**Effective July 24, 2017**

**Patient Care Technician***
**Location: Fort Myers**
**Diploma**
**42 Quarter Credits/ 36 Weeks**
**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.

| Course Code | Course Title | Credits |
|---|---|---|
| PCT100 | Patient Care Procedures | 4.5 |
| PCT101 | Home Health Aide | 4.5 |
| PCT102 | Electrocardiography Aide | 4.5 |
| PCT110 | Articulated Nursing Assistant I | 4.5 |
| PCT111 | Articulated Nursing Assistant II | 4.5 |
| PHB101 | Phlebotomy | 4.5 |
| MED101 | Medical Terminology | 6.0 |
| MED110 | Foundations of Anatomy and Physiology | 6.0 |
| PCT113 | Patient Care Technician Externship | 3.0 |
| | **Total Credits** | **42.0** |

***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**
**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: Complete all core coursework

**PHB101**      **Phlebotomy**      **4.5 Credit Hours**

This course introduces the student to the performance of a variety of blood collection methods using proper techniques and standard precautions. Students will receive hands-on training in vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis will be placed on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism and ethics. Lab included. Pre-requisites: None

**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 6 | Mini-Term Begins |
| November 23 – November 26 | Thanksgiving, College Closed, No Classes |
| December 22, 2017 | Fall Term Ends |

**Catalog, Page 4, Modular Term Dates**
Due to Hurricane Irma, the summer term dates currently published have been revised with the following:

| Summer 2017 | | | |
|---|---|---|---|
| SUM A | 6-26-17 | 7-20-17 | Independence Day 7-4-17 |
| SUM B | 7-24-17 | 8-17-17 | |
| SUM C | 8-21-17 | 9-23-17 | Labor Day 9-4-17 |

**Effective September 25, 2017**
**Catalog, Independent Study**
The campus' independent study courses are designed to be the exception and not the rule to fulfill the student's academic objectives. Thus, the number of courses that a student may be allowed to take is limited. Approval for independent study courses occurs during the continuing student registration process, and it may be acceptable under the following circumstances:

• The course will better fulfill the student's educational needs.
• The course solves scheduling problems for which no other solution is possible.
• The course will help the student fulfill graduation requirements within the time limit.

The availability of independent study courses is limited:
• No more than 10% of any program may be offered via independent study.
• A student may not register for an independent study course, if the proposed independent study course's pre-requisite(s) was also fulfilled through an approved independent study course, unless this situation approved by the Director of Education.
• Only general education or program core courses may be approved as independent study courses.
• Courses with a clinical lab or externship component cannot be completed as an independent study course.
• Rare exceptions to these policies may be approved by the designated Main Office personnel in the event of a teach-out.

**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 |

**Effective October 19, 2017**
**Catalog, Page 4, Modular Term Dates**
The fall term dates currently published have been revised with the following:

| Fall 2017 | | | |
|---|---|---|---|
| FALL A | 10-2-17 | 10-27-17 | |
| FALL B | 10-30-17 | 11-22-17 | Thanksgiving 11-23-17 |
| FALL C | 11-27-17 | 12-22-17 | Winter Break 12-22-17 to 1-7-18 |

**Effective November 27, 2017:**
**Catalog, Page 6, Administration**
The Administration for Southern Technical College has been updated to reflect the following changes:
Mr. Pedro C. De Guzman...................................................Chief Executive Officer/President
Mr. Reid Allison.................................................................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
Mr. Sandeep Kaup..............................................................Vice President, Marketing
Ms. Andrea Mitchell..........................................................Group Director of Career Services
Ms. April Cortright…………………………………….. Compliance Manager

**Catalog, Page 42, Elementary Education**
Change course code HUM150 to HUM154.

STC – Fort Myers and Tampa are no longer enrolling students into the Elementary Education program as the program is in teach-out.

**Catalog, Page 44, Healthcare Administration**
STC – Fort Myers and Tampa are no longer enrolling students into the Healthcare Administration program as the program is in teach-out.

**Catalog, Page 46, Interior Design**
STC – Fort Myers is no longer enrolling students into the Interior Design Bachelor of Science program. The existing students have been taught out and the campus will not resume enrollments.

**Catalog, Page 48, Management**
The Bachelor of Science in Management program is offered 100% online. The program is offered to students at STC – Fort Myers, and Tampa.

**Catalog, Page 50, Criminal Justice**
STC – Fort Myers, Port Charlotte, and Tampa are no longer enrolling students into the Criminal Justice program as the program is in teach-out.

**Catalog, Page 51, Diagnostic Medical Sonography**
The Associate of Science in Diagnostic Medical Sonography (DMS) program is no longer offered at the Southern Technical College (STC) – Fort Myers campus. The program has been taught-out, all students have graduated from the program, and STC is no longer enrolling students into the DMS program.

STC – Port Charlotte is no longer enrolling students into the Diagnostic Medical Sonography program as the program is in teach-out.

The DMS program is offered at STC – Tampa.

**Catalog, Page 52, Digital Design**
The Digital Design program is no longer offered at the Southern Technical College (STC) – Fort Myers campus. The program has been taught-out, all students have graduated from the program, and STC is no longer enrolling students into the Digital Design program.

**Catalog, Page 53, Early Childhood Education**
The Associate of Science in Early Childhood Education (ECE) program is no longer offered at the Southern Technical College (STC) – Fort Myers campus. The program has been taught-out, all students have graduated from the program, and STC is no longer enrolling students into the ECE program.

STC – Tampa is no longer enrolling students into the Early Childhood Education program as the program is in teach-out.

**Catalog, Page 54, Health Information Management**
The Port Charlotte campus is no longer enrolling students in the Health Information Management program. The campus is allowing the existing students to complete the program as it is currently in teach-out. No additional students will be enrolled.

