



Catalog Supplement

2019 Catalog, Volume 9

Supplement Effective: November 12, 2019

Effective March 4, 2019:

Accreditation and State Approval, Page 5, 57, 59

The Associate of Science in Nursing program at the Fort Myers campus is in Candidate Status for programmatic accreditation by the Accreditation Commission for Education in Nursing (ACEN). Additional information may be obtained by contacting ACEN at 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326 or www.acennursing.org. The telephone number is 404-975-5000.

The Associate of Science in Nursing program (NCLEX Code# US70701400) in Fort Myers is on probation with the Florida Board of Nursing for licensure pass rates.

Nursing, Pages 59

STC – Tampa is no longer enrolling students into the Associate of Science in Nursing as the program is in teach-out.

Paralegal, Page 64

STC – Fort Myers is no longer enrolling students into the Associate of Science in Paralegal as the program is in teach-out.

Effective April 22, 2019

Catalog, Page 65, Medical Billing and Coding Technology

STC – Port Charlotte is no longer enrolling students into the Medical Billing and Coding Technology Diploma program as the program is in teach-out.

Catalog, Page 44, Electrical Technology

Southern Technical College – Fort Myers, Port Charlotte, and Tampa are now enrolling into the Electrical Technology Diploma program.

Electrical Technology

Diploma

Location: Fort Myers, Port Charlotte, Tampa

48 Quarter Credits/40 Weeks

The 40-week diploma program in Electrical Technology is designed to train students for entry-level employment as electrical technicians by providing a foundation of knowledge and technically oriented experiences in the application of relevant technology systems. The curriculum includes learning experiences intended to prepare a successful graduate to install, repair and service residential and commercial electrical systems. (600 clock hours)

Course Number	Required Courses	Quarter Credits
CON101	Introduction to Building Construction	6
EIT115	Basic Electricity and Electronics	4.5
EIT125	Alternating Current and Passive Devices	4.5
EIT201	Residential Electronic Systems	4.5
EIT215	Programmable Logic Controllers and DDC	4.5
EIT218	Principles and Applied Practices of Residential Wiring	4.5
EIT228	Commercial Wiring	4.5
EIT230	Service Installation and Troubleshooting	4.5
EIT250	Motors and Controls	4.5
SLS110	Career Preparation	6
	Total Credits	48

Course Descriptions

Courses with an "O" designation have been approved for online delivery.

CON101

Introduction to Building Construction

6 credit hours

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



- EIT115 Basic Electricity and Electronics 4.5 credit hours**
Electrical principles and applications are introduced. Topics include electrical parameters and units, direct and alternating current, series and parallel circuits, resistance, capacitance, inductance, magnetism, and equivalent circuits. Lab included. Pre-requisites: None
- EIT125 Alternating Current and Passive Devices 4.5 credit hours**
This course is designed to give students a solid knowledge of alternating current. It introduces the theory and application of varying sine wave voltages and current. Topics include: AC wave generation factors such as peak, peak to peak, average, and RMS values of AC voltage and current; frequency and phase relationship in resistive, RL, RC, and RLC circuits; and impedance, admittance, and conductance power factors calculated from given and/or measured data. Lab included. Pre-requisites: EIT115
- EIT201 Residential Electronic Systems 4.5 credit hours**
This course provides instruction in home automation technology, including home security, audio/video, computer networks, structured wiring, controls (lighting, HVAC, water), cable/satellite, baseband video, telecommunications and broadband. The student will learn to plan, install, test, troubleshoot and trim-out the various home automation systems. Lab included. Pre-requisites: None
- EIT215 Programmable Logic Controllers and DDC 4.5 credit hours**
An entry level course in digital electronics covering number systems, binary mathematics, digital codes, logic gates, Programming a programmable logic controller (PLC), input/output devices and troubleshooting digital I/O. The student will be familiar with the hardware and programming of PLC type Controllers as they are used in an industrial process. Lab included. Pre-requisites: EIT115
- EIT230 Service Installation and Troubleshooting 4.5 credit hours**
This course is a continuation of electrical residential wiring. The focus of the practical experiences and problem solving is on panel board selection, electric service and over-current protection such as fuses and circuit breakers. This course is designed to give the student an understanding of electric services, system transformers and the principals of grounding and bonding electrical systems. Lab included. Pre-requisite: EIT125
- EIT228 Commercial Wiring 4.5 credit hours**
This course is an introduction to commercial wiring practices and procedures. Topics include: National Electrical Code, commercial load calculations, safety, and commercial installations. Lab included. Pre-requisites: EIT125
- EIT250 Motors and Controls 4.5 credit hours**
This course is intended to assist the student to learn how AC motors operate and how to install them. The course will give the student an understanding of how motor controls are designed and installed to provide control schemes. Efforts will be made to keep the course practical, yet to provide the theory about why a motor and an associated control system works. Lab included. Pre-requisites: EIT125
- EIT218 Principles and Applied Practices of Residential Wiring 4.5 credit hours**
This course will provide information on conductor ratings, wiring styles, grounding, and practical experience in basic residential electrical wiring. Students will be exposed to advanced practical experience in lighting branch circuits and special purpose circuits. Lab included. Pre-requisites: EIT125
- SLS110 – “O” Career Preparation 6 credit hours**
This course provides students with the foundation for job preparation and job searching. Students will identify their qualifications for their chosen career; identify what employers look for in strong candidates; build resumes and cover letters; gain tips on completing applications; job and informational interviewing; as well as job searching, professional networking, and tips for setting up a successful career. This course will also introduce students to the application of basic interpersonal communication skills, with a focus on achieving success in the workplace. Pre-requisites: None

