Main Campus
Southeastern College, Greenacres
6812 Forest Hill Boulevard, Suite #D-1
Greenacres, Florida 33413
Phone: (561) 433-2330
Fax: (561) 433-9825

Branch
Southeastern College, Miami Lakes
17395 NW 59th Avenue
Miami Lakes, Florida 33015
Phone: (305) 820-5003
Fax: (305) 820-5455

Miami Lakes Satellite Location of Miami Lakes Branch Campus
14505 Commerce Way
Miami Lakes, Florida 33016
Phone: (305) 819-5973
Fax: (305) 821-8546

Branch
Southeastern College, New Port Richey
6014 US Highway 19 North, Suite 250
New Port Richey, Florida 34652
Phone: (727) 847-6855
Fax: (727) 846-8317

Branch
Southeastern College, Tampa
5225 Memorial Highway
Tampa, Florida 33634
Phone: (813) 961-2837
Fax: (813) 264-1634

Branch
Southeastern College, St. Petersburg
11208 Blue Heron Boulevard, Suite A
St. Petersburg, Florida 33716
Phone: (727) 576-6500
Fax: (727) 576-6589

Main Campus
Southeastern College, Jacksonville
6700 Southpoint Parkway, Suite 400
Jacksonville, Florida 32216
Phone: (904) 448-9499
Fax: (904) 448-9270

www.sec.edu

SOUTHEASTERN
C O L L E G E

2013-2014
CATALOG
June 2013, Volume XXVI

Southeastern College Catalog
2013 - 2014
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MISSION

The mission of Southeastern College as a diploma and associate degree granting College of higher education is to provide quality career education and skill development to aspiring individuals pursuing a career or advancement in their chosen field.

GOALS AND OBJECTIVES

The following goals are integral to the mission of the College:

1. To continually change, improve, and ensure the effectiveness of the College's programs in preparing students for successful careers.

2. To engage and maintain faculty which are qualified academically, possess current technical and professional knowledge and experience, and have the ability to convey this knowledge to students.

3. To engage and maintain a staff who is caring, provides student support and meets the College's educational goals and objectives.

4. To improve written and verbal competencies of students as well as analytical and technical skills.

5. To provide facilities that support educational programs and enable students to develop profession-specific skills.

6. To attract qualified students of diverse backgrounds.

7. To provide a collegiate atmosphere of academic freedom that encourages open exchange of ideas.

PHILOSOPHY

Southeastern College offers quality career education in an atmosphere of personalized attention. Southeastern College focuses on the specialized skills and knowledge needed for today's marketplace by providing courses that apply to skill performance and career management development.

Southeastern College selects industry experienced individuals as members of its faculty. This allows Southeastern College students to be educated by professionals who have practical knowledge in their particular field as well as the appropriate level of formal education. This philosophy assists our faculty in recreating a similar atmosphere to that which the student will encounter in his/her career.

LICENSURE & ACCREDITATION

Southeastern College is licensed by the Commission for Independent Education (CIE), Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (888) 224-6684

Southeastern College is institutionally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Blvd, Suite 302, Arlington, VA 22201. Further information may be obtained by contacting the Commission at (703) 247-4212.

Southeastern College's Medical Assisting Programs at the Greenacres Main Campus, Miami Lakes Branch Campus, and St. Petersburg Branch Campus are accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043, (703) 917-9503.

Southeastern College's Associate of Science Degree in Surgical Technology Programs at the Greenacres Main Campus, Miami Lakes Branch Campus, and St. Petersburg Branch Campus are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

Southeastern College's Associate of Science Degree in Surgical Technology Program at the Jacksonville Main Campus is accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043, (703) 917-9503.

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Southeastern College's nursing programs at the Greenacres Main Campus, Miami Lakes Branch Campus, St. Petersburg Branch Campus, Tampa Branch Campus, New Port Richey Branch Campus, and Jacksonville Main Campus have been approved by the Florida Board of Nursing, 4052 Bald Cypress Way, BIN C02, Tallahassee, FL 32399, (850) 245-4125.

Southeastern College's Massage Therapy Programs at the Greenacres Main Campus, Miami Lakes Branch Campus, St. Petersburg Branch Campus, Tampa Branch Campus, New Port Richey Branch Campus and the Professional Clinical Massage Therapy Program at the Jacksonville Main Campus are approved by the Florida Board of Massage Therapy, 4052 Bald Cypress Way, Bin #C06, Tallahassee, FL 32399, (850) 921-6184.

