

2019 CATALOG



SOUTHERNTECH.EDU

SOUTHWEST REGION • VOLUME 9 • EFFECTIVE MARCH 4, 2019

SOUTHERN TECHNICAL COLLEGE 2019 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 information stated herein. This catalog supersedes all previous Catalogs, academic information, and policies and practices of the College. When changes are made to the catalog, STC issues a Catalog Supplement. Students are required to adhere to all policies and processes included in the catalog and supplement.

Catalog Supplements include the following:
Administrators, Faculty and Program Leadership, and Tuition and Fees.

STC reserves the right to change policies, procedures, tuition, fees, calendars, and curricula as deemed necessary.

This catalog applies to the following locations (see www.southerntech.edu):

FORT MYERS MAIN CAMPUS

1685 Medical Lane
Ft. Myers, Florida 33907
(239) 939-4766

PORT CHARLOTTE BRANCH CAMPUS

950 Tamiami Trail, Suite 109
Port Charlotte, Florida 33953
(941) 391-8888

TAMPA BRANCH CAMPUS

3910 Riga Boulevard
Tampa, Florida 33619
(813) 630-4401

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2019-2020 ACADEMIC CALENDAR

QUARTER TERMS*

Term ID	Class Start Date	Class End Date	Holiday/Breaks
Winter	WINTER 2019		
	January 7, 2019	March 30, 2019	January 21, 2019 • Martin Luther King Jr. Day, No Classes March 31-April 7, 2019 • Spring Break, No Classes
Spring	SPRING 2019		
	April 8, 2019	June 29, 2019	May 27, 2019 • Memorial Day, College Closed July 4, 2019 • Independence Day, College Closed June 30-July 7, 2019 • Summer Break, No Classes
Summer	SUMMER 2019		
	July 8, 2019	September 28, 2019	September 2, 2019 • Labor Day, College Closed
Fall	FALL 2019		
	September 30, 2019	December 21, 2019	November 28, 2019 • Thanksgiving, College Closed December 22, 2019-January 5, 2020 • Winter Break, No Classes
Winter	WINTER 2020		
	January 6, 2020	March 28, 2020	January 20, 2020 • Martin Luther King Jr. Day, No Classes March 29-April 7, 2020 • Spring Break, No Classes
Spring	SPRING 2020		
	April 6, 2020	June 27, 2020	May 25, 2020 • Memorial Day, College Closed July 4, 2020 • Independence Day, College Closed June 26-July 5, 2020 • Summer Break, No Classes
Summer	SUMMER 2020		
	July 6, 2020	September 26, 2020	September 7, 2020 • Labor Day, College Closed
Fall	FALL 2020		
	September 28, 2020	December 19, 2020	November 26, 2020 • Thanksgiving, College Closed December 20, 2020-January 3, 2021 • Winter Break, No Classes

*All dates are subject to change without notice.

MODULAR TERMS*

Term ID	Class Start Date	Class End Date	Holiday/Breaks
WINTER 2019			
Winter A	January 7, 2019	January 31, 2019	January 21, 2019 • Martin Luther King Jr. Day, No Classes
Winter B	February 4, 2019	February 28, 2019	
Winter C	March 4, 2019	March 28, 2019	March 29-April 7, 2019 • Spring Break, No Classes
SPRING 2019			
Spring A	April 8, 2019	May 2, 2019	
Spring B	May 6, 2019	May 30, 2019	May 27, 2019 • Memorial Day, College Closed
Spring C	June 3, 2019	June 27, 2019	July 4, 2019 • Independence Day, College Closed June 28-July 7, 2019 • Summer Break, No Classes
SUMMER 2019			
Summer A	July 8, 2019	August 1, 2019	
Summer B	August 5, 2019	August 29, 2019	September 2, 2019 • Labor Day, College Closed
Summer C	September 3, 2019	September 26, 2019	
FALL 2019			
Fall A	September 30, 2019	October 24, 2019	
Fall B	October 28, 2019	November 21, 2019	
Fall C	November 25, 2019	December 19, 2019	November 28, 2019 • Thanksgiving, College Closed December 20, 2019-January 5, 2020 • Winter Break, No Classes
WINTER 2020			
Winter A	January 6, 2020	January 30, 2020	January 20, 2020 • Martin Luther King Jr. Day, No Classes
Winter B	February 3, 2020	February 27, 2020	
Winter C	March 2, 2020	March 26, 2020	March 27-April 5, 2020 • Spring Break, No Classes
SPRING 2020			
Spring A	April 6, 2020	April 30, 2020	
Spring B	May 4, 2020	May 28, 2020	May 25, 2020 • Memorial Day, College Closed
Spring C	June 1, 2020	June 25, 2020	July 4, 2020 • Independence Day, College Closed June 26-July 5, 2020 • Summer Break, No Classes
SUMMER 2020			
Summer A	July 6, 2020	July 30, 2020	
Summer B	August 3, 2020	August 27, 2020	
Summer C	August 31, 2020	September 24, 2020	September 7, 2020 • Labor Day, College Closed
FALL 2020			
Fall A	September 28, 2020	October 22, 2020	
Fall B	October 26, 2020	November 19, 2020	
Fall C	November 23, 2020	December 17, 2020	November 26, 2020 • Thanksgiving, College Closed December 18, 2020-January 3, 2021 • Winter Break, No Classes

*All dates are subject to change without notice.

COLLEGE INFORMATION

PHILOSOPHY

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

HISTORY

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

MISSION STATEMENT

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

OBJECTIVES

The objectives of Southern Technical College are:

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

INSTITUTIONAL LICENSURE AND APPROVALS

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

The College is authorized by the U.S. Department of Homeland Security to accept and enroll non-immigrant students. Southern Technical College is approved by the Florida State Approving Agency (SAA) to train veterans and other eligible persons under the Department of Veteran Affairs 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.

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

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

LEGAL OWNERSHIP / GOVERNING BODY

Southern Technical College Suncoast, LLC is a privately held Florida corporation doing business as Southern Technical College. Southern Technical College Suncoast, LLC is a wholly owned subsidiary of Southern Technical Holdings, LLC.

The College's governing board is the Board of Directors, located at 11883 High Tech Avenue, Orlando, FL 32817. The telephone number is (407) 671-9922. The members of the Board of Directors are:

Mr. Daniel L. Black	Mr. Pedro C. De Guzman
Mr. Daniel M. Kortick	Mr. Craig B. Klosk
Mr. Max von Zuben	Mr. Branko Krmpotic

ADMINISTRATION

Mr. Pedro C. De Guzman.....	Chief Executive Officer/President
Mr. Reid Allison.....	Chief Financial Officer/Executive Vice President
Dr. Lori Moran.....	Chief Operating Officer/Sr. Vice President
Mr. Mike Rhodes.....	Sr. Vice President, Admissions
Mr. Richard Bennett.....	Sr. Vice President, Financial Aid
Mr. Sandeep Kaup.....	Vice President, Marketing
Ms. Donna Bellissimo.....	Group Director of Career Services
Ms. Sherry Parker.....	Group Director of Education
Ms. April Cortright.....	Compliance Manager

INSTITUTIONAL MEMBERSHIPS AND AFFILIATIONS

Library Information Resources Network
 National Association of Student Financial Aid Administrators
 Florida Association of Student Financial Aid Administrators
 Southwest Florida Library Network
 Greater Fort Myers Chamber of Commerce
 American Medical Technologists
 American Library Association

LOCATIONS AND HOURS OF OPERATION

FORT MYERS MAIN CAMPUS

The campus includes a large conference room, four computer labs, medical and nursing labs, surgical technician lab, and a Learning Resource Center. The average student to faculty ratio for didactic courses is 24:1. The average student to faculty ratio for lab courses is 18:1. The average student to faculty ratio for clinical courses is 12:1. The maximum student to faculty ratio for lab classes is 10:1 for the Surgical Technician degree program. Public transportation is readily available. STC Ft. Myers is located at 1685 Medical Lane, Ft. Myers, Florida, 33907. The telephone number for the campus is (239) 939-4766.

PORT CHARLOTTE BRANCH CAMPUS

The campus contains classrooms, surgical technician labs, medical assisting labs, and a computer lab. The campus also has a dedicated Learning Resource Center, and faculty and administration offices. The average student to faculty ratio for didactic courses is 24:1. The average student to faculty ratio for lab courses is 18:1. The average student to faculty ratio for clinical courses is 12:1. The maximum student to faculty ratio for lab classes is 10:1 for the Surgical Technician degree program. STC Port Charlotte is located at 950 Tamiami Trail, Suite 109, Port Charlotte, Florida 33953. The telephone number for the campus is (941) 391-8888.

TAMPA BRANCH CAMPUS

The campus includes five computer classrooms, a technology lab, ten lecture classrooms, medical and nursing labs, and surgical technician labs. The campus also has a dedicated Learning Resource Center. The average student to faculty ratio for didactic courses is 24:1. The average student to faculty ratio for lab courses is 18:1. The average student to faculty ratio for clinical courses is 12:1. The maximum student to faculty ratio for lab classes is 10:1 for the Surgical Technician degree program. STC Tampa is located at 3910 Riga Boulevard, Tampa, Florida 33619. The telephone number for the campus is (813) 630-4401.

CAMPUS HOURS OF OPERATION

Administrative Offices:

Monday – Thursday: 8:00AM – 8:00PM

Friday: 8:00AM – 5:00PM

Saturday: 9:00AM – 1:00PM (Call First)

Classes Schedules:

Typically, classes are scheduled between the hours of 8:30 a.m. and 10:00 p.m., Monday through Thursday. On Fridays, classes generally begin by 8:30 a.m. and conclude by 5:00 p.m. Most students will attend classes for four to five hours per scheduled day of the week, and will generally be in attendance from two to four days each week. Most students will either be considered day or night students. The scheduled meeting hours are listed on the Enrollment Agreement and for some programs will vary from term to term.

ADMISSIONS INFORMATION

ADMISSIONS CRITERIA

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

- Copy of high school diploma or GED certificate;
- Official or unofficial high school or GED transcripts;
- Signed affidavit of successful home school completion and copy of home school transcript;
- 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 or a letter from the state records office including the graduation date and the type of diploma granted or credential earned;
- Copy of form DD 214 (Certificate of Release or Discharge from Active Duty) indicating high school completion;
- High school transcripts from foreign institutions must be translated and evaluated by a third-party agency.

ADMISSIONS POLICY ALLOWING FOR EXCEPTIONS TO PROOF OF GRADUATION REQUIREMENT IN CASES OF DOCUMENTATION HARDSHIP

In extenuating circumstances, Southern Technical College may accept an applicant who can document that he/she attempted to secure written proof of high school graduation or the equivalent; and, through no fault of his/her own, was unable to secure such proof of high school graduation or the equivalent.

This exception applies only to students applying for entry into Diploma level programs. There are three (3) criteria to be met in order to qualify for this exception:

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

GENERAL ENTRANCE REQUIREMENTS

Applicants who seek to enroll at STC must:

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

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 diploma. The program is limited to designated diploma programs.

Applicants to the program are required to take and pass the Wonderlic Ability to Benefit (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 sixteen hours per month, achieve an overall 75% attendance in the GED preparation course, and attempt the GED exam within six months of beginning the program. Weekly academic advising sessions are mandatory.

REGISTRATION/ORIENTATION

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

PROGRAMMATIC ENTRY REQUIREMENTS:

Associate Degree Programs:

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

Diagnostic Medical Sonography (DMS)

- Score of 250 or above on the verbal (English) portion and a score of 250 or above on the quantitative (Math) portion of the Wonderlic Basic Skills Assessment
- Interview with a member of the DMS department
- Provide results of a clear criminal background check
- Students re-entering into the Diagnostic Medical Sonography program will be required to complete another background investigation and drug test if it has been longer than 12 months since their original background and/or drug test date.

Medical Laboratory Technician (MLT)

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

Nursing

- STC requires a score of a minimum of a composite 75 on the English section and a minimum of 75 on the Math section.
- HESI scores are acceptable for up to one year from the test date regardless of the testing site location.
- STC uses four HESI content exams to assess Nursing applicants' ability to enter the program: Grammar, Math, Reading Comprehension, and Vocabulary and General Knowledge. Each section/exam has a recommended maximum time limit:
 - Grammar:** 55-item exam. Contains basic grammar, including: parts of speech, important terms and their uses in grammar, and commonly occurring grammatical errors. Recommended Time: 50 – 60 minutes.
 - Math:** 55-item exam. Focuses on math skills needed for health care fields, including basic addition, subtraction, multiplication, fractions, decimals, ratio and proportion, household measures, and general math facts that are useful, for example, when calculating drug dosages and solutions. Recommended Time: 75 minutes.
 - Reading Comprehension:** 55-item exam. Reading scenarios that are not health related. Provides reading scenarios in order to measure reading comprehension, including: identifying the main idea, finding meaning of words in context, passage comprehension, making logical inferences, etc. The reading scenarios pop up on the screen. Students can move around the windows to see the entire scenario. Recommended Time: 60 - 70 minutes.
 - Vocabulary and General Knowledge:** 55-item exam. Contains basic vocabulary that is often used in health care fields. Recommended Time: 50 – 60 minutes.
- Additional time to complete a section may be granted if the student has disclosed a documented disability.
- One re-take of any section of the HESI exam is allowed with no waiting period after completing two (2) hours of documented remediation during the student's initial enrollment process.