Effective May 14, 2019

Dispute Resolution by Binding Arbitration and Waiver Jury Trial, Page 41

The following is modified:

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 the 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 any and 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 (but please see "Important Information for Federal Direct Loan borrowers below") 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, any and all claims, disputes, or controversies of any nature which arose before this or any prior Agreement, and any 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. A 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 a student's relationship with the College.

Important Exceptions to this section for Federal Direct Loan Borrowers:

We agree that neither we nor anyone else who later becomes a party to this predispute arbitration agreement will use it to stop you from bringing a lawsuit concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. You may file a lawsuit for such a claim or you may be a member of a class action lawsuit for such a claim even if you do not file it. This provision does not apply to other claims. We agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

We agree that neither we nor anyone else who later becomes a party to this agreement will use this agreement to stop you from being part of a class action lawsuit in court. You may file a class action lawsuit in court or you may be a member of a class action lawsuit even if you do not file it. This provision applies only to class action claims concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. We agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

Effective June 11, 2019

Catalog, Page 55, Associate of Science in Medical Assisting

The following Associate of Science in Medical Assisting program replaces the current program version:

Medical Assisting

Associate of Science

Location: Fort Myers

96 quarter credits/72 weeks

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



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

Course Code	Course Title	Quarter Credits
Core Courses		
COC100	Computer Concepts	4.5
GEN102	Professional Development and Success	6
HLT101	Introduction to Health Careers	4.5
MED101	Medical Terminology	6
MED110	Foundations of Anatomy and Physiology	6
MED231	Clinical Skills for Medical Assistants	4.5
MED233	Medical Procedures	4.5
MED242	Fundamentals of Pharmacology	6
MED251	Allied Health Clinical Skills	4.5
MED253	Allied Health Laboratory Skills	4.5
MED265	Medical Assisting Externship	6
MOS201	Introduction to Electronic Health Records	4.5
MOS224	Medical Office Administrative Procedures	4.5
SLS110	Career Preparation	6
General Education Courses		
COM101	Communications	6
ENG101	English Composition I	6
MAT105	College Mathematics	6
PSY107	Introduction to Psychology	6
	TOTALS	96

NOTE: 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.

Course Descriptions

Courses with an “O” designation are available via online method of delivery.

COC100 Computer Concepts 4.5 credit hours “O”

This course introduces the student to computer terminology and concepts. This course includes a history of computer, computer components, and an introduction to common operating systems. In addition, the course includes a hands-on introduction to the Windows operating system and word processing, spreadsheet, database and presentation graphics applications programs. Lab included.

COM101 Communications 6.0 credit hours “O”

This course is an introduction to the spoken message, and includes the study of the design and delivery of oral communications. Students will gain experience in preparing and delivering a variety of formal and informal presentations.

