and error corrections, and global accounting issues. Pre-requisite: ACG310 Intermediate Accounting I.

### **AMH326 U.S. History 1945 - Present (4 cr.) "O"**

This course covers the 60 years of American history from the end of World War II to the present. Students will examine how the American nation has become what it is today, and how the American people have become what they are today. The course will probe the deeper meanings of recent historical experiences that forged the social character of the people of this country.

### **APA112 Financial Accounting II (4 cr.) "O"**

This course introduces accounting procedures for a merchandising enterprise. The accounting cycle and all related accounting fundamentals are discussed, including payroll. Pre-requisite: ACG100 Financial Accounting I.

### **APA114 Computer Accounting (4 cr.) "O"**

This course will introduce students to small business accounting software and allow them to work through accounting simulations relative to a small business environment. Pre-requisite: ACG100 Financial Accounting I.

### **APA180 Principles of Taxation (4 cr.) "O"**

This course is based on the study of individual tax returns. Study of accounting methods acceptable for tax purposes and the study of Federal income tax procedures and appeals methods will be reviewed. Pre-requisite: ACG100 Financial Accounting I.

**ART200 Ideation and Perspective Drawing (4 cr.)**

In this fundamental drawing course, design ideas and evolving concepts, such as an object's form, function, volume, components, assembly and materiality are introduced to beginning level design students. Specific methods introduced in this class include freehand sketching for ideation, shaded and colored rendering, orthographic projection (plans, elevations and sections), one- and two-point perspective, and measured technical drawing. Pre-requisite: IND242 Interior Space Planning.

**ART210 Art Appreciation (4 cr.)**

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

**ART230 Drawing and Perspective (4 cr.)**

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

**BSC100 Introduction to Biology (4 cr.)**

Introduction to Biology emphasizes major theories and concepts of Biology. The course stresses many of the important principles of Biology as well as their applications in everyday life. Emphasis is placed on cell structure and function, metabolism and energy transformation, genetics, and classification.

**BSC106 Foundations of Anatomy and Physiology (4 cr.) "O"**

This course introduces the student to the structures, functions, and interrelationships of the human body systems. The course content will include the discussion of the functions and structures of the body and the movement and support of integration and coordination.

**BSC108 Anatomy and Physiology I with Lab (5 cr.) "O"**

This course is an in-depth study of the structures, functions and interrelationships of human systems. Course content will include discussion of the biological levels of cellular organization of the human body, and the structures and functions of the systems involved in support and movement, and integration and coordination. In the inquiry based laboratory portion of this course, students will investigate, through hands on and simulated laboratory experiences, the histology, structures and functions of these systems.

Pre-requisite: HSC154 Medical Terminology (excluding students enrolled in the Diagnostic Medical Sonography, Medical Laboratory Technician, and Nursing programs).

**BSC110 Anatomy and Physiology II with Lab (5 cr.) "O"**

This course is a continuation of the study of the structure, functions and interrelationships of human body systems. Course content will include discussion of the digestive, respiratory and genitourinary systems as well as the transport function of the cardiovascular and lymphatic systems. Concepts related to human growth and development will also be addressed. In the inquiry based laboratory portion of this course, students will investigate, through hands on and simulated laboratory experiences, the histology, structures and functions of these systems. Pre-requisite: BSC108 Anatomy and Physiology I with Lab.

**BUL112 Business Law (4 cr.) "O"**

This course presents an overview of basic legal principles that relate to business activities. It includes a discussion of the nature, source and development of law and the structure and operation of the courts system. Topics include the court system in the United States and the constitutional framework of the American legal system, torts, crimes, alternatives for settling disputes (arbitration and mediation), contracts, sales of goods under the UCC, business organization and regulation, real and personal property, wills and estates, and consumer and creditor protections.

**CAP204 Computer Animation for Multimedia (4 cr.)**

This course focuses on developing complex graphical user interfaces and animation. Students explore html software and its Action Script programming language while working with navigational elements, animated graphics and rich multimedia content, including sound and video. Current and future trends of multimedia interactivity are addressed. Pre-requisite: GRA258 Interactive Media.

#### **CCJ110 Introduction to Criminal Justice (4 cr.) "O"**

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

#### **CCJ164 Criminology (4 cr.) "O"**

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

#### **CCJ246 Effective Communication for the Criminal Justice Professional (4 cr.) "O"**

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

#### **CCJ264 Organized Crime (4 cr.) "O"**

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

#### **CCJ406 Crime Mapping (4 cr.) "O"**

This course will introduce the student to theoretical and practical aspects of crime mapping and the spatial analysis of crime. Students will be introduced to many different areas concerning crime mapping and the spatial aspects of crime analysis including: Geographic Information Systems (GIS), social disorganization and ecological theories of crime, crime and place; crime epidemics, displacement and diffusion; and the spatial aspects of individual crime. Pre-requisite: CGS100 Introduction to Computer Information Systems.

#### **CET116 Computer PC Technician (4 cr.) "O"**

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

#### **CET118 Computer Essentials (4 cr.) "O"**

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

#### **CET242 Programming Logic and Design (4cr) "O"**

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

#### **CET258 Network+ Preparation (4 cr.) "O"**

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

**CET260 Routers and Network Security (4 cr.) "O"**

In this course students will learn to properly implement, configure and troubleshoot Cisco's IOS. Students will learn to configure routers and switches, including IRP, Access Lists, IPX, ISDN and Frame Relay. They will also gain basic overall knowledge about the more prominent wide area technologies and protocols being used in the industry today. This course prepares students for the CCNA certification. Pre-requisite: CET258 Network + Preparation.

**CET270 Introduction to Network Security Fundamentals (4 cr.) "O"**

This course is a comprehensive guide for anyone wishing to take the latest CompTIA Security+ exam. The course covers all the latest CompTIA Security+ exam objectives and maps to the new Security+ exam. The course covers newly covered exam topics including cross site scripting, SQL injection, rootkits, and virtualization, as well as topics of increasing importance in the industry like the latest breeds of attackers, Wi-Fi Protected Access 2, and Microsoft Windows Vista, Windows 7 and Windows Server security. Pre-requisites: CET118 Computer Essentials and CET116 Computer PC Technician.

**CGS100 Introduction to Computer Information Systems (4 cr.) "O"**

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

**CGS150 Spreadsheet Applications (4 cr.) "O"**

This course teaches the use of Microsoft Excel spreadsheet software in applications relevant to business. Included are fundamentals of building spreadsheets, formulas, printing features, and charts. Advanced features, such as pivot tables, macros, and visual basic for applications, are also included. Pre-requisite: CGS100 Introduction to Computer Information Systems.

**CGS210 Ethics in Science and Technology (4 cr.) "O"**

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

**CGS288 Web Coding (4 cr.)**

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

**CGS380 IT Business Continuity (4 cr.) "O"**

Companies and organizations depend more than ever on the availability of their Information Technology systems to manage critical business practices and processes. Business Continuity is the ability to do business under any circumstances and is an essential requirement that modern companies expect. This course will teach students the requirements, concepts, and realizations of redundant systems on all abstraction levels and will provide hands on practice and skill building. Pre-requisites: CET258 Network + Preparation and MAN258 Principles of Project Management.

**CGS436 Information Technology Strategies (4 cr.) "O"**

This course reflects the rapid changes in IT and the business environment and addresses current issues and the latest thinking in Information Management. This course will provide a basic framework for using Information Technology and includes the use of real life case studies to examine the Management strategies. Pre-requisite: CET258 Network + Preparation.

**CHM100 Principles of Chemistry (5 cr.)**

This course is an introduction to the basic principles of chemistry. Topics include the periodic table, matter, energy, basic chemical reactions, reaction rates, and acid/base theory and application. Stoichiometry, kinetics, thermodynamics and nuclear radiation and selected aspects of inorganic chemistry will be addressed. The hands-on laboratory component of the course develops laboratory and problem solving skills for chemistry and scientific measurements. Laboratory experiments reinforce topics presented in the lecture.

### **CHM110 Clinical Chemistry I with Lab (5 cr.)**

Students are introduced to analytical techniques, instrumentation and basic principles of automated clinical chemistry methods; Presents theory and application of biochemical analytes, including clinical significance and normal reference ranges. Analytes that are tested for interpretation will include enzymes, carbohydrates, lipids, proteins, electrolytes, and blood gases.

### **CHM112 Clinical Chemistry II with Lab (5 cr.)**

This course builds on the concepts of Clinical Chemistry I, with further examination of the principles and procedures of clinical chemistry tests. Students will learn the physiological basis for the tests and the clinical significance of the test results in contrast to the normal value ranges. Pre-requisites: CHM110 Clinical Chemistry with Lab; Co-requisite: MLT230 Hematology II with Lab, MLT222 Urinalysis and Body Fluids.

### **CIS220 Computer Forensics and Investigations (4 cr.) "O"**

This course provides comprehensive training in computer forensics. This course is intended for novices who have a thorough grounding in computer and networking basics. This course will cover current and past operating systems and a range of computer hardware, from workstations to high-end network servers. The course focuses on a few forensics software tools and reviews and discusses additional tools used. Pre-requisite: CET258 Network+Preparation.

### **CIS242 Sustainable IT Solutions (4 cr.)**

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

### **CIS360 Knowledge Management (4 cr.)**

Knowledge management is the name of a concept in which an enterprise consciously and comprehensively gathers, organizes, shares, and analyzes its knowledge in terms of resources, documents, and people skills. In this class student will learn how to gather, organize, refine and disseminate information needed in a small business or corporation using technical applications to house and mine the data. Pre-requisite: MAN258 Principles of Project Management.

### **CIS438 Advanced Network Forensics (4 cr.) "O"**

This course provides advanced training in computer forensics. Students will learn the ways an intruder can attack a network, and how to proactively defend against such attacks. In-depth methods of forensic investigation will be examined, along with methods of investigating email crime, corporate espionage and copyright infringement. Pre-requisites: CIS220 Computer Forensics and Investigations.

### **CIS440 Wireless Security and Forensics (4 cr.) "O"**

This course provides comprehensive training in communication media testing and wireless network forensics. This course will cover techniques used to investigate wireless networks and devices as well techniques used in communications media penetration testing. The course focus on a few forensics software tools and also reviews and discusses additional tools used. Pre-requisite: CET270 Introduction to Network Security Fundamentals.

### **CJC100 Introduction to Corrections (4 cr.) "O"**

This course focuses on historical and contemporary views of offender management and treatment and includes a comprehensive examination of the U.S. correctional system. Special focus is on theories of punishment and rehabilitation, the historical antecedents of modern corrections, offender characteristics, sentencing and community-based corrections. The course examines the operation and administration of correctional facilities, prison life, and contemporary debates concerning the role of corrections in society. Pre-requisite: CCJ110 Introduction to Criminal Justice.

### **CJC350 The Economics of Crime and Punishment (4 cr.) "O"**

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

**CJE170 Introduction to Forensic Science (4 cr.) "O"**

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

**CJE172 Advanced Crime Scene Technology (4 cr.) "O"**

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

**CJE230 Criminal Justice Management (4 cr.) "O"**

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

**CJE496 Senior Project in Criminal Justice (4 cr.) "O"**

This course provides students an integrative educational experience through which students comprehensively analyze and synthesize theories, policies and practices related to the study of criminal justice. Pre-requisite: IDS491 Research Methods.

**CJJ100 Juvenile Delinquency (4 cr.) "O"**

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

**CJL210 Criminal Law and Procedure (4 cr.) "O"**

In this course, substantive Florida criminal law will be studied, including crime and its elements, developments and trends in this area. Procedural aspects of criminal law including court jurisdiction, tactics and methods used in investigation and pertinent ethical considerations will be discussed. Emphasis will be placed on the constitutional aspects of criminal law. Pre-requisite: CCJ110 Introduction to Criminal Justice or PLA100 Introduction to Paralegalism.

**CJL212 Criminal Investigations and Police Procedure (4 cr.) "O"**

This course covers basic investigative techniques, the taking of witness statements and interviews, and report writing. The role of advancing technologies used for investigation will be explored with emphasis on the use of forensic science in reconstructing an event. A review of police procedures is also covered. Pre-requisite: CCJ110 Introduction to Criminal Justice.

**CNT300 Managing Technology Integration (4 cr.) "O"**

Integration is the process of how technology systems work collaboratively. Technology Integration is the process of choosing from technology possibilities to solve a problem. Students will be able to understand all systems in the IT environment within the workplace. Pre-requisite: CET260 Routers and Network Security.

**CNT470 Business Design and Security Implementation (4 cr.) "O"**

This is a capstone network and security project course. At the completion of this course, students will be able to build a complete network from drawing design to full implementation including security. Pre-requisite: Senior status.

**COM104 Interpersonal Communication (2 cr.) "O"**

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



#### **COP176 Database II (4 cr.) "O"**

This course teaches the use of Structured Query Language (SQL), the universal language of Databases, from the ground up. Students will learn to create, modify, maintain and manage databases using only SQL. Emphasis is placed on the creation and modification of databases, tables and queries. Pre-requisite: CTS140 Database I.

#### **CTS140 Database I (4 cr.) "O"**

This course teaches the use of current database program applications relevant to business including creating, storing and editing databases. Emphasis is placed on query topics, operators, entry forms and reports. Pre-requisite: CGS100 Introduction to Computer Information Systems.

#### **CTS234 Active Directory Services (4 cr.) "O"**

This course will give an overview of Active Directory and its role in a network. Students will install, configure and maintain an Active Directory Infrastructure to include domain and child domain controllers. In addition, students will set up users and groups based on access rights and secured access. Pre-requisite: CTS236 Network Infrastructure.