- After two attempts, an applicant who achieves the minimum score on the English section and who scores between 50 and 74 on the Math section may be admitted as a Zone student for one term.
- A student cannot be admitted as Zone unless the student has attempted the relevant HESI section twice.
- A student cannot be admitted into Zone if the student has attempted the HESI three times.
- During the Zone term, the student must:
 - Enroll in and successfully complete with a grade of C or higher Math 110 College Algebra.
 - Attend at least two hours each week of HESI Math tutoring.
 - o Zone students must complete a total of 24 hours by Sunday following the end of the term.
 - o A student who has not completed 12 hours of tutoring by the midpoint of the term will be advised by the Director of Education.
- A Zone student who does not meet the tutoring hours' requirement or who does not earn at least a C in the MAC 110 course will be dropped from the program.
- A Zone student who meets the above requirements will be allowed to take the HESI section for a third and final time.
 - If the minimum score of 75 is not achieved, the student will be dropped from the program.
 - If the minimum score is achieved, the student is no longer considered a Zone student.
- Zone students are not allowed to retake the HESI until the above conditions have been met, and must retake the HESI prior to the start of the next term.
- Zone students are not allowed to take NUR prefixed courses until they have successfully passed both sections of the HESI.
- Zone students are not allowed to transfer in credit for the MAC110 course. They must take the course at the campus.
- Scores for the third HESI attempt must be earned at the campus and cannot be brought in from another testing facility.
- Upon receiving the post-test results, a student who is withdrawn from the program due to not meeting the minimum scores for admission with contingencies cannot appeal the final decision.
- A student who is withdrawn from the program for not meeting the minimum score requirements may re-apply for admission into the program after 12 months and must follow the outlined initial applicant HESI testing procedure.
- If an applicant's scores are acceptable for admission into the college, scores are input into Campus Vue and the Admissions department is advised.
- All Zone students must have attempted the HESI twice prior to their first scheduled class. Zone students may not be late enrollments.
- If an applicant passes the admissions test and becomes an active student in his/her program, the admissions test does not need to be retaken if the student drops and wishes to reenter into the same program at a later date. This does not apply to NUR Zone students. In the event that Admissions test standards change, the reenter must meet the new standard regardless of how long he/she has been out.

Surgical Technician

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

WONDERLIC ENTRANCE EXAM

If an applicant does not successfully meet the requirements for the minimum required scores for entry into the College, he or she may re-take the Wonderlic Assessment.

- The second attempt (first re-take) may be taken after a minimum of 2 hours of tutoring has been completed and documented.
- The third attempt (second re-take) may be taken after an additional 4 hours of tutoring has been completed and documented.
- The fourth attempt (third re-take) may be taken after 12 months have passed since the third attempt.

WONDERLIC SLE ENTRANCE EXAM

- Students enrolling into a diploma program through the above-mentioned exception policy and with a signed high school attestation and prior approval by a designated main office official are eligible to take the Wonderlic SLE exam.
- If an applicant does not successfully meet the requirements for the minimum required scores for entry into the College, he or she may re-take the Wonderlic SLE Assessment.
- The second attempt (first re-take) may be taken after a minimum of a 24 hour wait period.
- Additional time to complete a section may be granted if the student has disclosed a documented disability.
- A student who does not achieve the minimum score requirements may re-apply for admission into the program after 12 months and must follow the outlined initial applicant admissions and testing procedures.

INTERNATIONAL STUDENTS

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

1. Provide a properly completed and signed Affidavit of Support,
2. Satisfy all current requirements for issuance of a Form I-20, Certificate of Eligibility for Nonimmigrant Student Status, and
3. Demonstrate English language proficiency by TOEFL or IELTS scores or take an ESL test administered by the College.

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. (NACES), or the Association of International Credential Evaluators (AICE). High school transcripts or diplomas from foreign institutions must be equivalent to a standard US high school diploma. Please refer to Admissions Criteria for additional information.

ADVANCED STANDING

A student's time to complete their program of study may be shortened through transfer of credit, credit from standardized placement assessment, or challenge examinations. The maximum amount 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 (CGPA) 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. Advanced 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. Advanced 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 have been taken within the last 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.
- If the student has earned a degree at another institution, the Director of Education may make a determination to award general education credit that was earned more than 10 years prior.
- 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.

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

College transcripts from foreign institutions must be translated and evaluated by an agency recognized by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), National Association of Credential Evaluation Services, Inc.

(www.naces.org), 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 prior to enrollment in the course.

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 and may not be requested after a course has been attempted. 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 a "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 and transfer 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 at their own risk and assume all responsibility for consequences that may arise as it pertains to the transfer of their academic credit or admission into another institution.

TRANSFER OF CREDIT TO OTHER SCHOOLS

No representation is made concerning the transferability of credits earned at STC to any other institution. Acceptance of transfer credits is at the sole discretion of the receiving institution. It is a student's responsibility to confirm whether another institution accepts STC credits.

ARTICULATION AGREEMENTS

Southern Technical College has articulation agreements with the following:

- Hodges University

LICENSING AND CERTIFICATION

Many occupations require individuals to be licensed, registered, and/or certified to work in the field. Students and graduates may be eligible to sit for certain state licensure or registration exams and/or national certifications following completion of their program of study. Program completion does not guarantee eligibility or a passing score on any certification, licensure, or registration examination, nor does it guarantee employment. The actual requirements for employment vary from state to state and the requirements of licensure/registration and certification examinations are dictated by agencies outside the College. These requirements may change during a student's enrollment.

Individuals are encouraged to research the requirements of the state in which they reside or intend to seek employment prior to enrolling into the College. Southern Technical College does not promise, guarantee, or imply that graduation from the College's programs will satisfy specific state licensure or registration requirements and/or guarantee students will pass these examinations. The College prepares graduates to obtain entry-level employment in the State of Florida.

BACKGROUND CHECKS AND DRUG TESTING

The State of Florida, regulatory or certification agencies, or employers may require a criminal background check and/or a drug test before a student can be placed into an externship, employment, or before taking professional licensing, certification or registration examinations. Students may be denied licensure, certification or registration based on criminal history or drug use, even if the examination is taken and successfully completed. Individuals are encouraged to research the requirements of the state in which they reside or intend to seek employment, as well as research eligibility requirements for certification, licensure, and registration exams. Admission to the College's programs and/or successful completion of the programs do not ensure eligibility for future employment. Employers may deny employment to a graduate with a criminal history prior to, during or after enrollment at the College.

Diagnostic Medical Sonography:

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

- A negative urinary drug screen indicating a 10-panel drug screen
- Clear background check
- Proof of current immunization
- Proof of immunity via documentation of immunization or titers for the following:
 - Hepatitis B series
 - MMR (Measles, Mumps and Rubella)
 - VZV (Varicella) vaccine
 - Negative PPD skin test within the last 6 months (2-step PPD or single step PPD as part of an annual series) or a negative chest x-ray
- A tetanus (Td) booster within the last ten years
- Proof of personal health insurance
- Students re-entering into the Diagnostic Medical Sonography program will be required to complete another background investigation, drug test, and titer test if it has been longer than 12 months since their original background/testing date.

Medical Assistant:

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

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

Medical Laboratory Technician:

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

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

Nursing:

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

- Current physical examination performed (within a year) by an MD, DO or ARNP
- Proof of immunity via documentation of immunization or titers for the following:
 - Hepatitis B series
 - MMR (Measles, Mumps and Rubella)
 - VZV (Varicella) vaccine
 - Negative PPD skin test within the last 6 months (2-step PPD or single step PPD as part of an annual series) or a negative chest x-ray
 - A negative urinary drug screen indicating a 10-panel drug screen.
- A tetanus (Td) booster within the last ten years
- Proof of personal health insurance
- Results of a criminal background check
- Students re-entering into the Nursing program will be required to complete another background investigation, drug test, and titer test if it has been longer than 12 months since their original background/testing date.

Surgical Technician:

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

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

DROP/ADD PERIOD

The first week of a twelve (12) week quarter or payment period, ending on Sunday of the first week, is drop/add period for all students. Students may officially withdraw from class during drop/add period without punitive grades or financial obligations for the classes dropped. Schedule changes other than as described above may incur both financial and academic penalties. A student who stops attending a course after the drop/add period will receive a "W." A student who stops attending a course after the mid-term, and is failing such course, will receive a grade of "WF."

COURSE CANCELLATIONS

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

RE-ENTRY STUDENTS

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, an approval of the designated main office 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 and satisfactory academic progress statuses 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 may not be eligible for re-admission.

For programs with admissions tests (DMS, MLT, NUR, ST):

If an applicant passes the admissions test and becomes an active student in his/her program, the admissions test does not need to be retaken if the student drops and wishes to reenter into the same program at a later date. This does not apply to NUR Zone students. In the event that Admissions test standards change, the reentering student must meet the new standard regardless of how long he/she has been out.

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 designated parking facilities, ramped entrances, and accessible water fountains and restrooms.

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 or special needs that might affect the student's academic progress and require a reasonable 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 <https://www.southerntech.edu/admissions/consumer-information/>. Approval and preparation of 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 nine (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. A mini-term is defined as 6 weeks of instruction.

ACADEMIC RECORDS

The Office of the Registrar maintains a permanent academic record for all students. Students requiring an official transcript may submit a transcript request form to the Registrar with payment as per the Tuition and Fees Supplement. Each student is entitled to one official copy of his/her official transcript and a diploma upon graduation. Students must be current with all financial obligations to the College in order to receive an official transcript and their diploma.

Transcripts will only be released to a student or graduate of the College unless a surrogate (another designated person) is identified on a student's FERPA form. All requests for official transcripts to be sent to a third party must include the mailing address of the intended recipient. FERPA Waiver Forms may be retrieved from the Office of the Registrar or <https://www.southerntech.edu/admissions/consumer-information/>.

Students requiring enrollment verifications should submit the necessary form(s) to the Office of the Registrar for completion.

CONSUMER INFORMATION AND OTHER DISCLOSURES

Detailed information regarding Southern Technical College and its consumer information is located at <https://www.southerntech.edu/admissions/consumer-information/>. On the College's Consumer Information webpage, individuals will have the opportunity to review ADA Guidelines and retrieve ADA request forms; view Campus Safety and Security (CSS) Surveys as well as visit the CSS website, <https://ope.ed.gov/campussafety/#/institution/search>; review Gainful Employment Program Disclosures; inquire about individual Title IV loans and/or grant data via the National Student Loan Data System (NSLDS); explore ways to pay for tuition with the Net Price Calculator; view current Student Achievement Data per campus, and review Family Educational Rights and Privacy Act (FERPA) Guidelines and retrieve a waiver form.

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, class participation, in-class assignments, and other assigned activities by the instructor 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). Lower level courses are designated by 100 and 200 course numbers. Prerequisite(s) for any course may be waived with the written permission of the Director of Education or his/her designee and the designated main office official. Course substitution requests must be approved by the Director of Education or his/her designee and the designated main office official.

GRADING SYSTEM

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

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

Diagnostic Medical Sonography (DMS) Program Grading System

The DMS program follows a modified college grading system.

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

Nursing Program Grading System

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

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

Grading Definitions

- CX** Challenge Exam Credit/Third Party Testing - the student met the expectations of the course. A "CX" grade is not calculated into the CGPA but is considered in the determination of Satisfactory Academic Progress.
- 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. The final grade/credits attempted will be included in the maximum time frame for program completion.
- 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. 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 main office academic staff. Any "I" not completed within the specified timeframe converts to the grade earned in the course. The final grade/credits attempted will be included in the maximum time frame for program completion.
- 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 satisfactory academic progress (SAP).
- P** Pass - the student met the minimum expectations of the course. A "P" grade is not calculated into the CGPA but is considered in the determination of satisfactory academic progress (SAP).
- S** Satisfactory - the student met the expectations of the course. An "S" grade is not calculated into the CGPA but is considered in the determination of SAP.
- T** Transfer credit is not calculated into the CGPA but is considered in the determination of satisfactory academic progress.
- W** Withdrawal - indicates that the student withdrew from the course. A student who stops attending a course will receive a "W." A "W" grade is not calculated into the CGPA but is considered in the determination of SAP. Students may not withdraw from a course after the drop/add period without financial penalty.
- WF** Withdraw Fail - indicates that the student withdrew from the institution after the midpoint of the term. A student who stops attending a course after the mid-term, and is failing such course, will receive a grade of "WF" and the grade is calculated into the CGPA and is considered in the determination of satisfactory academic progress (SAP). 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.
- U** Unsatisfactory - the student did not meet the expectations of the course. A "U" grade is not calculated into the CGPA but is considered in the determination of Satisfactory Academic Progress.

Cumulative Grade Point Average

The cumulative grade point average (CGPA) is a weighted average of quality grade points earned. To compute the CGPA, each grade is assigned an appropriate number of quality grade points. Grade points are then multiplied by credits attempted to create quality grade points. The CGPA is then calculated as the total number of credits attempted divided into the total of all quality grade points earned. "S," "T," "CX," "U," "NC," "W," "P," "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.

Unit of Credit - Award of Academic Credit

Southern Technical College operates on a quarter credit system. Credits are calculated on the following basis: 10 lecture hours = 1 credit; 20 lab hours = 1 credit; 30 externship hours = 1 credit. All students are required to complete out of class work. Requirements for out of class work are outlined in the course syllabi.

Course Repetitions

A student may repeat any course in which a grade has been earned. Financial aid may be available for a 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. Additional policies apply to students who wish to repeat the same course more than once. See the Director of Education for guidelines.

SATISFACTORY ACADEMIC PROCESS

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

MAXIMUM TIME FRAME

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

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

Program	Quarter Credit/Clock Hour Graduation Requirement	Maximum Time Frame
Elementary Education - BS	199	298.5
Healthcare Administration - BS	180	270
Management - BS	192	288
Criminal Justice - AS	96	144
Diagnostic Medical Sonography - AS	98	147
Interior Design - AS	90	144
Management - AS	96	144
Medical Assistant - AS	90	135
Medical Laboratory Technician - AS	105	157.5
Network Engineering and Administration - AS	96	144
Nursing - AS (Ft. Myers)	108	162
Nursing - AS (Tampa)	115	172.5
Paralegal - AS	96	144
Surgical Technician - AS	90	135
Medical Assistant - D	51/720	76.5
Medical Billing and Coding Technology - D	50/592	75
Veterinary Assisting - D	52.5/720	67.75

Evaluation Points

SAP will be monitored at the end of each term/payment period. At the end of each term/payment period, students will be evaluated for the minimum CGPA and the rate of progress according to the standards defined in this catalog.

Minimum CGPA Achievement

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

Degree Students

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

Diploma Students

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

Successful Rate of Completion

Each student must meet 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 meet SAP at the end of any given payment period. A standard payment period is a 12-week quarter. The student is notified of warning status in writing. A student placed on warning status will receive academic advising and establish a plan 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 FSA for one payment period while not meeting SAP. A student who does not meet the goals of the plan established during the academic advising process and achieve SAP by the end of the payment period will be dismissed. A student may choose to file an appeal (see SAP Appeal Process below). Students whose appeals are granted are placed on probation status and evaluated at the end of the next payment period.

