



**Catalog Supplement**  
**2022-2023 Catalog, Volume 12**  
**Supplement Effective: December 28, 2022**

**Effective November 11, 2022**

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**Legal Ownership/Governing Body**

Southern Technical College Suncoast, LLC is a privately held corporation doing business as Southern Technical College. Southern Technical College Suncoast, LLC is a wholly owned subsidiary of Southern Technical Holdings, LLC and STC Intermediate LLC. Brent L. Mills, Inc. wholly owns STC Intermediate LLC.

Brent L. Mills, Inc., a privately held Delaware company, is owned and operated by Brent L. Mills and Todd Q. Swanson. Brent L. Mills Inc. currently owns or operates Blue Cliff College (ACCSC), Blake Austin College (COE) and ATA College (ABHES) with eleven campuses across eight states.

**Effective September 6, 2022**

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**Career Pathways Program**

Applicants are not required to pass all three sections of the Accuplacer in one sitting. Also, applicants may attempt the test a second time 14 days after the first attempt, and may attempt the test a third time 14 days after the second attempt.

**Effective November 8, 2022**

**Sanford, Auburndale, Brandon and Orlando**

**Catalog, Page 43, Business Office Specialist Diploma**

This program is designed to build a strong base in computer applications, business, and management and develop the skills necessary to be an essential and marketable asset to any business. Students in this program will develop skills in computer applications, database management, business operations and law, human resource management, and bookkeeping. These essential skill sets combined with client services training build a resourceful and versatile office specialist that can work in any office setting. Upon completion of the Business Office Specialist program graduates will be able to seek entry level positions in business offices and other professional settings as administrative assistants, office managers, and in various clerical roles. (540 Clock hours)

**Educational Objective:** Individuals are prepared to perform the duties of administrative assistants and/or secretaries in a variety of business office settings. Daily tasks may include word processing and data entry, office machines operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.

<b>Course Number</b>	<b>Required Courses</b>	<b>Quarter Credits</b>
ACG101	Bookkeeping	4.5
BUS103	Introduction to Business	6
BUS110	Business Communication	6
BUS120	Office Management Procedures and Client Services	4.5



BUS140	Introduction to Business Law	6
BUS151	Human Resources Management	6
COC100	Computer Concepts	4.5
COC120	Computer Applications	4.5
COC121	Computer Applications II	4.5
	<b>Total Credits Required for Graduation</b>	<b>46.5</b>

### Course Descriptions

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

#### **ACG101 Bookkeeping**

**4.5 credits**

This course introduces the concepts of bookkeeping. The correct posting of business transactions and the creation of financial reports and payroll for small businesses will be emphasized. Lab included.

#### **BUS103 Introduction to Business "O"**

**6 credits**

This course provides an introduction to 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.

#### **BUS110 Business Communication**

**6 credits**

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.

#### **BUS120 Office Management and Client Services**

**4.5 credits**

This course provides instruction and practice on office management procedures. Students in this course will develop an understanding of the office functions necessary for the effective and efficient operation of a business office. Students will learn how to manage personnel, respond to client needs, lead and manage projects, understand budgets and performance analysis. Students will learn about managing schedules and client sales. Emphasis in this course is placed on client services, and ensuring that all students develop an understanding of how to cater to a client's needs. Lab included.

#### **BUS140 Introduction to Business Law**

**6 credits**

This course provides a basic introduction to the general concepts of business law, including the structure and function of businesses, corporations, and legal aspects of running a business.

#### **BUS151 Human Resource Management**

**6 credits**

This class examines the nature of human resource planning, development, and utilization in modern organizations. Emphasis in this course is based on labor laws, the importance of a human resource program, basic requirements and ethical practice. Includes recruitment, selection, training and development, performance appraisal, reward systems, benefit programs, role of personnel department, and role of government.

#### **COC100 Computer Concepts "O"**

**4.5 credits**

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.

**COC120 Computer Applications**

**4.5 credits**

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

**COC121 Computer Applications II**

**4.5 credits**

The Computer Applications II course focuses on Microsoft PowerPoint & Access 2013 essentials. This course teaches how to use the Access database software for business, as well as the functions and features of PowerPoint. Lab Included. Prerequisite: COC100

**Effective January 26, 2023**

**Catalog, Page 5, Administration**

The Administration section, Dr. Sharon Toler (Director of Accreditation and Licensure) is removed, and Ms. Sarah Cruz Mendoza (Compliance Manager) is added.

**Catalog, Page 3, 2022-2023 Academic Calendar**

The Winter B Modular Term starts on February 6, 2023, and ends on March 2, 2023.