



# 2017 CATALOG

**CENTRAL REGION  
VOLUME 11  
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 on the basis of the best information available at the time of the publication. Any addenda and/or supplements become an integral part of the Catalog as of their effective dates.

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# ACADEMIC CALENDAR

Term ID	Class Start Date	Class End Date	Holiday/No Classes
<b>WINTER 2017</b>			
WIN A	01-09-17	02-02-17	Martin Luther King, Jr. Day 01-16-17 Spring Break 03-31-17 to 04-06-17
WIN B	02-06-17	03-02-17	
WIN C	03-06-17	03-30-17	
<b>SPRING 2017</b>			
SPRG A	04-10-17	05-04-17	Memorial Day 05-29-17 <b>Summer Break</b> <b>06-02-17 to 06-11-17</b> Independence Day 07-04-17
SPRG B	05-08-17	06-01-17	
SPRG C	06-12-17	07-06-17	
<b>SUMMER 2017</b>			
SUM A	07-10-17	08-03-17	Labor Day 09-04-17
SUM B	08-07-17	08-31-17	
SUM C	09-05-17	09-28-17	
<b>FALL 2017</b>			
FALL A	10-02-17	10-26-17	Thanksgiving 11-23-17 <b>Winter Break</b> <b>12-22-17 to 01-03-18</b>
FALL B	10-30-17	11-23-17	
FALL C	11-27-17	12-21-17	
<b>WINTER 2018</b>			
WIN A	01-04-18	02-01-18	Martin Luther King, Jr. Day 01-15-18 <b>Spring Break</b> <b>04-01-18 to 04-08-18</b>
WIN B	02-05-18	03-01-18	
WIN C	03-05-18	03-29-18	
<b>SPRING 2018</b>			
SPRG A	04-09-18	05-03-18	Memorial Day 05-28-18 <b>Summer Break</b> <b>07-01-18 to 07-08-18</b> Independence Day 07-04-18
SPRG B	05-07-18	05-31-18	
SPRG C	06-04-18	06-28-18	
<b>SUMMER 2018</b>			
SUM A	07-09-18	08-02-18	Labor Day 09-03-18
SUM B	08-06-18	08-30-18	
SUM C	09-04-18	09-27-18	
<b>FALL 2018</b>			
FALL A	10-01-18	10-25-18	Thanksgiving 11-22-18 <b>Winter Break</b> <b>12-21-18 to 01-03-19</b>
FALL B	10-29-18	11-21-18	
FALL C	11-26-18	12-20-18	

# COLLEGE INFORMATION

## PHILOSOPHY

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

## HISTORY

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

## MISSION STATEMENT

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

## OBJECTIVES

The objectives of Southern Technical College are:

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

## INSTITUTIONAL LICENSURE AND APPROVALS

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

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

## ACCREDITATION

Southern Technical College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Bachelor's degrees, Associate's degrees, certificates, and diplomas. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS may be contacted at 750 First Street NE, Suite 980, Washington, DC 20002-4241. The telephone number is (202) 336-6780.

If you wish to know more about the status of ACICS from the United States Department of Education go to this link:  
<https://www.ed.gov/news/press-releases/following-court-ruling-devos-orders-further-review-2016-acics-petition>

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@southernstech.edu](mailto:studentcomplaint@southernstech.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.

## LEGAL OWNERSHIP / GOVERNING BODY

Southern Technical Institute, LLC is a privately held Florida corporation doing business as Southern Technical College. The College's governing board is the Board of Directors, located at 11883 High Tech Avenue, Orlando, FL 32817. The telephone number is (407) 671-9922. The members of the Board of Directors are:

Mr. Daniel L. Black	Mr. Daniel M. Kortick
Mr. Pedro C. De Guzman	Mr. Craig B. Klosk

## Administration

Mr. Pedro C. De Guzman.....	Chief Executive Officer/President
Mr. Christopher Abel .....	Chief Financial Officer/Executive Vice President
Dr. Lori Moran .....	Chief Operating Office/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  
 Library Information Resources Network  
 National Association of Student Financial Aid Administrators  
 Florida Association of Student Financial Aid Administrators  
 American Medical Technologists  
 American Library Association  
 American Welding Society

## LOCATIONS/FACILITIES

### ORLANDO MAIN CAMPUS

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

### AUBURNDALE BRANCH CAMPUS

The Orlando main campus has a branch campus in Auburndale, Florida. The facility, which is comprised of two buildings, includes approximately 12,000 square feet of classroom, laboratory, and administrative offices. It contains computer and medical laboratories, classrooms and administrative offices. Computer labs include personal computers, servers, and printers arranged on a local area network. The medical labs provide settings where students can learn direct patient care techniques. The trades labs provide settings where students can learn electrical, air conditioning, and heating techniques. The 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. The

facility also includes a Learning Resource Center containing books and materials to aid students with their studies. STC Auburndale is located at 298 Havendale Boulevard, Auburndale, FL 33823. The phone number is (863) 551-1112.

## **SANFORD BRANCH CAMPUS**

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

## **BRANDON BRANCH CAMPUS**

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

## **SOUTHERN TECHNICAL COLLEGE SCHOOL OF WELDING**

The Orlando main campus has a satellite location in Orlando, Florida. This facility includes approximately 10,000 square feet of two multi-purpose classrooms, a hands-on laboratory with welding stations, a break area, academic and administrative office space. All admissions/enrollment activities and student services are provided at the main campus to students attending training at the satellite location; therefore, this site has minimal administrative staff with limited administrative responsibilities. Personal computers and printers are available for student use. The average student to faculty ratio for didactic courses 24:1. The average student to faculty ratio for lab courses is 18:1. STC School of Welding satellite location is located at 2400 Sand Lake Road, Suite 600, Orlando, FL 32809. The telephone number for the satellite location is (407) 438-6000.

## **ORLANDO SATELLITE LOCATION**

The Orlando main campus has a satellite location in Orlando, Florida. This facility includes multi-purpose classrooms, academic and administrative office space. . The trades labs provide settings where students can learn electrical, air conditioning, heating and welding techniques .All admissions/enrollment activities and student services are provided at the main campus to students attending training at the satellite location; therefore, this site has minimal administrative staff with limited administrative responsibilities. Personal computers and printers are available for student use. The average student to faculty ratio for didactic courses 24:1. The average student to faculty ratio for lab courses is 18:1. STC Orlando Satellite location is located at 1801 Florida Mall Avenue, Orlando, FL 32809. The telephone number for the satellite location is (407) 438-6000.