Dismissal

Students who have not achieved SAP during their warning status period are dismissed in writing. Students who have been dismissed may file an appeal as outlined 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 according to the timeline indicated by 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

Students who have not achieved SAP during their warning status period are dismissed in writing. Students who wish to reestablish FSA eligibility may file an appeal. 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 according to the timeline indicated by 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.

A student who wishes to appeal must be able to provide documentation of extenuating circumstances which led to the failure of maintaining satisfactory academic progress. Extenuating circumstances may include injury or illness, the death of a relative, or other special circumstances. The student must submit a written appeal, including this documentation, to the Director of Education prior to the first day of the term in which the student wants to return. This appeal must include details as to why the student failed and what has changed in the student's situation that will allow him or her to meet SAP at the next evaluation point.

The Director of Education and the Executive Director will conduct the review of the appeal before it is submitted to the designated main office staff for final approval or denial. Should the appeal be granted, the student will regain FSA Eligibility and must meet the requirements as specified in the 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.

When the College grants a student's appeal for extenuating 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 acknowledging the extenuating circumstances identified in the appeal and the student will continue to receive FSA until SAP is re-evaluated at the end of the payment 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 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 will result in the student's dismissal from the College.

Academic Plan

Once a student is placed on probation, an academic plan will be developed and put into place. The academic plan will serve as a student guide toward meeting SAP within a specified time frame and how the student will achieve SAP. The plan is designed by the Director of Education and communicated to the student in writing. The plan will be evaluated and refined, regularly, 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 quarters, as long as the student can meet SAP and graduate within maximum time frame (MTF), and the student stays in compliance with the terms of the academic plan.

Extended Enrollment Status

Students not achieving the minimum standards of satisfactory academic progress or who fail to meet the minimum standards at the end of the probationary period will be terminated from the College. Students may continue their studies 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 main office official reviews and approves requests for extended enrollment.

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM ACADEMIC PROGRESSION REQUIREMENTS

The Diagnostic Medical Sonography program is a rigorous program with high academic standards. Students in the program must meet all institutional satisfactory academic progress requirements, as outlined in the college catalog. In addition to the institutional requirements, students in the Diagnostic Medical Sonography program must also meet the following academic standards:

Students must earn a grade of "C" or higher in all courses.

Students in the DMS program must maintain a cumulative GPA of 2.0 at the end of their first term of enrollment and a cumulative GPA of 2.75 at the end of their second term of enrollment as well as each term thereafter.

- If a student falls below a 2.0 at the end of their first term of enrollment or falls below a cumulative 2.75 at the end of their second term of enrollment or any term thereafter, the student will be put on an academic improvement plan for one term. The student must be able to achieve the required GPA at the end of the subsequent term. If the required GPA is not achieved, the student will be dismissed from the program.
- In extenuating circumstances, a student who is on an academic improvement plan and who does not meet the GPA requirements by the end of the term may submit an appeal to be allowed to continue for one more term.
- This appeal must be submitted before the start of the subsequent term and must include a thorough explanation, with supporting documentation when applicable, of what caused the academic deficiencies and what remedies have been put into place to address the deficiencies.
- Appeals may be approved if the Director of Education and Executive Director determine that there is significant probability of student success in the following term.
- If the appeal is granted and the student does not meet the GPA requirements, the student will be dismissed from the program. Only one appeal for GPA requirements may be granted during the student's enrollment.

A student who is dismissed from the program for either of the two reasons listed directly above cannot reenter the program.

NURSING PROGRAM ACADEMIC PROGRESSION REQUIREMENTS

The Nursing program is a rigorous program with high academic standards. Students in the program must meet all institutional satisfactory academic progress requirements, as outlined in the college catalog. In addition to the institutional requirements, students in the Nursing program must also meet the following academic standards:

- A minimum of a B (80%) is required to pass all courses with a NUR prefix.
- No more than two different NUR core courses may be repeated.
 - If a student fails a third course with an NUR prefix, the student will be dismissed from the program.
 - In extenuating circumstances, a student who fails a third NUR-prefixed course may submit an appeal.
 - o This appeal must be submitted before the start of the subsequent term and must include a thorough explanation, with supporting documentation when applicable, of what caused the academic deficiencies and what remedies have been put into place to address the deficiencies.
 - o Appeals may be approved for one retake if the Director of Education determines that there is significant probability of student success in the following quarter.
 - o If the appeal is granted and the student fails the course, the student will be dismissed from the program.
- A single course with a NUR prefix may be repeated only one time.
 - If a student fails a course with a NUR prefix a second time, that course cannot be repeated a third time, and the student will be dismissed from the program

- In extenuating circumstances, a student who fails the same NUR-prefixed course twice may submit an appeal.
 - o This appeal must be submitted before the start of the subsequent term and must include a thorough explanation, with supporting documentation when applicable, of what caused the academic deficiencies and what remedies have been put into place to address the deficiencies.
 - o Appeals may be approved for one retake if the Director of Education determines that there is significant probability of student success in the following quarter.
 - o If the appeal is granted and the student fails the course again, the student will be dismissed from the program.
- Only one course failure appeal may be granted during the student's enrollment.
- A student who is dismissed from the program for either of the two reasons listed directly above may appeal for re-entry after one year.

LEAVE OF ABSENCE AND STANDARD PERIOD OF NON-ENROLLMENT

The College recognizes that personal situations may arise and require an extended period of time to resolve. 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 main office designated official as indicated on the LOA Request form. The Director of Education will notify the student whether the LOA is approved. The period for the leave of absence may not begin until the student has submitted and received approval for the leave of absence.

Taking a LOA, instead of withdrawing, indicates that the student intends to resume his or her education at a specified time. Therefore, a LOA may not be granted during a grading period. A student must successfully complete the previous grading period with one 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, resulting in an extension of his or her program completion date. The College will attempt to schedule a student in available courses, as applicable, in order to keep the student on track for graduation; however, this is not guaranteed.

STC may grant more than one leave of absence in the event that unforeseen, extenuating circumstances arise, such as: medical reasons affecting the student or a member of student's immediate family; military service requirements; or jury duty, provided that the combined leave of absences do not exceed 180 days within the 12-month period. If the student does not return following the leave of absence, STC will terminate the student and apply the College's published refund policy.

Standard Period of Non-Enrollment

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.

INDEPENDENT STUDY

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

- The independent study course must be requested by the student.
- The course will better fulfill the student's educational needs.
- The course will help the student fulfill graduation requirements within the time limit.

The availability of independent study courses is limited:

- A student must submit a request for independent study.
- No more than 10% of any program may be offered via independent study.

- A student may not register for an independent study course if the proposed independent study course's pre-requisite(s) was also fulfilled through an approved independent study course, unless this situation approved by the designated Main Office official.
- Only general education or program core courses may be approved as independent study courses.
- Courses with a clinical lab or externship component cannot be completed as an independent study course.
- Rare exceptions to these policies may be approved by the designated Main Office personnel in the event of a teach-out.

ADDITIONAL DEGREES

Students who wish to earn another degree must apply for admission to the College and must meet all admissions requirements 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. The College does not offer dual majors.

PROGRAM CHANGES

A student wishing to change from one program to another program at the College must meet the admissions requirements for the program the student is transferring into. 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 resets a student's CGPA and MTF, students may only request one change of program.

Adding or Dropping Courses

The first week of a quarter, ending on Sunday of the first week, is drop/add period for all students. Students may officially withdraw from class during add/drop period without punitive grades or financial obligations for the classes dropped. Schedule changes other than as described above will incur both financial and academic penalties. A student who stops attending a course after the add/drop period will receive a "W." A student who stops attending a course after the mid-term, and is failing such course, will receive a grade of "WF."

CLASS SCHEDULES

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.

EXTERNSHIPS AND 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. Externship is generally scheduled during daytime hours, while clinicals may take place 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 of 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 insurance.

CONSORTIUM AGREEMENT

Southern Technical College – Fort Myers is approved to offer online courses via consortium agreement to the following Southern Technical College campuses: Auburndale, Brandon, Orlando, and Sanford.

DISTANCE EDUCATION

Students may have the opportunity to complete a portion of their program of study through online courses. Online courses are supported through services provided by a third-party. These online courses are specifically designed for the student who will be accessing online courses from a standard home or personal computer. For more information, contact the academic department for additional policies and recommended technology specifications to ensure an optimal learning experience in online courses.

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.

Residential students are limited to taking no more than 50% of their total program credits online. Current residential students who wish to transfer into a fully online program must meet the minimum standards of satisfactory academic progress at the time in which the request is made.

Academic Requirements - Residential Students

Students are not permitted to register for an online course during their first term of enrollment. Approval may be granted by the Director of Education if the student demonstrates previous experience in an online learning environment.

Program Requirements - Fully Online Students

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

TECHNICAL REQUIREMENTS FOR ONLINE COURSES

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

Hardware

- Windows or Mac based computer
- Screen resolution (size) set at minimum to 1024 x 768 or higher
- Intel Core 2 Duo — or AMD — 3 GHz processor
- 4 GB of RAM
- CD-RW/DVD-ROM drive
- Hard drive: 160 GB minimum
- Graphics card and monitor capable of 1024x768 display
- Stereo sound card, speakers and/or headset, microphone
- Webcam (Recommended)

Operating Systems

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

Software

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

Internet Access

- ISP account for Internet access
- A valid email address

Internet Browsers

- Windows OS Users
 - Microsoft Internet Explorer 11 and higher
 - Google Chrome 49 and higher

- Mozilla Firefox 45 and higher
- Mac OS Users
 - Apple Safari 9.1 and higher
 - Google Chrome 49 and higher
 - Mozilla Firefox 45 and higher

Internet Browser Settings

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

Plug-ins

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

GRADUATION REQUIREMENTS

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

- Successfully complete all courses in their program of study with a cumulative grade point average of 2.00 or higher, depending on programmatic requirements.
- Meet or exceed the minimum standards of satisfactory academic progress.
- Satisfy all applicable programmatic requirements.
- Satisfy all financial obligations to the College.
- Surgical Technician students must attempt the Certified Surgical Technology (CST) exam upon completion of all courses and prior to graduation.

FINANCIAL INFORMATION

REFUND POLICY

If a new student cancels before or any time during the applicable activation period, there will be no charges. The activation period shall be the first four (4) days of the first quarter for new students. Any monies paid by the student will be refunded in full excluding non-refundable fees and books, supplies, materials and/or kits. Cancellation may be submitted in writing or in person.

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

1. Prior to the start of the quarter, 100% of any paid tuition and/or fees will be refunded;
2. Withdrawal after attendance has begun, through 60% completion of the quarter, will result in a Pro Rata refund computed on the number of calendar days completed to the total calendar days in the quarter. Thereafter, there will be no tuition refund and the College will have earned 100% of the tuition and/or fees charged for the quarter.
 - Withdrawal date: The withdrawal date is the date that either of the following occur, whichever is earlier:
 - The date the student notifies the College of the student's withdrawal
 - The date the College terminates the student's enrollment
 - Refunds will be made within thirty (30) days following determination of termination or receipt of cancellation notice.

Optional Student Service and/or Non-refundable Fees:

The fees charged by the College are as follows:

• Additional Official Transcript Fee	\$10.00
• Bad Check Fee	\$30.00
• Challenge Examination Fee – per exam	\$100.00
• Replacement Diploma Fee	\$25.00

- Each student is entitled to one official copy of his/her official transcript and a diploma upon graduation.
- The additional transcript fee applies to any additional copies of official transcripts.
- Students must be current with all financial obligations to the College in order to receive an official transcript and their diploma.
- Students may obtain unofficial transcripts at any time at no cost.
- The bad check fee is charged for any check that is returned unpaid.

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. 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 FEDERAL STUDENT AID (FSA) 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. Refunds due for tuition and fees paid under the Training Provider Agreement will be made directly to the designated Workforce sponsoring agency and shall not be refunded to the student.

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

WITHDRAWAL OR TERMINATION

When a student withdraws, or is terminated from 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 FSA 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) it is common practice for the College to request a copy of the federal tax return (Form 1040, 1040EZ or 1040A) as well as W-2 Form and Verification Worksheet forms. Submission of these forms is required within two weeks of the request or the student may lose eligibility for federal financial aid programs. The College will refer all cases of purposeful submission of inaccurate information on any application to the Office of the Inspector General, United States

Department of Education for resolution. Students must meet all eligibility requirements to receive (and to continue to receive) federal financial aid, including citizenship, income, and academic progress requirements. Male students born after December 31, 1959, who are not currently a member of the United States Armed Forces and who have attained the age of 18 years, must be registered for selective service to qualify for federal financial aid.

FEDERAL STUDENT AID (FSA) – 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. Late payments may affect future federal aid and applications for federal employment as well as the student's credit rating or credit scores.

POLICIES AND PROCEDURES FOR VERIFICATION

- 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 too 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 FSA funds. The College can review a student's financial aid history by using the National Student Loan Data System (NSLDS). When the FAFSA is processed, the Central Processing System (CPS) matches the student against the NSLDS to see if the student is in default or is owed an overpayment. NSLDS will also indicate whether a student has exceeded the loan limits.

FINANCIAL AID PROGRAMS

General

All Title IV financial aid funds received by the institution will be credited to the student's account (excluding Federal Work Study) except for requirements set forth in Section 682.604 of current federal guidelines. The different types of financial aid programs available to those who qualify are discussed in detail below.

Selection of Eligible Applicants

In accordance with Federal Regulation 668.43 (b) (3) the following procedures describe how aid recipients are selected from the pool of eligible applicants.

Federal Pell Grant

This grant is designed to assist needy students who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor degree and students who are enrolled in an eligible post- baccalaureate teacher certification program if they meet certain requirements. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC) and the cost of attendance. For many students, the Federal Pell Grant provides a "foundation" of financial aid to which other aid may be added to defray the cost of college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the Financial Aid department at the College or from a high school counselor. The application will be transmitted electronically through a federally approved need analysis system, which will determine the applicant's Expected Family Contribution.

As part of the recently enacted Consolidations Act of 2012, all students are subject to a Pell Lifetime Eligibility Limit. Students are not eligible to receive more than 600% of Pell Grants over their lifetime. For additional information, visit the Financial Aid office.