Southeastern College's Greenacres Main Campus, Miami Lakes Branch Campus, Tampa Branch Campus, St. Petersburg Branch Campus, New Port Richey Branch Campus, and Jacksonville Main Campus are approved by the Florida Department of Health, Emergency Medical Services to offer Emergency Medical Technician -Basic, and Emergency Medical Technician –Paramedic; and follows the most current U.S. Department of Transportation National Educational Standards, (Ch 401, FS, Ch. 64J-1, FAC) Florida Department of Health, Emergency Medical Services, 4052 Bald Cypress Way, Bin #C18, Tallahassee, FL 32311-1738, (850) 245-4440.

Southeastern College's Pharmacy Technology Programs at the Greenacres Main Campus, Miami Lakes Branch Campus, and St. Petersburg Branch Campus are accredited by the American Society of Health System Pharmacists (ASHP), 7272 Wisconsin Avenue, Bethesda, MD 20814, Phone (301) 664-8644.

Southeastern College's Diagnostic Medical Sonography Technology Program at the New Port Richey Campus is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

MEMBERSHIPS & APPROVALS

Memberships

- Association of Private Sector Colleges and Universities
- Florida Association of Postsecondary Schools and Colleges

Approvals

- U.S. Department of Education (for Title IV Federal Aid Programs)
- Florida Department of Veterans Affairs, Bureau of State Approving for Veterans Training

HISTORY

Greenacres Main Campus and Branches

Southeastern College was founded in 1988 as Cruise Career Training Institute (C.C.T.I.) by recognized leaders in the cruise and travel industry. They saw a need in the travel industry for highly skilled, dedicated and motivated employees to provide very high standards of service.

In 1994, C.C.T.I. was acquired by Arthur and Belinda Keiser who have long-term involvement in developing and managing private colleges and schools. In 1995, C.C.T.I. applied for and was granted accreditation by the Accrediting Commission of the Council on Occupational Education. In 1996, C.C.T.I. expanded its travel program offerings to meet the needs of the community and its students. In 1997, C.C.T.I. further expanded its scope of career education to include programs in the business, computer, and medical fields. To more effectively represent its mission and philosophy, C.C.T.I. changed its name to Keiser Career Institute and the main campus was located in Lake Worth, Florida.

In 1998, Keiser Career Institute opened a branch campus in Cooper City, Florida. In 1999, Keiser Career Institute opened a second branch campus in Port St. Lucie, Florida. In 2002, the Cooper City campus moved its location to Pembroke Pines, Florida.

In 2002, to better serve the needs of its students and the surrounding communities, Keiser Career Institute changed its name to Keiser Career College and was approved to offer Associate Degree programs. In 2003, the main Lake Worth campus moved its location to West Palm Beach, Florida.

In 2003, the Pembroke Pines, West Palm Beach, and Port St. Lucie Campuses were granted institutional accreditation with the Accrediting Commission of Career Schools and Colleges (ACCSC) and were recognized by the Commission as Schools of Distinction.

In 2005, Keiser Career College opened a third branch campus in St. Petersburg, Florida. The St. Petersburg branch was granted institutional accreditation with the Accrediting Commission of Career Schools and Colleges also in 2005. Additionally in 2005, the West Palm Beach campus moved its location to Greenacres, Florida, and the Pembroke Pines campus moved its location to Miami Lakes, Florida. In June of 2006, Keiser Career College closed the Port St. Lucie campus.

In October 2008, the Main Greenacres Campus opened a Branch Campus in New Port Richey, Florida. In addition, the New Port Richey Branch location opened a Satellite location in Spring Hill, Florida. In May of 2010, the Satellite location moved to Tampa, Florida and became the fifth Branch Campus of the Greenacres Main Campus. In July of 2011, the Tampa Branch Campus expanded its facilities to include two additional classroom spaces also located in the same plaza. In May 2012, Keiser Career College changed its name to Southeastern College. In July 2012, the Tampa Branch Campus moved its location within Tampa, Florida.

Jacksonville Main Campus
The Southeastern School of Neuromuscular Massage of Jacksonville was founded in 1992. The School was founded on a vision to fulfill the need in healthcare for highly skilled, clinically trained Massage Therapists.