#### **CTS236 Network Infrastructure (4 cr.) "O"**

This course will teach students about the various aspects of information technology infrastructure including services such as WINS, DNS, DHCP, VPN and other services. The student will learn not only the theory behind the services but the implementation on a live network. In addition, this course will help prepare students for the certification exams associated with the client and network operating exams administered by Microsoft. Pre-requisite: CTS238 Client-Server Network Operating Systems.

#### **CTS238 Client-Server Network Operating Systems (4 cr.) "O"**

This course focuses on the features of client and server network operating systems including installation, configuration, administration and support. After successful completion of this course, the student will be able to install, configure and perform basic network administration functions within a Windows environment. The course will also will help prepare students for the certification exams associated with the client and network operating exams administered by Microsoft. Pre-requisite: CET258 Net + Preparation.

#### **CTS414 Root Cause Analysis (4 cr.) "O"**

Root Cause Analysis is a method that is used to address a problem or non-conformance, in order to get to the "root cause" of the problem. It is used so we can correct or eliminate the cause, and prevent the problem from recurring. Root Cause Analysis includes the resolution of customer complaints and returns, disposition of non-conforming material, corrective action plans, and internal/external customer audits. Pre-requisite: CET260 Routers and Network Security.

#### **DEP200 Human Growth and Development (4 cr.)**

The general principles and processes of normal human growth and development across the life span are presented. Biological, mental, emotional and societal bio psychosocial forces will be identified and analyzed in relation to their effects on the range of normal human behaviors from conception through old age and death. Case studies will assist the student to apply these concepts.

#### **DIG200 Digital Design Technology (4 cr.)**

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

#### **DSC400 Domestic and International Terrorism (4 cr.)**

Understanding the motivation, tactics and targeting trends of terrorist and extremist groups is mandatory if criminal justice professionals are to be able to evaluate potential threats and then develop appropriate countermeasures. Students will examine groups ranging from radical religious fundamentalists to environmental extremists along with other extreme special interest groups. Understanding the manifestations of terrorism will enable students to develop and to apply some of the countermeasures against it through the use of case studies and specific activities.

#### **ECO202 Microeconomics (4 cr.) "O"**

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



**ECO204 Principles of Macroeconomics (4 cr.) "O"**

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

**EDE130 Instructional Models (4 cr.) "O"**

This course introduces pre-service teachers to instructional models that are based on current research and best practice. Students will not only learn about the various models of instruction but will also begin to understand how to design instruction linking standards to objectives and aligning instruction and assessment. In addition to class hours, students will complete a minimum of 10 out-of-class work hours of observation with children and youth in schools or similar settings (Field Hours Log attached). This is a requirement of this course and cannot be waived. Pre-requisite: EDG104 Foundations of Education and EDF208 Teaching Diverse Populations.

**EDE194 Practicum I (4 cr.) "O"**

This course is designed to address teaching skills such as lesson planning, classroom management, and teaching strategies. Students will attend class for 60 hours including field trips and regular class hours. This class is sequenced to occur at the end of the student's first year. Students will complete 20 hours of field experience hours/observations within a school setting. This is a requirement of this course and cannot be waived. During this time, the student will teach several lessons as the lead teacher of the classroom and be evaluated using the formal observation form. This is a requirement of this course and cannot be waived. Pre-requisite: At least 16 credits of education courses to include EEC100 Introduction to Early Childhood Education or EDG104 Foundations of Education.

**EDE220 Designing Instruction (4 cr.) "O"**

The course begins to blend theory into practice. Students will learn how to become reflective decision makers who plan, implement, evaluate and manage decisions as part of their instructional role. Core INTASC standards are addressed throughout the course. In addition to class hours, students will complete a minimum of 10 out-of-class work hours of observation with children and youth in schools or similar settings. Pre-requisites: EDE1300 Instructional Models and EDG1040 Foundations of Education and EDF208 Teaching Diverse Populations and TSL110 Introduction to ESOL Principles and Practices.

**EDE294 Practicum II (6 cr.) "O"**

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

**EDE322 Health Education in Elementary and Middle Schools (4 cr.) "O"**

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

**EDE330 Classroom Management (4 cr.) "O"**

This course examines the relationship between effective instruction and good classroom management. Students will learn how to establish goals, rules and procedures. The students will learn how to create a positive learning environment that fosters student responsibility and achievement. They will learn strategies to build an environment where students are self-directed and responsible for their actions. Pre-requisites: EDG104 Foundations of Education and EDE294 Practicum II.

**EDE332 Science in the Elementary Classroom (4 cr.) "O"**

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

#### **EDE334 Math in the Elementary Classroom (4 cr.) "O"**

The primary purpose of this course is to produce well-trained practitioners who are skilled in the philosophy and methods of teaching mathematics to elementary school students. This course introduces mathematics as a science and an art, and demonstrates to teachers that there is more than one way to teach math in the classroom. The course stresses ideas, methods and strategies that are used to construct meaning in math. It will provide for the pre-service teacher a solid foundation for teaching math and for reinforcing on children mathematical thinking and reasoning skills. Pre-requisite: EDE220 Designing Instruction.

#### **EDE342 Classroom Assessments (4 cr.) "O"**

Classroom assessment is an everyday, ongoing, integral part of teaching. It is intertwined with curriculum and instruction. This course focuses on several views of assessment in the classroom, the most important being the use of assessment to guide planning and implementation of instruction. It also emphasizes the use of assessment as a strategy for teacher self-reflection. Finally, the course covers the assessment needs of testing, grading and the interpretation of standardized tests. Pre-requisites: EDG104 Foundations of Education and EDE220 Designing Instruction.

#### **EDE426 Collaboration in the School Community (4 cr.) "O"**

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

#### **EDE428 Integrating the Arts into Instruction (4 cr.) "O"**

This course is designed to introduce pre-service teachers to the creative process in all of us and to increase their understanding and appreciation of the arts. The arts are an essential part of every child's education. The course will show teachers how the arts can be integrated with the curriculum to encourage imaginative thinking, problem-solving and explore the child's creative potential. Pre-requisite: EDG104 Foundations of Education.

#### **EDE430 Teaching Literacy in Primary and Elementary Classrooms (4 cr.) "O"**

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

#### **EDE486 Portfolio and Professional Development (4 cr.) "O"**

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

#### **EDE494 Student Teaching and Senior Seminar (12 cr.) "O"**

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

#### **EDF208 Teaching Diverse Populations (4 cr.) "O"**

This explores the cultural pluralism in school settings. It examines the impact of culture and language on the curriculum, relationships and readiness for school. The challenge of creating developmentally appropriate practices that build on the understandings of the diverse student population will be emphasized. Teachers will be prepared to design curriculum to meet the diverse needs of their students. Pre-requisite: EEC120 Developmental Curriculum and Instruction or EDG104 Foundations of Education.

**EDG104 Foundations of Education (4 cr.) "O"**

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

**EEC322 Cultural Diversity in the School Setting (4 cr.) "O"**

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

**EEC326 Exceptional Children (4 cr.) "O"**

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

**EME204 Introduction to Education Technology (4 cr.) "O"**

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

**ENC110 English Composition I (4 cr.) "O"**

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

**ENC120 Effective Writing in the Workplace (4 cr.) "O"**

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

**ENC312 English Composition II (4 cr.) "O"**

This course further develops the student's abilities in expository and argumentative writing and introduces the student to the methods, techniques, and materials of research. The written work of the course includes the completion of a research paper done by the student under the instructor's supervision and guidance. The course continues to stress clarity of expression, reviews mechanics implicit in correction and revision of written composition, and teaches English usage and grammar as needed. Pre-requisite: ENC110 English Composition I.

**ETD138 Computer Drafting with AutoCAD I (4 cr.)**

This course is a study of the fundamental AutoCAD two-dimensional commands; it covers the drawing of basic geometric objects, modifying, editing, drawing and page setup, drafting standards, display commands, paper and model space characteristics, as well as basic dimensioning, annotating, and plotting. AutoCAD will be utilized to create a simple floor plan with appropriate annotation and dimensions. Pre-requisite: ETD152 Architectural Drafting and Drawing.

**ETD140 Computer Drafting with AutoCAD II (4 cr.)**

This course is an advanced study of AutoCAD two-dimensional commands and their applications. It provides students with in-depth knowledge of the AutoCAD Design Center, block creation and editing, layers, line weights, line types, Text Style, Dimension Style and Multileader Managers, Inquiry tools, unusual geometries and commands, hatching, rendering and creating schedule tables. AutoCAD will be utilized to create a multi-sheet set of drawings to create a variety of views and drawing types with title block customization.

Pre-requisite: ETD138 Computer Drafting with AutoCAD I.

**ETD142 Computer Drafting with AutoCAD Level II (2 cr.)**

This course is an advanced study of AutoCAD two-dimensional commands and their applications. It provides students with in-depth knowledge of the AutoCAD Design Center, block creation and editing, layers, line weights, line types, text style, dimension style and multi-leader managers, inquiry tools, unusual geometries and commands, hatching, rendering and creating schedule tables. AutoCAD will be utilized to create a multi-sheet set of drawings to create a variety of views and drawing types with title block customization.

Pre-requisite: ETD138 Computer Drafting with AutoCAD I.

**ETD152 Architectural Drafting and Drawing (4 cr.)**

This course is essential for interior designer students in learning how to manually draft scaled floor plans, elevations, sections, and three-dimensional drawings. Clearly explaining techniques and methods, it begins with an explanation of drafting tools and their various uses, and then presents instructions and illustrations that indicate how to complete increasingly more difficult drafting conventions. Additionally, students will learn drawing techniques for indicating various materials, symbols for coordinating related drawings, and architectural lettering.

**ETD370 3D StudioMax (4 cr.)**

This course introduces interior design students to the 3ds Max interface, tools, functions, concepts, and design environment. Tools will be provided to learn how to make three-dimensional models using model planning, poly tools, scene, edition, organic poly modeling, and mapping. The learner will also explore 3Ds Max Workflow and the creation of a three-dimensional architectural visualization animation. Pre-requisite: ETD138 Computer Drafting with AutoCAD II.

**ETD396 Revit I- Building Information Modeling (4 cr.)**

This course focuses on architectural drafting problems using Autodesk Revit with emphasis placed on 3-D design and computer rendering techniques. The interior design profession is dependent on speed and accuracy; therefore, the student will learn to be able to originate and manipulate architectural drawings using computer-aided software. Proficiency in computer-aided design software increases the marketability of interior design students. Pre-requisite: ETD138 Computer Drafting with AutoCAD II.

**FIN300 Finance for Business (4 cr.) "O"**

This course explores financial decision making relative to asset management. Topics include financial statement analysis, financial forecasting, and capital budgeting. Also included are personal financial planning, income tax, risk management and investing in stocks, mutual funds and annuities. Pre-requisite: MAC110 College Algebra.

**GEB112 Entrepreneurship (4 cr.) "O"**

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

**GEB242 Business Ethics (4 cr.)**

This course is a study of the moral issues which arise in the context of the business world. Students in this course will learn the philosophical foundations of ethical decision making. They will explore corporate social responsibility both locally and globally, conflicts of interest, environmental concerns, discrimination and the ethical treatment of employees in the workplace.

**GEB320 Business Communication (4 cr.) "O"**

This course is designed to help business students develop the written, verbal, and interpersonal skills that are both effective and efficient, and that are necessary for a successful career in the demanding business workplace. Pre-requisite: MAN102 Principles of Management (Pre-requisite: does not apply for Accounting majors).

**GEB340 Social Media for the Professional (4 cr.) "O"**

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

**GEB488 Management Policy and Strategy (4 cr.) "O"**

The course guides students through the strategic management process using a unique approach blending the classic industrial organizational model with the resource-based view of the firm. This approach helps explain how firms use the strategic management process to build a sustained competitive advantage. To accomplish this, the course uses a series of business cases and materials to illustrate the major areas of managerial concern. Pre-requisite: MAN102 Principles of Management.

**GRA184 Typography (4 cr.) "O"**

In this course, students will explore the characteristics of digital type and manual lettering. Students will work with type as a graphic element in the context of larger compositions. The student will learn specific terminology and functions related to typesetting. This course will explore printing processes and will demonstrate how graphic decisions affect printing and production. Pre-requisite: DIG200 Digital Design.

**GRA210 History of Graphic Design (4 cr.) "O"**

Students in this course will survey the history art of graphic design, be introduced to influential designers and become familiar with various graphic styles throughout history. We will also survey the design profession, the graphic design discipline, its many specialties as well as resources available to designers. Pre-requisite: DIG200 Digital Design.

**GRA212 Publication Design (4 cr.)**

The student explores the various means of indicating, placing, and manipulating visual elements in page design, systematically developing strong and creative layout solutions by means of a cumulative, conceptual design process. The ability to effectively integrate photographs, illustrations, and display and text type is developed using page composition software. Pre-requisite: DIG200 Digital Design.

**GRA216 Advertising Design (4 cr.)**

This course concentrates on the design, development, implementation, testing and updating of graphical interfaces. Explore a variety of visual, navigational and structural approaches. Navigation systems, visual hierarchy, basic animation, image preparation, and file transferring protocols are explained. Emphasis is placed on conceptual development and structure, interactivity and design aesthetics. Pre-requisite: DIG200 Digital Design.