ENG101 English Composition I 6.0 credit hours “O”

In this course students learn basic English composition skills including grammar, punctuation, paragraph development and other writing skills.

GEN102 Professional Development and Success 6.0 credit hours “O”

This course enhances the student’s learning experience and prepares the student for personal and professional success. The concepts presented include, among other things, managing change, setting and achieving goals, and thinking in ways that create success. Time management, study skills, stress and stress reduction skills are also presented. The students will learn resume writing, interviewing, and employee success skills.

MAT105 College Mathematics 6.0 credit hours “O”

This course provides a study of algebra, right triangle trigonometry, coordinate systems, and numerical computations.



MOS224 Medical Office Administrative Procedures 4.5 credit hours “O”

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

PSY107 Introduction to Psychology 6.0 credit hours “O”

This course introduces the student to the fundamental concepts and methods of psychology examined from the major schools – biological, learning, cognitive, socio-cultural, and psychodynamic.

Effective July 1, 2019

Catalog, Page 24, Leave of Absence (LOA) Policy

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), has made a written, signed and dated request for a leave of absence prior to the leave of absence beginning. The leave of absence is for an acceptable reason, such as medical issues impacting the student or a family member, military service requirements, jury duty, and other serious personal or family issues that require an interruption in enrollment.

The student has completed, at least, one course with a passing grade at the end of the term prior to applying for an LOA.

The leave of absence form must indicate a definitive time frame for the LOA not to exceed 180 days within one 12-month period. Financial aid advising must take place prior to approval by the DOE. The LOA request must be approved by the Director of Education, Financial Aid Administrator and Executive Director. The LOA form and supporting documentation must be forwarded to the designated main office staff member for final approval.

The date that the student is expected to return is the first scheduled class day for that student. Failure to return from a LOA by the designated date may result in the student's withdrawal from the College as of their last date of attendance (LDA).

Additional Leaves of Absence or extensions to a Leave of Absence may be granted as long as the total length of the LOA does not exceed 180 days within a 12-month period. An additional Leave of Absence must be properly requested in accordance with the Leave of Absence Policy. An extension to a Leave of Absence must be requested prior to the end date of the initial LOA and requires the same approvals as the first LOA.

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.

Effective July 1, 2019

Catalog, Page 34, Military Student Information and Policies (Veterans Benefits)

The following is added to the catalog:

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, after eligibility is established and while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

Effective July 1, 2019

Catalog, Page 44-54, Programs of Study

Elementary Education, Page, 44

STC – Tampa is no longer enrolling students into the Bachelor of Science in Elementary Education as the program teach-out has been completed.

Healthcare Administration, Page 46

STC – Fort Myers is no longer enrolling students into the Bachelor of Science in Healthcare Administration as the program teach-out has been completed.



Management, Page 53

STC – Fort Myers is no longer enrolling students into the Associate of Science in Management as the program teach-out has been completed.

Medical Assistant, Page 54

STC – Port Charlotte and Tampa are no longer enrolling students into the Associate of Science in Medical Assistant as the program teach-outs have been completed.

Effective July 8, 2019

Catalog, Page 18, Surgical Technician Program Grading Scale

The Surgical Technician Program follows a modified college grading system for STS130, STS132, STS232, STS234, SRT294, and SRT296.

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

Effective July 8, 2019

Catalog, Page 63, Surgical Technician Program

Southern Technical College – Fort Myers, Port Charlotte, and Tampa are now enrolling in the Associate of Applied Science in Surgical Technician.

SURGICAL TECHNICIAN

Associate of Applied Science

Ft. Myers, Port Charlotte, and Tampa

96 Quarter Credits/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.

Course Number	Course Title	Credit Hours
	NOTE: If a bachelor degree program entrance requirement is to transfer having earned an associate degree, enter the transfer of credit here.	
	Core Courses	
HSA154	Medical Law and Ethics	4
MED102	Medical Terminology	4
MCB100	Microbiology and Infection Control	4
PTC100	Fundamentals of Patient Care	4
SRT295	Surgical Technician Externship I	8
SRT297	Surgical Technician Externship II	8
STS130	Fundamentals of Surgical Technology	4
STS140	Surgical Procedures I	4
STS145	Surgical Skills I	4
STS160	Anatomy and Physiology for the Surgical Technician	4
STS240	Surgical Procedures II	4
STS245	Surgical Skills II	4
STS250	Surgical Procedures III	4
STS255	Surgical Skills III	4
STS260	Surgical Technician Certification Prep	4



STS265	Surgical Technician Content Review	4
	Total Core Credits	72
	General Education	
BSC106	Foundations of Anatomy and Physiology	4
CGS100	Introduction to Computer Information Systems	4
ENC110	English Composition I	4
MAT100	College Math	4
PSY100	Introduction to Psychology	4
SLS150	College Success	4
	Total General Education	24
TOTAL:		96.0

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).

