



Catalog Supplement
2023-2024 Catalog, Volume 16
Supplement Effective: September 28, 2023

Effective September 28, 2023

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Emergency Preparedness

Emergency preparedness information is located in the College's annual Emergency Preparedness Plan. The Emergency Preparedness Plan may be obtained at each Southern Technical College campus, and is located in the Executive Director's office, and the Learning Resource Center.

Effective October 10, 2023

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

ORLANDO LEARNING SITE (HVAC AND ELECTRICAL TRADE CLASSES)
1801 Florida Mall Avenue
Orlando, Florida 32809
(407) 438-6000

Effective October 6, 2023

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Order of Return of Federal Student Aid (FSA) Program Funds

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 forty-five (45) days from the date of determination.

Effective October 11, 2023

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Background Checks and Drug Testing

Medical Assisting:

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
- BLS certification

Effective October 12, 2023

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Course Descriptions

MED233 Medical Procedures

4.5 credit hours

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

Effective December 6, 2023

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Refund Policy

Refunds for students receiving federal financial assistance will be made within 45 days of termination or notification of cancellation. All other refunds will be made within (30) days following determination of termination or receipt of cancellation notice.

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Administration

The Administration section, Mr. Kyle Weber (Director of Accreditation & Compliance), Ms. Patsy Moore (Regional Director), and Mr. Sami Fanek (Regional Director) are added.

Effective December 15, 2023

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Attendance Policy for Student Receiving VA Educational Benefits

Special accommodations can be made for military personnel who are called to active duty or reserve training. 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.

The College will not take any of the following actions when a service member receives an order for a period of service (i.e., active duty, inactive duty training, or state service):

- Assigning the member a failing grade,
- Reducing the member's grade point average,
- Characterizing any member's absence(s) as unexcused, or
- Assessing a financial penalty on a member because of a withdraw or leave of absence due to receiving orders for service.

The College will take the following actions when a member withdraws or takes a leave of absence from a course(s) due to receiving orders for a period of service:

- Refunding all tuition and fees paid for the academic term to the appropriate party,
- Assigning a grade of incomplete (or equivalent) for the course(s) during the term, and
- Providing the opportunity to complete the term after the period of service.

Effective December 22, 2023

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Compliance with 38 USC §3679 (E): Allowing Veterans to Attend or Participate in Courses Pending VA Payment

In accordance with Title 38 US Code 3679(e), Southern Technical College 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, while payment to the institution is pending from VA. The College 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.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

Effective January 5, 2024



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Diagnostic Medical Sonography Program Outline

SPC160 Communication Dynamics (4 cr.) replaces PSY100 Introduction to Psychology (4 cr) as a general education course requirement.

Effective January 9, 2024

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Diagnostic Medical Sonography Program Academic Progression Requirements

Students in the DMS program must maintain a cumulative GPA of 2.75 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.

- Students will take the ARDMS Sonographic Principles and Instrumentation (SPI) Examination within 4 weeks of passing SON125 Principles of Ultrasound Instrumentation and Acoustic Physics. If first attempt is unsuccessful, the student then has a 60-day waiting period per ARDMS, to study and retake the SPI immediately following the 60-day waiting period. If the 2nd attempt is unsuccessful, the student will be dropped from the DMS program. Students may apply to re-enter the DMS program based on program availability and passed SPI exam.

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Diagnostic Medical Sonography

Program Goals: To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the Abdominal Sonography- Extended and Obstetrics and Gynecology Sonography concentrations.

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Course Descriptions

SON102 Applied Sonography

4.0 credit hours

Presents cross-sectional anatomy, and anatomical relationships of organs. This course also introduces students to the sonographic identification of structures in the thoracic, abdominal, and pelvic cavities. Prerequisite(s): SON100 and SON125.

SON105 Gross Anatomy

4.0 credit hours

This course introduces students to the necessary protocols and procedures of the ultrasound laboratory, including scanning criteria and documentation of images, in preparation for physician review. Presents knowledge of relational anatomy physiology, pathophysiology sonographic appearance, and the associated vasculature structures. Prerequisite(s): SON100 and SON102.

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Programmatic Entry Requirements

Revised March 13, 2024



Wonderlic Entrance Exam

- The second attempt (first re-take) may be taken after a minimum of 2 hours of tutoring has been completed.
- The third attempt (second re-take) may be taken after an additional 4 hours of tutoring has been completed.
- The fourth attempt (third re-take) may be taken after 3 months have passed since the third attempt.
- The fifth attempt (fourth re-take) may be taken after 12 months have passed since the fourth attempt.

Wonderlic SLE Entrance Exam

- The second attempt (first re-take) may be taken after a minimum of a 24-hour waiting 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 3 months and must follow the outlined initial applicant admissions and testing procedures.

Effective January 29, 2024

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Programs of Study

Medical Assisting

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, and drawing blood as directed by physician.

College Policies

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Safety in Private Spaces Act

In accordance with the Safety in Private Spaces Act, Florida Statute 553.865, a student who willfully enters a restroom designated for the opposite sex on the premise of the educational institution, and refuses to depart when asked by any administrative personnel, faculty member, security personnel, or law enforcement personnel, may result in disciplinary action up to and including suspension or dismissal from the College.

In the event a student believes that the institution has failed to meet the minimum requirements for restrooms and changing facilities under Sections 553.865(4) and (5), F.S. he/she has the right to file a complaint with the Attorney General.

Procedures to Remove a Non-Compliant Individual Not Associated with the College

If an individual not associated with the College enters a restroom designated for the opposite sex on the premise of the educational institution and refuses to depart when asked by any administrative personnel, faculty member, or security personnel commits the offense of trespass and law enforcement should be contacted.

Revised March 13, 2024



Effective February 12, 2024

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Course Descriptions

BUS103 Introduction to Business “O”

6.0 credit hours

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

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.

MAT105 College Mathematics “O”

6.0 credit hours

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

Effective February 16, 2024

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History

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

Effective March 13, 2024

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Attendance Policy for Student Receiving VA Educational Benefits

The last paragraph in this section is removed: 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.

Revised March 13, 2024