In February of 2007, the Southeastern School of Neuromuscular Massage, Inc., was acquired by Dr. Arthur and Belinda Keiser who

have long-term involvement in developing and managing private colleges and schools. Also in 2007, the school extended its program offerings to include Paramedical Aesthetician (Advanced Clinical Skin Care Specialist).

In October 2008, the Southeastern School of Neuromuscular Massage of Jacksonville changed its name to Keiser Career Institute to better reflect program offerings. In March of 2009, Keiser Career Institute changed its name to Keiser Career College with the offering of Associate Degree Programs.

In January of 2009, the campus moved to a larger facility and expanded its program offerings. In May 2012, Keiser Career College changed its name to Southeastern College.

EQUAL OPPORTUNITY STATEMENT

Southeastern College's policy of equal opportunity employment, consistent with Federal policy, is that no person shall, on the grounds of race, creed, color, handicap, national origin, sex, sexual orientation, marital status, age, political affiliation, or belief, be excluded from any training, be denied the benefit of training or be subjected to discrimination in any hiring practice or activity at the College.

AMERICANS WITH DISABILITIES ACT

Southeastern College complies with the Rehabilitation Act of 1973 (Section 504) requiring that no qualified handicapped person will be excluded by reason of the handicap from enrolling in a course of instruction. Students wishing to avail themselves of special adjustments/accommodations under the Americans with Disabilities Act must disclose special needs at the time of enrollment. Accordingly, every effort is made to make reasonable adjustments/accommodations. Certain programs may require manual dexterity. Please consult campus Admissions Offices for further information.

For physically challenged students, Southeastern College campuses are either located on ground level or have appropriate elevator service with ramps and designated parking to facilitate easy entry. Restrooms are equipped with wide doorways and bars to ensure wheelchair accessibility.

The following individual is Southeastern College's Section 504 Coordinator:

Becky Anderson
Office of the President
1900 W. Commercial Blvd., Suite 101
Ft. Lauderdale, FL 33309
Tel: (954) 938-1958
banderson@sec.edu

Students with Disabilities

A student who feels they have not been treated fairly under Southeastern College's stated federal policies has the right to file a written complaint. A complaint should be submitted to the Vice President of the campus. These procedures apply only to complaints received in writing.

- A complaint is submitted in person, by U.S. mail, or by fax. Complaints may not be submitted by email. Complaints should be dated.

- Within 15 business days after acknowledging receipt of the handicapped policy complaint, the Vice President of the campus will inform the complainant regarding the institutional response to the written complaint.

- Students have the right to file a grievance with Southeastern College in the event that students believe the College has not followed its policies. The grievance procedures are described later in this catalog.

SEXUAL HARASSMENT

Southeastern College actively supports a policy on sexual harass-

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ment which includes a commitment to creating and maintaining a community in which students, faculty, and administrative-academic staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Specifically, every member of the School community should be aware that the School is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by School policy. It is the intention of the School to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy.

OWNERSHIP AND GOVERNING BODY

Southeastern College is wholly owned by BAR Education, Inc., 1900 W. Commercial Blvd., Suite 101, Fort Lauderdale, FL 33309. Dr. Arthur Keiser and Belinda Keiser are the primary shareholders. The information in this catalog is current as to the time it went to print.

Descriptions of Facilities and Equipment

Greenacres Main Campus and Branches
Southeastern College's Greenacres Campus is located at 6812 Forest Hill Boulevard, Suite #D-1, Greenacres, FL 33413. The school is conveniently located near the Florida Turnpike. It consists of approximately 28,450 square feet of air conditioned and well-lit classrooms, laboratories, computer labs, student lounge, a media/career center and offices providing students with a modern and comfortable learning environment. In addition, the College provides ample free parking. All equipment used at the College is compatible with industry standards and effectively meets the objectives of the programs.

Southeastern College's Miami Lakes Campus is located at 17395 NW 59th Avenue, Miami Lakes, FL 33015. The school is conveniently located near all major interstates and the Florida Turnpike. The building encompasses over 16,000 square feet of air-conditioned and well-lit classrooms, laboratories, computer labs, a

media/career center, student lounge, and offices providing students with a modern and comfortable learning environment. In addition, the College provides ample free parking. All equipment used at the College is compatible with industry standards and effectively meets the objectives of the programs.