Course Descriptions:
Courses marked with a “O” designation are approved for online delivery.

MED102 Medical Terminology (4 cr.)
 This course will introduce students to medical terminology including: word components (roots, prefixes, suffixes, and combining forms), definitions, spelling, and pronunciation. Students will also use of medical references and resources for both research and practice of medical terminology.
 Prerequisite(s): None.

PTC100 Fundamentals of Patient Care (4 cr.)
 The course introduces basic concepts for the surgical healthcare delivery system and provides an overview of the roles and responsibilities of the perioperative healthcare team. The surgical tech-patient relationship, professional communication, teamwork, interpersonal skills, legal/ethical issues, diagnostic and assessment procedures, environmental hazards and infection control are included. Also included are the basic concepts of patient care skills. Prerequisites: None

SRT295 Surgical Technician Externship I (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 250-hour clinical experience the student will develop a case log, meeting the criteria of the Core Curriculum as established by the Association of Surgical Technologists. Student externs will progress from the role of observer to first scrub without assistance. Students are required to attend a weekly clinical conference. Pre-requisite: STS250 and STS255

SRT297 Surgical Technician 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 250-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 continue the role of first scrub without assistance. Students are required to attend a weekly clinical conference. Pre- requisite: SRT295

STS140 Surgical Procedures I (4 cr.)
 This course provides the student with the knowledge and basic skills for surgical case preparation, approach, and management of the surgical wound. Instrument sterilization techniques and management of sterile supplies, and equipment for different surgical procedures is demonstrated. The course discusses the association of the anatomy, physiology, pathophysiology, and diagnostic indications while exploring surgical procedures in the following specialties: Minimally Invasive Surgery, Robotic Surgery, General Surgery, Gynecological and Obstetrical Surgery
 Prerequisite: STS130

STS145 Surgical Skills I (4 cr.)
 This course discusses the concepts of sterile technique with regard to different sterilization processes. Maintenance of sterile supplies and equipment is demonstrated and basic methods are discussed with emphasis on type of sterilization per manufactures specifications. It provides the student with the basic knowledge of identifying, handling, counting, and passing the surgical instruments and equipment, surgical stapling devices, and soft surgical goods. Emphasis is on the application of knowledge by demonstrating the principles of asepsis and sterile technique, as well as identifying and interpreting breaks in both sterilization and sterile technique. The course will address the surgical wound, various incisions, suture material, the wound healing process and how to handle specimens. Prerequisite: STS130

**STS160 Anatomy and Physiology for the Surgical Technician (4cr.)**

This course surveys the structure and basic function of all of the major systems, with emphasis on the digestive system, integumentary system, musculoskeletal system, cardiovascular systems, and the male and female reproductive systems. This course focuses on the relation of surgical procedures to those systems. The fundamentals of surgical pathophysiology and patient responses to disease are also surveyed. Related medical/surgical terminology is integrated throughout the course. Prerequisites: None

STS240 Surgical Procedures II (4 cr.)

This course provides the student with the knowledge improving basic skills for surgical case preparation, approach, and management of the surgical wound. The course measures the association of anatomy, physiology, pathophysiology, and diagnostic indications while exploring surgical procedures in the following specialties: Genitourinary Surgery, Ophthalmic Surgery, Otorhinolaryngology Surgery, Oral and Maxillofacial Surgery, Plastic and Reconstructive Surgery, and Orthopedic Surgery. Pre-requisite: STS140 and STS145

STS245 Surgical Skills II (4 cr.)