Veterans Benefits

The College is approved for veterans training. Applications for veteran's benefits are available at the College or by contacting the Department of Veteran Affairs. Approval of training benefits to be awarded is the responsibility of the Department of Veteran Affairs. For more detailed information, refer to the section of this catalog entitled: Military Student Information and Policies.

William D. Ford Federal Direct Loan Program

Loans made through this program are referred to as Direct Loans. Eligible students and parents borrow directly from the U.S. Department of Education at participating schools. Direct Loans include subsidized and unsubsidized, (also known as Direct Subsidized Loans and Direct Unsubsidized Loans), Direct PLUS Loans, and Direct Consolidation Loans. The Direct Loan is deferred while the student is enrolled in college for at least half time status and for a period of six (6) months beyond the student's last date of attendance. Deferments after students drop below half time status are not automatic, and students must contact the lender concerning their loan. For additional information on deferment, contact the Financial Aid department.

Direct Subsidized Loans

Direct Subsidized Loans are low-interest loans made to eligible students who demonstrate financial need. The U.S. Department of Education pays the interest on a Direct Subsidized Loan while you are in school at least half-time, for the first six (6) months after you leave school, and during certain other periods.

Direct Unsubsidized Loans

Direct Unsubsidized Loans are low-interest loans for undergraduate and graduate students. There is no requirement to demonstrate financial need. Students are responsible for the interest over the life of the loan, including time when they are in school.

A dependent undergraduate student may borrow up to:

- \$5,500 if he/she is a first-year student enrolled in a program of study that is at least a full academic year: at least \$2,000 of this amount must be in unsubsidized loans.
- \$6,500 if he/she has completed the first year of study, and the remainder of their program is at least a full academic year: at least \$2,000 of this amount must be in unsubsidized loans.

If the student is an independent undergraduate student or a dependent student whose parents are unable to borrow the PLUS loan, he/she may borrow up to:

- \$9,500 if he/she is a first-year student enrolled in a program of study that is at least a full academic year: at least \$6,000 of this amount must be in unsubsidized loans.
- \$10,500 if he/she has completed the first year of study, and the remainder of his/her program is at least a full academic year: at least \$6,000 of this amount must be in unsubsidized loans.

Direct PLUS Loan

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

FIRST TIME BORROWERS

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

NON-FEDERAL GRANTS AND SCHOLARSHIPS

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

COMMUNITY FUNDING SOURCES

There are many other local sources of financial assistance for students, including community agencies, foundations, corporations, unions, religious organizations, business and professional clubs, and civic groups. It is recommended that students contact their high school guidance office or the College's Financial Aid department or more information on the programs offered.

TRANSCRIPT AND DIPLOMA

All requests for transcripts or diplomas should be made with the campus Registrar. Graduates must be current with payments to the College in order to receive official transcripts and diploma. Unofficial transcripts are available at any time upon request.

COLLECTIONS

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

By accepting enrollment with Southern Technical College and by providing Southern Technical College with their phone number(s), students agree that Southern Technical College has the students' consent to provide the phone number(s) to third party debt collectors in the event of delinquency on a student's account. Students acknowledge that phone numbers provided to Southern Technical College will be used by third party debt collectors to contact students who become delinquent on their accounts, for discussing the delinquency and attempting to collect on the debt. If a student does not wish for Southern Technical College to provide his/her phone number to third party debt collectors, the student should indicate that he/she does not consent to his/her number being provided by advising their Executive Director, in writing, that they do not consent to their number(s) being provided for purposes of debt collection.

PAYMENT OF CHARGES

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

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

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 Receiving VA Educational Benefits

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

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

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

Standards of Satisfactory Progress for Students Receiving VA Educational Benefits

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

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

Course Repetitions for Students Receiving VA Educational Benefits

Classes that are successfully completed may not be certified for again for VA purposes, if they are repeated. However, if a student fails a class, or if a program requires a higher grade than the one achieved in a class for successful completion, that course class may be repeated and certified to VA again.

Veteran's Credit for Previous Education or Training

VA students must report all education and training. The College will evaluate credits for transfer into one of its programs when they were earned at other nationally or regionally accredited postsecondary institutions. For transfer credits to be awarded for a course in the program of study being enrolled in, the following criteria must be met:

- The course being transferred must match a course currently offered in the corresponding program as listed in the catalog;
- TMajor elective and technical courses may not be considered for transfer if the completion date of the course exceeds 5 years prior to the enrollment date;

- General education courses may be accepted if those credits were earned no more than 10 years prior to the enrollment date;
- Student must have earned a grade of "C" or better in a course to be considered for transfer credit;
- Total amount of transfer credits cannot exceed 50% of the degree or diploma program.

VA students must submit a signed, written request for transfer of academic credits to the Registrar's Office for consideration prior to the first day of class. An official transcript should accompany this request to expedite final approval. Unofficial transcripts can be evaluated; however, final approval of transfer credits will not be determined until an official transcript is received. Official transcripts from all colleges attended must be received no later than thirty (30) days after the start of the student's first term at STC to receive transfer credit. For a complete explanation, refer to the section in the catalog entitled Advanced Standing.

STUDENT SERVICES

STUDENT SERVICES

The College offers a wide range of support services with the objective of aiding students in persisting through to graduation and in ultimately securing employment in their career field. The student services offered take into consideration the needs of students who attend our colleges and are, therefore, appropriate in their scope. The services support the academic programs and seek to enhance the student experience. The campuses strive to foster an environment where students can focus on their courses and develop academically and personally.

ORIENTATION

A student orientation program is conducted prior to each start date to acquaint new students with the College's facilities, policies, and 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. Students in Career Pathways programs and students enrolled in fully online programs generally attend an orientation that addresses their specific needs and the resources dedicated to students in those programs.

ACADEMIC SUPPORT

Each STC campus offers tutoring and other academic assistance to students. All services are free of charge. If a student needs assistance in any course, the student should notify the faculty member, the Director of Education or the Executive Director. Tutoring takes place outside of class time, and at a time that is mutually convenient to the student and the relevant faculty member.

Open labs are often available for students in technical programs who seek extra practice in the lab environment. Open labs are scheduled through the Education department at each campus. Computer labs are open to students whenever classes are not in session.

Students who take online courses and students who are fully online have access to campus based facilitator who provides support on technical issues, online navigation challenges, some content questions, and who can point the student in the appropriate direction should any other questions arise.

Each campus has an academic manager who remains available to students who have questions or concerns related to academic issues such as, make up work, course challenges, grade changes and course incompletes. This individual or individuals are also responsible for ensuring that appropriate academic advising is conducted for students who require it.

LEARNING RESOURCE CENTER (LRC)

The Learning Resource Center is available to provide students and faculty with the resources and services necessary to support the mission of the College. The Learning Resource Center is staffed by a qualified Librarian who assists students in navigating all the resources available both in the LRC and electronically through the LRC. The LRC also provides a quiet space for students to study, or just relax. Some campus LRCs support clubs and other extra-curricular activities.

CAREER SERVICES ASSISTANCE

Each campus has a Career Services department that provides assistance to students while they are in school and after graduation. The department, while primarily focused on assisting with career employment, begins to work with students as soon as they start school so that they are better equipped to help students find the right fit in the workforce. Career Services conducts workshops and classroom visits on career-related topics, and is also available for one-on-one assistance for students. Career Services provides opportunities for mock interviews, provides guidance on professional dress, and aids in resume preparation. All students are encouraged to meet with the Career Services staff to conduct an exit interview and to ensure that they have a resume on file with the staff prior to graduation. The College does not guarantee employment opportunities for students or graduates.

Career Services also works with graduates to arrange enhancement training, when necessary. Provided that that courses are available, and space permits, graduates may participate in refresher training in their program area. Graduates preparing for new employment

may find this a valuable opportunity to update and refine their skills if they did not enter the workforce immediately after graduation. Students must adhere to all classroom policies when in refresher training.

FINANCIAL AID

Information on financial aid, including information on grants, loans and scholarships can be found in the catalog and catalog supplements. Each campus also has a financial aid department staffed by trained individuals who can provide assistance to students on this topic. The office provides students support on identifying financial literacy training opportunities. Other support afforded by the financial aid department includes:

- Prior to beginning school, prospective students are given financial aid booklets that explain the borrower's rights and responsibilities, types of loans, enrollment requirements, repayment options, and that also introduces the language associated with loans, such as servicer, promissory note and principal. At the time of enrollment, students are also introduced to the College's contracted default management servicer.
- While students are in school, they have access to the financial aid department if they have questions about anything related to financial aid. The campus team is trained to address or refer student questions so that students are always aware of their loan situation. The campus team also guides students to extensive resources provided by the Federal Government on the federal student aid website.
- When students graduate, they are provided exit counseling. Exit counseling focuses again on repayment options but also discusses credit and the impact of default, consolidation, forbearance, and touches on financial planning and debt management. The same exit counseling is provided to students who withdraw from the school. To reduce the overall repayment burden, exit counseling talks about not only repayment but timely repayment as well.

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.

OTHER SUPPORT

The campuses maintain binders of local community support services for students who may need assistance beyond that provided by the campus. Referrals include transportation, childcare, counseling, and shelter. At some campuses, additional support with transportation can be provided through the sale of discounted bus passes. Students should check with their education or financial aid department for additional information.

COLLEGE POLICIES

NON-DISCRIMINATION AND NON-HARRASSMENT

Southern Technical College is committed to both equal employment and equal educational opportunities. No person shall be subject to discrimination based on age, race, color, national origin, sex, or disability in the administration of any educational program or activity, including participation in, receiving the benefits of, admission to, or employment in such programs and activities. The Title IX coordinator is the Chief Operating Officer. The coordinator's office is located at 11883 High Tech Avenue, Orlando, FL 32817, (407) 671-9922.

The College's grievance procedures are to be used for complaints of discrimination based on sex as required by Title IX of the Education Amendments of 1972 (34 C.F.R. §106.8(b)). These grievance procedures are also to be used for complaints of discrimination based on disability filed under Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. §104.7 (b)), and based on age filed under the Age Discrimination Act of 1975 (34 C.F.R. §110.25 (b)).

Students of the College have the right to file complaints of discrimination and harassment. Complaint investigations will be conducted in a fair, respectful, and consistent manner. All students of Southern Technical College are expected to comply with the terms and conditions of this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Disciplinary action, up to and including dismissal from the College with no opportunity for re-entry, will be taken against any student who violates this policy.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. Sexual harassment refers to behavior that is unwelcome, whether those involved stand in a subordinate-supervisory relationship, faculty-student relationship, employee-student relationship, student-student relationship, employee-employee relationship or vendors doing business with the College. Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to the conduct is made either implicitly or explicitly as a condition to receiving a passing grade or favoritism in class or the student's continued attendance in class or enrollment in the College;
- The harassment has the purpose or effect of interfering with the student's school performance or creating an environment which is intimidating, hostile, or offensive to the student.

No employee or student shall threaten or suggest, either directly or indirectly, that a student's refusal to submit to sexual advances will adversely affect the student's grades, progress, evaluation, advancement, or any other aspect of academics.

The College remains watchful for inappropriate behavior or conduct; however, the nature of harassment or discrimination is such that it is often difficult for the College to detect. Therefore, if students believe that they are being subjected to, or witness any form of harassment or discrimination, it is their responsibility to immediately bring this to the attention of their Director of Education. If a faculty member is the person who is responsible for the harassment or discrimination, or if a student has reported such conduct to their Director of Education and no action appears to have been taken, then they are to report this situation to the Executive Director immediately.

SEXUAL ASSAULT

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

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

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

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

STUDENT GRIEVANCE PROCESS

For all other grievances, students are advised that they are required to follow the grievance procedure steps outlined below. The College seriously considers all student complaints concerning any aspect of the programs, campus, or other related services at the College. This grievance procedure has been provided to create a framework within which complaints may be resolved. This procedure is not meant as a substitute for other, more informal, means of resolving complaints or other problems. Students are encouraged to communicate any concerns to members of the College faculty and administration as needed.

ALL FORMAL STUDENT COMPLAINTS SHALL BE HANDLED AS FOLLOWS:

Step One: A student should attempt to resolve the issue in question with the campus instructor or employee with whom they have experienced a problem. If the matter cannot be resolved one on one in this manner, the student should schedule a meeting with the supervisor of the involved department.

Step Two: If the supervisor is unable to resolve the issue, the student should arrange to meet with the Director of Education to resolve academic related issues or with the Executive Director to resolve non-academic issues.

Step Three: If the matter is not resolved to the student's satisfaction, the student must present a written complaint to the Executive Director. The Executive Director will respond to the student as soon as possible, pending any required investigation. Generally, the Executive Director shall respond within no more than ten (10) days from the date the written complaint was received. The Executive Director's reply shall include what, if any, corrective action has been proposed or accomplished. The Executive Director will take the necessary steps to ensure that any agreed-upon solution or other appropriate action is taken.

Step Four: If the complaint is not resolved by the Executive Director, the student may submit the complaint in writing to the College's designated officer at 11883 High Tech Avenue, Orlando, FL 32817. The designated official will respond to the student's complaint, generally within ten (10) days, specifying what action, if any, will be taken by the College to address the complaint.

Step Five: Students who feel a grievance is unresolved by the College after exhausting these steps may send their grievance in writing to the Executive Director, Commission for Independent Education, 325 W. Gaines Street, #1414, Tallahassee, FL 32399-0400. The phone number is (888) 224-6684. Additionally, a student may contact the Accrediting Council for Independent Colleges and Schools, located at Suite 980, 750 First Street, NE, Washington, DC 20002-4241. The telephone number is (202) 336-6780.

DRUG PREVENTION

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

DRUG FREE COLLEGE

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies. As a matter of policy, Southern Technical College prohibits the

manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students, employees, and any other parties on its property or at any College activity. Any violation of this policy will result in appropriate disciplinary actions up to and including dismissal (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred; the appropriate law enforcement authorities will be notified. Information regarding drug and alcohol treatment, prevention and legal penalties can be found online at <http://www.southerntech.edu/admissions/consumer-information/>.