Southeastern College's Miami Lakes Branch Campus Satellite location is located at 14505 Commerce Way, Miami Lakes, FL 33016. The school consists of approximately 8,000 square feet of air conditioned and well-lit classrooms, laboratories, a student lounge, a media/career center and offices providing students with a modern and comfortable learning environment. In addition, the campus has ample free parking. All equipment used at the College is compatible with industry standards and effectively meets the objectives of the programs.

Southeastern College's St. Petersburg Branch Campus is located at 11208 Blue Heron Boulevard, Suite A, St. Petersburg, FL 33716. The campus is on the North side of St. Petersburg near the intersection of I-275 and Roosevelt Boulevard. The building is over 25,000 square feet with air-conditioned and well-lit classrooms, laboratories, media/career center, and offices providing students with a modern and comfortable learning environment. In addition, the Campus provides ample free parking. The equipment meets industry standards and effectively meets the objectives of the programs.

Southeastern College's New Port Richey Branch Campus is located at 6014 US Highway 19 North, Suite 250, New Port Richey, FL 34652. The school consists of approximately 11,000 square feet of air conditioned and well-lit classrooms, laboratories, computer lab, student lounge, a media/career center and offices providing the students with a modern and comfortable learning environment. In addition, the campus has ample free parking. All equipment used at the College is compatible with industry standards and effectively meets the objectives of the programs.

Southeastern College's Tampa Branch Campus is located at 5225 Memorial Highway, Tampa, FL 33634. The location consists of approximately 30,752 square feet of air conditioned and well-lit

classrooms and laboratories, providing students with a modern and comfortable learning environment. In addition, the campus has a media/career center, offices, and ample free parking. All equipment used at the College is compatible with industry standards and effectively meets the objectives of the programs.

Jacksonville Main Campus

Southeastern College's Jacksonville Main Campus is located at 6700 Southpoint Parkway, Suite 400, Jacksonville, FL 32216. The school consists of approximately 25,000 square feet of air conditioned and well-lit classrooms, laboratories, student lounge, a media/career center and offices providing the students with a modern and comfortable learning environment. In addition, the campus has ample free parking. All equipment used at the College is compatible with industry standards and effectively meets the objectives of the programs.

GENERAL ADMISSIONS REQUIREMENTS

The admission policies of Southeastern College were developed to assure that all students have a reasonable expectation of successfully completing the program. Students wishing to attend Southeastern College should complete the enrollment process well in advance of the date they have chosen to enter school. This permits proper scheduling and assures availability of classroom space.

All applicants will be required to do a pre-enrollment interview with an Admissions Coordinator to determine the necessary requirements for entrance into the program. It is the responsibility of the applicant to arrange for the school or issuing agency to send the required credentials directly to the admissions office if a copy is not available. To be considered for enrollment at Southeastern College, all applicants must supply:

- Verification of Standard High School Graduation (transcript, diploma) showing/verifying date of graduation. In rare

instances when the High School transcript/record is unavailable, a letter which contains the student's name, social security number, month and year of graduation, and a statement attesting that the transcript/record is unavailable from the Registrar will meet the entrance requirements to the College for proof of High School.

or

- Verification of GED completion (GED scores or GED diploma)

or

- Proof of graduation from a foreign institution comparable to a United States secondary school. High school documents must be submitted with an English translation to the admissions office for evaluation. Official records must be evaluated by a school approved educational evaluator service attesting that completion is equivalent to secondary school completed in the United States. It is the responsibility of the applicant to arrange for the educational evaluation agency to evaluate the documents and provide the translation to the College.

- Students who have completed a home schooled program will also be considered for admission upon receipt of the proper state credential.

Applicants will not be required to provide proof of high school graduation when they provide the following:

- Verification (official transcript) of an earned degree from an accredited institution recognized by United States Department of Education

- An evaluation of an official transcript by a school approved educational evaluator service attesting that the degree is equivalent to a degree earned at an accredited institution of higher education in the United States

An applicant must make arrangements to take Southeastern College's entrance examination (administered at the School) or provide results of his/her Scholastic Aptitude Test (SAT) or American College Testing examination (ACT). Institution requirements for admission are a combined score of 1230 on the SAT (or 830 on the

previously used SAT examination), a composite score of 17 on the ACT.