**Catalog, Page 56, Management**
The Fort Myers and Tampa campuses are no longer enrolling students in Management Associate of Science program. The campuses are allowing existing students to complete the program as it is currently in teach-out. No additional students will be enrolled.

**Catalog, Page 56, Medical Assistant**
The Fort Myers and Tampa campuses are no longer enrolling students in Medical Assistant Associate of Science program. The campuses are allowing existing students to complete the program as it is currently in teach-out. No additional students will be enrolled.

**Catalog, Page 56, Network Engineering and Administration Program**
The Fort Myers, Port Charlotte, and Tampa campuses are no longer enrolling students in Network Engineering and Administration program. The campuses are allowing existing students to complete the program as it is currently in teach-out. No additional students will be enrolled.

**Catalog, Page 67, Medical Billing and Coding Technology Diploma:**
The Fort Myers campus is no longer enrolling students in the Medical Billing and Coding Technology Diploma program. The campus is allowing the existing students to complete the program as it is currently in teach-out. No

additional students will be enrolled.

**Add to Catalog Supplement:**
**Information Technology and Security Systems**
**Bachelor of Science**
**Locations:** The Bachelor of Science in Information and Security Systems (ITSS) is in teach-out at the STC-Tampa campus and no longer enrolling students into the ITSS program.

192 Quarter Credit Hours/176 Weeks

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

| Course Codes | Course Names | Credits |
|---|---|---|
| CDA464 | Managing Electronic Communication Systems | 4 |
| CET116 | Computer PC Technician | 4 |
| CET118 | Computer Essentials | 4 |
| CET242 | Programmatic Logic and Design | 4 |
| CET258 | Network + Preparation | 4 |
| CET260 | Routers and Network Security | 4 |
| CET270 | Introduction to Network Security Fundamentals | 4 |
| CGS150 | Spreadsheet Applications | 4 |
| CGS380 | IT Business Continuity | 4 |
| CGS436 | Information Technology Strategies | 4 |
| CIS220 | Computer Forensics and Investigations | 4 |
| CIS438 | Advanced Network Forensics | 4 |
| CNT300 | Managing Technology Integration | 4 |
| CNT470 | Business Design and Security Implementation | 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 |
| CTS414 | Root Cause Analysis | 4 |
| ISM304 | Law and Technology | 4 |
| MAN102 | Principles of Management | 4 |
| MAN258 | Principles of Project Management | 4 |
| GEB340 | Social Media for Professionals | 4 |
| SLS130 | Career Development | 2 |
| ENC120 | Effective Writing in the Workplace | 4 |
| SLS150 | College Success | 4 |
| COM104 | Interpersonal Communications | 2 |
| GEB112 | Entrepreneurship | 4 |
| CIS440 | Wireless Security and Forensics | 4 |
| CIS360 | Knowledge Management | 4 |
|  | Open Electives | 16 |
| 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 |
| | TOTAL | 192 |

**Add to Catalog, Course Descriptions, Page 97:**

**HSA154**            **Medical Law and Ethics**            **4.0 Credit Hours**

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. Pre-requisites: None

**HSA224**            **Medical Office Procedures**            **4.0 Credit Hours**

This course provides students with the basic knowledge of procedures and skills utilized in the medical office or clinic. Topics include written communication, maintaining the medical record, professional fees, billing and collecting methods, health insurance forms, reimbursement, banking procedures, and financial management. Pre-requisite: HSA224

**MEA120**            **Clinical Procedures with Lab**            **5.0 Credit Hours**

This course provides students with the initial knowledge and skills needed in the medical environment. Content includes blood borne pathogens, HIV/AIDS, CPR, infection control, medical and surgical asepsis and emergency medical procedures. Additional content covered involves vital signs, patient teaching and communication, positioning and draping for various procedures, use of assistive devices, wound care and record keeping. Pre-requisites: BSC108

**MEA128**            **Phlebotomy and Laboratory Procedures**    **5.0 Credit Hours**

This competency based course, provides students with the theoretical knowledge and hands on skills needed for the safe and effective collection and processing of various blood and urine specimens from the neonate, pediatric, adult and geriatric patient. Calculation and administration of oral and parenteral medications will also be covered. This course will include hands on experience in the collection of specimens. Following completion of this course, demonstration of successful specimen collections, and one-year experience as a phlebotomist, students are eligible to sit for certification exam. Pre-requisites: PTN112 & MEA120

**RTE200**            **Radiography**            **4.0 Credit Hours**

This course will introduce the student to the scope of practice of the limited x-ray machine operator. The basic science of x ray will be covered including principles of exposure, circuit and tube heat management, formulating x ray techniques, film processing and radiation safety. Anatomy and Physiology and medical terminology will be reviewed and x ray procedures of the upper/lower extremities, pelvis, spine, chest, abdomen, skull, bone densitometry, facial bones and paranasal sinuses will be covered. Radiographic diagnostics and technical and esthetic quality evaluation will be included. Mathematical operations necessary for the basic machine operator will be presented. Pre-requisites: BSC108

**Supplement, Remove, 11/27/17:**
Southern Technical College is no longer offering the following scholarships and grants:
- Law Enforcement and First Responder Scholarship
- Veteran and Military Scholarship
- High School and GED Community Scholarship
- Tuition Roll Back Grant
- Tuition Roll Back Scholarship

**Effective, December 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 forty-five (45) 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% 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.

**Order of Return of Student Federal Aid (SFA) Program Funds, Page 27**

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 forty-five (45) days from the date of determination.

**Withdrawal or Termination, Page 27**

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 forty-five (45) 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 forty-five days days of the date that the College determines the student withdrew. In either case, the refund will be made no later than forty-five (45) 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.