In certain cases, students or employees may be referred to counseling sources or substance abuse help centers to take part, at their own expense, in an appropriate counseling or treatment program. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

CAMPUS SAFETY AND SECURITY REPORT

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

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

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In conformance with Section 438 of the General Education Provisions Act (Title IV of the Public Law 90-247 as amended), added by Section 513 P.L. 93380 (enacted on August 21, 1974) and amended by Senate Joint Resolution 40, the Family Educational Rights and Privacy Act of 1974 allows students to restrict access to their education records including requests 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 below). Students may, however, provide the College with a release allowing selected individuals to have access to their educational records or portions thereof.

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

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

The College will not permit access to or release of confidential information to any individual or agency without written consent of the student, except for the following reasons:

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

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

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

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

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

- 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.southerntech.edu/admissions/ consumer information](http://www.southerntech.edu/admissions/consumer information).

EMERGENCY REPORTING

In case of an emergency, or to report an accident or the observation of a crime or accident, students and employees should notify the Executive Director or Director of Education. In certain emergencies, it may be appropriate to call 911.

DISPUTE RESOLUTION BY BINDING ARBITRATION AND WAIVER OF JURY TRIAL

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

This binding arbitration agreement precludes the Student or the College from pursuing a claim in a court other than Small Claims Court, or in any manner other than by arbitration. Any arbitration brought between the Student and the College will take place on an individual basis; the parties expressly agree that class arbitration and class actions are not permitted. This policy, however, is not intended to modify a student's right, if any, to file a grievance with any state educational regulatory body or accreditor.

The Student and the College agree that the term "claim" is intended to be broadly interpreted to mean all disputes of claims between them of any nature whatsoever. The Student and the College expressly agree that the agreement to arbitrate set forth in this section is intended to be broadly interpreted. The term "claim" shall be interpreted to include, but is not limited to: any claim, dispute, or controversy, whether in contract, tort, or otherwise, whether pre-existing, present or future, and including or arising from or relating to any of the following: (i) the Student's execution of this Enrollment Agreement and the obligations of the Student or the College hereunder, or the validity, enforceability, or scope of this Enrollment Agreement; (ii) the Student's recruitment and application for admittance, including but not limited to any advertisement, promotions, or oral or written statements relied upon by the Student in deciding to attend the College; (iii) the Student's attendance at the College and the quality of the instruction or education provided to the student; (iv) any financial obligations incurred by the Student as a result of the Student's enrollment and/or attendance at the College, or matters related to the Student's financial aid or other federal assistance or the provision or performance of Career

Services, and (v) any discrimination, civil rights, or sexual harassment claims. The term “claim” shall further be interpreted to include, without limitation, all claims, disputes, or controversies of any nature which arose before this or any prior Agreement, and all claims, disputes, or controversies that may arise after the termination of this Enrollment Agreement.

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

Procedure for Filing Arbitration.

1. The Student is strongly encouraged, but not required, to utilize the Grievance Policy described in the Catalog, prior to filing arbitration.
2. A Student desiring to file arbitration should first contact the Executive Director, who will provide the Student with a copy of the AAA Commercial Rules. A Student desiring to file arbitration should then contact the American Arbitration Association in the city and county in which the College campus attended is located, which will provide the appropriate forms and detailed instructions. The Student should return this form to the AAA.
3. The Student may, but need not, be represented by an attorney at the arbitration.

The Student acknowledges that he or she may at any time, before or after admission, obtain a copy of the Rules of the American Arbitration Association, at no cost, from the AAA. The website for the AAA is www.adr.org. 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 expected to conduct themselves appropriately during their education process according to professional community standards that 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, 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/ 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.
- Failure to comply with the student dress code

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.

ACADEMIC DISHONESTY

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

Plagiarism is the conscious or unintentional use of documents, words, phrasing or ideas of another person without acknowledging the source, and thereby attempting to receive undeserved credit. Conscious plagiarism is evidence of intellectual dishonesty; unintentional plagiarism indicates intellectual laziness. Failure to appropriately identify the ideas, words or work of others included in a student's work is considered academic dishonesty and violates the Student Code of Conduct section of the catalog. First time violators of the plagiarism policy will be issued a zero on the assignment, second time violators will be issued a zero for the course, and third time violators will be dismissed from the institution. This policy applies to all courses whether taught in residence or online and all sources whether electronic or hardcopy.

COPYRIGHT POLICY

It is the intention of STC to strictly enforce a policy of zero tolerance for copyright violations and to comply with all applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to disciplinary actions by the school, or any applicable actions in conjunction with federal and state law. First time violators of the copyright policy will be issued a zero on the assignment, second time violators will be issued a zero for the course, and third time violators will be dismissed from the institution. This policy applies to all courses whether taught in residence or online and all sources whether electronic or hardcopy.

ANTI-HAZING

The College strictly prohibits any form of hazing. Hazing shall include but not be limited to any brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance or any other forced physical activity which could adversely affect the physical health or safety of the individual and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment or any other forced activity which could adversely affect the mental health or infringe on the rights of an individual. Any allegations of hazing will result in an investigation by the administration. Any student found guilty of hazing will be disciplined by the administration in a manner consistent with the severity of the activity up to and including termination of enrollment. If any hazing activity appears to have violated any federal, state, or local laws, the results of the investigation will be provided to the appropriate legal authority.

PROGRAMS OF STUDY

BACCALAUREATE DEGREE PROGRAMS

- ELEMENTARY EDUCATION
- HEALTHCARE ADMINISTRATION
- MANAGEMENT

ASSOCIATES DEGREE PROGRAMS

- CRIMINAL JUSTICE
- DIAGNOSTIC MEDICAL SONOGRAPHY
- INTERIOR DESIGN
- MANAGEMENT
- MEDICAL ASSISTANT
- MEDICAL LABORATORY TECHNICIAN
- NETWORK ENGINEERING AND ADMINISTRATION
- NURSING
- PARALEGAL
- SURGICAL TECHNICIAN

DIPLOMA PROGRAMS

- MEDICAL ASSISTANT
- MEDICAL BILLING AND CODING TECHNOLOGY
- VETERINARY ASSISTING

ELEMENTARY EDUCATION

Bachelor of Science

Tampa

199 Quarter Credits/192 weeks

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

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

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

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General Education Courses		Credits
AMH326	U.S. History 1945-Present	4
CGS100	Introduction to Computer Information Systems	4
CHM100	Principles of Chemistry	5
ENC110	English Composition I	4
ENC312	English Composition II	4
HUM154	Survey of the Humanities	4
IDS491	Research Methods	4
MAC110	College Algebra	4
MAT100	College Math	4
PHI460	Ethics	4
POS306	Government	4
PSY100	Introduction to Psychology	4
SPC160	Communication Dynamics	4
STA334	Statistics	4
SYG100	Introduction to Sociology	4
Total General Education Credits		61
REQUIRED FOR GRADUATION		199

HEALTHCARE ADMINISTRATION

Bachelor of Science

Ft. Myers

180 Quarter Credits/192 Weeks

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

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

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

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

MANAGEMENT

Bachelor of Science

Online

192 Quarter Credit Hours/192 Weeks

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

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

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

*To be determined by College.

Continued next page

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

CRIMINAL JUSTICE

Associate of Science

Fort Myers

96 Quarter Credit Hours/96 Weeks

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

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

	Core Courses	Credits
CCJ110	Introduction to Criminal Justice	4
CCJ164	Criminology	4
CCJ246	Effective Communication for the Criminal Justice Professional	4
CCJ264	Organized Crime	4
CJC100	Introduction to Corrections	4
CJE170	Introduction to Forensic Science	4
CJE172	Advanced Crime Scene Technology	4
CJE230	Criminal Justice Management	4
CJJ100	Juvenile Delinquency	4
CJL210	Criminal Law and Procedure	4
CJL212	Criminal Investigations and Police Procedure	4
COM104	Interpersonal Communications	2
ENC120	Effective Writing in the Workplace	4
PLA126	Evidence	4
PLA188	Constitutional Rights	4
SCC100	Introduction to Security	4
SLS130	Career Development	2
SLS150	College Success	4
	Total Core Credits	68
	General Education Courses	
CGS100	Introduction to Computer Information Systems	4
ENC110	English Composition I	4
HUM154	Survey of Humanities	4
MAT100	College Math	4
PSY100	Introduction to Psychology	4
SPC160	Communication Dynamics	4
SYG100	Introduction to Sociology	4
	Total General Education Credits	28
	REQUIRED FOR GRADUATION	96

DIAGNOSTIC MEDICAL SONOGRAPHY

Associate of Science

Tampa

98 Quarter Credits Hours/96 Weeks

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

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

	Core Courses	Credits
SON100	Foundations of Sonography	4
SON102	Applied Sonography	4
SON105	Gross Anatomy	4
SON125	Principles of Ultrasound Instrumentation and Acoustic Physics	6
SON207	General Sonography: Content Review	5
SON210	Transabdominopelvic Sonography	4
SON212	Gynecologic Sonography	4
SON215	Sonography of Superficial Structures	5
SON216	Vascular Sonography	4
SON218	Embryonic and Fetal Sonography	4
SON272	Sonography Clinical I	3
SON285	Sonography Externship I	13
SON286	Sonography Externship II	12
	Total Core Credits	72
	General Education Courses	
BSC109	Anatomy and Physiology I	5
BSC111	Anatomy and Physiology II	5
ENC110	English Composition I	4
MAC110	College Algebra	4
PHY202	Concepts in Physics	4
PSY100	Introduction to Psychology	4
	Total General Education Credits	26
	REQUIRED FOR GRADUATION	98

INTERIOR DESIGN

Associate of Science

Fort Myers

90 Quarter Credit Hours/96 Weeks

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

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

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

MANAGEMENT

Associate of Science

Fort Myers, Port Charlotte and Tampa

96 Quarter Credit Hours/96 Weeks

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

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

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

MEDICAL ASSISTANT

Associate of Science

Fort Myers, Port Charlotte, and Tampa

90 Quarter Credit Hours/96 Weeks

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

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

Core Courses		Credits
BSC108	Anatomy and Physiology I with Lab	5
BSC110	Anatomy and Physiology II with Lab	5
ENC120	Effective Writing in the Workplace	4
HIM224	Coding for Medical Assistants	2
HIM244	Disease Process/Pathophysiology	4
HSA154	Medical Law and Ethics	4
HSA224	Medical Office Procedures	4
HSC154	Medical Terminology	2
MAT102	Math for Healthcare Professionals	2
MEA120	Clinical Procedures with Lab	5
MEA128	Phlebotomy and Laboratory Procedures with Lab	5
MEA290	Medical Assistant Externship	6
PTN112	Pharmacology	4
RTE200	Radiography	4
SLS130	Career Development	2
SLS150	College Success	4
Total Core Credits		62
General Education Courses		
CGS100	Introduction to Computer Information Systems	4
ENC110	English Composition I	4
HUM154	Survey of Humanities	4
MAT100	College Math	4
PSY100	Introduction to Psychology	4
SPC160	Communication Dynamics	4
SYG100	Introduction to Sociology	4
Total General Education Credits		28
REQUIRED FOR GRADUATION		90

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

MEDICAL LABORATORY TECHNICIAN

Associate of Science

Tampa

101 Quarter Credit Hours/96 Weeks

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

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

Core Courses		Credits
CGS100	Introduction to Computer Information Systems	4
CHM110	Clinical Chemistry I with Lab	5
CHM112	Clinical Chemistry II with Lab	5
MCB104	Medical Microbiology I with Lab	5
MCB106	Medical Microbiology II with Lab	5
MLT100	Introduction to Clinical Laboratory Sciences with Lab	5
MLT130	Hematology I with Lab	5
MLT151	Immunoserology I with Lab	4
MLT152	Immunoserology II with Lab	4
MLT222	Urinalysis, Body Fluids and Special Procedures with Lab	5
MLT230	Hematology II with Lab	5
MLT252	Immunohematology with Lab	5
MLT254	Medical Lab Externship I	8
MLT256	Medical Lab Externship II	8
SLS150	College Success	4
Total Core Credits		77
General Education Courses		
BSC106	Foundations of Anatomy and Physiology	4
ENC110	English Composition I	4
MAC110	College Algebra	4
PSY100	Introduction to Psychology	4
SPC160	Communication Dynamics	4
SYG100	Introduction to Sociology	4
Total General Education Credits		24
REQUIRED FOR GRADUATION:		101

NETWORK ENGINEERING AND ADMINISTRATION

Associate of Science

Fort Myers, Port Charlotte, and Tampa

96 Quarter Credit Hours/96 Weeks

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

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

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

NURSING

Associate of Science

Fort Myers

108 Quarter Credit Hours/84 Weeks

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

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

	Core Courses	Credits
BSC109	Anatomy and Physiology I	5
BSC111	Anatomy and Physiology II	5
HUN120	Nutrition	4
MCB102	Microbiology with Lab	5
NUR100	Nursing Fundamentals	3
NUR102	Nursing Fundamentals Clinical	4
NUR104	Nursing Skills Lab I	1
NUR106	Nursing Skills Lab II	1
NUR108	Health Assessment	3
NUR110	Health Assessment Skills Lab	1
NUR112	Concepts of Nursing Practice	2
NUR114	Pharmacology for Nurses	4
NUR120	Beginning Medical/Surgical Nursing	3
NUR124	Beginning Medical/Surgical Nursing Clinical	4
NUR204	Nursing Skills Lab III	1
NUR220	Medical/Surgical Nursing	3
NUR224	Medical/Surgical Nursing Clinical	4
NUR232	Pediatrics Nursing	3
NUR234	Pediatrics Nursing Clinical	2
NUR242	Maternity Nursing	3
NUR244	Maternity Nursing Clinical	2
NUR252	Mental Health Nursing	3
NUR254	Mental Health Nursing Clinical	2
NUR276	Perioperative Nursing	2*
NUR278	Perioperative Nursing Clinical	2*
	OR	
NUR226	Critical Care Nursing	2*
NUR228	Critical Care Nursing Clinical	2*
NUR280	Seminar for Beginning Nursing Practice	2
NUR294	Nursing Practicum	6
	Total Core Credits	80