## **CAMPUS HOURS OF OPERATION**

### **Administrative Offices:**

Monday – Thursday: 8:00AM – 8:00PM

Friday: 8:00AM – 5:00PM

Saturday: 9:00AM – 1:00PM

### **Class Schedules:**

Monday - Thursday: 8:30AM – 12:20PM

Monday - Thursday: 1:00PM – 5:00PM

Monday - Thursday: 6:00PM – 9:50PM

# ADMISSIONS INFORMATION

## ADMISSION CRITERIA

To be admitted to Southern Technical College (STC), a prospective student must complete an interview with a Southern Technical College Admissions Representative and submit a completed enrollment agreement. All applicants must have proof of standard high school graduation or completion of a General Equivalency Diploma (GED). Only students who possess a standard high school diploma or have completed equivalent coursework as certified by the applicable state department of education shall be eligible for admission to Southern Technical College. Proof of high school graduation must be provided prior to 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. The following three (3) criteria must 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.

## GENERAL ENTRANCE REQUIREMENTS

Applicants who seek to enroll at Southern Technical College must:

- Complete the application/enrollment agreement
- Provide proof of high school graduation/GED
- Meet with an Admissions Representative
- Meet Programmatic Entry Requirements

## 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. The program is limited to following programs and campus locations:

Sites	Auburndale	Brandon	Orlando	Sanford
<b>Programs:</b>				
Diploma in HVAC	X	X	X	X
Diploma in Medical Assisting	X	X	X	X
Diploma in Patient Care Technician	X	X	X	X
Associate of Science in Welding Technology			X	X

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.

## 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.

## ADVANCED STANDING

A student's time to complete their program of study may be shortened through transfer of credit, credit from standardized placement assessment, or challenge examinations. The maximum amount for a degree program of advanced standing credit cannot exceed 50% of the total program length. Academic credit that is awarded through one of these methods is not calculated in the student's cumulative grade point average but is factored into the determination of the maximum time in which a program must be completed as published in the section entitled Satisfactory Academic Progress. The institution does not offer advance standing through prior learning. Advance standing through transfer credit, credit from standardized placement assessment or challenge examinations does not apply to students pursuing a diploma program.

## 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. Transfer credits are not included when calculating the CGPA. Advance standing through transfer credit does not apply to students pursuing a diploma program.

Criteria for acceptance for transfer of credit are as follows:

- 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.

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 of Education. Official test scores must be sent to the registrar.

Students enrolled in a degree program may request to take a challenge examination for several selected courses in their program of study. Students must pay a fee of \$100 for each challenge examination. The fee must be paid prior to taking the examination and is non-refundable. The examination must be requested no less than five (5) days prior to the first day of the corresponding course and must be approved and scheduled by the Director of Education. Challenge examinations may only be taken once. A minimum grade of "C" must be earned to successfully complete a challenge exam. If an exam is successfully completed, tuition is not charged for that course. The grade reflected on the transcript from a successful challenge examination shall be recorded as an "CX" grade for the class.

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

## **TERMINAL DEGREE**

In designing its programs, the College attempts to provide its students with a solid foundation of coursework to prepare them for entry into a 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 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 AGREEMENT**

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

## **LICENSING AND CERTIFICATION**

Many occupations require individuals to be licensed and/or certified to work in the field. Employment in these occupations often requires a combination of education, work experience, and the successful completion of a national or state certification or licensing 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/LICENSING 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 AND DRUG TESTING**

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

Students may be denied licensure, certification or registration and/or employment based on criminal history or drug use, even if the examination is taken and successfully completed. Prospective and current students, as well as graduates, are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed. Admission to the College's programs and/or successful completion of the programs does 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, during or after the student's enrollment at College.

## **DROP/ADD PERIOD**

The drop/add period is an initial period at the start of the student's first period of obligation. The drop/add period shall be the first four (4) days of the first quarter for new students and those who re-enter the institution. The drop/add period is not applicable to continuing students. Students may officially withdraw from class during add/drop period without punitive grades or financial obligations for the classes dropped. Please note that students may withdraw from 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-ENTERING STUDENTS**

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

## **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 approved accommodations 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 9 quarter credits are considered halftime. Students carrying less than six (6) quarter credits are considered less than half-time. A quarter term is defined as 12 weeks of instruction.

### **ACADEMIC RECORDS**

The Registrar's office maintains a permanent academic record for all students. Students needing an official transcript of their coursework must submit a transcript request form to the registrar. The College generally does not release transcripts or information concerning a student's academic record if the student has any outstanding financial obligations to the College, or if the student is in default or owes refunds to any Title IV program. The registrar will provide enrollment verification information to insurance companies, banks, and other third parties upon the request of the student. Official transcripts or other third party documents provided directly to the College from other institutions or outside sources cannot be released to the student.

### **CONSUMER INFORMATION AND OTHER DISCLOSURES**

For detailed information regarding Southern Technical College and its financial aid programs, completion/graduation rates and median debt of students who completed a program of study, and other valuable information related to student achievement, please visit our 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. 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 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 and 2 for sophomore level. The last two digits are reserved for departmental use in indicating sequence of courses. Prerequisite(s) for any course may be waived with the written permission of the Director of Education or his/her designee and the designated corporate official. Course substitution requests must be approved by the Director of Education or his/her designee and the designated corporate official.

## GRADING SYSTEM

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

GRADE	Percentage	Credits Earned	Credits Attempted	Quality Points	CGPA	SAP
A - Superior	90-100	Y	Y	4.0	Y	Y
B - Above Average	80-89	Y	Y	3.0	Y	Y
C - Average	70-79	Y	Y	2.0	Y	Y
D - Below Average	60-69	Y	Y	1.0	Y	Y
F - Failure	Below 60	Y	Y	0.0	Y	Y
I - Incomplete		N	Y	0.0	N	Y
P - Pass	70-100	Y	Y		N	Y
S - Satisfactory		Y	Y		N	Y
U - Unsatisfactory		Y	Y		N	Y
W - Withdraw		N	Y		N	Y
WF - Withdraw Fail		Y	Y	0.0	Y	Y
T - Transfer Credit		Y	Y		N	Y
CX - Challenge Exam/ Third Party Testing		Y	Y		N	Y
NC - Not Calculated		N	N		N	N
NP - No Pass	Below 70	Y	Y		N	N
CE - Continuing Externship		N	Y		N	Y

## Grading Definitions

CX - Challenge Exam Credit/Third Party Testing - the student met the expectations of the course. A "CX" grade is not calculated into the CGPA but is considered in the determination of satisfactory academic progress (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 - the student was unable to satisfy the minimum expectations of the course. When the course is retaken, the new grade replaces the "F" and the cumulative grade point average (CGPA) will be adjusted accordingly.