Applicants for the Practical Nurse, Nursing and Registered Nurse Bridge programs are exempt from taking the entrance examination upon presenting appropriate documentation confirming a passing grade on the nursing pre-entrance exam.

Southeastern College reserves the right to accept up to 10% of applicants who do not meet appropriate entrance test scores but who request admission based on other criteria. An appeal letter by the student and accompanying documentation including an official copy of a High School transcript are reviewed by the Dean of Academic Affairs and the Campus Vice President. If the appeal is approved, a waiver letter is placed in the applicant's academic file.

The College reserves the right to deny admission to any prospective student that in their judgment poses an undue risk to the safety or security to the College and the College community. This judgment will be based on individual determination taking into account any information the College has about a prospective student's criminal record including the presence of secondary school students on the campus.

Additionally the College reserves the right to evaluate the individual circumstances regarding registered sex offenders and in certain cases refuse admission to the College. When a prospective student receives a registered sex offender designation, the College reserves the right to place the admissions process on hold contingent upon the review and approval from a designated acceptance committee.

PROGRAM-SPECIFIC ADMISSIONS REQUIREMENTS

All candidates must achieve the required entrance examination scores and all other requirements for admission to specific diploma and associate degree programs.

INTERNATIONAL STUDENTS

Southeastern College is proud of the international character of its student body and welcomes students from other nations. All international students must be fluent in English before they enroll. Applicants are asked to furnish proof that they can read, write and speak English fluently. The College accepts M-1 visas for those students wishing to attend diploma programs and F-1 visas for those students wishing to attend associate degree programs. The Jacksonville Campus is currently not approved. International student applicants must meet the following requirements for admission to Southeastern College:

1. Successful completion of a secondary school program that is equivalent to high school in the United States. (Official records must be evaluated by a school approved educational evaluator service attesting that completion is equivalent to secondary school completed in the United States.)

2. Certification of financial ability to meet tuition and other necessary expenses or ability to qualify for financial aid as an eligible non-citizen.

3. If an applicant's primary language is not English, a TOEFL score of 500 or higher on a paper-based examination, a score of 225 on a computer-based examination or an iBT of 64.

Applications for international students can be obtained through the Admissions Office. Applications should be submitted at least two months prior to the start of a program.

TRANSFER OF CREDIT POLICY

General Information

For students enrolling at Southeastern College, credit for courses or degrees completed at another institution is subject to approval by the Dean of Academic Affairs. These courses must be similar in content and duration to those offered in the program for which an applicant has applied. The Dean of Academic Affairs makes a temporary evaluation from unofficial transcripts. However, only

courses listed on official transcripts receive permanent official transfer credit. (To grant such credit, Southeastern College **MUST** receive official transcripts—those mailed directly to Southeastern College by the previous institution—by the end of the student's first semester. If the course the student is wishing to transfer is scheduled within the first semester, the student must provide the official transcript before the start of the scheduled class date. If the official transcript is not provided, the student must take the scheduled course.) Students are responsible for having official transcripts sent to Southeastern College from their former institution(s).

Southeastern College requires that, at a minimum, a student complete the final 25% of a program through the College. Transfer students are informed in writing of any credits accepted as transferable.

It may be necessary for students to forfeit some previously earned credit in the transfer process since college philosophies, objectives and programs may vary and change from year to year. Therefore, Southeastern College makes no blanket statement or promise of acceptance of credits from any other institution.

Transfer Credits from Accredited Institutions

Southeastern College accepts transfer credits applicable to an applicant's program of study from national/regional accrediting agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). The acceptance of courses from nationally/regionally accredited institutions is contingent upon appropriate faculty credentials and applicable length (clock/credit hours) and content (80% or higher) of the course to be transferred.

Transfer credit is granted only for courses in which a letter grade of "C" (not C-) or higher was earned (2.0 on a 4.0 scale). Prior to granting transfer of credit for any course, the College reserves the right to test applicants or request that they successfully pass an examination administered by a Southeastern College faculty member.

Transfer of Credits from Southeastern College

Students who are interested in continuing their education at an institution other than Southeastern College should first make inquiry at the institution they plan to attend to determine credits and requirements needed for entrance to that institution. Transferability of credits is at the discretion of a receiving institution. Southeastern College cannot assure transfer of credit. Students should contact the Dean of Academic Affairs for specific information.