Continued next page

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

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

NURSING

Associate of Science

Tampa

115 Quarter Credit Hours/84 Weeks

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

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

	Core Courses	Credits
BSC109	Anatomy and Physiology I	5
BSC111	Anatomy and Physiology II	5
CHM100	Principles of Chemistry	5
HUN120	Nutrition	4
MCB102	Microbiology with Lab	5
NUR101	Nursing Fundamentals	4
NUR102	Nursing Fundamentals Clinical	4
NUR104	Nursing Skills Lab I	1
NUR106	Nursing Skills Lab II	1
NUR108	Health Assessment	3
NUR110	Health Assessment Skills Lab	1
NUR112	Concepts of Nursing Practice	2
NUR114	Pharmacology for Nurses	4
NUR120	Beginning Medical/Surgical Nursing	4
NUR121	Beginning Medical/Surgical Nursing Clinical	4
NUR220	Medical/Surgical Nursing	4
NUR224	Medical/Surgical Nursing Clinical	4
NUR232	Pediatrics Nursing	3
NUR234	Pediatrics Nursing Clinical	2
NUR242	Maternity Nursing	3
NUR244	Maternity Nursing Clinical	2
NUR252	Mental Health Nursing	3
NUR254	Mental Health Nursing Clinical	2
NUR276	Perioperative Nursing	2*
NUR278	Perioperative Nursing Clinical	2*
	OR	
NUR226	Critical Care Nursing	2*
NUR228	Critical Care Nursing Clinical	2*
NUR280	Seminar for Beginning Nursing Practice	2
NUR294	Nursing Practicum	6
	Total Core Credits	87

Continued next page

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

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

PARALEGAL

Associate of Science

Online

96 Quarter Credit Hours/96 Weeks

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

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

Core Courses		Credits
CJL210	Criminal Law and Procedure	4
PLA100	Introduction to Paralegalism	4
PLA110	Legal Research, Writing and Technology I	4
PLA126	Evidence	4
PLA130	Civil Litigation	4
PLA150	Contracts and the Uniform Commercial Code	4
PLA160	Real Estate and Property Law	4
PLA180	Family Law	4
PLA188	Constitutional Rights	4
PLA210	Legal Research, Writing and Technology II	4
PLA220	Torts	4
PLA222	Civil Discovery	4
PLA240	Bankruptcy Law	4
PLA260	Estates, Trusts and Probate	4
PLA276	Law Office Management	4
PLA284	Immigration Law	4
Total Core Credits		64
General Education Courses		
CGS100	Introduction to Computer information Systems	4
ENC110	English Composition I	4
HUM154	Survey of Humanities	4
MAT100	College Math	4
PSY100	Introduction to Psychology	4
SLS150	College Success	4
SPC160	Communication Dynamics	4
SYG100	Introduction to Sociology	4
Total General Education Credits		32
REQUIRED FOR GRADUATION		96

SURGICAL TECHNICIAN

Associate of Science

Fort Myers, Port Charlotte, and Tampa

90 Quarter Credit Hours/96 Weeks

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

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

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

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

MEDICAL ASSISTANT

Diploma

Fort Myers, Port Charlotte, and Tampa

51 Quarter Credit Hours/40 Weeks

720 Clock Hours

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

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

	Core Courses	Credits
HLT101	Introduction to Health Careers	4.5
MED101	Medical Terminology	6
MED110	Foundations of Anatomy and Physiology	6
MED231	Clinical Skills for Medical Assistants	4.5
MED233	Medical Procedures	4.5
MED242	Fundamentals of Pharmacology	6
MED251	Allied Health Clinical Skills	4.5
MED253	Allied Health Laboratory Skills	4.5
MED265	Medical Assisting Externship	6
MOS201	Introduction to Electronic Health Records	4.5
	REQUIRED FOR GRADUATION	51

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

MEDICAL BILLING AND CODING TECHNOLOGY

Diploma

Port Charlotte

50 Quarter Credit Hours/60 Weeks

592 Clock Hours

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

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

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

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

VETERINARY ASSISTING

Diploma

Fort Myers and Port Charlotte

52.5 Quarter Credit Hours/40 Weeks

720 Clock Hours

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

Educational Objectives: Perform a diverse variety of tasks in customer/client service and education; front desk and clerical responsibilities; preparation of exam rooms; and assisting in areas of filling scripts, setting up lab work, and assisting with nursing and animal care. Veterinary assistants work under the supervision of veterinarians and veterinary technicians, through the establishment of standard levels of knowledge, practical experience, and skills.

	Core Courses	Credits
SLS110	Career Preparation	6
VAT100	Introduction to Veterinary Assisting	6
VAT110	Medical Terminology	6
VAT120	Anatomy and Physiology	6
VAT130	Laboratory Procedures	4.5
VAT140	Pharmacology	4.5
VAT150	Radiology	4.5
VAT170	Veterinary Clinical Procedures	4.5
VAT180	Hospital and Surgical Procedures	4.5
VAT200	Externship	6
	REQUIRED FOR GRADUATION	52.5

COURSE DESCRIPTIONS

This section provides descriptions of courses offered at the College. The College reserves the right to revise course descriptions, course offerings, and program curricula at any time. Courses marked with an "O" designation are approved for online delivery.

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

This course defines accounting principles and their relation to business. The student is taught fundamentals and principles of accounting, the recording of transactions in the elementary journals and posting to the ledger, the trial balance and working papers. Prerequisite(s): MAT100.

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

This course is an introduction to financial accounting theory, practice, and development framework. Students will be exposed to certain accounting and management decisions, cost accounting, costing techniques, allocation methods, as well as measurements and controls used in budgeting.

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

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

AMH326 U.S. History 1945 3 Present (4 cr.) "O"

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

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

This course introduces accounting procedures for a merchandising enterprise. The accounting cycle and all related accounting fundamentals are discussed, including payroll. Prerequisite(s): ACG100.

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

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

ART200 Ideation and Perspective Drawing (4 cr.)

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

ART210 Art Appreciation (4 cr.)

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

BSC100 Introduction to Biology (4 cr.)

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

BSC106 Foundations of Anatomy and Physiology (4 cr.)

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

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

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

Prerequisite(s): HSC154.

BSC109 Anatomy and Physiology I (5 cr.)

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

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

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

BSC111 Anatomy and Physiology II (5 cr.)

This course is a continuation of the study of the structure, functions and interrelationships of human body systems. Course content will include discussion of the digestive, respiratory and genitourinary systems as well as the transport function of the cardiovascular and lymphatic systems. Concepts related to human growth and development will also be addressed. In the inquiry based laboratory portion of this course, students will investigate, through hands on and simulated laboratory experiences, the histology, structures and functions of these systems. Prerequisite(s): BSC109.

BUL112 Business Law (4 cr.) "O"

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

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

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

CCJ164 Criminology (4 cr.) "O"

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

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

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

CCJ264 Organized Crime (4 cr.) "O"

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

CDA464 Managing Electronic Communication Systems (4 cr.)

In this course, students will learn the value, the importance and the role that electronic communication plays in today's organization. Topics and discussion regarding Email, Voicemail, Blackberry, Instant Messaging, Collaboration, Video and Web conferencing will be reviewed along with the legal and ethical aspects of electronic communication. In addition, students will learn how to install, implement, manage and maintain an internal email system using Microsoft Exchange. Prerequisite(s): CTS238.

CET116 Computer PC Technician (4 cr.)

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

CET118 Computer Essentials (4 cr.)

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

CET242 Programming Logic and Design (4cr)

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

CET258 Network+ Preparation (4 cr.)

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

CET260 Routers and Network Security (4 cr.)

In this course students will learn to properly implement, configure and troubleshoot Cisco's IOS. Students will learn to configure routers and switches, including IRP, Access Lists, IPX, ISDN and Frame Relay. They will also gain basic overall knowledge about the more prominent wide area technologies and protocols being used in the industry today. Prerequisite(s): CET258.

CET270 Introduction to Network Security Fundamentals (4 cr.)

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

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

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

CGS150 Spreadsheet Applications (4 cr.) "O"

This course teaches the use of Microsoft Excel spreadsheet software in applications relevant to business. Included are fundamentals of building spreadsheets, formulas, printing features, and charts. Advanced features, such as pivot tables, macros, and visual basic for applications, are also included. Prerequisite(s): CGS100.

CGS210 Ethics in Science and Technology (4 cr.)

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

CHM100 Principles of Chemistry (5 cr.)

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

CHM110 Clinical Chemistry I with Lab (5 cr.)

Students are introduced to analytical techniques, instrumentation and basic principles of automated clinical chemistry methods; Presents theory and application of biochemical analytes, including clinical significance and normal reference ranges. Analytes that are tested for interpretation will include enzymes, carbohydrates, lipids, proteins, electrolytes, and blood gases. Prerequisite(s): MLT100.

CHM112 Clinical Chemistry II with Lab (5 cr.)

This course builds on the concepts of Clinical Chemistry I, with further examination of the principles and procedures of clinical chemistry tests. Students will learn the physiological basis for the tests and the clinical significance of the test results in contrast to the normal value ranges. Prerequisite(s): CHM110.

CIS220 Computer Forensics and Investigations (4 cr.)

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

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

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

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

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

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

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

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

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

CJJ100 Juvenile Delinquency (4 cr.) "O"

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

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

In this course, substantive Florida criminal law will be studied, including crime and its elements, developments and trends in this area. Procedural aspects of criminal law including court jurisdiction, tactics and methods used in investigation and pertinent ethical considerations will be discussed. Emphasis will be placed on the constitutional aspects of criminal law. Prerequisite(s): CCJ110 or PLA100.

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

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

COM104 Interpersonal Communication (2 cr.) "O"

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

COP176 Database II (4 cr.)

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

CTS140 Database I (4 cr.)

This course teaches the use of current database program applications relevant to business including creating, storing and editing databases. Emphasis is placed on query topics, operators, entry forms and reports. Prerequisite(s): CGS100.

CTS234 Active Directory Services (4 cr.)

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

CTS236 Network Infrastructure (4 cr.)

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

CTS238 Client3Server Network Operating Systems (4 cr.)

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

DEP200 Human Growth and Development (4 cr.)

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

ECO202 Microeconomics (4 cr.) "O"

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

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

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

EDE130 Instructional Models (4 cr.) "O"

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

EDE194 Practicum I (4 cr.) "O"

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

EDE220 Designing Instruction (4 cr.) "O"

The course begins to blend theory into practice. Students will learn how to become reflective decision makers who plan, implement, evaluate and manage decisions as part of their instructional role. Core INTASC standards are addressed throughout the course. In addition to class hours, students will complete a minimum of 10 out-of-class work hours of observation with children and youth in schools or similar settings. Prerequisite(s): EDE1300 I, EDG1040, EDF208 and TSL110.

EDE294 Practicum II (6 cr.) "O"

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

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

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

EDE330 Classroom Management (4 cr.) "O"

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

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

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

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

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

EDE342 Classroom Assessments (4 cr.) "O"

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

EEC326 Exceptional Children (4 cr.) "O"

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

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

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

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

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

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

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

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

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

ETD138 Computer Drafting with AutoCAD I (4 cr.)

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

ETD140 Computer Drafting with AutoCAD II (4 cr.)

This course is an advanced study of AutoCAD two-dimensional commands and their applications. It provides students with in-depth knowledge of the AutoCAD Design Center, block creation and editing, layers, line weights, line types, Text Style, Dimension Style and Multileader Managers, Inquiry tools, unusual geometries and commands, hatching, rendering and creating schedule tables. AutoCAD will be utilized to create a multi-sheet set of drawings to create a variety of views and drawing types with title block customization. Prerequisite(s): ETD138.

ETD152 Architectural Drafting and Drawing (4 cr.)

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

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

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

GEB112 Entrepreneurship (4 cr.) "O"

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

GEB242 Business Ethics (4 cr.) "O"

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

GEB320 Business Communication (4 cr.) "O"

This course is designed to help business students develop the written, verbal, and interpersonal skills that are both effective and efficient, and that are necessary for a successful career in the demanding business workplace. Prerequisite(s): MAN102.

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

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

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

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

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

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

HIM120 Information Technology and Systems (4 cr.)

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

HIM122 Clinical Classifications II (4 cr.)

This course is designed for students to apply basic coding knowledge to coding scenarios to become adept at applying ICD-10-CM and ICD-10-PCS codes. The student will work with medical charts from various medical specialties and settings, in addition to electronic coding software. Prerequisite(s): HSC154 or BSC106.

HIM124 Clinical Classifications I (4 cr.)

This course will familiarize the student with the conventions and guidelines of clinical classification coding systems through a systems approach utilizing current coding classification systems and electronic coding software. Students will apply diagnostic codes to accurately document episodes of care in both inpatient and outpatient settings. Prerequisite(s): HSC154 or BSC106.

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

This course is designed to provide students with an overview of healthcare delivery systems in the United States. Prerequisite(s): HSC154 and CGS100.

HIM142 Foundations of Pathophysiology (4 cr.)

This course is an introduction to the functional changes associated with or resulting from disease or injury. Diagnostic assessments and treatment options are also discussed in addition to the body's reactions to these changes. Prerequisite(s): HSC154 or BSC106.

HIM210 Health Data Management (4 cr.)

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

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

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

HIM220 Healthcare Statistics (4 cr.) "O"

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

HIM222 Intermediate Procedural Coding (4 cr.)

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

HIM224 Coding for Medical Assistants (2 cr.)

This course will provide the medical assistant with an overview of coding classification systems and basic claims processing. Students will be exposed to the most common codes used in a variety of specialty practices.

HIM226 Basic Procedural Coding (4 cr.)

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

HIM228 Reimbursement Methodologies (4 cr.)

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

HIM234 Virtual Lab (4 cr.)

This course is designed as a capstone course. Students will apply skills and knowledge acquired in their program of study by performing daily tasks in a virtual environment using technology such as electronic coding software. Prerequisite(s): HIM100, HIM120, HIM122 and HIM226.

HIM244 Disease Processes/Pathophysiology (4 cr.)

This course is an introduction to the causes of disease and pathological conditions of the body and the body's response mechanisms, both adequate and inadequate. Common diagnostic and treatment modalities will also be discussed. Prerequisite(s): BSC110.

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

In this course, students will apply communication, teamwork and management principles to the healthcare setting. The student will be introduced to compliance activities, HIPPA, risk management and total quality assessment. Prerequisite(s): HSC154.

HIM252 Quality Management (4 cr.) "O"

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

HLT101 Introduction to Health Careers (4.5 cr.)