I - Incomplete - work is past due or outstanding. An "I" or incomplete grade is given when a student has not completed the work necessary for one of the above grades. In order to receive an incomplete grade the student must submit a written request by completing an Incomplete Grade Request Form. This form must be signed and approved by the Director of Education. The student has up to five (5) business days from the end of the course to complete the work unless a request for additional time is submitted in writing and approved by the appropriate corporate academic staff. Any 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.

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

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.

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

T - Transfer credit is not calculated into the CGPA but is considered in the determination of 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.

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

## Course Repetitions

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

# SATISFACTORY ACADEMIC PROGRESS

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

## Maximum Time Frame

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

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

Program	Graduation Requirement	Maximum Time Frame
HVAC (Diploma)	43.5 credits	65 credits
Medical Assisting (Diploma)	51 credits	76 credits
Patient Care Technician (Diploma)	42 credits	63 credits
Applied Electronics Technology (Degree)	93 credits	139 credits
Electrical Trades Technology (Degree)	93 credits	139 credits
Medical Assisting (Degree)	96 credits	144 credits
Medical Office Administration (Degree)	93.5 credits	140 credits
Welding Technology (Degree)	93 credits	139 credits

## Evaluation Points

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

## Minimum CGPA Achievement

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

### Degree Students

Credits Attempted	Minimum CGPA
0 – 23.9	1.20
24 – 47.9	1.25
48 – 71.9	1.50
72 – 89.9	1.75
90 and up	2.00

### Diploma Students

Credits Attempted	Minimum CGPA
0 – 23.9	1.20
24 – 42.9	1.70
43 and up	2.00

## Successful Rate of Progression

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

### Degree Students

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

### Diploma Students

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

# FAILURE TO MEET SAP

## Warning

This is the status assigned to a student who fails to make SAP at the end of any given payment period. The student will be notified of warning status in writing. A student placed on warning status will receive academic advisement to regain regular status prior to the end of the next payment period. A “regular student” is defined as one who is achieving SAP. A student on warning status may receive financial aid for one term/payment period despite the determination the student is not maintaining SAP. No appeal is necessary. A student who does not achieve SAP requirements by the end of the warning period will be dismissed. A student may file an appeal (see SAP Appeal Process below). Students whose appeals are granted are placed on probation status.

## **Dismissal**

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

## **SAP Appeal Process**

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

The Director of Education and the Executive Director will conduct the review of the appeal before it is submitted to the designated corporate staff for final determination on approving or denying the appeal. Should the appeal be granted, the student will regain FSA eligibility, while meeting the requirements as specified in the student's academic plan. If the student fails to meet the terms of the academic plan at any time, the student will be dismissed. Any decision resulting from the review of an appeal is final and may not be further appealed. The result of the appeal (approved or denied) will be provided to the student in writing. A student may be granted more than one probation period.

## **Probation**

If a student is granted an appeal, the student will be placed on probation status until he or she is able to meet SAP standards by a specific point as outlined in the student's academic plan. A student on probation status is eligible to receive FSA. Failure to comply with the academic plan designed by the College will result in the student's dismissal from the College as a regular student.

## **Academic Plan**

Once a student is placed on probation, an Academic Plan will be put into place. The Academic Plan will serve as a road map to guide a student toward meeting his or her SAP goal within a specified time and method. The plan is designed by the Director of Education and communicated to the student in writing. The plan that is implemented will be regularly evaluated and refined as internal and external developments warrant. While on an Academic Plan, the student is required to attend academic advising sessions. An Academic Plan may span multiple pay periods, so long as the Academic Plan allows for graduation from the program within the maximum time frame (MTF) and the student stays in compliance with the term 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 on an extended enrollment status to attempt to earn eligibility for reentry. Students on an extended enrollment status will be charged the appropriate tuition and fees and will not be eligible for any Title IV financial aid. While on this extended enrollment status, students must attempt to correct their academic deficiencies. The extended enrollment status must be completed within the required maximum time frame. The conditions for extended enrollment status will be agreed upon in writing by the student and the academic department. The designated corporate official reviews and approves requests for extended enrollment.

## LEAVE OF ABSENCE

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

To request a leave of absence (LOA), a student must submit a Request for Leave of Absence form to the Director of Education. Forms are available in the office of the Registrar and/or the Director of Education. The LOA must be approved by the Director of Education, Financial Aid Administrator, Campus Executive Director, and corporate designated official as indicated on the LOA Request form. The Director of Education will notify the student 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 completion date. The College will attempt to place a student into scholastically appropriate courses to keep the student on track to graduation. However, this is not guaranteed. If the student does not return following the leave of absence, STC must terminate the student and apply the school's refund policy in accordance with applicable and published requirements.

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, and must meet all Admissions requirements in place at the time of reapplication. 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.

## CLASS SCHEDULE

Full-time students should maintain a 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.

## EXTERNSHIP OR CLINICAL COURSES

Some 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.

## ONLINE COURSES

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

A hybrid course is a course:

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

An online course is a course in which:

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

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

## TECHNICAL REQUIREMENTS 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:

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

## 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.

## ACADEMIC YEAR DEFINITION

For financial aid purposes, the student's academic year is defined as at least 36 weeks of instructional time. 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
3. Federal Direct PLUS loans (Parent PLUS)

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

1. Federal Pell Grants for the payment period for which a return of funds is required
2. Federal Supplemental Educational Opportunity Grant (FSEOG) for which a return of funds is required.
3. Other assistance under this Title for which a return is required students will be notified of any refunds due to a lender on their behalf through the mailed exit interview material.

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

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

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

If a credit balance is created on a student's account because 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 the 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.