**GRA250 Corporate Identity (4 cr.)**

This is an advanced design course that teaches the development of corporate identity programs as applied to corporate communications. Applications may include stationary, business cards, signage, packaging, and vehicles. Pre-requisite: DIG200 Digital Design.

**GRA258 Interactive Media (4 cr.) "O"**

This course concentrates on the design, development, implementation, testing and updating of graphical interfaces. Explore a variety of visual, navigational and structural approaches. Navigation systems, visual hierarchy, basic animation, image preparation, and file transferring protocols are explained. Emphasis is placed on conceptual development and structure, interactivity and design aesthetics. Pre-requisite: DIG200 Digital Design.

**GRA260 Graphic Design Externship (4 cr.)**

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

**GRA270 Sequential Media Design (4 cr.) "O"**

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

#### **GRA274 Color Theory (4 cr.)**

In this course, students explore the many aspects of color theory including additive and subtractive color. The language and communicative nature of color is explored and emphasized in a variety of formats and media. Projects encouraging intellectual and intuitive color selection are employed. Pre-requisite: ART230 Drawing and Perspective.

#### **GRA286 Advanced Concept Development (4 cr.)**

In this course, students will use accumulated design knowledge and software experience to solve complex multi-level design problems. Students will work as individuals and as groups on 2D, 3D, and virtual 3D projects. Students will also explore open source design and 3D rendering software. Students will design for print, web, and devices. Pre-requisite: DIG200 Digital Design Technology.

#### **GRA294 Digital Portfolio (4 cr.)**

In this course, students synthesize ideas and projects from former classes to create a comprehensive senior portfolio. Lab and work times on a final project are supplemented by visiting lecturers, demonstrations, and discussions where appropriate. Additionally, students present and defend the portfolio to a professional audience as part of the Portfolio Showcase. Pre-requisite: Completion of all courses within the major concentration.

#### **HIM100 Health Care Privacy, Confidentiality, Legal and Ethical Issues (4 cr.) "O"**

This course is designed to present the student with a study in healthcare privacy, confidentiality, and legal and ethical issues, in addition to issues relating to the security and privacy of patient information. Students will understand legal terminology and legislation relating to the healthcare industry. Significant changes in health care laws will be discussed in addition to the Health Insurance Portability and Accountability Act (HIPAA). Class discussions will revolve around case studies based on ethical scenarios. Pre-requisite: HIM120 Information Technology and Systems (except for students enrolled in the Medical Billing and Coding Technology diploma program).

#### **HIM120 Information Technology and Systems (4 cr.) "O"**

This course is designed to introduce students to communication technology and systems and data security in the healthcare industry. Students will be introduced to computer concepts, such as operating systems and languages, along with software packages. Students will have the ability to demonstrate communication through Internet and intranet technologies and networks. Students will learn screen and system design, and system architecture and implementation. Students will be introduced to data integrity and security concepts and process monitoring. Pre-requisite: HSC154 Medical Terminology.

#### **HIM122 Clinical Classifications II (4 cr.) "O"**

This course is designed for students to apply basic coding knowledge to coding scenarios to become adept at applying ICD-10-CM and ICD-10-PCS codes. The student will work with medical charts from various medical specialties and settings, in addition to electronic coding software. Pre-requisites: HSC154 Medical Terminology or BSC106 Foundations of Anatomy and Physiology

#### **HIM124 Clinical Classifications I (4 cr.) "O"**

This course will familiarize the student with the conventions and guidelines of clinical classification coding systems through a systems approach utilizing ICD-9-CM and ICD-9-PCS, and electronic coding software, with an introduction to the ICD-10-CM coding classification system. Students will apply diagnostic codes to accurately document episodes of care in both inpatient and outpatient settings. Pre-requisites: HSC154 Medical Terminology or BSC106 Foundations of Anatomy and Physiology

#### **HIM130 Healthcare Delivery Systems (4 cr.) "O"**

This course is designed to provide students with an overview of healthcare delivery systems in the United States. Pre-requisites: HSC154 Medical Terminology and CGS100 Introduction to Computer Information Systems.

#### **HIM142 Foundations of Pathophysiology (4 cr.) "O"**

This course is an introduction to the functional changes associated with or resulting from disease or injury. Diagnostic assessments and treatment options are also discussed in addition to the body's reactions to these changes. Pre-requisite: HSC154 Medical Terminology or BSC106 Foundations of Anatomy and Physiology.



**HIM210 Health Data Management (4 cr.) "O"**

This course is designed to introduce students to health data and information. Students will learn different types of media used in healthcare information, such as paper, computer, hybrid, and web-based. Students will be introduced to various types of data collection tools, data storage and retrieval, and privacy and security of health information. Pre-requisite: CGS100 Introduction to Computer Information Systems.

**HIM212 Electronic Health Records and Data Management (4 cr.) "O"**

This course is designed to introduce students to the concepts of the electronic health record (EHR), data management, and data integrity and security. Students will learn EHR design, concepts behind its development, and its importance in various healthcare facilities. Pre-requisite: HIM130 Health Care Delivery Systems.

**HIM220 Healthcare Statistics (4 cr.) "O"**

This course is designed to introduce students to the basics of statistics, abstractions, and data analysis, in addition to maintenance of data for clinical databases and registries. Utilization and risk and quality management will be explored, in addition to basic budget calculations. Pre-requisite: MAT100 College Math.

**HIM222 Intermediate Procedural Coding (4 cr.) "O"**

This course is designed to further enhance students' understanding of procedural coding, using groupers and Current Procedural Terminology (CPT)/Healthcare Common Procedural Coding Set (HCPCS) codes, and medical charts from inpatient and outpatient settings. Pre-requisites: HIM124 Clinical Classifications I and HIM122 Clinical Classifications II.

**HIM226 Basic Procedural Coding (4 cr.) "O"**

This course is designed to further enhance students' understanding of procedural coding, using groupers and Current Procedural Terminology (CPT)/Healthcare Common Procedural Coding Set (HCPCS) codes, and medical charts from inpatient and outpatient settings. Pre-requisites: HSC154 Medical Terminology or BSC106 Foundations of Anatomy and Physiology

**HIM228 Reimbursement Methodologies (4 cr.) "O"**

This course introduces students to current health insurance programs for reimbursement in inpatient and outpatient prospective payment systems (IPPS and OPPI). Topics covered include group and individual commercial insurances, HMOs, PPOs, and government-sponsored medical insurance programs. Class discussions will include Diagnosis Related Diagnoses (DRGs) and Ambulatory Payment Classifications (APCs). Students will become familiar with Inpatient (CMS1450/UB-04) and outpatient (CMS1500) reimbursement forms. Students will perform quality reviews for code and documentation assignments. Pre-requisites: HIM124 Clinical Classifications I and HIM122 Clinical Classifications II.

**HIM234 Virtual Lab (4 cr.) "O"**

This course is designed as a capstone course. Students will apply skills and knowledge acquired in their program of study by performing daily tasks in a virtual environment using technology such as electronic coding software. Pre-requisite: Completion of core courses in the program.

**HIM244 Disease Processes/Pathophysiology (4 cr.) "O"**

This course is an introduction to the causes of disease and pathological conditions of the body and the body's response mechanisms, both adequate and inadequate. Common diagnostic and treatment modalities will also be discussed. Pre-requisites: BSC110 Anatomy and Physiology II with Lab.

**HIM250 Health Information and Compliance (4 cr.) "O"**

In this course, students will apply communication, teamwork and management principles to the healthcare setting. The student will be introduced to compliance activities, HIPPA, risk management and total quality assessment. Pre-requisite: HSC154 Medical Terminology.

**HIM252 Quality Management (4 cr.) "O"**

This course focuses on issues confronting healthcare managers seeking to improve the quality of healthcare delivery. Students will learn required steps involved in the development and management of a healthcare organization. Students will be introduced to quality indicators and improvement tools, and will learn the importance of information collection and analysis, legal and ethical issues involving documentation, security, confidentiality, informed consent, and regulatory requirements.

### **HIM282 Professional Practicum Experience (4 cr.) "O"**

This course is designed as a capstone course and is completed under the supervision of healthcare information professional. Students will apply the knowledge acquired in the classroom by performing daily tasks in a working environment and through the use of virtual simulation software. Skill competencies will be demonstrated through accurate coding, release of information, data entry, filing, and quality improvement, and other related areas. Pre-requisite: Completion of all core courses in the program.

### **HLT101 Introduction to Health Careers (4.5 cr.)**

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. Prerequisite(s): None.

### **HSA154 Medical Law and Ethics (4 cr.) "O"**

This course is designed to present the student with a study of medical law, ethics and bioethics as applied to the ambulatory healthcare setting and the legal field as well as practices related to employment in these areas.

### **HSA310 Healthcare Management (4 cr.) "O"**

This course provides the conceptual and technical basics needed in managing health care organizations. Students learn about the challenges and complexities of managing health care organizations in a dynamic environment. The course focuses on the unique characteristics of the health care delivery process in the United States and gives students an understanding of the context of health services administration. Students are introduced to theories of leadership and management using case studies and other problem solving methods. Students are also introduced to principles for controlling, planning, quality improvement, strategic management, and managerial ethics. To bridge theory and practice, active participation in class discussions, small group projects, and case studies is expected of all students.

### **HSA312 Current Issues in Healthcare (4 cr.) "O"**

This course provides a foundation for students in understanding the various factors that impact the current delivery of health care services in the U.S. In building this framework, a broad range of topics will be covered, to include the characteristics of the current delivery system, a historical perspective on health care in America, provider types and settings, financing methods, needs of diverse populations, social justice concerns, and implications for the future of health care services.

### **HSA416 Finance for Healthcare Managers (4 cr.) "O"**

Introduces the fundamental theories and relationships guiding financial decision making, as they apply to the management of healthcare organizations. The course will focus on the key managerial issues related to sources and uses of funds, operational and capital budgeting, and creating and analyzing management reports. The course is intended to increase understanding in the financial aspect of health organizations for the purpose of improving managerial decision making. Pre-requisites: CGS150 Spreadsheet Applications and HSA310 Healthcare Management.

### **HSA442 Health Policy and Law (4 cr.) "O"**

The course addresses the legal and social aspects of health care delivery and administration. It provides a working knowledge of the legal issues health care leaders must confront. Particular attention is paid to underlying legal theory and current practices in each functional area and techniques managers use to achieve business objectives.

### **HSC154 Medical Terminology (2 cr.) "O"**

This course will introduce the student to the language of medicine. Using a systems approach, the student will learn roots, prefixes, suffixes and combining forms to build a medical vocabulary.

### **HUM154 Survey of Humanities (4 cr.) "O"**

This course is a chronological survey of humanity's ideas, discoveries and creative achievements from the beginnings of civilization through contemporary times. It is designed to introduce you to literature, art, history, music, philosophy and architecture. Through this course student will gain a perspective on the humanities, and recognize their value to individuals and to society.



**HUN120 Nutrition (4 cr.)**

Basic to understanding the implementation of nutritional therapies and advise which are prominent within healthcare practice is a solid knowledge of sound nutritional principles. These guiding principles are grounded in basic science and research for healthy living. Presented in this course are the foundations for applying nutrition to the promotion and maintenance of optimal health. The course will explore: the classification and use of nutrients; metabolism; clinical nutrition for treatment of classic pathologies; life-span applications and nutrition for health. Socioeconomic, national/regional, religious, and, cultural influences of nutrition will also be investigated.

**IDS192 Current Topics (4cr) "O"**

This course will cover local, state, national, and/or global topics currently of interest. Topics will be discussed using an interdisciplinary approach, including economics, psychology, sociology, philosophy, religion, ethics, government, history, human rights, geography, environment, and science.

**IDS491 Research Methods (4 cr.) "O"**

This course is a broad introduction to scientific research methods. The main purpose of this course is to make students critical thinkers by discussing and showing how research is done and engaging in the process of research itself. By the end of this course, students should be able to conceptualize a research problem and develop a number of complementary designs, measurement, and data collection approaches to bring evidence to bear on the problem. Pre-requisite: STA334 Statistics.

**IND108 Foundations of Interior Design (4 cr.)**

This course is a comprehensive introduction to the creative, technical, and business knowledge required by the interior design profession. Instructional material encompasses color theory, design history, architectural elements, finishing touches, trend forecasting and the basics of running a business. Student assignments will address contemporary concerns such as sustainability, universal design and adaptive reuse.

**IND112 Design Theories, Processes, and Principles (4 cr.)**

This course introduces fundamental principles of interior design composition: the organization of space, circulation, scale, light, and color. Course content also provides the framework for understanding design as a new language by sensitizing students to the conceptual, visual and perceptual issues involved in the design process. Course requirements include readings, discussion, analysis, and studio design projects.

**IND148 Interior Material Components (4 cr.)**

The course introduces students to the building materials and finishes used in interior applications in the context of their environmental impact, their implications for human health and safety, and their potential contribution to the design of architectural interiors. Students will gain knowledge in the impact of interior materials on people's health and well-being, and global sustainability by understanding the role and responsibilities of interior designers in improving the quality of natural and built environments. Pre-requisites: IND108 Foundations of Interior Design and IND112 Design Theories, Processes and Principles.

**IND242 Interior Space Planning (4 cr.)**

This course focuses on interior space problem solving, involving the utilization of design methodology, and human behavior models. The student will be introduced to working with specific client programmatic requirements; while following parameters of universal design. This course will explore residential and commercial spatial relations; in addition to regulations and codes governing public spaces. Students learn to understand issues of traffic flow and circulation as they relate to the placement of partitions and definition of both public and private spaces within an existing building shell. Pre-requisites: IND108 Foundations of Interior Design, IND112 Design Theories, Processes and Principles and ETD152 Architectural Drafting and Drawing.