Veteran Transfer of Credits

A Veterans Administration benefit recipient has responsibility to report all previous education and training to Southeastern College. The College evaluates the information and grants appropriate credit, with training time and tuition reduced proportionally. The veteran student and the Veterans Administration are notified.

Transfer of Credit Procedures

The Dean of Academic Affairs evaluates transcripts and determines potential transfer credit granted to students. The following guidelines are used in evaluating transcripts received from other accredited institutions:

1. Official transcripts must be received directly from the former institute by the end of the student's first semester. If the course the student is wishing to transfer is scheduled within the first semester, the student must provide the official transcript before the start of the scheduled class date. If the official transcript is not provided, the student must take the scheduled course and no transfer credits are officially granted.

2. Course descriptions from a former institution's catalog, program syllabi, and faculty credentials may be needed in the determination of transferability of the course.

3. Only courses with a grade of "C" (not C-) or higher are considered for transfer credit.

4. Credit value accepted by Southeastern College follows program requirements even though more time may have been devoted and more credit awarded in covering the material at the institution from which a student is transferring the credits.

5. Decisions are made so that a student's academic program pro-

vides the most professional training.

6. If a course is deemed transferable the student will be required to sign a Transfer of Credit Form. All documentation (course descriptions, syllabi, faculty credentials) will be kept along with the Transfer of Credit form in the student's academic file.

CREDIT FOR LIFE EXPERIENCE POLICY

To receive credit for life experience, a student must have documented experience related to specific objectives for a course as outlined in that course's Course Control Document and syllabus.

Student Participation

A student must obtain credit for the course he/she is challenging at least 30 days before that course is scheduled to be offered at the institution. A student is assigned a portfolio advisor to ensure prior experiential learning does not duplicate credit already awarded or remaining courses planned.

Credit Earned

The student will be awarded credit based on the completion and acceptance of a portfolio for each course within a specified time frame. A grade of Pass/Fail is awarded for completed portfolios submitted within the specified time frame. Southeastern College requires that, at a minimum, students complete the final 25% of a program through the School.

Students fill out a Request for Credit by Portfolio Form for each course for which they wish to obtain credit and submit it to the Campus Vice President together with a current resume´. The request must be submitted at least 90 days prior to when the course for which they wish to obtain credit is scheduled to be offered at the School.

A student submits one completed draft for review to the portfolio advisor before the final portfolio is submitted. The draft must be submitted 60 days prior to when the course being challenged is scheduled to be offered at the school. The final portfolio and one

copy is submitted in a 3-ring binder with tabbed dividers at least 30 days prior to when the course is scheduled to be offered at the school. The portfolio advisor discusses with the student the effort needed to create a portfolio. The advisor also establishes deadlines for portfolio completion.

The Dean of Academic Affairs determines if a student is eligible for the credit, ensures that the credit does not duplicate credit already awarded and that the final 25% of a program can be completed through Southeastern College. After the portfolio advisor has reviewed the portfolio, the original is returned to the student. The School keeps a copy for historical purposes. After the portfolio advisor reviews the portfolio and completes the Portfolio Check-Off Sheet, a grade of Pass/Fail is granted. The Dean of Academic Affairs then updates the Request for School Credit by Portfolio Form.

Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 27 participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at http://scns.fldoe.org.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

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The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No Laboratory component in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in *Exception to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 59 different postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

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Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. **NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution

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for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

A. Courses not offered by the receiving institution.
B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
C. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.
D. College preparatory and vocational preparatory courses.
E. Graduate courses.
F. Internships, apprenticeships, practica, clinical experiences, and

study abroad courses with numbers other than those ranging from 900-999.

G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

Courses at Nonregionally Accredited Institutions

The SCNS makes available on its home page (http://scns.fldoe.org) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the Accreditation Specialist in the Office of the President, or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at http://scns.fldoe.org.

Financial Services

CONSUMER INFORMATION

The Higher Education Opportunity Act of 2008 (HEOA) requires that postsecondary institutions participating in federal student aid programs disclose information from various administrative areas to students. This information may be viewed online at the following address in compliance with federal law: http://www.sec.edu/heoa/

GENERAL INFORMATION

The Financial Aid Department at Southeastern College provides

assistance to students who need financial aid in order to pay tuition expenses at the College. The Financial Aid Department has established procedures which assure fair and consistent treatment of all applicants.