## **ENTRANCE AND EXIT INTERVIEW/LOAN ADVISING**

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

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

## **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) the College will 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:

- The full amount of the loan;
- The interest rate;
- When the student must start repaying the loan;
- The effect borrowing will have on the student's eligibility for other types of financial aid;
- A complete list of any charges the student must pay (loan fees) and information on how the charges are collected;
- The yearly and total amounts the student can borrow;
- The maximum repayment periods and the minimum repayment amount;
- An explanation of default and its consequences;
- An explanation of available options for consolidating or refinancing the student loan; and
- 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:

- 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);
- 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;
- 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;
- The fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default;
- An explanation of available options for consolidating or refinancing the student's loan; and
- A statement that the student can repay his/her loan without penalty at any time.

The borrower has a responsibility to:

- Understand that by signing the promissory note, the student is agreeing to repay the loan according to the terms of the note;
- Make payments on the student loan even if the student does not receive a bill or repayment notice;
- If the student applies for a deferment or forbearance, he/she must continue to make payments until notification that the request has been granted;
- 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;

- Receive entrance counseling before being given the loan disbursement and to receive exit counseling before leaving school; and
- Know that student loans are not dischargeable in bankruptcy. Past due 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**

- All selected applicants will be verified.
- Selected applicants must submit required verification.
- 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.
- 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.
- Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
- The College will inform students in a timely manner of the consequences for failing to complete the verification requirements.
- Students will be informed of their responsibilities regarding the verification of application information, including the College's deadline for completion of any actions required.
- Students will be notified if the results of verification change the student's scheduled award.
- The College will assist the student in correcting erroneous information.
- Any suspected case of fraud will be reported to the Regional Office of the Inspector General; or, if more appropriate, to a state or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local or state agencies will be reported on an annual basis to the Inspector General.
- 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 diverse types of financial aid programs available to those who qualify are discussed in detail below. Note: The 600 Clock Hour Diploma Welding Technology Program is not Title IV eligible, as of the time of this publication.

## **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 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.

## VETERAN 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.

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

## DIRECT PLUS LOAN

Direct PLUS Loans are loans that parents of dependent students can use to help pay education expenses that are not covered by other aid. Parents may borrow up to the cost of attendance minus other aid received by the student. Direct Subsidized and Unsubsidized Loans have a six-month grace period that starts the day after the student graduates, leaves school, or drops below half-time enrollment. There is no grace period for a Direct PLUS Loan, and repayment begins sixty (60) days after the last installment of the loan for that school year is received.

## FIRST TIME BORROWERS

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

## **NON-FEDERAL GRANTS AND SCHOLARSHIPS**

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

## **SCHOLARSHIPS AND GRANTS**

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

## **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, to discuss delinquency and to attempt 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.

## **MILITARY STUDENT INFORMATION AND POLICIES VETERANS BENEFITS**

The College is approved to offer designated programs for veterans training. Veterans may apply for benefits at the College or by contacting the Department of Veterans Affairs, via the VONAPP site. Approval of training benefits to be awarded is the responsibility of the Department of Veterans Affairs. All students applying for veteran's benefits through the College must supply verification of high school graduation or GED certificate. All postsecondary education from an accredited institution must be verified with an official college transcript. The Department of Veterans Affairs defines an award year as the period from August 1 to July 31.

## **ATTENDANCE POLICY FOR STUDENT VA EDUCATIONAL BENEFITS**

Southern Technical College is an attendance taking institution. Students are expected to attend each class session unless prevented by illness or other unavoidable circumstances. Attendance is taken for each class session. All students who do not attend or interact with any scheduled class for 14 consecutive calendar days will be administratively dropped from the College and will be terminated from their VA benefits for unsatisfactory attendance. Special accommodations can be made for military personnel who are called to active duty or reserve training for a period of approximately two weeks. Service members should see the Director of Education prior to the first date the student will be absent. A copy of military orders must be provided. Upon approval, the Director of Education will grant an extension of time based on the days of required military service and for necessary travel time to and from military duty.

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

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

## **STANDARDS OF SATISFACTORY PROGRESS FOR STUDENTS RECEIVING VA EDUCATIONAL BENEFITS**

Students must meet the Standards of Satisfactory Academic Progress (SAP), published in this Catalog, to continue receiving Veteran's educational benefits to remain in good academic standing at the College. Satisfactory academic progress is determined by applying the cumulative grade point average requirement, progression towards completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in this catalog. For a complete explanation, refer to the section entitled Standards of Satisfactory Academic Progress in the catalog.

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

## **COURSE REPETITIONS FOR STUDENTS RECEIVING VA EDUCATIONAL BENEFITS**

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

## **VETERANS 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;
- Core Skill and Technical courses may not be considered for transfer if the completion date of the course exceeds 5 years prior to the enrollment date;
- General Education courses may be accepted if those credits were earned no more than 10 years prior to the enrollment date;
- Student must have earned a grade of "C" or better in a course to be considered for transfer credit;
- Total amount of transfer credits cannot exceed 50% of the degree.

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

# 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 Department Chair 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 library 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 Placement Assistance Center. It is strongly recommended that each student meets with a Career Services Advisor for an exit interview and to have a resume on file with the Career Services Assistance Center. The College will assist the student with setting employment interviews, resume writing, and interview preparation. The College does not guarantee employment opportunities for students or graduates.

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-HARASSMENT

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 Vice President of Operations. The coordinator's office is located at 11883 High Tech Avenue, Orlando, FL 32817, tel. (407) 671-9922.

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

A victim of sexual assault can file a confidential or anonymous report with the Executive Director or Director of Education. The College cannot take disciplinary action solely on this report. However, the report would provide a record of the incident which may be useful if the victim decides 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 Ave. Orlando 32817. The designated official will respond to the student's complaint, generally within ten (10) days, specifying what action, if any, will be taken by the College to address the complaint.

**Step Five:** Students who feel a grievance is unresolved by the College after exhausting these steps may send their grievance in writing to the Executive Director, Commission for Independent Education, 325 W. Gaines Street, #1414, Tallahassee, FL 32399-0400. The phone number is (888) 224-6684. Additionally, a student may contact the Accrediting Council for Independent Colleges and Schools, located at Suite 980, 750 First Street, NE, Washington, DC 2002-4241. The telephone number is (202) 336-6780.