**IND252 Residential Design Project (4 cr.)**

This course teaches the fundamental skills that are needed to plan interior spaces for all types of homes, regardless of decorative styles, from remodeling to new construction. Students learn all aspects of interior architecture as it relates to human factors and daily use. Instructional material provides detail of process of how a professional interior designer and an architect plan and design a residence. Taking the approach of an interview with a potential homeowner, students will create a profile of the end user so that decisions can be made on program and budget. The course content covers the same conditions that a professional designer faces including client requirements, program, budget, existing plan boundaries, and site location, providing a framework. Pre-requisites: ART200 Ideation and Perspective Drawing and ETD140 Computer Drafting with AutoCAD II.

#### **IND272 History of Design I (4 cr.)**

This survey course studies the history of design as it relates to architecture, furniture, interior elements and the decorative arts, from antiquity to the 19th century; covering the era of antiquity through the early 19th century. The relationship of world cultural, political and economic conditions will also be explored and incorporated into course projects and lectures.

#### **IND274 History of Design II (4 cr.)**

This survey course studies the history of design as it relates to architecture, furniture, interior elements and the decorative arts, from antiquity to the 19th century; covering the era of late 19th century to present day. The relationship of world cultural, political, and economic conditions will also be explored and incorporated into course projects and lectures. Pre-requisite: IND272 History of Design I.

#### **IND276 Commercial Design Project (4 cr.)**

This course provides a thorough look at the entire process of space planning, from meeting the client for the first time to delivering a creative space plan that addresses all that client's needs. Instruction includes establishing client requirements, developing and translating ideas into design concepts, drafting layouts, and ultimately combining these layouts into well-organized, effective floor plans. Covering issues such as circulation, spatial and square footage calculations, building codes, ceiling systems, barrier-free designs, the course presents all the key principles, processes, and tasks associated with laying out interior space to optimize the health, safety and wellness of its occupants. Pre-requisites: ART200 Ideation and Perspective Drawing and ETD140 Computer Drafting with AutoCAD II.

#### **IND296 Sophomore Capstone Project - Phase I (4 cr.)**

The Phase I section of the Sophomore Capstone Project course requires students to synthesize all they have learned in their studio sequence coursework, and focus on one design in which they have selected as their specific design problem and site, requiring them to fully document, question and arrive at a written concept proposal. After the concept proposal is approved, students complete the design processes and evidence-based design research solutions for their specific project. A complete project programming document, ideation concepts, and a preliminary floor plan will be achieved by the end of Phase I. Pre-requisites: IND252 Residential Design Project and IND276 Commercial Design Project.

#### **IND298 Sophomore Capstone Project - Phase II (4 cr.)**

The Phase II section of the Sophomore Capstone Project course requires students to have successfully completed all programming and evidence-based design research for their approved project. Students will now set out to design the concept they put forth, developing not only the visual impression of the space, but the detailing and material use to the level of design/build documentation. The project culminates in a multi-media display format using immersive technology to demonstrate their final proposals, and is then viewed by the faculty, industry professionals, and peers. Pre-requisite: IND296 Sophomore Capstone Project Phase I.

#### **IND346 Digital Presentation Applications (4 cr.)**

Students will develop an understanding of the importance of learning graphic design tools in the creation and redevelopment of project solutions using various digital production software. Students will develop a knowledge base enabling them to better communicate ideas using industry standard design programs. Course content and assignments will enhance student projects and build stronger graphic presentations for portfolio presentation. Pre-requisites: ART200 Ideation and Perspective Drawing and ETD140 Computer Drafting with AutoCAD II.

#### **IND350 Interior Construction Comprehension (4 cr.)**

The focus of this course is the order of construction and the nature of materials as a conceptual frame for the development of architectural language; through directed consideration of the materials and their assemblage as constituent elements of building. Students will learn the properties, functions, and behavior of materials to be used in building assemblies and discuss the methodology, format, and roles of participants in the process of detail design. Pre-requisite: IND276 Commercial Design Project.

#### **IND352 Building Codes, Regulations, and Standards (2 cr.)**

This course addresses the principles, policies, and practices required by regulatory bodies and jurisdictions having authority over interior construction. An emphasis on occupancy classifications, means of egress, fire protection, finish/furniture standards and testing, and Americans with Disabilities Act Accessibility Guidelines (ADAAG). Instructional material provides explanations of all the major codes, standards, and federal regulations pertaining to the construction, alteration, and maintenance of commercial and residential interiors of all sizes. Pre-requisite: IND242 Interior Space Planning.

**IND356 Environmental Building Systems and Controls (4 cr.)**

This course addresses the special concerns of the interior designer within the broader context of the rest of the building design team and environmental systems. As integral members of the building design team, interior designers share an increasingly complex and critical role. Instructor led discussions and projects explain technical building systems and engineering issues; providing the student the technical knowledge and vocabulary to communicate more effectively with architects, engineers, and contractors while collaborating on projects. This course will lead to more accurate solutions for problems related to a broad range of other building considerations with an impact to interior design; including mechanical, water, waste, lighting, transportation, and safety. Pre-requisite: IND350 Interior Construction Comprehension.

**IND358 Construction Documentation and Project Management (2 cr.)**

In this course, students will investigate and practice synthesizing two and three-dimensional design intentions with building technologies. Students will also be introduced to the practice of communicating design decisions and intended construction quality to other building professionals through working drawings. Class exercises and projects will accumulate to form a partial set of construction documents. Pre-requisites: IND350 Interior Construction Comprehension and IND356 Environmental Building Systems and Controls.

**IND362 Sustainable Design (4 cr.)**

This is an overview of the sustainable design movement, LEED certification, and Green Design, as pertains to Interior design. A section on remodeling, as well as new design will be presented.

**IND370 Global and Multi-Cultural Design (2 cr.)**

This comprehensive course studies diverse non-Western cultures and how they relate to design issues and concerns. Students will be encouraged to evaluate, appreciate, and compare diverse cultures by incorporating real-world non-Western design traditions into Western context. Lectures are based on selected writings of natives from various non-Western countries offering insight into that country's culture, highlighting the ways in which social and physical influences have affected the development of architecture and design. Students will gain insight into design philosophies, theories, principles and elements, symbolism, colors, patterns, and textiles from diverse regions.

**IND374 Environmental Psychology for Design (4cr.)**

This course introduces the discipline of environmental psychology in different and more meaningful ways to the student by encouraging the student to embrace the concepts as well as incorporate them into his or her daily practices. The course will consider the historical context of human habitation, scientific research on the interaction between environments and human behaviors, as well as individual differences related to age, gender, and cultural background. Through concise discussions of research, philosophical perspectives, and illustrations of design in practice, the course integrates fundamental environmental psychology theories into the applied art of the design fields.

**IND384 Retail Facility Design (4 cr.)**

This course provides an advanced study of the specialized commercial interior design field of retail/mercantile facility planning. Comprehensive study of the application of design principals, methods, and presentation skills, pertaining to commercial projects, dealing with the specific needs and requirements of the retail/mercantile industry will be addressed. The preparation of contract documents, specifications, and compliance information will be an integral part of the course project. Research and compliance with the specific requirements of retail/mercantile facility design will be addressed throughout the course. Pre-requisite: IND276 Commercial Design Project.

**IND390 Furniture History and Design (4 cr.)**

This course includes the theory and practice of furniture design and practical methods of construction; and the preparation of design documentation and specifications of materials and hardware. Students will gain a thorough knowledge of the historical influences of furniture design and the impact on modern design. The course will also cover a survey of materials and machinery and discuss current methods of production.

**IND398 Lighting Design (4 cr.)**

This course provides the student with knowledge of the intricate details and process of construction, as well as an understanding of light, vision, and how together they define our built environment. This course will consist of a structured lectures and discussions covering various lighting technologies, lighting applications, and current practice standards on natural and electric lighting design. Pre-requisite: IND350 Interior Construction Comprehension.

**IND410 Professional Practices in Interior Design (4 cr.)**

In this course the business of interior design, professional ethics, and responsible design are explored. Students will investigate ethical theory and conduct in relation to their responsibility to their business, clients, colleagues, and the community at large. The interior design profession's role within a larger social, economic, and political context is examined. Student work will address individual student career planning, including strategies for securing employment. This course addresses current issues affecting interior design practice, including: business formation, management, and marketing, and specific procedures involved in project management. Pre-requisites: IND252 Residential Design Project and IND276 Commercial Design Project.

**IND428 Hospitality Facility Design (4 cr.)**

This course provides an advanced study of the specialized commercial interior design field of hospitality facility planning. Comprehensive study of the application of design principals, methods, and presentation skills, pertaining to commercial projects, dealing with the specific needs and requirements of the hospitality industry will be addressed. The preparation of contract documents, specifications, and compliance information will be an integral part of the course project. Research and compliance with the specific requirements of hospitality facility design will be addressed throughout the course. Pre-requisite: IND276 Commercial Design Project.

**IND446 Healthcare Facility Design (4 cr.)**

This course provides an advanced study of the specialized commercial interior design field of healthcare facility planning. Comprehensive study of the application of design principals, methods, and presentation skills, pertaining to commercial projects, dealing with the specific needs and requirements of the health care industry will be addressed. The preparation of contract documents, specifications, and compliance information will be an integral part of the course project. Research and compliance with the specific requirements of health care facility design will be addressed throughout the course. Pre-requisite: IND276 Commercial Design Project.

**IND468 Educational Facility Design (4 cr.)**

This course provides an advanced study of the specialized commercial interior design field of educational facility planning. Comprehensive study of the application of design principals, methods, and presentation skills, pertaining to commercial projects, dealing with the specific needs and requirements of the education industry will be addressed. The preparation of contract documents, specifications, and compliance information will be an integral part of the course project. Research and compliance with the specific requirements of educational facility design will be addressed throughout the course. Pre-requisite: IND276 Commercial Design Project.

**IND496 Senior Capstone Project - Phase I (4 cr.)**

The Phase I section of the Senior Capstone Project course requires students to synthesize all they have learned in their studio sequence coursework, and focus on one design in which they have selected as their specific design problem and site, requiring them to fully document, question and arrive at a written concept proposal. After the concept proposal is approved, students complete the design processes and evidence-based design research solutions for their specific project. A complete project programming document, ideation concepts, and a preliminary floor plan will be achieved by the end of Phase I. Pre-requisite: Completion of all required core courses.

**IND498 Senior Capstone Project - Phase II (4 cr.)**

The Phase II section of the Senior Capstone Project course requires students to have successfully completed all programming and evidence-based design research for their approved project. Students will now set out to design the concept they put forth, developing not only the visual impression of the space, but the detailing and material use to the level of design/build documentation. The project culminates in a multi-media display format using immersive technology to demonstrate their final proposals, and is then viewed by the faculty, industry professionals, and peers. Pre-requisite: IND496 Senior Capstone Project - Phase I.

**ISM304 Law and Technology (4 cr.) "O"**

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

**LIT232 Children's Literature (4 cr.) "O"**

This course introduces the historic trends and issues in literature commonly encountered by children during reading, writing, and speaking. It acquaints the student with literature from various genres, including fantasy, poetry, folktales, myths, biographies, legends, historical novels, contemporary novels and non-fiction, including Newberry Medal and Caldecott Award winners. Literary genres will be considered from historical, cultural, and theoretical perspectives. The diversity of the literature's content, as well as authors and illustrators, will be analyzed.

**MAC110 College Algebra (4 cr.) "O"**

This course is designed to introduce the student to the concepts necessary for the operations of algebra. This includes the operations of the real number system, polynomials, graphing of linear equations, equalities and inequalities. It will be an application driven course, using real data and focusing on real world applications. Pre-requisite: MAT100 College Math (excluding students majoring in Nursing).

**MAN102 Principles of Management (4 cr.) "O"**

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

**MAN216 Foundations of Leadership (4 cr.) "O"**

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

**MAN224 Sales Force Management (4 cr.)**

The focus of this course is on methods of contemporary sales force management. Over the term key focus areas include corporate sales strategies, sales management responsibilities, skills, and management techniques. Skills highlighted in the course include the recruiting, selection, training, motivation, leadership, direction and evaluation of the sales force. Pre-requisite: MAR224 Foundations of Selling.

**MAN230 Human Resource Management (4 cr.) "O"**

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

**MAN258 Principles of Project Management (4 cr.) "O"**

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

**MAN314 Organizational Behavior (4 cr.) "O"**

This course will examine theoretical and practical perspectives and experiences in the areas of motivation and human relations; individual behavior, small group behavior, inter-group behavior, organizational effectiveness, and organizational development. Pre-requisites: MAN102 Principles of Management and MAN216 Foundations of Leadership.

**MAN342 Problem Solving in the Workforce (4cr.) "O"**

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

**MAN404 Leadership and Team Development (4 cr.) "O"**

This course is an in-depth study of self-directed work teams and the team processes in the work setting. The course will focus on the leadership of teams for effective performance and member satisfaction. The course will also address the attitudes, behaviors, and idiosyncrasy of team members. Pre-requisite: MAN314 Organizational Behavior.