This course addresses the principles of sterile technique learned in STS 140 and STS 145 and builds upon the skills developed in those courses. The course provides comprehensive knowledge to the surgical approach for draping the surgical patient, correct the surgical instrumentation stand (mayo stand) with additional associated tasks for the following specialties: Genitourinary Surgery, Ophthalmic Surgery, Otorhinolaryngology Surgery, Oral and Maxillofacial Surgery, Plastic and Reconstructive Surgery, and Orthopedic Surgery. Pre-requisite: STS140 and STS145

STS250 Surgical Procedures III (4 cr.)

This course provides the student with the knowledge and basic skills for surgical case preparation, approach, and management of the surgical wound. It measures the association of anatomy, physiology, pathophysiology, and diagnostic indications while exploring surgical procedures in the following specialties: Peripheral Vascular Surgery, Thoracic and Pulmonary Surgery, Cardiac Surgery, Pediatric Surgery, Neurosurgery, and Emergency Trauma Surgery. Pre-requisite: STS240 and STS245

STS255 Surgical Skills III (4 cr.)

This course further addresses the principles of sterile technique learned in STS 140 and STS 145 and further develops skills learned in those courses. The course provides comprehensive knowledge to the surgical approach for draping the surgical patient, correct instrumentation on the surgical instrumentation table with additional associated tasks for the following specialties: Peripheral Vascular Surgery, Thoracic and Pulmonary Surgery, Cardiac Surgery, Pediatric Surgery, Neurosurgery, and Emergency Trauma. Basic Life Support (CPR and AED) training will be provided.

Pre-requisite: STS240 and STS245

STS260 Surgical Technician Certification Prep (4 cr.)

This course provides job-seeking skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, résumé preparation, and interviewing techniques. Upon completion, students should be able to demonstrate confidence in fielding questions regarding their strengths and weaknesses in accepting an entry-level position, and identify from practice certification examinations what areas need particular emphasis for successful completion of the certification exam. Prerequisite: STS250 and STS255

STS265 Surgical Technician Content Review (4cr.)

This course will review the basic principles and practices taught in the Surgical Technology program. This course will focus on the objectives of the National Certification Examination for Surgical Technologists (CST) using an online learning system, lecture and skills tests. Topics include test taking strategies, and identifying and concentrating on areas of weakness. Prerequisite: STS250 and STS255.

Effective July 30, 2019

Catalog, Page 94, VAT120 – Anatomy and Physiology

The prerequisite for VAT120 is removed.

Effective September 3, 2019

Catalog, Page 5, Accreditation

The Associate of Applied 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.

Catalog, Page 9, Programmatic Entry Requirements

The following is changed:

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 the Associate of Applied Science degree program Surgical Technician (ST) programs must also meet the following admissions requirements.



Catalog, Page 20, Maximum Timeframe Chart

The following is changed to:

Program	Quarter Credit/Clock Hour Graduation Requirement	Maximum Timeframe
Management – BS	192	288
Criminal Justice – AS	96	144
Diagnostic Medical Sonography	98	147
Interior Design – AS	90	144
Management – AS	96	144
Medical Assisting – AS	96	144
Medical Laboratory Technician – AS	105	157.5
Network Engineering and Administration – AS	96	144
Nursing – AS (Fort Myers)	108	162
Nursing – AS (Tampa)	115	172.5
Paralegal – AS	96	144
Surgical Technician – AAS	96	144
Electrical Technology – D	48/600	72
Medical Assistant – D	51/720	76.5
Medical Billing and Coding Technology – D	50/592	75
Veterinary Assisting – D	52.5/720	67.75

Catalog, Page 63, Program Offerings

The Surgical Technician – AS program is in teach-out at the Fort Myers, Port Charlotte, and Tampa campuses. The campuses are no longer enrolling into the program and the program version is in teach-out.

September 11, 2019

Catalog, Page 91, Course Descriptions

The prerequisites for SON212 have been removed.

Catalog, Page 3, 2020 – 2021 Academic Calendar

The quarter academic calendar is modified for 2020 and 2021 is added.