Southeastern College believes that the primary responsibility for educational costs rests with a student and his/her family. However, financial aid is available to meet the difference between a student's resources and his/her actual needs. Southeastern College examines the total cost associated with attending the College including, but not limited to, tuition and fees, room and board, books, supplies, personal expenses and allowable travel expenses.

Southeastern College uses the Free Application for Federal Student Aid (FAFSA) to document and collect information used in determining a student's eligibility for financial aid. The information a student supplies on the FAFSA is confidential. FAFSAs may be obtained on the web at www.FAFSA.ED.GOV.

Southeastern College maintains a full-time Financial Aid Officer at each campus to meet student needs. Students are encouraged to make appointments with a Financial Aid Officer to ensure they obtain the funding needed for their college investment. The United States Department of Education has determined that Southeastern College is an institution eligible to participate in Federal Title IV financial aid programs.

Every student is required to have a minimum cash payment of $50 per month payable to the institution or Third Party Private Loan.

Financial Options (if applicable and eligible):
1. Apply for Federal Financial Aid Programs
2. Apply for Private Loan Funding
3. Other Sources (cash, credit card, etc.)

Other sources can be discussed with the Financial Aid Administrator.

TYPES OF FINANCIAL AID

The College has the following institutional and Federal aid programs available to students who qualify (subject to availability of funds). The amount of aid a student receives at Southeastern College is based on cost of attendance, Expected Family Contribution (EFC), enrollment status (full time, 3/4 time, 1/2 time, 1/4 time) and length of attendance within an academic year.

GRANTS

The main criterion for receiving grants is substantial financial need. Grants do not have to be repaid unless a student becomes ineligible. Students must maintain satisfactory academic progress as defined in the Southeastern College Satisfactory Academic Progress Policy.

Federal Pell Grant

A Federal Pell Grant is an award to assist needy undergraduates in paying for their education. Pell Grants do not have to be repaid unless a student becomes ineligible. Eligibility for a Federal Pell Grant is based on several factors. Students complete a Free Application for Federal Student Aid (FAFSA) and this generates an Expected Family Contribution (EFC) number. Using the EFC number and other criteria, the amount of award is determined. Students with a bachelor's degree or higher are not eligible for Federal Pell Grants.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal SEOG provides additional grant assistance to students. Funds are limited and priority is given to Pell-eligible students with exceptional financial need. Federal SEOG awards do not have to be repaid unless a student becomes ineligible. Students with a bachelor's degree or higher are not eligible for Federal SEOG.

Florida Student Assistance Grant (FSAG)

The FSAG program is funded by the State of Florida and granted to needy students enrolled in bachelor degree or associate degree pro-

grams. To be considered for an FSAG Grant, applicants must meet Florida's residency requirements for receipt of state student financial aid and must enroll for a minimum of 12 credit hours per semester. They must complete a Free Application for Federal Student Aid which must be processed and contain a valid Expected Family Contribution (EFC) by the cutoff date set by the College for each of the Fall terms.

LOANS

Southeastern College offers a variety of low interest loans that enable students to meet their educational costs. Educational loans **MUST BE PAID BACK**. Interest charges vary with the type of loan, and a minimum monthly payment may be required.

Federal Direct Stafford Student Loan

Southeastern College was selected by the United States Department of Education to participate in the Federal Direct Student Loan Program as one of its initial 104 institutions. A Federal Direct Stafford Student Loan eliminates lender and guarantee agencies. Southeastern College processes a student's application in-house, and the loan is funded directly by the U.S. Department of Education. The Federal Direct Student Loans are low interest loans.

Federal Direct PLUS Loans

The Federal PLUS Loan (FPLUS) programs provide non-need based loans to parents of dependent students. PLUS loan eligibility is based on the cost of attendance less any other financial aid a student receives. Repayment on a Federal PLUS begins within (60) sixty days after the final loan disbursement. These loans have variable interest rates determined annually by the federal government.

Federal Perkins Loan

The Federal Perkins Loan is a fixed 5% interest loan that assists needy students in paying their educational costs. Funds are limited and eligibility is based on financial need. Repayment begins nine months from a student's last date of attendance.