#### **MAN422 Industry Management Capstone (4 cr.) "O"**

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

#### **MAN460 International Business (4cr.) "O"**

This course is designed to provide a basic understanding of the challenges and opportunities involved in the operation of a multi-national enterprise. The course will emphasize the economic, political, social, and cultural influences on the operation of multinational businesses. Pre-requisites: MAN102 Principles of Management or MAN216 Foundations of Leadership

#### **MAR102 Marketing (4 cr.) "O"**

This course examines the marketing of goods and services in a rapidly expanding global economy. Emphasis will be placed on identifying target markets and the development of sound marketing strategies. The analysis of market opportunities, distribution decisions, and integrated marketing communications will also be addressed. Attention will be given to issues involving professional ethics, and the role of technology and the internet, in developing the world market.

#### **MAR224 Foundations of Selling (4 cr.)**

The focus of this course is in providing an in-depth, experiential study of the entire relationship selling process in consumer and business-to-business selling environments, from prospecting to follow-up, using problem-solving selling strategies, practices and techniques. The course covers an assortment of selling skills like listening, communications, handling objections, and closing. A major element of the course is on the three key pillars of integrity, trustworthiness and character.

#### **MAR322 Social Media and E-Marketing Design (4cr.) "O"**

In this course, students will explore and implement the many forms of Social Media for personal promotion and as an advertising medium. Students will design and implement a Social Media marketing campaign. Students will explore current trends and technologies for Search Engine Optimization. Pre-requisite: MAR102 Marketing

#### **MAR350 Consumer Behavior (4cr.) "O"**

This course is a comprehensive study of behavioral models and concepts to help understand, evaluate, and predict consumer behavior in terms of marketing implications. The course emphasis is upon understanding the processes that influence the acquisition, consumption, and disposition of goods and services. Pre-requisite: MAR102 Marketing

#### **MAT100 College Math (4 cr.) "O"**

Students will write, discuss, and solve mathematical problems that include operations of positive numbers, signed numbers, fractions, algebraic expressions and equations, measurement and geometry.

#### **MAT102 Math for Healthcare Professionals (2 cr.)**

This class is designed for Allied Health students and provides a brief review of fractions, decimals, percent and ratios. The course also reviews the international system of measurement (metrics) apothecary and the household system of measurement. Systems conversions and dosage calculations will be covered. Emphasis is placed on practical and useful applications of math as related to Allied Health.

#### **MCB100 Microbiology and Infection Control (4 cr.) "O"**

This course is a study of basic microbiology, infection control, and disease processes to include the body's defense mechanisms to those diseases, and wound healing. Pre-requisite: BSC108 Anatomy and Physiology I with Lab.

#### **MCB102 Microbiology with Lab (5 cr.)**

This course is a study of the morphology and physiology of both prokaryotic and eukaryotic microorganisms; as well as viruses and prions. Specifics of microbe biochemistry and genetics will be covered. Course focus will be centered on pathogenic microbes which cause diseases and infections. Infection control and epidemiology will also be covered. Pre-requisites: BSC108 Anatomy and Physiology I with Lab.



**MCB104 Medical Microbiology I with Lab (5 cr.)**

This course involves the study of human pathogenic microbes including their structure and function with emphasis on prokaryotic cells. Disease, microbe resistance, and immune function will be addressed, as well as methods of microbial control. A lab will be utilized and allow students hands-on applications of basic microbiology techniques. Pre-requisite: MLT100 Introduction to Clinical Laboratory Sciences with Lab, BSC108 Anatomy and Physiology I.

**MCB106 Medical Microbiology II with Lab (5 cr.)**

This course is a continuation of Medical Microbiology I which builds on the previously learned concepts. This course places emphasis on pathogenic viruses, parasites and fungi. Epidemiology and infection control will be introduced. A lab will be utilized to allow students hands on applications of basic microbiology techniques. Pre-requisite: MCB104 Medical Microbiology I with Lab.

**MED101 Medical Terminology (6 cr.)**

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(s): none.

**MED110 Foundations of Anatomy and Physiology (6 cr.)**

This course introduces the student to the structures, functions, and interrelationships of the human body systems. The course content will include the discussion of the functions and structures of the body and the movement and support of integration and coordination. Prerequisite(s): None.

**MED231 Clinical Skills for Medical Assistants (4.5 cr.)**

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(s): MED220 or MED120 or MED110.

**MED233 Medical Procedures (4.5 cr.)**

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(s): MED220 or MED120 or MED110.

**MED242 Fundamentals of Pharmacology (6 cr.)**

This course is the study of drugs with emphasis on concepts related to steps in the drug cycle and drug effects. A systems approach is used in learning major classifications of drugs and drugs of choice for selected disease processes and pathological conditions. Prerequisite(s): MED101 or HLT101.

**MED251 Allied Health Clinical Skills (4.5 cr.)**

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(s): MED220 or MED120 or MED110.

**MED253 Allied Health Laboratory Procedures (4.5 cr.)**

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(s): MED220 or MED120 or MED110.

**MED265 Medical Assisting Externship (6 cr.)**

This course provides experience in selected physician's offices or other health care facilities. Students complete a total of 180 externship/clinical hours in a designated off-site healthcare facility. A qualified medical professional supervises the student during this activity. Prerequisite(s): Completion of all core courses, including all pre-clinical requirements.

### **MGF312 Mathematics for Teachers (4 cr.) "O"**

This course is intended for teachers of grades k - 8. This course explores techniques of teaching mathematics that provide students with deep levels of conceptual and procedural understanding. Teachers examine methodology to assist students in absorbing new ideas, calculating efficiently and accurately, as well as formulating alternative solutions. Also addressed are five critical mathematical processes, including communication and problem solving. These processes are applied to the five primary content areas of elementary mathematics: number and operations, geometry, algebra, measurement, and data analysis and probability.

### **MLT100 Introduction to Clinical Laboratory Sciences with Lab (5 cr.)**

This course introduces the student to clinical laboratory science, its role in the medical profession including quality control, laboratory math, laboratory safety, care and proper use of laboratory equipment, laboratory settings, critical thinking, accreditation, certification, professionalism, and ethics.

### **MLT130 Hematology I with Lab (5 cr.)**

This course will introduce the student to both theory and practical application of routine and special hematology procedures. Red blood cell production, function and associated diseases will be covered. Identification of normal and abnormal red cell morphology and evaluation of stained blood smears will be explained. A lab will be utilized to allow students hands-on application of basic techniques. Pre-requisite: MLT100 Introduction to Clinical Laboratory Sciences with Lab, BSC110 Anatomy and Physiology II with Lab. Co-requisites: MCB106 Medical Microbiology II with Lab and CHM110 Clinical Chemistry I with Lab.

### **MLT150 Immunoserology with Lab (5 cr.)**

This course presents the concepts of basic immunology and serology with an emphasis on selected infectious diseases and autoimmune disorders. The theory of immunologic and serologic procedures will also be presented. A lab will be utilized to allow students hands on application of basic techniques. Pre-requisites: MLT100 Introduction to Clinical Laboratory Sciences with Lab and BSC108 Anatomy and Physiology I with Lab. Co-requisite: BSC110 Anatomy and Physiology II.

### **MLT230 Hematology II with Lab (5 cr.)**

This course is a continuation of study in the theory and application of routine and special hematology procedures. White blood cell production, function and associated diseases are covered. Identification of normal and abnormal white cell morphology and evaluation of stained blood smears will also be explained. A lab will be utilized to allow student hands-on application of basic techniques. Pre-requisite: MLT130 Hematology I with Lab. Co-requisites: MLT222 Urinalysis and Body Fluid and CHM112 Clinical Chemistry II with Lab.

### **MLT252 Immunoematology with Lab (5 cr.)**

This course involves the study of antigens and antibodies associated with blood transfusions. The application of this knowledge as it applies to Blood Banking/Transfusion procedures is covered and includes blood typing, screening and cross matching. Pre-requisite: MLT230 Hematology II with Lab.

### **MLT254 Medical Lab Externship I (8 cr.)**

Under the preceptor ship of a licensed medical laboratory technician, students will perform clinical laboratory procedures, type and cross match blood and demonstrate an understanding of various disease processes. They will also be able to operate and maintain medical laboratory equipment, and collect and analyze patient specimen samples. Pre-requisites: All MLT prefixed courses.

### **MLT256 Medical Lab Externship II (8 cr.)**

This externship is a continuation of the first Medical Laboratory Technician Externship. Under the preceptorship of a licensed medical laboratory technician, students will perform clinical laboratory procedures, type and cross match blood and demonstrate an understanding of various disease processes. They will also be able to operate and maintain medical laboratory equipment, and collect and analyze patient specimen samples. Pre-requisite: MLT254 Medical Lab Externship I.

### **MOS201 Introduction to Electronic Health Records (4.5 cr.)**

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. Prerequisite(s): None.



**NUR100 Nursing Fundamentals (3 cr.)**

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-requisites: NUR104, NUR102, NUR108, NUR110

**NUR101 Nursing Fundamentals (4 cr.)**

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 cr.)**

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 cr.)**

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 cr.)**

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 cr.)**

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 cr.)**

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 cr.)**

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 cr.)**

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 cr.)**

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 cr.)**

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 Clinical (4 cr.)**

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 cr.)**

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 cr.)**

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

#### **NUR221 Medical/Surgical Nursing (4 cr.)**

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 cr.)**

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 cr.)**

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 Clinical (2 cr.)**

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: NUR221, NUR280, NUR294

**NUR232 Pediatric Nursing (3 cr.)**

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 Pediatrics Nursing Clinical (2 cr.)**

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 cr.)**

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 cr.)**

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 cr.)**

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 Clinical (2 cr.)**

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 cr.)**

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 cr.)**

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 cr.)**

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 cr.)**

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

#### **PGY280 Digital Photography (4 cr.)**

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

#### **PHB101 Phlebotomy (4.5 cr.) "O"**

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

#### **PHI460 Ethics (4 cr.) "O"**

This course is an introduction to the philosophical study of morality, including the theory of right and wrong behavior, the theory of value (goodness and badness), and the theory of virtue and vice. Besides providing familiarity with the primary questions addressed within moral philosophy and the most influential answers given by well-known philosophers, this course is designed to help students develop their abilities to read, explicate, analyze, and evaluate philosophical literature, write and express themselves well about their own ethical positions, and think critically and analytically about ethical issues.

**PHY202 Concepts in Physics (4 cr.) "O"**

Throughout this course, students are introduced to physical concepts including mechanics, heat, light, electricity, magnetism, and wave motion. Students are provided with an overview of the physical world and related concepts and theories of physics.

**PLA100 Introduction to Paralegalism (4 cr.) "O"**

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 cr.) "O"**

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.

**PLA126 Evidence (4 cr.) "O"**

This course studies the basic principles and applications of the Federal Rules of Evidence and the Florida Evidence Code within the criminal and civil contexts. This course also considers the different types of evidence including physical, documentary, witness, direct and indirect. Included will be consideration of the proper techniques for evaluating and handling evidence. Also included will be chain of custody related issues and which evidence is admissible and not admissible.

**PLA130 Civil Litigation (4 cr.) "O"**

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 cr.) "O"**

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 cr.) "O"**

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 cr.) "O"**

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

**PLA188 Constitutional Rights (4 cr.) "O"**

This course presents a survey of constitutional rights emphasizing both civil rights and individual liberties and a working familiarity with key terms, clauses, cases, and chronologies in constitutional law. This course will allow students to analyze, synthesize, and apply policies derived from critical reasoning over selected portions of the U. S. Constitution and using real life issues and situations.

#### **PLA210 Legal Research, Writing and Technology II (4 cr.) "O"**

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. Prerequisite: PLA110

#### **PLA220 Torts (4 cr.) "O"**

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 cr.) "O"**

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 cr.) "O"**

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 cr.) "O"**

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 cr.) "O"**

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 cr.) "O"**

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 gain 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.

#### **POS306 Government (4 cr.) "O"**

This course is a survey of essential features of federal, state and local governments. Topics focus on policies and laws that affect civil liberties, private and public organizations and interactions with other countries. Students will evaluate how these laws and policies affect the people, the economy, business regulations and the world of work.



**PSY100 Introduction to Psychology (4 cr.) "O"**

This course will introduce the student to psychology, defined as the scientific study of behavior and mental processes. The study of psychology is a diverse field, which will introduce the student to many different types of behavior. This course will start with the history of psychology, the founders of psychology, and psychology today in the 21st century. Topics include but are not limited to human development, personality, psychological disorders, and states of consciousness, therapies, and social behavior.

**PTN112 Pharmacology (4 cr.) "O"**

This course is the study of drugs with emphasis on concepts related to steps in the drug cycle and drug effects. A systems approach is used in learning major classifications of drugs and drugs of choice for selected disease processes and pathological conditions. Pre-requisite: HSC1538 Medical Terminology.

**SCC100 Introduction to Security (4 cr.) "O"**

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

**SLS110 Career Preparation (6 cr.) "O"**

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

**SLS130 Career Development (2 cr.) "O"**

This course will teach students the basics of career planning; resume writing, interviewing, portfolio development and personal fiscal responsibility.

**SLS150 College Success (4 cr.) "O"**

This course is designed to assist first time students to prepare for a successful college experience. Emphasis will be paid on developing a positive attitude and preparing a student to learn by teaching skills to optimize his or her opportunities for success.

**SON100 Foundations of Sonography (4 cr.) "O"**

This course introduces the field of Diagnostic Medical Sonography and the role of the sonographer in the healthcare industry. In this course students are provided with an overview of related medical terminology, an understanding of medical law and ethics, and general patient care practices, infection control, emergency procedures, first aid, and CPR. Students also learn ergonomically correct scanning techniques and develop an understanding of the importance of personal fitness, support tools and devices, equipment adjustments, and patient positioning. Pre-requisite: BSC110 Anatomy and Physiology II w/Lab.