## **DRUG PREVENTION**

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

## **DRUG FREE COLLEGE**

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies. As a matter of policy, Southern Technical College prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students, employees, and any other parties on its property or at any College activity. Any violation of this policy will result in appropriate disciplinary actions up to and including dismissal (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a

violation of the law has occurred the appropriate law enforcement authorities will be notified. Information regarding drug and alcohol treatment, prevention and legal penalties can be found online at <http://www.southern.tech.edu/admissions/consumer-information/>. In certain cases, students or employees may be referred to counseling sources or substance abuse help centers to take part, at their own expense, in an appropriate counseling or treatment program. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

## **CAMPUS SAFETY AND SECURITY REPORT**

Providing a safe campus environment for students and employees is important to Southern Technical College. With the cooperation of the administration, faculty, and student body, a safe campus environment can be maintained. Staff, faculty and students are required to adhere to all local, state, and federal laws, statutes and ordinances, and College policy. Firearms of any type are not permitted on Southern Technical College property. This policy applies to all students, staff, faculty, employees, as well as anyone visiting the College. The only exception to the policy is for on duty Florida or federal law enforcement officers. The College is responsible for enforcing these laws and the rules of the College.

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

- 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.
- 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.
- 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.southern.tech.edu/admissions/consumer information](http://www.southern.tech.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.

#### Procedures for Filing Arbitration:

- The Student is strongly encouraged, but not required, to utilize the Grievance Policy described in the Catalog, prior to filing arbitration.
- 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.
- 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;
- Inappropriate use of social media that negatively impacts the College, its staff or students;
- Improper use of e-mail and internet access; and
- Failure to comply with federal software and piracy statutes forbidding the copying of licensed computer programs.

Students are subject to federal, state, and local laws as well as the regulations of the College. The breach or violation of any of these College regulations may result in a written warning and may produce disciplinary action up to and including suspension or dismissal from the College. Students who are dismissed for violations of the student code of conduct may not be eligible for re-admission.

Students are expected to maintain good grooming and behavioral standards, and to meet the student dress code. Those students who fail to do acceptable work, have excessive absences, or who conduct themselves in a manner deemed unacceptable by the College may be terminated.

## **ACADEMIC DISHONESTY**

Students must realize that success in their studies depends entirely upon their own efforts. Academic dishonesty is defined as any type of cheating that occurs in an academic setting. Examples of 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 the words, phrasing or ideas of another person without acknowledging the source, thereby attempting to receive undeserved credit. Conscious plagiarism is evidence of intellectual dishonesty; unintentional plagiarism indicates intellectual laziness. Failure to appropriately identify the ideas, words or work of others included in a student's work is considered academic dishonesty and violates the Student Code of Conduct section of the catalog. First time violators will be issued a zero on the assignment, second time violators will be issued a zero for the course, and third time violators will be dismissed from the institution. This policy applies to all courses whether taught in residence or online and all sources whether electronic or hardcopy.

## **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**

## **ASSOCIATE'S DEGREE PROGRAMS**

- APPLIED ELECTRONICS TECHNOLOGY
- ELECTRICAL TRADES TECHNOLOGY
- MEDICAL ASSISTING
- MEDICAL OFFICE ADMINISTRATION
- WELDING TECHNOLOGY

## **DIPLOMA PROGRAMS**

- HVAC
- MEDICAL ASSISTING
- PATIENT CARE TECHNICIAN

# APPLIED ELECTRONICS TECHNOLOGY

Associate of Science

93 quarter credit hours/72 weeks

Orlando, Sanford, Brandon and Auburndale

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

**Educational Objectives:** Apply electrical and electronic theory and related knowledge, usually under the direction of engineering staff, to design, build, repair, calibrate, and modify residential and commercial air conditioning, heating, and refrigeration systems.

Course Number	Required Courses	Quarter Credits
BUS103	Introduction to Business	6
COC100	Computer Concepts	4.5
CON101	Introduction to Building Construction	6
CON210	Systems Controls	4.5
EIT115	Basic Electricity and Electronics	4.5
EIT250	Motors and Controls	4.5
HAC150	Air Conditioning and Refrigeration Theory	4.5
HAC170	Air Conditioning	4.5
HAC200	Applied Heating	4.5
HAC230	HVAC System Design	4.5
HAC240	Commercial Refrigeration	4.5
HAC250	Commercial Air Conditioning	4.5
<b>Foundation Courses</b>		
SLS110	Career Preparation	6
GEN102	Professional Development and Success	6
<b>General Education Courses</b>		
COM101	Communications	6
ENG101	English Composition I	6
MAT105	College Mathematics	6
PSY107	Introduction to Psychology	6
<b>Total Credits Required for Graduation</b>		<b>93</b>

**NOTE:** The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. Prospective and current students, as well as graduates, are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

## ELECTRICAL TRADES TECHNOLOGY

Associate of Science

93 quarter credit hours/72 weeks

Auburndale, Brandon and Orlando

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

**Educational Objectives:** Apply electrical and electronic theory and related knowledge, usually under the direction of engineering staff, to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery for subsequent evaluation and use by engineering staff in making engineering design decisions.

Course Number	Required Courses	Quarter Credits
BUS103	Introduction to Business	6
COC100	Computer Concepts	4.5
CON101	Introduction to Building Construction	6
EIT115	Basic Electricity and Electronics	4.5
EIT125	Alternating Current and Passive Devices	4.5
EIT201	Residential Electronic Systems	4.5
EIT215	Programmable Logic Controllers and DDC	4.5
EIT220	Advanced Residential Circuit Installation	4.5
EIT230	Service Installation and Troubleshooting	4.5
EIT240	Commercial Wiring	4.5
EIT250	Motors and Controls	4.5
EIT260	Principles and Applied Practices of Residential Wiring	4.5
<b>Foundation Courses</b>		
SLS110	Career Preparation	6
GEN102	Professional Development and Success	6
<b>General Education Courses</b>		
COM101	Communications	6
ENG101	English Composition I	6
MAT105	College Mathematics	6
PSY107	Introduction to Psychology	6
<b>Total Credits Required for Graduation</b>		<b>93</b>

**NOTE:** The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. Prospective and current students, as well as graduates, are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

