Catalog Supplement
2021-2022 Catalog, Volume 14
Supplement Effective: April 11, 2022

Catalog, Page 20, Refund Policy
The following is added to the first paragraph of the 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.

Catalog, Page 31, ALL FORMAL STUDENT COMPLAINTS SHALL BE HANDLED AS FOLLOWS:
Step One: A student should attempt to resolve the issue in question with the campus instructor or employee with whom they have experienced a problem. If the matter cannot be resolved one on one in this manner, the student should schedule a meeting with the supervisor of the involved department.

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

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

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

Step Five: Students who feel a grievance is unresolved by the College after exhausting these steps may send their grievance in writing to the Executive Director, Commission for Independent Education, 325 W. Gaines Street, #1414, Tallahassee, FL 32399-0400. The phone number is (888) 224-6684. Additionally, schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges 2101 Wilson Boulevard, Suite 302 Arlington, VA 22201. Or (703) 247-4212, www.accsc.org, or complaints@accsc.org. A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at https://www.accsc.org/Student-Corner/Complaints.aspx.

Catalog, Page 32, Campus Safety and Security Report
Sex Offender Registries
In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends *The Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act*, The Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, the Southern Technical College Office of Campus Safety is providing the following links: http://www.nsopr.gov and https://offender.fdle.state.fl.us/offender/sops/home.jsf. The Florida Department of Law Enforcement and Investigative Support can be contacted by phone at 1- 888-357-7332.

The "Campus Sex Crimes Prevention Act" requires sex offenders who are enrolled in or work at institutions of higher education to register with the state's sex offender registration program. The state in turn is obligated to notify the school's law enforcement unit as soon as possible.

Catalog, Page 43, Business Office Specialist
STC - Sanford is not currently enrolling into the Business Office Specialist Diploma program.

Catalog, Page 7, General Entrance Requirements
Applicants under the age of 17 are not eligible for enrollment.

Catalog, Page 4, Institutional Licensure and Approvals
The College locations are licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400 or at http://www.fldoe.org/policy/cie/. The toll-free telephone number is (888) 224-6684.

Southern Technical College is approved by the Florida State Approving Agency (SAA) to train veterans and other eligible persons under the Department of Veteran Affairs Educational Assistance Programs.

Catalog, Page 26, 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. 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.

Effective February 7, 2022
Catalog, Page 38, Electrical Technology, Associate of Science
The following Electrical Technology, Associate of Science program replaces the current program version:

Electrical Trades Technology
Associate of Science
94.5 Quarter Credit Hours/72 Weeks

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

Course Number	Required Courses	Quarter Credits
BUS103	Introduction to Business	6
COC100	Computer Concepts	4.5
CON101	Introduction to Building Construction	6
EIT115	Basic Electricity and Electronics	4.5
EIT120	Residential Electronic Systems	4.5
EIT125	Alternating Current and Passive Devices	4.5
EIT210	The National Electric Code	6
EIT218	Principles and Applied Practices of Residential Wiring	4.5
EIT220	Advanced Residential Circuit Installation	4.5
EIT228	Commercial Wiring	4.5
EIT240	Green Technology	4.5
EIT250	Motors and Controls	4.5
EIT260	Electrical Estimating	6
SLS110	Career Preparation	6
COM101	Communications	6
ENG101	English Communications	6
MAT105	College Mathematics	6
PSY107	Introduction to Psychology	6
	Total Credits	**94.5**

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

BUS103　　　　　Introduction to Business "O"　　　　6 credit hours
This course introduces the functional areas and environments of business administration, including a study of the role of financial accounting and reporting, production and operations, marketing, management, and human resource management in organizations. An overview of legal, economic, ethical, and social/cultural aspects of business in domestic and global markets is also presented.

COC100　　　　　Computer Concepts "O"　　　　4.5 credit hours
This course introduces the student to computer terminology and concepts. This course includes a history of computers, 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.

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. Prerequisite: None

EIT115　　　　　Basic Electricity and Electronics　　　　4.5 credit hours
Electrical principles and applications and introduced. Topics include electrical parameters and units, direct and alternating current, series and parallel circuits, resistance, capacitance, inductance, magnetism, and equivalent circuits. Lab included. Prerequisites: None

EIT120   **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. Prerequisites: 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 relative, RL, RC, and RLC circuits; and impedance, admittance, and conductance power factors calculated from given and/or measured data. Lab included. Prerequisites: EIT115

EIT210   **The National Electric Code**   **6.0 credit hours**

This course will introduce students to the National Electric Code (NEC). It provides an overview of the key chapters, code sections, calculations, definitions and values tables necessary to ensure a safe and professional installation. Instruction related to the NEC is provided for one-family dwellings, multi-family dwellings, commercial locations, and special occupancies. Prerequisites: EIt218 or 228

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. Prerequisite(s): EIT115

EIT220   **Advanced Residential Circuit Installation**   **4.5 credit hours**

This course covers electrical installation, operation, and maintenance for residential wiring. It will focus on general knowledge, safety, tools, print reading, equipment, wiring and the National Electrical Code. Lab included. Prerequisite(s): EIT218

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. Prerequisites: EIT125

EIT240   **Green Technology**   **4.5 credit hours**

This course provides an overview of the design and installation of energy efficient systems. Instruction is provided on the layout, wiring and equipment necessary for solar and photovoltaic systems. Testing, repairing and replacement of components related to these systems is also covered. Code adherence and safety standards are addressed.

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. Perquisites: EIT125

EIT260   **Electrical Estimating**   **6 credit hours**

This course introduces students to the fundamentals of electrical estimating. Students will receive instruction in preparing a professional bid, estimating materials, labor values and bid submission. Load calculations and various methods of estimating will be discussed. Students will be exposed to basic electrical estimating software. Prerequisite: EIT210

SLS110   **Career Preparation "O"**   **6.0 credit hours**

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

COM101 "O"   **Communications**   **6.0 credit hours**

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

ENG101   **English Composition "O"**   **6.0 credit hours**

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

MAT105   **College Mathematics "O"**   **6.0 credit hours**

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

PSY107   **College Mathematics "O"**   **6.0 credit hours**

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

Effective April 11, 2022
Catalog, Page 7-8
Effective April 11, 2022 the following process replaces the current program process.

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 for the program are required to take the Accuplacer Ability to Benefit test prior to enrolling in the College. Minimum scores of 233 on Reading, 235 on Writing and 230 on Arithmetic are required. The re-testing policy is as follows:

- One retest allowed after 14 days.
- Second retest after three months from the initial test day.
- Subsequent retests may occur thirty days from the second retest.

- An applicant may only attempt the test three times in any one-year period.
- Scores are valid for one year.
- All retests include all three sections of the test.

In addition to the scheduled hours for post-secondary instruction, students admitted to the CPP are required to attend a GED preparation course, achieve an overall 75% attendance in the GED preparation course, and begin to attempt the GED exam within six months of beginning the program. Weekly academic advising sessions are mandatory.