**SON102 Applied Sonography (4 cr.) "O"**

Protocols and procedures of the ultrasound laboratory, scanning criteria and documentation of images in preparation for physician review are introduced. The normal anatomy, physiology and sonographic appearance of structures of the abdomen, the gravid and non-gravid pelvis and associated vascular structures will be included. Pre-requisites: SON100 Foundations of Sonography and SON120 Principles of Ultrasound Instrumentation and Acoustic Physics.

**SON104 Gross Anatomy (4 cr.) "O"**

Presents gross and sectional anatomy of the organs and structures of the head and neck and the thoracic, abdominal and pelvic cavities. Pre-requisites: SON100 Foundations of Sonography and SON102 Applied Sonography

**SON120 Principles of Ultrasound Instrumentation and Acoustic Physics (4 cr.) "O"**

In depth presentation of concepts related to acoustic physics, Doppler and ultrasound principles and the operation and ultrasound instrumentation. Interaction of ultrasound and tissue and quality assurance methods will be included. Pre-requisites: PHY202 Concepts of Physics and MAC110 College Algebra.

**SON206 General Sonography: Content Review (4 cr.) "O"**

Content facilitates the graduate's transition to the career of Sonography. Topics include a comprehensive review of program outcomes and material specific to licensing examination. New developments in Sonography will be explored. Pre-requisite: Completion of all courses within the major concentration. Co-requisite: SON282 Sonography Externship II.

**SON210 Transabdominopelvic Sonography (4 cr.) "O"**

Presents the sonographic and Doppler appearance, both normal and abnormal, of the organs of the abdomen and the pelvis as well as the peritoneal spaces and retroperitoneal structures. Recognition of disease processes and correlation of findings to patient history and physical, differential diagnosis and laboratory findings will be emphasized. Pre-requisites: SON212 Gynecologic Sonography and SON214 Sonography of Superficial Structures.

**SON212 Gynecologic Sonography (4 cr.) "O"**

Presents the sonographic and Doppler appearance of normal and abnormal structures of the non-gravid female pelvis with emphasis on the correlation of abnormal findings to the patient's history, physical, differential diagnosis and laboratory findings. Pre-requisites: SON102 Applied Sonography and SON104 Gross Anatomy.

**SON214 Sonography of Superficial Structures (4 cr.) "O"**

Presents the sonographic and Doppler appearance, both normal and abnormal, of superficial structures, including the neck, breast, scrotum and prostate. Recognition of disease processes and correlation of findings to patient history and physical, differential diagnosis and laboratory findings will be emphasized. Pre-requisites: SON102 Applied Sonography and SON104 Gross Anatomy.

**SON216 Vascular Sonography (4 cr.) "O"**

This course introduces students to Doppler scanning of vascular systems including cerebrovascular and peripheral systems. Students are introduced to vascular anatomy, vascular physics and instrumentation, pathological patterns, and hemodynamics throughout the course. Pre-requisites: SON212 Gynecologic Sonography and SON214 Sonography of Superficial Structures.

**SON218 Embryonic and Fetal Sonography (4 cr.) "O"**

Discussion of the sonographic appearance, both normal and abnormal, of the fetal and embryonic anatomic structures throughout gestation. Correlation of abnormal findings with maternal history, physical and laboratory findings will be emphasized. Pre-requisites: SON212 Gynecologic Sonography and SON214 Sonography of Superficial Structures.

**SON283 Sonography Externship I (10 cr.)**

Provides opportunity to apply theory and training acquired in the classroom and laboratory settings to the performance of sonographic examinations in the clinical setting. Students will perform sonographic examinations of the abdomen, superficial structures, the gravid and non-gravid pelvis and the non-cardiac chest using both transabdominal and endocavitary transducers and Doppler display modes. Pre-requisites: Completion of all core courses.

**SON284 Sonography Externship II (10 cr.)**

This course is a continuation of Sonography Externship I, providing the opportunity to apply theory and training acquired in the classroom and laboratory settings to the performance of sonographic examinations in the clinical setting. Students will perform sonographic examinations of the abdomen, superficial structures, the gravid and non-gravid pelvis, fetal and embryonic structures and the non-cardiac chest using both transabdominal and endocavitary transducers and Doppler display modes. Pre-requisite: SON283

**SPC160 Communication Dynamics (4 cr.) "O"**

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

**SRT294 Surgical Technology Externship I (4 cr.)**

Under the preceptorship of an experienced surgical technologist and the supervision of the externship coordinator, the student will be assigned to a variety of surgical procedures. During this 175-hour clinical experience the student will develop a case log, meeting the criteria of the Core Curriculum as established by the Association of Surgical Technologists. Student externs will progress from the role of observer to first scrub without assistance. Students are required to attend a weekly clinical conference. Pre-requisite: STS234 Surgical Procedures III.



**SRT296 Surgical Technology Externship II (8 cr.)**

Under the preceptorship of an experienced surgical technologist and the supervision of the externship coordinator, the student will be assigned to a variety of surgical procedures. During this 325-hour clinical experience the student will continue to develop their case log, meeting the criteria of the Core Curriculum as established by the Association of Surgical Technologists. Student externs will progress from the role of observer to first scrub without assistance. Students are required to attend a weekly clinical conference. Pre-requisite: SRT294 Surgical Technology Externship I.

**SSE434 Social Studies in the Classroom (4 cr.)**

This course provides students with the necessary tools to effectively teach social studies in their classrooms. The course will present methods, strategies and models that allow students to learn social studies concepts. Teachers will be able to design meaningful learning experiences for students that build a foundation of knowledge in the area of social studies.

**STA334 Statistics (4 cr.) "O"**

This course introduces the student to the concepts of statistical design and data analysis with emphasis on introductory descriptive and inferential statistics. Topics include data organization and analysis, probability, discrete and continuous probability distributions, confidence intervals, hypothesis testing, correlation and simple linear regression. Pre-requisite: MAC110 College Algebra.

**STS130 Fundamentals of Surgical Technology (4 cr.)**

This course is designed to provide the student with knowledge and skills in basic surgical case preparation and procedures to include pharmaceutical and anesthesia procedures utilized in the surgical environment. Co-requisites: BSC110 Anatomy and Physiology II with Lab and MCB100 Microbiology and Infection Control.

**STS132 Surgical Procedures I (4 cr.)**

This course is designed to provide the student with knowledge and skills in basic surgical case preparation and procedures to include wound healing, wound closure and surgical case management of general and obstetric and gynecological procedures.

**STS232 Surgical Procedures II (4 cr.)**

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in ophthalmic surgery, otorhinolaryngology surgery, oral/maxillofacial surgery, plastic and reconstructive surgery, genitourinary surgery, and orthopedic surgical procedures for the surgical technologist. Pre-requisite: STS132 Surgical Procedures I.

**STS234 Surgical Procedures III (4 cr.)**

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in thoracic surgery, peripheral vascular surgery, and neurosurgery procedures for the surgical technologist. Additionally, cardiopulmonary resuscitation and first aid will be covered. Pre-requisite: STS232 Surgical Procedures II.

**SYG100 Introduction to Sociology (4 cr.) "O"**

This course consists of the systematic study of human social interaction using sociology principles and case situations that are applicable to personal development and professional life. Topics include such concepts as culture, social structure, deviance, institutions, socializations, organizations and inequalities.

**SYG136 Child and Adolescent Development (4 cr.) "O"**

This course covers the physical, emotional, and socio-emotional development of the person from prenatal development through adolescence. Topics included will be theories of child and adolescent development, scientific research, cognitive and language development, identity, and the influences of families, society, and peers.

**TSL108 ESOL Foundations (4 cr.) "O"**

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

**TSL110 Introduction to ESOL Principles and Practices (4 cr.) "O"**

Today's classrooms contain students that are diverse in many ways. Many speak languages other than English and some speak both English and their native language. This course will introduce the student to essential concepts needed to educate English language learning (ELL) students in the mainstream classroom. The course will provide a foundation of knowledge that will help teachers build content area lessons considering language needs, cultural attitudes and student interests. Students will be required to complete 15 hours of field experience/observation in a public-school setting working with ESOL students while applying the concepts learned in this course and furthering their understanding of language and culture regarding the education of ESOL students. Host teacher at school site must be ESOL endorsed/certified by the Florida Department of Education or have received training hours in ESOL as mandated and provided by local public school district. This is a requirement of this course and cannot be waived. Pre-requisite: EEC122 Early Childhood Literacy.

**TSL430 Methods and Strategies for Teaching the English Language Learner I (4 cr.) "O"**

This course will present teachers with practical strategies and models for promoting literacy, language and learning in the classroom for English Language Learners. Emphasis will be placed on second language acquisition, building literacy skills, oral language development, reading and writing strategies and methods, models of instruction for ELLs, and use of appropriate assessments. Students will be required to complete 15 hours of field experience/observation in a public school setting working with ESOL students while applying the concepts learned in this course and furthering their understanding of language and culture in regards to the education of ESOL students. Host teacher at school site must be ESOL endorsed/certified by the Florida Department of Education or have received training hours in ESOL as mandated and provided by local public school district. This is a requirement of this course and cannot be waived. Pre-requisite: TSL110 Introduction to ESOL Principles and Practices.

**TSL432 Methods and Strategies for Teaching the English Language Learner II (4 cr.) "O"**

This course will present effective research based strategies for teaching the English Language Learner (ELL) in the mainstream classroom. The course will review 9 categories of research-based instructional strategies that strongly affect learning and then show how to modify the strategies to meet needs of the ELLs. ELL students are a diverse population; the course will encourage teachers to develop and implement innovative programs for the ELL so they may have equal access to learning. Teachers will understand the ELLs have linguistic and cultural strengths that can be used in the mainstream classroom. Students will be required to complete 15 hours of field experience/observation in a public school setting working with ESOL students while applying the concepts learned in this course and furthering their understanding of language and culture in regards to the education of ESOL students. Host teacher at school site must be ESOL endorsed/certified by the Florida Department of Education or have received training hours in ESOL as mandated and provided by local public school district. This is a requirement of this course and cannot be waived. Pre-requisite: TSL430 Methods and Strategies for Teaching the English Language Learner I.



**SOUTHERNTECH.EDU**

## **7 CONVENIENT LOCATIONS SERVING FLORIDA:**

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

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

**\*Fort Myers** 1685 Medical Lane, Fort Myers, FL 33907

**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.

**Catalog Supplement**  
**2017 Catalog, Volume 7**  
**Effective Date: October 4, 2017**

**Effective July 1, 2017**

**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.

**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.

### **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.

### **Tuition Roll Back Grants**

The Tuition Roll Back (TRB) Grants are offered to students who were active students in the Medical Assisting diploma program or the HVAC diploma program at the Sanford or Mount Dora campuses as of February 27, 2017. Students from another campus who were actively enrolled in one of the three programs on February 27, 2017 and who later dropped, are eligible for Parts Two and Three of the grant if they reenter at the Sanford or Mount Dora campus. 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 STC TRB Grants are available only to full-time students at Southern Technical College at the Sanford or Mount Dora campus.
- The recipient must be an active student at the Sanford or Mount Dora campus currently maintaining satisfactory academic progress in the Medical Assisting or HVAC 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 monthly 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.

#### **Part One:**

- Eligible students will receive a \$120 credit for current or past mods during which the student achieved a modular grade point average of at least 3.0, and achieved a modular attendance rate of at least 75%, and had no documented behavioral issues.

#### **Part Two:**

- Eligible students will receive a \$120 for any future module during which the student achieves a modular grade point average of at least 3.0, and achieves a modular attendance rate of at least 80%, and has no documented behavioral issues.

#### **Part Three:**



- Eligible students will receive up to a \$360 credit towards any remaining balance if the student is placed in a full-time training related job that can be verified by a third party selected by the institution within 30 days after graduation.

### **Tuition Roll Back Scholarships**

The Tuition Roll Back (TRB) Scholarships are offered to students who were active students in the Medical Assisting diploma program or the HVAC diploma program at the Auburndale, Brandon, or Orlando campuses as of April 6, 2017. Students from another campus who were actively enrolled in one of the three programs on April 6, 2017 and who later dropped, are eligible for Parts Two and Three of the scholarship if they reenter at the Auburndale, Brandon, or Orlando campus. The scholarships are awarded based on the student's academic achievements. The scholarships are meant to help defray program costs for those recipients who complete their program of study.

- The STC TRB Scholarships are available only to full-time students at Southern Technical College at the Auburndale, Brandon, or Orlando campus.
- The recipient must be an active student at the Auburndale, Brandon, or Orlando campus currently maintaining satisfactory academic progress in the Medical Assisting or HVAC 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 monthly 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 scholarships do not apply to fees or other charges.
- The recipient is not eligible to participate in any other institutionally funded financial assistance program.

#### **Part One:**

- Eligible students will receive a \$120 credit for current or past mods during which the student achieved a modular grade point average of at least 3.0, and achieved a modular attendance rate of at least 75%, and had no documented behavioral issues.

#### **Part Two:**

- Eligible students will receive a \$120 for any future module during which the student achieves a modular grade point average of at least 3.0, and achieves a modular attendance rate of at least 80%, and has no documented behavioral issues.

#### **Part Three:**

- Eligible students will receive up to a \$360 credit towards any remaining balance if the student is placed in a full-time training related job that can be verified by a third party selected by the institution within 30 days after graduation.