## MEDICAL ASSISTING

### Associate of Science

96 quarter credit hours/72 weeks

Orlando, Sanford, Brandon and Auburndale

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

**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.

Course Number	Required Courses	Quarter Credits
COC100	Computer Concepts	4.5
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
MOS224	Medical Office Administrative Procedures	4.5
<b>Foundation Courses</b>		
GEN102	Professional Development and Success	6
SLS110	Career Preparation	6
<b>General Education Requirments</b>		
COM101	Communications	6
ENG101	English Composition I	6
MAT105	College Mathematics	6
PSY107	Introduction to Psychology	6
<b>Total Credits Required for Graduation</b>		<b>96</b>

**NOTE:** Qualified graduates from this program may be eligible to sit for the following certification: Registered Medical Assistant (RMA). The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. Prospective and current students, as well as graduates, are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

## MEDICAL OFFICE ADMINISTRATION

Associate of Science

Orlando, Sanford, Brandon and Auburndale

93.5 quarter credit hours/72 weeks

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

**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.

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

**NOTE:** The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. Prospective and current students, as well as graduates, are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

# WELDING TECHNOLOGY

Associate of Science

93 quarter credit hours/72 weeks

Sanford and Orlando

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

**Educational Objectives:** Use hand-welding or flame-cutting equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.

Course Number	Required Courses	Quarter Credits
BUS103	Introduction to Business	6
COC100	Computer Concepts	4.5
CON101	Introduction to Building Construction	6
GEN102	Professional Development and Success	6
SLS110	Career Preparation	6
WLD100	Introduction to Welding	4.5
WLD102	Fillet Welding	4.5
WLD111	Structural Welding	4.5
WLD120	SMAW Groove Welding	4.5
WLD141	Basic Pipe Welding	4.5
WLD151	Pipe Welding I	4.5
WLD161	Pipe Welding II	4.5
WLD180	Non-Ferrous Welding I	4.5
WLD184	Non-Ferrous Welding II	4.5
<b>General Education Courses</b>		
ENG101	English Composition I	6
COM101	Communications	6
PSY107	Introduction to Psychology	6
MAT105	College Mathematics	6
<b>Total Credits Required for Graduation</b>		<b>93</b>

Students may be eligible to sit for certifications in Basic Welding and Intermediate Welding skills offered by the American Welding Society.

**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.

## HVAC

### Diploma

**48 quarter credit hours/40 weeks**

**600 Clock Hours**

**Orlando, Sanford, Brandon and Auburndale**

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

**Educational Objectives:** Install, service, or repair heating, air conditioning and refrigeration systems in residences or commercial establishments.

Course Number	Required Courses	Quarter Credits
CON101	Introduction to Building Construction	6
EIT115	Basic Electricity and Electronics	4.5
EIT250	Motors and Controls	4.5
HAC150	Air Conditioning and Refrigeration Theory	4.5
HAC170	Air Conditioning	4.5
HAC200	Applied Heating	4.5
HAC230	HVAC System Design	4.5
HAC240	Commercial Refrigeration	4.5
HAC250	Commercial Air Conditioning	4.5
SLS110	Career Preparation	6
<b>Total Credits Required for Graduation</b>		<b>48</b>

**NOTE:** The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. Prospective and current students, as well as graduates, are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

## MEDICAL ASSISTING DIPLOMA

### Diploma

51 quarter credit hours/40 weeks

720 Clock Hours

Orlando, Sanford, Brandon and Auburndale

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

**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.

Course Number	Required Courses	Quarter Credits
HLT101	Introduction to Health Careers	4.5
MED101	Medical Terminology	6
MED110	Foundations of Anatomy and Physiology	6
MED231	Clinical Skills for Medical Assistants	4.5
MED233	Medical Procedures	4.5
MED242	Fundamentals of Pharmacology	6
MED251	Allied Health Clinical Skills	4.5
MED253	Allied Health Laboratory Skills	4.5
MED265	Medical Assisting Externship	6
MOS201	Introduction to Electronic Health Records	4.5
<b>Total Credits Required for Graduation</b>		<b>51</b>

Graduates of this program may be eligible to sit for the Registered Medical Assistant (RMA) certification examinations.

**NOTE:** In the State of Florida, qualified graduates from this program may be eligible to sit for one or both of the following certifications: Registered Medical Assistant (RMA) or Certified Clinical Medical Assistant (CCMA). The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. Prospective and current students, as well as graduates, are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

## PATIENT CARE TECHNICIAN

Diploma

42 quarter credit hours/36 weeks

570 Clock Hours

Orlando, Sanford, Brandon, Auburndale

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

**Educational Objectives:** Provide basic patient care under direction of nursing staff. Perform duties such as feed, bathe, dress, groom, or move patients, or change linens. May transfer or transport patients. Includes nursing care attendants, nursing aides, and nursing attendants.

Course Number	Required Courses	Quarter Credits
PCT100	Patient Care Procedures	4.5
PCT101	Home Health Aide	4.5
PCT102	Electrocardiography Aide	4.5
PCT110	Articulated Nursing Assistant I	4.5
PCT111	Articulated Nursing Assistant II	4.5
PHB101	Phlebotomy	4.5
MED101	Medical Terminology	6
MED110	Foundations of Anatomy and Physiology	6
PCT113	Patient Care Technician Externship	3
<b>Total Credits Required for Graduation</b>		<b>42</b>

The PCT graduate may be eligible to sit for several certifications, including the state of Florida Certified Nurse Assistant (CNA) exam.

**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

## **ACG100 Bookkeeping**

**3.0 credit hours**

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

## **ACG 101 Bookkeeping**

**4.5 credit hours**

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

## **BUS103 Introduction to Business**

**6.0 credit hours**

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

## **BUS110 Business Communication**

**6.0 credit hours**

This course covers 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. Prerequisite(s): None

## **BUS120 Office Management Procedures & Client Services**

**4.5 credit hours**

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

## **BUS140 Introduction to Business Law**

**6.0 credit hours**

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

## **BUS151 Human Resource Management**

**6.0 credit hours**

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

## **COC100 Computer Concepts**

**4.5 credit hours**

This course examines the nature of human resource planning, development, and utilization in modern organizations. Emphasis in this course is placed on labor laws, the importance of a human resource program, basic requirements and ethical practice. Includes recruitment, selection, training and development, performance appraisal, reward systems, benefit programs, role of personnel department, and role of government. Prerequisite: None