This course describes health care delivery systems and health occupations. The course also includes communication and use of interpersonal skills, legal and ethical responsibilities and provides a presentation of wellness and disease concepts. Other components of the course include: recognition of and practice of safety and security procedure, recognition and response to emergency situations, factors related to the transmission of diseases, HIV/AIDS awareness, domestic violence awareness, cardio-pulmonary resuscitation, OSHA/ standard precautions bloodborne pathogen awareness, infection control/hand washing, and Alzheimer's awareness. Lab included.

HSA154 Medical Law and Ethics (4 cr.)

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

HSA224 Medical Office Procedures (4 cr.)

This course provides students with the basic knowledge of procedures and skills utilized in the medical office or clinic. Topics include written communication, maintaining the medical record, professional fees, billing and collecting methods, health insurance forms, reimbursement, banking procedures, and financial management. Prerequisite(s): HSC154.

HSA310 Healthcare Management (4 cr.) "O"

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

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

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

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

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

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

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

HSC154 Medical Terminology (2 cr.)

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

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

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

HUN120 Nutrition (4 cr.) "O"

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

IDS491 Research Methods (4 cr.) "O"

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

IND108 Foundations of Interior Design (4 cr.)

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

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

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

IND148 Interior Material Components (4 cr.)

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

Prerequisite(s): IND108 and IND112.

IND242 Interior Space Planning (4 cr.)

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

IND252 Residential Design Project (4 cr.)

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

IND272 History of Design I (4 cr.)

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

IND274 History of Design II (4 cr.)

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

IND276 Commercial Design Project (4 cr.)

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

IND296 Sophomore Capstone Project 3 Phase I (4 cr.)

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

IND298 Sophomore Capstone Project 3 Phase II (4 cr.)

The Phase II section of the Sophomore Capstone Project course requires students to have successfully completed all programming and evidence-based design research for their approved project. Students will now set out to design the concept they put forth, developing not only the visual impression of the space, but the detailing and material use to the level of design/build documentation. The project culminates in a multi-media display format using immersive technology to demonstrate their final proposals, and is then viewed by the faculty, industry professionals, and peers. Prerequisite(s): IND296 and EDE220.

ISM343 Operations and Supply Chain Management (4 cr.)

Operations Management consists of the processes that effectively produce, transform, and deliver a product or service. Supply Chain Management is the organization of supply chain activities, including purchasing of raw materials and components from suppliers, distribution of parts and finished goods, and administration of the relationship with customers, in order to maximize customer value and maximize competitive advantage. Pre-requisite: MAN258

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

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

MAC110 College Algebra (4 cr.) "O"

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

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

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

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

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

MAN224 Sales Force Management (4 cr.)

The focus of this course is on methods of contemporary sales force management. Over the term key focus areas include main office sales strategies, sales management responsibilities, skills, and management techniques. Skills highlighted in the course include the recruiting, selection, training, motivation, leadership, direction and evaluation of the sales force.

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

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

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

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

MAN314 Organizational Behavior (4 cr.) "O"

This course will examine theoretical and practical perspectives and experiences in the areas of motivation and human relations; individual behavior, small group behavior, inter-group behavior, organizational effectiveness, and organizational development. Prerequisite(s): MAN102 and MAN216.

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

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

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

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

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

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

MAN458 Advanced Project Management (4 cr.) "O"

This course builds on the introductory course to Project Management. It utilizes case studies and Microsoft Office Project software to teach students how projects are established, planned, executed, and concluded in the business environment. The course encompasses scenarios across multiple disciplines. Students will have the opportunity to develop work products that are related to their individual program of study.

MAN460 International Business (4 cr.) "O"

This course is designed to provide a basic understanding of the challenges and opportunities involved in the operation of a multinational enterprise. The course will emphasize the economic, political, social, and cultural influences on the operation of multinational businesses. Prerequisite(s): MAN102 and MAN216.

MAN464 Research in Management (4 cr.) "O"

This course emphasizes, in a direct and concrete manner, guidelines for research methods in business studies. The course provides guidelines to formulate a research problem, preparing students to fully understand the questions and objectives before undertaking research. The course explains the importance of methods and models and equips students with a systematic approach in thinking, executing, and writing. Using a hands-on approach, the course evaluates different qualitative and quantitative research methods and their consequences, so students can choose the most appropriate research method for a given situation. The course offers clear guidelines about structuring clear, concise and relevant reports and contains detailed discussion of research theories and their practical application in business. Pre-requisites: MAN102 and MAN216.

MAR102 Marketing (4 cr.) "O"

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

MAR224 Foundations of Selling (4 cr.) "O"

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

MAR302 Marketing Management (4 cr.) "O"

This course is a study of basic key business marketing concepts and practices. It will include extensive discussions of important marketing techniques, strategy planning, and assessment strategies. Particular emphasis is placed on the management of the marketing function to insure the effective and efficient utilization of a scarce main office resource. The course emphasizes the interrelationships of marketing concepts, decision making, strategy, planning, and systems of control. Topics will include buyer behavior, product policy, pricing strategy, promotion, competitive strategy, and brand management. Prerequisite(s): MAR102.

MAR322 Social Media and E3Marketing Design (4 cr.) "O"

In this course students will explore and implement the many forms of Social Media for personal promotion and as an advertising medium. Students will design and implement a Social Media marketing campaign. Students will explore current trends and technologies for Search Engine Optimization. Prerequisite(s): MAR102.

MAR350 Consumer Behavior (4 cr.) "O"

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

MAT100 College Math (4 cr.) "O"

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

MAT102 Math for Healthcare Professionals (2 cr.)

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

MCB100 Microbiology and Infection Control (4 cr.)

This course is a study of basic microbiology, infection control, and disease processes to include the body's defense mechanisms to those diseases, and wound healing.

MCB102 Microbiology with Lab (5 cr.)

This course is a study of the morphology and physiology of both prokaryotic and eukaryotic microorganisms; as well as viruses and prions. Specifics of microbe biochemistry and genetics will be covered. Course focus will be centered on pathogenic microbes which cause diseases and infections. Infection control and epidemiology will also be covered. Pre-requisites: BSC109

MCB104 Medical Microbiology I with Lab (5 cr.)

This course involves the study of human pathogenic microbes including their structure and function with emphasis on prokaryotic cells. Disease, microbe resistance, and immune function will be addressed, as well as methods of microbial control. A lab will be utilized and allow students hands-on applications of basic microbiology techniques. Prerequisite(s): MLT100.

MCB106 Medical Microbiology II with Lab (5 cr.)

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

MEA120 Clinical Procedures with Lab (5 cr.)

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

MEA128 Phlebotomy and Laboratory Procedures (5 cr.)

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

MEA290 Medical Assistant Externship (6 cr.)

In this competency based course, under the preceptorship of an experienced medical assistant and the direction of the externship coordinator, students will apply skills and knowledge acquired in the classroom to a variety of office based general and specialty practices. Emphasis is placed on both the administrative and the clinical aspects of medical assisting. Prerequisite(s): All Core Courses for Medical Assistant Program.

MED101 Medical Terminology (6 cr.)

The student will study medical terminology including word components, definitions, spelling and pronunciation. Study will also include the use of medical references and resources for both research and practice.

MED110 Foundations of Anatomy and Physiology (6 cr.)

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

MED231 Clinical Skills for Medical Assistants (4.5 cr.)

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

MED233 Medical Procedures (4.5 cr.)

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

MED242 Fundamentals of Pharmacology (4.5 cr.)

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

MED251 Allied Health Clinical Skills (4.5 cr.)

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

MED253 Allied Health Laboratory Procedures (4.5 cr.)

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

MED265 Medical Assisting Externship (6 cr.)

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

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

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

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

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

MLT130 Hematology I with Lab (5 cr.)

This course will introduce the student to both theory and practical application of routine and special hematology procedures. Red blood cell production, function and associated diseases will be covered. Identification of normal and abnormal red cell morphology and evaluation of stained blood smears will be explained. A lab will be utilized to allow students hands-on application of basic techniques. Prerequisite(s): MLT100.

MLT151 Immunoserology I with Lab (4 cr.)

This course presents the concepts of basic immunology and serology with an emphasis on selected infectious diseases and autoimmune disorders. The theory of immunologic and serologic procedures will also be presented. A lab will be utilized to allow students hands on application of basic techniques. Prerequisite(s): MLT100.

MLT152 Immunoserology II with Lab (4 cr.)

This course is a continuation of study in the theory and application of routine and special Immunoserology procedures. This course focuses on the immunologic manifestations of infectious diseases including traditional and alternate diagnostic techniques. The theory of immune disorders, as well as transplantation and tumor immunology, will also be presented. The course will review a comprehensive look at autoimmunity, Systemic Lupus Erythematosus, and Rheumatoid Arthritis diagnostic techniques. A lab will be utilized to allow students hands on application of basic techniques. Prerequisite(s): MLT151.

MLT222 Urinalysis, Body Fluids and Special Procedures with Lab (5 cr.)

This course provides theories and methods of detecting chemical and cellular elements both macroscopically and microscopically of urine and other body fluids (such as gastric, synovial, pleural, amniotic, seminal, and spinal). Proper specimen collection and handling of each type of fluid to ensure the integrity of the specimen will also be discussed. Other components of the course include: pertinent terminology related to urinalysis, renal function and urinalysis lab exercises. Physical, chemical, microscopic, confirmatory testing as well as special procedures will also be included. Prerequisite(s): MLT100.

MLT230 Hematology II with Lab (5 cr.)

This course is a continuation of study in the theory and application of routine and special hematology procedures. White blood cell production, function and associated diseases are covered. Identification of normal and abnormal white cell morphology and evaluation of stained blood smears will also be explained. A lab will be utilized to allow student hands-on application of basic techniques. Prerequisite(s): MLT130.

MLT252 Immunohematology with Lab (5 cr.)

This course involves the study of antigens and antibodies associated with blood transfusions. The application of this knowledge as it applies to Blood Banking/Transfusion procedures is covered and includes blood typing, screening and cross matching. Prerequisite(s): MLT230.

MLT254 Medical Lab Externship I (8 cr.)

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

MLT256 Medical Lab Externship II (8 cr.)

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

MOS201 Introduction to Electronic Health Records (4.5 cr.)

This course introduces basic concepts of use and maintenance of an Electronic Health Records (EHR) system. Provides exposure to basic navigation of an EHR. Explores issues around privacy, security, government regulations and ethical legal aspects of the health information technology environment. Lab included.

NUR100 Nursing Fundamentals (3 cr.)

An emphasis in this course is on principles of nursing practice including essential concepts and core values, basic knowledge and nursing skills related to the care of culturally diverse adult and geriatric clients across the lifespan. It discusses the legal and ethical implications in nursing practice, the informed consent process, the promotion of safety in a health care setting, and the development of interventions and evidence based practice that minimizes the risk of harm and stress to the patient. Prerequisite(s): BSC109, BSC111, MCB102 and NUR112.

NUR101 Nursing Fundamentals (4 cr.)

An emphasis in this course is on principles of nursing practice including essential concepts and core values, basic knowledge and nursing skills related to the care of culturally diverse adult and geriatric clients across the lifespan. It discusses the legal and ethical implications in nursing practice, the informed consent process, the promotion of safety in a health care setting, and the development of interventions and evidence based practice that minimizes the risk of harm and stress to the patient. Prerequisite(s): BSC109, BSC111, MCB102 and NUR112.

NUR102 Nursing Fundamentals Clinical (4 cr.)

This course provides, in a variety of settings, selected patient experiences that assist the student to integrate content from classroom learning activities and skills laboratory learning. The clinical patient care experiences focus on nursing assessment, use of basic nursing skill sets, safe medication administration and teaching for wellness. There is an emphasis on the use of the EMR and patient safety. Prerequisite(s): BSC109, BSC111 and NUR112.

NUR104 Nursing Skills Lab I (1 cr.)

This course presents an introduction to basic technical nursing skills sets that are either utilized or delegated by the nurse to implement the nursing process in a safe effective manner. The skill laboratory is used, by students, for practice of all skills under the supervision of nursing staff. Prerequisite(s): BSC109, BSC111, HUN120 and NUR112.

NUR106 Nursing Skills Lab II (1 cr.)

This course provides the knowledge and practice for beginning medical/surgical nursing skills sets. Students will achieve complex client care skills that are utilized by the nurse to safely implement the nursing process and manage care. Students gain competency by practicing skills in a supportive and supervised environment in the college campus lab. Prerequisite(s): NUR102, NUR100/101, NUR108 and NUR110.

NUR108 Health Assessment (3 cr.)

The focus of this course is on the theory and skills related to history taking, physical assessment and completing a head-to-toe assessment of the adult and geriatric population. Emphasis is placed on the normal versus abnormal findings necessary for a nurse to identify and apply ethical and critical thinking processes during states of health and illness. Prerequisite(s): BSC111, MCB102 and NUR112.

NUR110 Health Assessment Skills Lab (1 cr.)

This course offers students a systems approach, based on critical thinking modalities, to health assessment of diverse individuals across the lifespan. The simulations and scenarios focus on nursing assessment while incorporating basic skill sets and teaching for wellness. Students find a supportive and supervised environment where increasing confidence and competence are encouraged while practicing physical assessment and history gathering skills. Prerequisite(s): BSC109, BSC111, MCB102, HUN120 and NUR112.

NUR112 Concepts of Nursing Practice (2 cr.)

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

NUR114 Pharmacology for Nursing (4 cr.)

The focus of this course is to assist the student in applying knowledge of pharmacology and the nursing process to direct nursing decisions relative to safe drug administration and to ensure compliance with standards of practice. This course focuses on identification of drug classifications, drug interactions, calculation of dosages and solutions, and application of the nursing process to clinical situations. Prerequisite(s): BSC111, MCB102, HUN120, NUR112, NUR100/101, NUR104, NUR108 and NUR110.

NUR120 Beginning Medical/Surgical Nursing (3 cr.)

This course introduces the student to nursing care of diverse adult and geriatric populations with common medical/surgical health problems in the acute care setting. Applications of pathophysiology, nutrition and pharmacology are applied. Students will learn advanced nursing skills, delegation, prioritization and documentation during this course. Prerequisite(s): NUR100/101, NUR102, NUR104, NUR108 and NUR110.

NUR121 Beginning Medical/Surgical Nursing Clinical (4 cr.)