**Effective July 24, 2017**

### **Patient Care Technician\***

#### **Diploma**

**42 Quarter Credits/ 36 Weeks**

**Fort Myers**

**Program Description:** 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.

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
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
	<b>Total Credits</b>	<b>42.0</b>

*\*This program is not Title IV eligible, as of the time of this publication.*

*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**

**MED101 Medical Terminology 6.0 Credit Hours**  
The student will study medical terminology including word components, definitions, spelling and pronunciation. This course will also include the use of medical references and resources for both research and practice. Pre-requisites: 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

**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: None

**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 and MED110

**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 and MED110

**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: Completion of 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: None

**Effective, September 5, 2017****Refund Policy, page 26**

The following language shall replace the section published in the current catalog:

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 may be submitted in writing or in person.
2. If a student cancels before or any time during the Drop/Add period, there will be no charges. Any monies paid by the student will be refunded in full.
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 payment period, 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 payment period, 90% of any paid tuition will be refunded;
  - d. Thereafter, through 19.99% of the payment period, 80% of the charged tuition will be refunded;
  - e. Thereafter, during 20.0% through 29.99% of the payment period, 70% of the charged tuition will be refunded;
  - f. Thereafter, during 30.0% through 39.99% of the payment period, 60% of the charged tuition will be refunded;
  - g. Thereafter, during 40.0% through 49.99% of the payment period, 50% of the charged tuition will be refunded;
  - h. Thereafter, during 50.0% through 59.99% of the payment period, 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 payment period.
6. Returning students of the College are subject to the following refund percentages:
- a. Prior to the start of the payment period, 100% of any paid tuition will be refunded;
  - b. During the first 9.99% of the payment period, 90% of any paid tuition will be refunded;
  - c. Thereafter, during 10.0% through 19.99% of the payment period, 80% of the charged tuition will be refunded;
  - d. Thereafter, during 20.0% through 29.99% of the payment period, 70% of the charged tuition will be refunded;
  - e. Thereafter, during 30.0% through 39.99% of the payment period, 60% of the charged tuition will be refunded;
  - f. Thereafter, during 40.0% through 49.99% of the payment period, 50% of the charged tuition will be refunded;
  - g. Thereafter, during 50.0% through 59.99% of the payment period, 40% of the charged tuition will be refunded;

Thereafter, there will be no tuition refund and the College will have earned 100% of the tuition charged for the payment period.

**Effective September 14, 2017:**

#### **Catalog, Page 3, Quarterly Term Dates**

Due to Hurricane Irma, the summer and fall term dates currently published have been revised with the following:

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 23	Summer Term Ends
September 24 – October 1	Fall Break
October 2	Fall Term Begins
November 13	Mini-Term Begins
November 23 – November 26	Thanksgiving, College Closed, No Classes
December 23, 2017	Fall Term Ends

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	09-21-17	Labor Day 09-04-17
Fall 2017			
FALL A	10-02-17	10-26-17	
FALL B	10-30-17	11-30-17	Thanksgiving Day 11-23-17
FALL C	11-27-17	12-21-17	<b>Winter Break</b> <b>12-22-17 to 01-07-18</b>

#### Catalog, Page 4, Modular Term Dates

Due to Hurricane Irma, the summer and fall term dates currently published have been revised with the following:

Effective October 2, 2017:

#### Catalog, Page 20, Maximum Time Frame

Program	Quarter Credit/ Clock Hour Graduation Requirement	Maximum Time Frame
Elementary Education - BS	199 credits	298.5 credits
Medical Assistant - D	51credits /720 hours	76.5 credits
Medical Laboratory Technician - AS	105 credits	157.5 credits
Nursing - AS (Tampa)	115 credits	172.5 credits



## Faculty and Staff Directory

Effective Date: June 23, 2017

### FORT MYERS Campus

#### Administration

Alex Rodriguez  
Tiffany Quinlan  
Trevor Blow  
Esmail Dariarow  
Greg Cox

Executive Director  
Director of Admissions  
Director of Financial Aid  
Director of Education  
Director of Career Services

#### Faculty

Cristian	Adam	Full-Time Faculty	Nursing	MSN, Grand Canyon University, Nursing Education; BSN, University of Texas Health Science Center, Nursing
Karen	Ahern	Adjunct Faculty	Business	MSM, Hodges University, Management; AS, Broward College, PTA; BS, Worcester State College, Economics
Wunedelminard	Augustin	Full-Time Faculty	Nursing	BSN, Edison State College, Nursing; ASN, Edison State College, Nursing
James	Bass	Adjunct Faculty	Information Technology	MS, Hodges University, Computer Information Technology; BS, Hodges University, Computer Information Technology; AS, ibid, Computer Information Technology,
Carl	Bolling	Adjunct Faculty	Information Technology	MS, Hodges University, Information Systems; BS, DeVry Institute, Engineering Technology
Elizabeth	Burlingame	Adjunct Faculty	Medical Assisting	BHS, Nova Southeastern University, Health Science
Catherine	Carter	Adjunct Faculty	Business	MS, Walden University, Accounting; BS, Everest University, Accounting; AS, University of Phoenix, Accounting
David	Chase	Adjunct Faculty	Allied Health	DC, New York Chiropractic College, Chiropractic; AAS, Nassau Community College, Music
Dawn	Clark	Adjunct Faculty	General Education	MS, Nova Southeastern University, Mental Health Counseling; BA, Mount Vernon College, Human Development
Samantha	Clark	Adjunct Faculty	General Education	MA, Western Kentucky University, Social Work; BS, Western Kentucky University, Exercise Science
Linda Maxine	Corbett	Adjunct Faculty	Interior Design	MS, Chatham University, Interior Architecture; BS, Indiana University, Interior Design
Michelle	Cort-Mora	Adjunct Faculty	Education	EdD, Argosy University, Education Leadership; E.Ds., Nova Southeastern University, Education Leadership; MBA, Adelphi University, Business Administration; BS, Wensworth Institute of Technology, Technical Management
Lisa	Dait	Adjunct Faculty	Nursing	BSN, Rutgers University, Nursing; AAS, The College of Staten Island, Nursing
Alice	Daniels	Full-Time Faculty	Allied Health	BS, International College, Management; AS, International College, Medical Assisting



Lawrence	Delizia	Full-Time Faculty	General Education	MA, Keane University, Math; BS, City University of New York, Math
Robert	DeMann	Adjunct Faculty	Criminal Justice	MPA, Troy State University, Public Administration; BS, Criminal Justice, Troy State University, Diploma, Southwest Florida College: Microsoft Network Engineer; Certificate Southwest Florida College: Microsoft Network Engineer;
Walter	Donnelly	Adjunct Faculty	General Education	MA, California State University, Humanities; BS, Ramapo College, Business Administration
Tonia	Duszynski	Full-Time Faculty	Nursing	MSN, Western Governors University, Nursing; BSN Viterbo University, Nursing
Stephen	Eisenberg	Adjunct Faculty	Paralegal/Criminal Justice	JD, Syracuse Law School, Law; BA, Union College, Political Science
Tammy	Englund	Adjunct Faculty	Education	MEd, Western Governors College, Special Education; BS, Southwest Florida College, Early Childhood Education
Barbara	Erickson	Full-Time Faculty	Nursing	MSN, Walden University, Nursing; BSN, Saint Anthony College of Nursing, Nursing
Marie	Fulop	Adjunct Faculty	Criminal Justice	MA, Hodges University, Criminal Justice; BS, Florida Gulf Coast University, Criminal Justice
Morris	Gartenberg	Adjunct Faculty	Business	MBA, Long Island University; BS, Accounting, Fairleigh Dickinson University
Regina	Gorski	Director, Nursing	Nursing	MS, Governors State University, Nursing; BSN, Olivet Nazarene University, Nursing; ADN, Joliet Junior College, Nursing
Tina	Gosling	Adjunct Faculty	Allied Health	MBA, Colorado Technical Institute, Executive Management; BSN, Villa Maria College, Nursing
Daniel	Grossi	Adjunct Faculty	Business Administration/Criminal Justice	MA, American Public University, Criminal Justice; BS, State University of New York College at Brockport, Criminal Justice; AS, Monroe Community College, Business Administration
Paul	Heinrich	Adjunct Faculty	Digital Design	BFA, Columbus College of Art & Design, Advertising & Design
Blanca	Herrera-Perez	Adjunct Faculty	Diagnostic Medical Sonography/Allied Health	BS, Nova Southeastern University, Vascular Sonography; AA, International College, Medical Assistant
Blair	Jadunath	Adjunct Faculty	General Education	MS, Simon Frasier University, Math Education; BA, Simon Frasier University, Economics Mathematics
Zenaida	Jamero	Adjunct Faculty	Nursing	BSN, Brokenshire College, Nursing
Adrienne	Klages	Adjunct Faculty	Nursing	ASN, State College of Florida, Nursing
Jay	Koepke	Adjunct Faculty	Allied Health	PhD, Wayne State University, Pharmacology; MS, Wayne State University, Molecular Biology; BS, Alma College, Biology
Robert	Lee	Adjunct Faculty	Nursing	DP, Massachusetts College of Pharmacy, Pharmacy
Amy	Lehigh	Adjunct Faculty	Allied Health	DC, Chiropractic, Palmer College of Chiropractic; BS, Social Work, Illinois State University
James	Magas	Adjunct Faculty	Criminal Justice	MA, Hodges University, Criminal Justice; BA, ibid, Criminal Justice; AA, Edison College, Education
Kelli	Malavsky	Nursing Lab Simulation Coordinator	Nursing	BSN, University of Michigan, Nursing



Jennifer	Malone-Ramos	Adjunct Faculty	General Education	MA, Iona College, Communications; BA, SUNY Plattsburgh, Communications
Leah	Maselli	Adjunct Faculty	General Education	MA, Youngstown State University, English; BA, Mercyhurst University, English
Sherrie	Mays	Adjunct Faculty	Nursing	BSN, University of South Florida, Nursing; ASN, Florida Southwestern State College, Nursing
Deborah	McClellan	Full-Time Faculty	HIM	Certificate, AHIMA, Medical Record Technology, Health Information Management,
David	Meo	Adjunct Faculty	Digital Design	MA, Northwestern State University, Art; BA, Indiana University, Theatre
Mary	Miller Dixon	Full-Time Faculty	Nursing	MSN, South University, Nursing; BSN, Winston Salem State University, Nursing; ASN, Cabarrus School of Nursing, Nursing
Ariel	Montero	Clinical Coordinator	Surgical Technology	AS, Southwest Florida College, Surgical Technician
Cynthia	Morrisette	Adjunct Faculty	Business	DBA, Columbia Southern University, Business Administration; MBA, Framingham University, Business; BSM, Lesley College School of Management, Management; ASE, Quinsigamond Community College, Electronics
Dairia	Moore	Full-Time Faculty	Nursing	BSN, Edison State College, AS Nursing
Stephanie	Neal	Lead Instructor	Surgical Technology	Certificate, Surgical Technologist, Lee County Area Vocational-Technical School
Anne	Nisonger	Clinical Coordinator	Nursing	MS, Andrews University, Nursing; BS, ibid, Nursing; AS, Kettering College, Nursing
Juan	Padin	Adjunct Faculty	Interior Design	BA, University of Miami, Architecture
Robert	Palmer	Adjunct Faculty	Digital Design	BS, Full Sail University, Web Design & Development; AS, Southwest Florida College, Web Design
Richard	Parker	Adjunct Faculty	Interior Design	MA, Parsons The New School, Decorative Arts Design; BS, The Art Institute, Interior Design
Ravi	Persaud	Program Director Surgical Technician Program	Surgical Technician	OAD, Everest Institute, Surgical Technologist; Certificate, Meridian Institute of Surgical Assisting, Surgical First Assistant
Jeremy	Pilarski	Adjunct Faculty	General Education	MA, Florida Gulf Coast University, English; BA, Florida Gulf Coast University, Communication; AA, Edison State College, General Studies
Julia Bernadette	Price Serafini	Part Time Adjunct Faculty	Nursing Nursing	BSN, University of North Carolina, Nursing MSN, University of Southern Indiana, Nursing Education; BSN, ibid, Nursing; ASN, Keiser University, Nursing
Angela	Snyder	Adjunct Faculty	Arts & Sciences	MA, Nova Southeastern University, Psychology; BA, Florida Gulf Coast University, Liberal Studies
Joan	Starr	Adjunct Faculty	Education	E.Ds., Grand Canyon University, Curriculum Instruction & Leadership; MEd, Lehman College, Education; BBA, Pace University, Marketing



Susan	Stewart	Adjunct Faculty	Allied Health	MBA, University of Phoenix, Business; BS, Indiana University, General Studies; ASN, State University of West Georgia, Nursing
Andrea	Tarnecki	Adjunct Faculty	Nursing	PhD., Auburn University, Fisheries; MS, Middle Tennessee State University, Biology; BSc <i>ibid</i> , Biology/Animal Biology
John	Tesoriero	Adjunct Faculty	Allied Health	PhD, SUNY Downstate Medical Center, Anatomy; MS, Adelphi University, Cell Biology; BS, Fairfield University, Biology
Nicholas	Triana	Adjunct Faculty	Allied Health	DPM, Kent University, Podiatry; BA, University of Buffalo, Biology
Jeffrey	Tunney	Adjunct Faculty	Business	MBA, Bentley College, Management Information Systems; BBA, University of Massachusetts, Finance
Gregg	Turner	Program Manager	Business	MS, Rensselaer Polytechnic Institute, Management; BA, Eastern Connecticut State University, Business; AS, Mitchell College, Business Administration
Blair	Veliz	Adjunct Faculty	General Education	MA, Gonzaga University, Communications & Leadership Studies; BA, Florida Gulf Coast University, Communications
Catherine	Weller	Adjunct Faculty	Business	MBA, Monmouth State University, Business; MA, Middlebury College, Spanish