## **COC100 Computer Concepts**

**4.5 credit hours**

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

### **COC110 Keyboarding**

**4.5 credit hours**

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

### **COC120 Computer Applications I**

**4.5 credit hours**

This course focuses on Microsoft Word & Excel 2013 Essentials and teaches students how to create documents using word processing and common business tools used in office environments. Microsoft Excel skills are also emphasized in this course. Lab included. Prerequisite(s): COC100

### **COC121 Computer Applications II**

**4.5 credit hours**

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

### **COM101 Communications**

**6.0 credit hours**

This course provides a study of Energy Efficient Building Construction and OSHA regulations. This course also includes an introduction to blueprint reading and the proper use of architectural and engineering symbols, relationship of views, and construction measurements. The student will learn basic construction mathematics and principles. Prerequisite(s): None

### **CON101 Introduction to Building Construction**

**3.0 credit hours**

This course provides a study of Energy Efficient Building Construction and OSHA regulations. This course also includes an introduction to blueprint reading and the proper use of architectural and engineering symbols, relationship of views, and construction measurements. The student will learn basic construction mathematics and principles. Prerequisite(s): None

### **CON102 Introduction to Building Construction**

**3.0 credit hours**

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

### **CON103 Introduction to Building Construction**

**6.0 credit hours**

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

### **CON210 System Controls**

**4.5 credit hours**

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

### **EIT115 Basic Electricity and Electronics**

**4.5 credit hours**

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

### **EIT125 Alternating Current and Passive Devices**

**4.5 credit hours**

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

### **EIT201 Residential Electronic Systems**

**4.5 credit hours**

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

### **EIT215 Programmable Logic Controllers and DDC**

**4.5 credit hours**

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

### **EIT220 Advanced Residential Circuit Installation**

**4.5 credit hours**

This course covers electrical installation, operation, and maintenance for residential wiring. It will focus on general knowledge, safety, tools, print reading, equipment, wiring and the National Electrical Code. Lab included. Prerequisite(s): EIT260

### **EIT230 Service Installation and Troubleshooting**

**4.5 credit hours**

This course is a continuation of electrical residential wiring. The focus of the practical experiences and problem solving is on panel board selection, electric service and over-current protection such as fuses and circuit breakers. This course is designed to give the student an understanding of electric services, system transformers and the principals of grounding and bonding electrical systems. Lab included. Prerequisite(s): EIT240

### **EIT240 Commercial Wiring**

**4.5 credit hours**

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

### **EIT250 Motors and Controls**

**4.5 credit hours**

This course is intended to assist the student to learn how AC motors operate and how to install them. The course will give the student an understanding of how motor controls are designed and installed to provide control schemes. Efforts will be made to keep the course practical, yet to provide the theory about why a motor and an associated control system works. Lab included. Prerequisite(s): EIT115 or EIT125

### **EIT260 Principles and Applied Practices of Residential Wiring**

**4.5 credit hours**

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

### **EIT270 Industrial Maintenance**

**4.5 credit hours**

This course covers the service and repair principles and practices for industrial electrical systems and industrial electronic devices including PLC's, boilers, HVAC, and mechanical and fluid power systems. Lab included. Prerequisite: EIT240. Lab included. Prerequisite(s): EIT125

### **ENG101 English Composition I**

**6.0 credit hours**

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

### **GEN101 Student Success Skills**

**3.0 credit hours**

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

### **GEN102 Professional Development and Success**

**6.0 credit hours**

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

### **GEN103 Professional Development Strategies**

**3.0 credit hours**

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

### **HAC130 Introduction to Brazing**

**4.5 credit hours**

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

### **HAC150 Air Conditioning and Refrigeration Theory**

**4.5 credit hours**

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

### **HAC170 Air Conditioning**

**4.5 credit hours**

This course applies the theories introduced in HAC 150 and CON 210 it expands on components, applications and installation of mechanical refrigeration and air conditioning systems. ARI standards are introduced and used in the troubleshooting and repair or air conditioning systems. EPA regulations are studied and used in recovery, charging and evacuation procedures for Type I, Type II, and Type III systems. Coursework includes hands on applications in recovery, evacuation, and charging techniques. Lab included. Prerequisite(s): None

### **HAC200 Applied Heating**

**4.5 credit hours**

Heat pumps will be introduced and a study of the procedures and principles used in serving heating systems to include gas, electric, and hydronic systems. Lab included. Prerequisite(s): HAC150

### **HAC230 HVAC System Design**

**4.5 credit hours**

This course provides a study of the properties of air and results of cooling, heating, humidifying, or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system. Heat Load Calculations will be studied and applied in the design of refrigeration systems. Lab included. Prerequisite(s): HAC170

### **HAC240 Commercial Refrigeration**

**4.5 credit hours**

This course introduces practical application in the maintenance of commercial refrigeration: high, medium, and low temperature applications and ice machines. Lab included. Prerequisite(s): EIT115 and HAC150

### **HAC250 Commercial Air Conditioning**

**4.5 credit hours**

This course encompasses the study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. Lab included. Prerequisite(s): HAC150 and EIT115

### **HLT101 Introduction to Health Careers**

**4.5 credit hours**

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

**MAT105 College Mathematics****6.0 credit hours**

This course provides a study of algebra, right triangle trigonometry, coordinate systems, and numerical computations. Prerequisite(s): None

**MED101 Medical Terminology****6.0 credit hours**

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

**MED120 Anatomy and Physiology I****6.0 credit hours**

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

**MED220 Anatomy and Physiology II****6.0 credit hours**

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

**MED231 Clinical Skills for Medical Assistants****4.5 credit hours**

This course develops the theory and practical components relating to universal precautions, OSHA safety regulations, aseptic technique, instrumentation, patient interviewing, taking and recording vital signs. Lab included. Prerequisite(s): MED220 or MED120 or MED110

**MED233 Medical Procedures****4.5 credit hours**

This course covers instruction in clinical skills for the allied health fields. This course focuses on preparation of the patient, pulmonary function and assisting with and documenting routine clinical procedures. Lab included. Prerequisite(s): MED220 or MED120 or MED110

**MED241 Introduction to Pharmacology****4.5 credit hours**

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

**MED242 Fundamentals of Pharmacology****4.5 credit hours**

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

**MED251 Allied Health Clinical Skills****4.5 credit hours**

This course covers the performance and quality control for medical tests common to a medical office. Skills covered include assisting with X-ray safety and techniques, rehabilitation and therapeutic modalities and performing electrocardiograms. Lab included. Prerequisite(s): MED220 or MED120 or MED110

**MED253 Allied Health Laboratory Procedures****4.5 credit hours**

This course involves the study of medical laboratory procedures, and covers the collection, performance and quality control for medical tests common to a physician's office, including clinical chemistry, phlebotomy, and urinalysis. Lab included. Prerequisite(s): MED220 or MED120 or MED110

### **MED265 Medical Assisting Externship**

**6.0 credit hours**

This course provides experience in selected physician's offices or other health care facilities. 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.