This course introduces the student to nursing care of diverse adult and geriatric populations with common medical/surgical health problems in the acute care setting. Applications of pathophysiology, nutrition and pharmacology are applied. Students will learn advanced nursing skills, delegation, prioritization and documentation during this course. Prerequisite(s): NUR100/101, NUR102, NUR104, NUR108 and NUR110.

NUR124 Beginning Medical/Surgical Nursing Clinical (4 cr.)

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

NUR204 Nursing Skills Lab III (1 cr.)

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

NUR220 Medical/Surgical Nursing (3 cr.)

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

NUR224 Medical/Surgical Nursing Clinical (4 cr.)

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

NUR226 Critical Care Nursing (2 cr.)

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

NUR228 Critical Care Clinical (2 cr.)

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

NUR232 Pediatric Nursing (3 cr.)

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

NUR234 Pediatrics Nursing Clinical (2 cr.)

This course provides the student with selected experiences in pediatric settings that assist the student to integrate classroom learning with care of children. The nursing process is applied, with accompanying technical skill sets, to children with common occurring health limitations. These limitations lead to therapeutic personal, structural and social integrity that require evidence-based protocols based on patient values, preferences and expressed needs. The nursing student will develop specific cognitive and psychomotor competencies which will be demonstrated in an effective performance in the clinical area. Clinical experiences occur in acute care, community settings and wellness centers. Prerequisite(s): SYG100, NUR120/121, NUR124 and NUR106.

NUR242 Maternity Nursing (3 cr.)

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

NUR244 Maternity Nursing Clinical (2 cr.)

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

NUR252 Mental Health Nursing (3 cr.)

The primary focus of this course is nursing management of the major psychiatric and neuropsychiatric disorders. Primary prevention, early intervention and treatment for alterations in thought, mood and behavior are stressed. The role of the professional nurse as a partner within a multidisciplinary team is introduced. Medication and medical treatments are identified. Prerequisite(s): NUR230, NUR232, NUR242, NUR244 and DEP200.

NUR254 Mental Health Clinical (2 cr.)

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

NUR276 Perioperative Nursing (2 cr.)

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

NUR278 Perioperative Nursing Clinical (2 cr.)

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

NUR280 Seminar for Beginning Nursing Practice (2 cr.)

This seminar expands on the knowledge and skills obtained in the nursing curriculum and integrate the theory of organizational development and culture, management styles and beginning leadership skills into the overall scope and practice of the registered nurse. An emphasis is placed on the legal and ethical responsibilities in the practice of nursing. Also discussed are evidence-based competencies related to effective communication, team building, evidence-based practice, patient safety, and quality assurance. Prerequisite(s): NUR252, NUR254, NUR220 and NUR224.

NUR294 Nursing Practicum (6 cr.)

This course builds on the knowledge and skills obtained in the nursing curriculum and integrates the concepts within the scope of practice in varied/diverse patient care settings. Synthesis of management, organizational culture and interpersonal relationship principles are applied while developing independence in the practice of nursing. This course facilitates the students' evaluation of principles and practices of the profession of nursing while preparing them to transition from a nursing student to a practicing registered nurse. Prerequisite(s): NUR252, NUR254, NUR220 and NUR224.

PHI460 Ethics (4 cr.) "O"

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

PHY202 Concepts in Physics (4 cr.)

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

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

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

PLA110 Legal Research, Writing and Technology I (4 cr.) "O"

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

PLA126 Evidence (4 cr.) "O"

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

PLA130 Civil Litigation (4 cr.) "O"

This course will emphasize the court system and the litigation procedures in the State of Florida. All aspects of civil litigation will be studied including preliminary interviews with clients, investigation and marshalling of facts, drafting of pleadings, and motion practice. Prerequisite(s): PLA100.

PLA150 Contracts and the Uniform Commercial Code (4 cr.) "O"

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

PLA160 Real Estate and Property Law (4 cr.) "O"

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

PLA180 Family Law (4 cr.) "O"

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

PLA188 Constitutional Rights (4 cr.) "O"

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

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

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

PLA220 Torts (4 cr.) "O"

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

PLA222 Civil Discovery (4 cr.) "O"

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

PLA240 Bankruptcy Law (4 cr.) "O"

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

PLA260 Estates, Trusts and Probate (4 cr.) "O"

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

PLA276 Law Office Management (4 cr.) "O"

This course will prepare the student for responsibilities associated with the management of a law office. The student will examine the structure of a law office, time and records management, billing methods, technology and computers, administrative procedures, client relations, office operating procedures and professionalism in the workplace. The student who successfully completes this course will understand the practical and ethical issues of law office organization and functions through the visitation to a law firm/agency, interviewing of employees and preparation of oral and written reports. Prerequisite(s): PLA100.

PLA284 Immigration Law (4 cr.) "O"

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

POS306 Government (4 cr.) "O"

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

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

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

PTN112 Pharmacology (4 cr.)

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): HSC154.

RTE200 Radiography (4 cr.)

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

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

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

SLS110 Career Preparation (6 cr.) "O"

This course provides students with the foundation for job preparation and job searching. Students will identify their qualifications for their chosen career; identify what employers look for in strong candidates; build resumes and cover letters; gain tips on completing applications; job and informational interviewing; as well as job searching, professional networking, and tips for setting up a successful career. This course will also introduce students to the application of basic interpersonal communication skills, with a focus on achieving success in the workplace.

SLS130 Career Development (2 cr.) "O"

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

SLS150 College Success (4 cr.) "O"

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

SON100 Foundations of Sonography (4 cr.)

This course introduces the field of Diagnostic Medical Sonography and the role of the sonographer in the healthcare industry. In this course students are provided with an overview of related medical terminology, an understanding of medical law and ethics, and general patient care practices, infection control, emergency procedures, first aid, and CPR. Students also learn ergonomically correct scanning techniques and develop an understanding of the importance of personal fitness, support tools and devices, equipment adjustments, and patient positioning. Prerequisite(s): BSC111.

SON102 Applied Sonography (4 cr.)

Protocols and procedures of the ultrasound laboratory, scanning criteria and documentation of images in preparation for physician review are introduced. The normal anatomy, physiology and sonographic appearance of structures of the abdomen, the gravid and non-gravid pelvis and associated vascular structures will be included. Prerequisite(s): SON100 and SON120.

SON105 Gross Anatomy (4 cr.)

Presents gross and sectional anatomy of the organs and structures of the head and neck and the thoracic, abdominal and pelvic cavities. Prerequisite(s): SON100 and SON102.

SON125 Principles of Ultrasound Instrumentation and Acoustic Physics (6 cr.)

In depth presentation of concepts related to acoustic physics, Doppler and ultrasound principles and the operation and ultrasound instrumentation. Interaction of ultrasound and tissue and quality assurance methods will be included. Prerequisite(s): PHY202 and MAC110.

SON207 General Sonography: Content Review (5 cr.)

Content facilitates the graduate's transition to the career of Sonography. Topics include a comprehensive review of program outcomes and material specific to licensing examination. New developments in Sonography will be explored. Prerequisite(s): Completion of all courses within the major concentration. Corequisite(s): SON272.

SON210 Transabdominopelvic Sonography (4 cr.)

Presents the sonographic and Doppler appearance, both normal and abnormal, of the organs of the abdomen and the pelvis as well as the peritoneal spaces and retroperitoneal structures. Recognition of disease processes and correlation of findings to patient history and physical, differential diagnosis and laboratory findings will be emphasized. Prerequisite(s): SON212 and SON215.

SON212 Gynecologic Sonography (4 cr.)

Presents the sonographic and Doppler appearance of normal and abnormal structures of the non-gravid female pelvis with emphasis on the correlation of abnormal findings to the patient's history, physical, differential diagnosis and laboratory findings. Prerequisite(s): SON102 and SON105.

SON215 Sonography of Superficial Structures (5 cr.)

Presents the sonographic and Doppler appearance, both normal and abnormal, of superficial structures, including the neck, breast, scrotum and prostate. Recognition of disease processes and correlation of findings to patient history and physical, differential diagnosis and laboratory findings will be emphasized. Prerequisite(s): SON102 and SON105.

SON216 Vascular Sonography (4 cr.)

This course introduces students to Doppler scanning of vascular systems including cerebrovascular and peripheral systems. Students are introduced to vascular anatomy, vascular physics and instrumentation, pathological patterns, and hemodynamics throughout the course. Prerequisite(s): SON212 and SON215.

SON218 Embryonic and Fetal Sonography (4 cr.)

Discussion of the sonographic appearance, both normal and abnormal, of the fetal and embryonic anatomic structures throughout gestation. Correlation of abnormal findings with maternal history, physical and laboratory findings will be emphasized. Prerequisite(s): SON212 and SON215.

SON272 Sonography Clinical I (3 cr.)

In this course, students will be introduced to the appropriate use of oral and written communications and providing appropriate patient care while following standard procedures for infection control in the health care environment. Students will be introduced in the use of various types of ultrasound equipment and will receive guidance in producing quality sonographic images and the parameters used to evaluate the images. Student will demonstrate knowledge of gross anatomy, interventional and invasive procedures through interaction with ultrasound technology while practicing ergonomically correct scanning techniques. Prerequisite(s): SON100 and SON102.

SON285 Sonography Externship I (13 cr.)

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

SON286 Sonography Externship II (12 cr.)

This course is a continuation of Sonography Externship I, providing the opportunity to apply theory and training acquired in the classroom and laboratory settings to the performance of sonographic examinations in the clinical setting. Students will perform sonographic examinations of the abdomen, superficial structures, the gravid and non-gravid pelvis, fetal and embryonic structures and the non-cardiac chest using both transabdominal and endocavitary transducers and Doppler display modes. Prerequisite(s): SON285.

SPC160 Communication Dynamics (4 cr.) "O"

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

SRT294 Surgical Technology Externship I (4 cr.)

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

SRT296 Surgical Technology Externship II (8 cr.)

Under the preceptorship of an experienced surgical technologist and the supervision of the externship coordinator, the student will be assigned to a variety of surgical procedures. During this 325-hour clinical experience the student will continue to develop their case log, meeting the criteria of the Core Curriculum as established by the Association of Surgical Technologists. Student externs will progress from the role of observer to first scrub without assistance. Students are required to attend a weekly clinical conference. Prerequisite(s): SRT 294.

SSE434 Social Studies in the Classroom (4 cr.)

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

STA334 Statistics (4 cr.) "O"

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

STS130 Fundamentals of Surgical Technology (4 cr.)

This course is designed to provide the student with knowledge and skills in basic surgical case preparation and procedures to include pharmaceutical and anesthesia procedures utilized in the surgical environment.

STS132 Surgical Procedures I (4 cr.)

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

STS232 Surgical Procedures II (4 cr.)

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in ophthalmic surgery, otorhinolaryngology surgery, oral/maxillofacial surgery, plastic and reconstructive surgery, genitourinary surgery, and orthopedic surgical procedures for the surgical technologist. Prerequisite(s): STS132.

STS234 Surgical Procedures III (4 cr.)

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in thoracic surgery, peripheral vascular surgery, and neurosurgery procedures for the surgical technologist. Additionally, cardiopulmonary resuscitation and first aid will be covered. Prerequisite(s): STS232.

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

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

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

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

TSL108 ESOL Foundations (4 cr.) "O"

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

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

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

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

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

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

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

VAT100 Introduction to Veterinary Assisting (6 cr.)

This class will introduce students to the role of the Veterinary Assistant as a member of an animal care team. Emphasis will be on OSHA, safety protocols, cleaning and disinfection. This class is designed to familiarize students with general veterinary office procedures. Students will learn to greet clients, answer the telephone, schedule appointments, admit patients, perform basic filing, and maintain and retrieve medical records. Students will also understand basic invoicing, billing, and payment and account procedures. Topics in human-animal bond, professional and appropriate appearance and language in the workplace are discussed. Students will also learn the correct use of electronic communication in the veterinary care center.

VAT110 Medical Terminology (6 cr.)

Students will learn the structure of medical terms and abbreviations. Large and small breed recognition, identifying normal and abnormal animal behavior, and proper restraint of large and small animals are also discussed.

VAT120 Anatomy and Physiology (6 cr.)

In this course, student will learn animal body systems and major organs. Grooming, nutrition, basic health care management, and animal sexing are also discussed in this course. Prerequisite(s): VAT110.

VAT130 Laboratory Procedures (4.5 cr.)

In this course, students will learn how to properly obtain and handle voided urine and fecal samples, assist in obtaining blood samples for procedures, and how to prepare and set up various laboratory tests and laboratory equipment. Handling of deceased animals will also be covered in this course. Lab included.

VAT140 Pharmacology (4.5 cr.)

In this course, an overview of drugs will be discussed to familiarize students with common generic and brand name medications. Classes of medications and medical abbreviations associated with prescriptions, reading and filling prescriptions, and dosing and dispensing will be discussed. Students will also learn basic administration of medications. Lab included.

VAT150 Radiology (4.5 cr.)

Students will learn the safety measures related to diagnostic imaging, as well as, labeling, filing, processing and development of images for diagnostic purposes. Lab included. Prerequisite(s): VAT110.

VAT170 Veterinary Clinical Procedures (4.5 cr.)

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

VAT180 Hospital and Surgical Procedures (4.5 cr.)

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

VAT200 Veterinary Assisting Externship (6 cr.)

In this course, students will work in a live animal care setting for 180 hours. A qualified veterinary care professional supervised the student during this activity. Prerequisite(s): Completion of all core courses.



7 CONVENIENT LOCATIONS SERVING FLORIDA:

Auburndale 450 Havendale Boulevard, Auburndale, Florida 33823 • (863) 551-1112

Brandon 608 East Bloomingdale Avenue, Brandon, Florida 33511 • (813) 654-8800

***Fort Myers** 1685 Medical Lane, Fort Myers, Florida 33907 • (239) 939-4766

Orlando 1485 Florida Mall Avenue, Orlando, Florida 32809 • (407) 438-6000

***Port Charlotte** 950 Tamiami Trail, #109, Port Charlotte, Florida 33953 • (941) 391-8888

Sanford 2910 S. Orlando Drive, Sanford, Florida 32773 • (407) 323-4141

***Tampa** 3910 Riga Boulevard, Tampa, Florida 33619 • (813) 630-4401

*Represents campuses which are covered in this catalog.

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