#### PORT CHARLOTTE Campus

##### Administration

Ken Reynolds  
Keri Ann Liedel  
Michael Bragg

Executive Director  
Director of Admissions  
Director of Education

##### Faculty

Esla	Barclay-Henry	Program Manager	Health Administration and Leadership	MS, Long Island University, Community Health; BS, <i>Ibid</i> , Nursing
Carmen	Bech de Garcia	Adjunct Faculty	Management	BPS, Barry University, Professional Studies
Andrei	Chugunov	Adjunct Faculty	Allied Health	MD, Lviv State Medical Institute, Medicine
David	Dettor	Adjunct Faculty	Information Technology	MA, George Mason University, Telecommunications; BS, University of Maryland, Technology and Management; AA, <i>ibid</i> , Computer Studies
Pamela	Donelson	Adjunct Faculty	Criminal Justice	MS, Columbia Southern Univ., Criminal Justice Administration; BA, University of South Florida, Criminal Justice
Herman	Foushee, Jr.	Adjunct Faculty	General Education	PhD, University of Nevada, Social Psychology; BS, McPherson College, Psychology
Albert	Freve	Adjunct Faculty	General Education	MS, Kaplan University, Higher Education; BA, Rhode Island College, Psychology





Sandra	Gaw	Adjunct Faculty	Information Technology	MBA, Florida Gulf Coast University, Business Administration/Information Systems; BS, Southern New Hampshire University, Business Studies and Business Finance
Scott	Hall	Adjunct Faculty	General Education	MA, American Public University, History; BA, Milligan College, History
Beatrice	Jacquet-Castor	Adjunct Faculty	Management	MS, Nova Southeastern University, Elementary Education; BS, Hodges University; Management
Wendy	Johnson	Adjunct Faculty	Health Information Technologies	AS, Southern Technical College, Health Information Technology; Diploma, Southern Technical College, Medical Billing and Coding Technology; Diploma, Southern Technical College, Medical Records and Coding
Douglas	Little	Adjunct Faculty	Information Technology	BS, Southern Technical College, Information Technology and Security Systems; AS, Southern Technical College, Web Design and Development, Network Engineering & Administration, Computer Programming and Database Management
Carrie	Mallia-James	Adjunct Faculty	Management	MBA, Ashford University, Business Administration; BA, Ashford University, Organizational Management; AAS, Zane State College, Radiologic Technology
Lauren	Masonry	Program Manager	Sonography	AS, Kettering College, Medical Sonography
Dorene	McAfee	Program Manager	Criminal Justice	MS, Hodges University, Criminal Justice; BS, Ibid, Criminal Justice; AS, Hodges University, Medical Assisting
Ronald	Mueller	Adjunct Faculty	Criminal Justice	MS, Saint Leo University, Criminal Justice, Criminal Justice; BS, Florida Gulf Coast University, Criminal Justice Studies and Criminal Forensic Studies; AA, Edison Community College, General Studies
Ravi	Persaud	Program Director Surgical Technician Program	Surgical Technician	OAD, Everest Institute, Surgical Technologist; Certificate, Meridian Institute of Surgical Assisting, Surgical First Assistant
Debra	Persse	Adjunct Faculty	Allied Health	AS, ITT Technical Institute, Nursing; Diploma, The Stratford School, Medical Assistant
Enrico	Pucci	Adjunct Faculty	General Education	MA, Penn State University, Speech Communication; BA, University of California- Davis, Rhetoric and Communication Sociology
Jennifer	Pyott	Adjunct Faculty	Management and College Success	MS, Nova Southeastern University, Management and Administration of Educational Programs; BS, DePaul University, Elementary Education





David	Staley	Adjunct Faculty	Criminal Justice	MA, University of South Florida, Criminal Justice Administration; BS, Hodges University, Criminal Justice
Nicholas	Triana	Adjunct Faculty	Allied Health	DPM, Kent State University, Podiatry Medicine; BA, University of Buffalo, Biological Sciences
Cheryl	Wagner	Faculty/ ST Externship Coordinator	Allied Health	AA, Waubensee Community College, General Studies; Certificate, Waubensee Community College, Medical Assistant; Certificate, Waubensee Community College, Surgical Technology; Certificate, Waubensee Community College; Phlebotomy Technician
Christy	Wickham-Armfield	Faculty/ Externship Coordinator	Medical Assistant	AAS, Stautzenberger Business College, Medical Assisting
Marisa	Williams	Adjunct Faculty	General Education	MA, John Hopkins University, Writing; BS, Univ. of Toledo, Interdisciplinary Studies
Dennis	Woodruff	Adjunct Faculty	Information Technology	BS, University of South Florida, Applications & Web Development; AA, Florida Southwestern State College, General Studies; AS, Florida Southwestern State College, Computer Programming & Analysis

## TAMPA Campus

### Administration

Gilberto Delgado, MD  
Kristin White  
Connie Robinson  
Sharon Toler, DHSc  
Doug Strickland

Executive Director  
Director of Admissions  
Director of Financial Aid  
Director of Education  
Director of Career Services

### Faculty

Lisa	Abrahamson-Holst	Adjunct Faculty	Nursing	DNP, Chamberlain College of Nursing, Healthcare Leadership; MA, University of Phoenix, Organizational Leadership; BS, National Louis University, Healthcare Leadership; BM, Anna Maria College, Music Therapy; Diploma, Nursing, Worcester City Hospital School of Nursing
Hasan	Almoumani	Adjunct Faculty	Network Engineering & Administration and Information Technology Security Systems	MBA, St. Leo University, Information Security; BS, Florida Gulf Coast University, Computer Information Systems; AS, The Arab College, Medical Technician
Veronica	Blakely	Adjunct Faculty	General Education	Ed.S, Argosy University, Education (Leadership); MA, University of Phoenix, Management; BA, University of South Florida, Speech



Barbara	Clifford	Full-Time Faculty/Clinical Coordinator	Diagnostic Medical Sonography	Communications (Speech); AA, Hillsborough Community College, Liberal Arts AS, Ultrasound Diagnostic School; Diagnostic Medical Sonography
Cayla	Conley	Adjunct Faculty	Management	MBA, University of Phoenix; Business Administration; BS, Ohio University; Event Planning
Laureen	Cortes	Adjunct Faculty	Diagnostic Medical Sonography	BS, Keiser University, Interdisciplinary Studies; AS, Keiser Career College, Diagnostic Medical Sonography
Peter	D'Addio	Adjunct Faculty	Network Engineering & Administration and Information Technology Security Systems	MS, University of South Florida, Management Information Systems; BS, University of South Florida, Management; BS, University of South Florida, Management Information Systems
Sharon	Domenichini	Full-Time Faculty	Nursing	MSN, University of Maryland; BSN, West Texas State University; Nursing
Thomas	DiFranco	Adjunct Faculty	Surgical Technology/Allied Health	AS, Mt. Washington/ Hesser College; Surgical Technologist Certification, Concord Hospital
William Daniel	Dilling	Adjunct Faculty	Criminal Justice	MS, University of Central Florida, Criminal Justice; BS, University of Central Florida, Criminal Justice
Elizabeth	Drolz	Adjunct Faculty	Diagnostic Medical Sonography	BS, University of Georgia; Psychology; Certificate, Cambridge College of Healthcare & Technology; Diagnostic Medical Sonography
Scott	Ellis	Adjunct Faculty	Elementary Education	MA, University of South Florida, Elementary Education; BS, Salisbury University, Elementary Education
Richard	Garcia	Adjunct Faculty	Criminal Justice	JD, Stetson University School of Law, Law; BA, Florida State University, Literature
Christine	Jean-Leon	Adjunct Faculty	Nursing	MSN, Andrews University; Nursing Education; BSN, Andrews University; Nursing; ASN, Oakwood College; Nursing
Khamissa Claudia	Keita Kemp	Adjunct Faculty Adjunct Faculty	Allied Health Management	MS, Humboldt University, Medical Education MBA, University of Maryland University College, Business Administration; BS, Colorado State University, Textiles and Clothing
Reena	Kuruvilla	Adjunct Faculty	Medical Laboratory Technician	MS, University of Bharathiar Sir Ramakrishna of Arts and Science, Microbiology; BS, University of Madras, Microbiology
Michael	Lashbrook	Adjunct Faculty	General Education	MA, University of South Florida, History; BA, University of South Florida, History and American Studies; AA, St. Petersburg College, General Studies
Angela	Lemire	Adjunct Faculty	Allied Health	AAS, National College, Medical Assisting; Diploma, National College, Medical Billing
Danielle	Maiden-Robinson	Full-Time Faculty	Allied Health	MPH, Tulane University; Nutrition; BS, Bradley University; Home Economics/Dietetics
Edward	Mara	Lead Instructor	Education	Ed.D., NOVA Southeastern University, Educational Leadership; M.Ed., Bridgewater State College, School Administration; AB, University of Miami, Psychology, Education (minor)



Nancy	Marc	Director of Nursing	Nursing	DNP, Triton College, Nurse Practitioner; MSN, Chamberlain College, Nursing; AND, Aurora University, Nursing
Sheila	Mathias	Adjunct Faculty	Nursing	EdD, University of Phoenix, Educational Leadership; MSN, University of Tampa, Nurse Practitioner; BSN, University of Tampa, Nursing; BS, University of Tampa, Criminology; ASN, Hawkeye Institute of Technology, Nursing Diploma, Edison Community College, Medical Technician; Diploma, , Sarasota County Technical Institute, Fire Safety
David	McCreight	Lead Instructor	Surgical Technology	MS, Case Western Reserve University, Social Administration; BA Fayetteville State Teachers College, Sociology
Adonis	Miles	Adjunct Faculty	Criminal Justice	MSN, Walden University, Nursing Education; AAS, Germanna Community College, Nursing
Lynn	Myers	Full-Time Faculty/Clinical Coordinator	Nursing	BA, University of South Florida, Arts and Letters/Spanish Certificate, Santa Fe College, Diagnostic Medical Sonography;
Kathryn Elaine	NesSmith	Program Director	Diagnostic Medical Sonography	PhD, University of Utah, Physics; MS, Tribhuvan University, Physics; BS, Tribhuvan University, Physics
Bill	Pandit	Adjunct Faculty	General Education	OAD, Everest Institute, Surgical Technologist; Certificate, Meridian Institute of Surgical Assisting, Surgical First Assistant
Ravi	Persaud	Program Director Surgical Technician Program	Surgical Technician	M.Ed., American Intercontinental University, Educational Leadership; BA, Trinity International University, Elementary Education
Denise	Richardson	Adjunct Faculty	Early Childhood Education	MS, Capella University, Higher Education; MA, University of Phoenix, Organizational Management; MBA, University of Phoenix, Global Management; BS, Barry University, Human Resources
Mercedes	Ruiz	Adjunct Faculty	Management/General Education	MS, University of South Florida, Management Information Systems; BS, Georgia Southern University, Computer Science
Jefferson	Russell	Adjunct faculty	Network Engineering & Administration and Information Technology Security Systems	MS, Champlain College, Law; BS, Regis University, Health Information Management; AA, Western International University, Business
Kathleen	Santana	Adjunct Faculty	Healthcare Administration	MBA, Nova Southeastern University, Business Administration; BS, Panama Canal College; Medical Technology; AS, Panama Canal College, Biology
Donna	Scantlebury	Adjunct Faculty/Externship Coordinator	Medical Laboratory Technician	MS, North Carolina Central University, Criminal Justice; BA, Shaw University, Criminal Justice; AAS, Durham Technical Community College, Criminal Justice
Doug	Scott	Adjunct Faculty	Criminal Justice	MS, University of South Florida, Management Information Systems; BS, University of South Florida, Management of Information Systems
Marcus	Session	Adjunct Faculty	Network Engineering & Administration and Information Technology Security Systems	



Selena	Sierra	Adjunct Faculty	General Education	MS, Tiffin University, Criminal Behavior; BA, University of South Florida, English; BA, University of South Florida, Criminology; AS, Hillsborough Community College, Justice Administration
Madonna	Taylor	Adjunct Faculty	Education	Ed.D., NOVA Southeastern University, Instructional Technology & Distance Education; MA, Grambling State University, Teaching/Social Sciences; BA, ibid, History
Gerard	Teamer	Adjunct Faculty	General Education	MS, Canisius College, General Education, Mathematics and Statistics; BS, Daemen College, Business Administration
Jose	Valdes	Adjunct Faculty	Network Engineering Administration/Information Technology Support Services	MS, University of South Florida; Cybersecurity; BS, University of Tampa, Computer Information Systems
Francisco	Velazquez	Lead Instructor	Allied Health	MD, Universidad Central del Este, Medicine; BS, Pontificia Universidad Catolica, Biology, Chemistry (minor)
Camille	Watkins	Adjunct Faculty	General Education	M.Ed., Saint Leo University, Educational Leadership; BA, Virginia Wesleyan University, English; AAS, Titewater Community College, Liberal Arts
Laura	Williams	Lead Instructor	Management	MS, University of Central Florida, Taxation; BS, ibid, Business