### **MOS201 Introduction to Electronic Health Records**

**4.5 credit hours**

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

### **MOS202 Medical Insurance and Coding**

**4.5 credit hours**

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

### **MOS203 Medical Coding and Insurance I**

**4.5 credit hours**

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

### **MOS204 Introduction to Electronic Health Records**

**4.5 credit hours**

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

### **MOS208 Computerized Practice Management**

**3.0 credit hours**

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

### **MOS210 Medical Billing and Claims Management**

**4.5 credit hours**

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

### **MOS220 Medical Coding and Insurance II**

**4.5 credit hours**

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

### **MOS224 Medical Office Administrative Procedures**

**4.5 credit hours**

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

### **MOS225 Case Management**

**4.5 credit hours**

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

### **MOS264 Billing and Coding Externship**

**5.0 credit hours**

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

### **PCT100 Patient Care Procedures**

**4.5 credit hours**

This course teaches patient care procedures necessary for assisting pediatric patients, adult and geriatric patients in long term, community-based, acute care settings. The course also includes patient communication and interpersonal skills, legal and ethical responsibilities associated with the industry, and provides training in cardio-pulmonary resuscitation (CPR). Lab included. Prerequisite(s): 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. Prerequisite(s): 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. Prerequisite(s): 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. Prerequisite(s): 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. Prerequisite(s): 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. Prerequisite(s): 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. Prerequisite(s): None

### **PSY107 Introduction to Psychology**

**6.0 credit hours**

This course introduces the student to the fundamental concepts and methods of psychology examined from the major schools – biological, learning, cognitive, socio-cultural, and psychodynamic. Prerequisite(s): None

### **SLS110 Career Preparation**

**6.0 credit hours**

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

### **WLD100 Introduction to Welding**

**4.5 credit hours**

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

### **WLD101 Fillet Welding - Flat Plate Position**

**4.5 credit hours**

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

### **WLD102 Fillet Welding**

**4.5 credit hours**

Students will learn about prepping plates for weld, running stringers, stops and starts, proper travel and work angle. Students will start performing structural welds based on A.W.S. D1.1 standards. Students will learn about prepping plates for weld, running stringers, stops and starts, proper travel and work angle on a T joint in the 1F, 2F, 3F, and 4F positions. Lab included. Prerequisite(s): WLD100

### **WLD105 Fillet Welding - Vertical & Horizontal**

**4.5 credit hours**

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

### **WLD110 Structural Welding**

**4.5 credit hours**

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

### **WLD111 Structural Welding**

**4.5 credit hours**

In this course students will learn how to do layouts, work off blueprints, and welding procedure qualifications. Students will learn the basics of flux core arc welding (FCAW and GMAW) in various structural joints. Students will learn about structure dimensions, weight bearing, welding joints, and fit up. Lab included. Prerequisite(s): WLD100

### **WLD120 SMAW Groove Welding**

**4.5 credit hours**

In this course students will continue to work on F3 F4 code and G3 G4 codes. Students will learn about the different career paths they can take in the welding field, and look at opportunities of advancing their welding education, also how to prepare specimens for testing. Students will learn how different metals react to heat and stress, and learn different mechanical properties of metal. Lab included. Prerequisite(s): WLD100

### **WLD140 Basic Pipe Welding**

**4.5 credit hours**

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

### **WLD141 Basic Pipe Welding**

**4.5 credit hours**

In this course, students develop knowledge, skills, and techniques of basic pipe fitting, use of 90's, T's, flanges, valves, take offs, use of pipe blueprints, sketches, templates, and uphill welding techniques on pipe. Students will learn about pipe fitting, joint preparations, and the difference between pipe and tubing. Students will gain an understanding of the diverse types of filler metals and their uses. Lab included. Prerequisites: WLD100

### **WLD150 Pipe Welding I**

**4.5 credit hours**

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

### **WLD151 Pipe Welding I**

**4.5 credit hours**

Students in this course will receive an overview of MIG equipment and procedure setup, metals identification. Students will also learn weld metal transfer methods short circuiting transfer (GMAW-S, globular transfer, axial spray metal transfer, and pulsed-arc metal transfer), 2G, 5G, and 6G. Lab included. Prerequisite(s): WLD141

### **WLD160 Pipe Welding II**

**4.5 credit hours**

This course advances the student to the next procedures and practices in Pipe Welding. In this course students learn the operation requirements for portable equipment, weld test lab procedures, and testing approaches. Students perform mild steel TIG welding on pipe in various positions (2G, 5G, 6G) using TIG stringer, fill, and cap. Lab included. Prerequisite(s): WLD140

### **WLD170 Advanced Pipe Welding**

**4.5 credit hours**

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

### **WLD180 Non-Ferrous Welding I**

**4.5 credit hours**

This course is designed to introduce students to properties and techniques associated with working with one type of non-ferrous metal in the welding field. The course will focus on welding with aluminum. Lab included. Prerequisite(s): WLD100, WLD102 and WLD110

### **WLD184 Non-Ferrous Welding II**

**4.5 credit hours**

This course is designed to introduce students to properties and techniques associated with working with one type of non-ferrous metal in the welding field. The course will be focus on welding with stainless steel (GTAW). Lab included. Prerequisite(s): WLD100, WLD102, and WLD110

### **WLD190 Welding Certification Review I**

**4.5 credit hours**

This course is designed to review skills and competencies for certification tests in fillet welds (F Codes) for plate welding, in compliance with the code and/or standards of the American Welding Society, American Society of Mechanical Engineers or recognized codes and standards of industry. Students who demonstrate competency in all necessary areas may sit for the Welding Certification exam. Lab included. Pre-requisite: WLD101, WLD105 and WLD110

### **WLD200 Welding Certification Review II**

**3.0 credit hours**

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



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## **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.