Term ID	Class Start Date	Class End Date	Holiday / Breaks
2020 Winter	1/6/2020	3/28/2020	January 20, 2020, Martin Luther King, Jr. Day, No Classes March 29 – April 5, 2020, Spring Break, No Classes
2020 Spring	4/6/2020	6/27/2020	May 25, 2020, Memorial Day, College Closed
2020 Summer	6/29/2020	9/19/2020	July 3, 2020, College Closed in Observance of Independence Day September 7, 2020, Labor Day, College Closed
2020 Fall	9/28/2020	12/19/2020	September 20 - September 27, 2020, Fall Break, No Classes November 26-27, 2020, Thanksgiving, College Closed December 18, 2020 – January 3, 2021, Winter Break, No Classes
2021 Winter	1/4/2021	3/27/2021	January 18, 2021, Martin Luther King, Jr. Day, No Classes March 28-April 4, 2021, Spring Break, No Classes
2021 Spring	4/5/2021	6/26/2021	May 31, 2021, Memorial Day, College Closed
2021 Summer	6/28/2021	9/18/2021	July 2, 2021, College Closed in Observance of Independence Day September 6, 2021, Labor Day, College Closed
2021 Fall	9/27/2021	12/18/2021	September 19 – September 26, 2021, Fall Break, No Classes November 26-27, 2020, Thanksgiving, College Closed December 17, 2021 – January 2, 2022, Winter Break, No Classes



Catalog, Page 4, 2020 – 2021 Academic Calendar

The modular academic calendar is modified for 2020 and 2021 is added.

Term ID	Class Start Date	Class End Date	Holidays / Breaks
Winter A 2020	1/6/2020	1/30/2020	January 20, 2020, Martin Luther King, Jr. Day, No Classes
Winter B 2020	2/3/2020	2/27/2020	
Winter C 2020	3/2/2020	3/26/2020	March 27 – April 5, 2020, Spring Break, No Classes
Spring A 2020	4/6/2020	4/30/2020	
Spring B 2020	5/4/2020	5/28/2020	May 25, 2020, Memorial Day, College Closed
Spring C 2020	6/1/2020	6/25/2020	
Summer A 2020	6/29/2020	7/23/2020	July 3, 2020, College Closed in Observance of Independence Day
Summer B 2020	7/27/2020	8/20/2020	
Summer C 2020	8/24/2020	9/17/2020	September 7, 2020, Labor Day, College Closed
Fall A 2020	9/28/2020	10/22/2020	September 18 - September 27, 2020, Fall Break, No Classes
Fall B 2020	10/26/2020	11/19/2020	
Fall C 2020	11/23/2020	12/17/2020	November 26-27, 2020, Thanksgiving, College Closed December 18, 2020 – January 3, 2021, Winter Break, No Classes
Winter A 2021	1/4/2021	1/28/2021	January 18, 2021, Martin Luther King, Jr. Day, No Classes
Winter B 2021	2/1/2021	2/25/2021	
Winter C 2021	3/1/2021	3/25/2021	March 26-April 3, 2021, Spring Break, No Classes
Spring A 2021	4/5/2021	4/29/2021	
Spring B 2021	5/3/2021	5/27/2021	May 31, 2021, Memorial Day, College Closed
Spring C 2021	6/1/2021	6/24/2021	
Summer A 2021	6/28/2021	7/22/2021	July 2, 2021, College Closed in Observance of Independence Day
Summer B 2021	7/26/2021	8/19/2021	
Summer C 2021	8/23/2021	9/16/2021	September 6, 2021, Labor Day, College Closed
Fall A 2021	9/27/2021	10/21/2021	September 17 – September 26, 2021, Fall Break, No Classes
Fall B 2021	10/25/2021	11/18/2021	
Fall C 2021	11/22/2021	12/16/2021	November 26-27, 2021, Thanksgiving, College Closed December 17, 2021 – January 2, 2022, Winter Break, No Classes

Catalog, Page 91, Course Descriptions

SON105 has been removed as a prerequisite for SON215 – Sonography of Superficial Structures.

SON215 has been removed as a prerequisite for SON218 – Embryonic and Fetal Sonography.



Effective November 12, 2019:

Catalog, Page 6, Legal Ownership / Governing Body:

Mr. Pedro C. De Guzman is no longer a member of the Board of Directors.

Catalog, Page 6, Administration:

The Administration is changed to:

Mr. Reid Allison.....	Chief Executive Officer/Chief Financial Officer
Dr. Lori Moran.....	President/Chief Operating Officer
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
Ms. Angela Fleming.....	Online Manager