Federal Work Study (FWS)

The Federal Work Study program gives part-time employment to undergraduate students who need income to help meet the costs of postsecondary education. When available, Southeastern College provides part-time jobs for needy students through the FWS program. Generally, students work 15 to 20 hours per week. Part of this program is community service.

SCHOLARSHIPS

Southeastern College Scholarship Programs

Southeastern College offers a variety of scholarships ranging from academic to financial for students who meet the criteria set by the College.

Private Scholarships

Outside scholarships are awarded to students who meet the specific criteria of the scholarship benefactors. Scholarship committees usually choose scholarship recipients who have high grade point averages, large financial need and/or superior academic qualities.

The Financial Aid department can provide a listing of web sites for scholarships. Applicants can contact agencies located in their community for more information.

Additional information on financial aid programs offered at Southeastern College is available by contacting the Financial Aid department on the campus a student plans to attend.

STUDENT ELIGIBILITY REQUIREMENTS

Federal financial aid is not available to international students unless they are eligible non-citizens. Eligible non-citizens must provide current documentation of immigration status prior to applying for financial aid. To be eligible to receive most need-based aid, students must meet the following requirements:

- Show financial need
- Enroll in an eligible program
- Be a United States citizen or eligible non-citizen
- Have a valid social security number
- Maintain satisfactory academic progress
- Comply with requirements of the Anti-Drug Abuse Act Section 5301 of the Anti-Drug Abuse Act of 1988, states that if a person is convicted of drug distribution or possession, the court may suspend his/her eligibility for Title IV financial aid. If he/she is convicted three more times for drug distribution, she/he may become permanently ineligible to receive Title IV financial assistance.
- Not be in default on a Federal Perkins Loan (or National Direct Student Loan), Federal Stafford Loan or Federal PLUS Loan or Direct Loans
- Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG)
- Agree to use any Federal student aid received solely for educational purposes
- Sign a Statement of Educational Purpose/Certification on refunds and default
- Sign a Statement of Registration Status if required to register with the Selective Service
- Be enrolled at least half-time (for most programs)

FINANCIAL AID PROCEDURES

Prospective Southeastern College students who seek financial assistance must complete a Free Application for Federal Student Aid (FASFA). Many funds are limited and are awarded on a first come, first served basis to students who have the greatest need. Instructions are available in the Financial Aid Department on each campus. Students must complete a FASFA and an appointment must be made with a Financial Aid Officer.

After the Free Application for Federal Student Aid is processed, the College receives an electronic Institutional Student Information Record (ISIR) and a student receives a Student Aid Report (SAR)

from the U.S. Department of Education in 30 days.

If verification is required, requested documentation must be provided by the student, spouse, and/or parents (whichever is applicable). The Financial Aid Department explains the verification procedure if the situation arises.

A Financial Aid Officer submits relevant paperwork to appropriate lenders/agencies and follows up to ensure that financial aid files are complete and accurate. Financial Aid is the liaison between the lenders/servicing agencies and a student. The Financial Aid Officer ensures that students are aware of their responsibilities, that student tuition is paid, that lenders receive correct paperwork and that all documents are executed and tracked correctly.

The Financial Aid department is dedicated to helping students understand and comply with the forms and paperwork that the financial aid application process entails. Students must re-apply for financial assistance each year.

NOTE: A student's financial aid is solely the responsibility of the student. Each student is responsible for correctly completing all applications and processing paperwork in a timely manner. If student aid is not received by the College while a student is in school, the student is responsible for all tuition and fees due to the College.

STUDENT RIGHTS

All Southeastern College students have the right to:

- Know when they will receive their financial aid.
- A copy of the documents describing the College's accreditation or licensing.
- Information about Southeastern College programs, its instructional, laboratory and other physical facilities and its faculty.
- Information relating to job placement rates.
- Information concerning the cost of attendance.
- Information on the refund policy for students who withdraw.

- Information about Federal Work-Study jobs
  - What kind of job it is
  - What hours a student must work
  - What job duties are
  - What the rate of pay is
  - How and when payroll is issued
- Reconsideration of their aid package if they believe a mistake has been made or if enrollment or financial circumstances have changed.
- Information on how the College determines whether a student is making satisfactory progress and, if not, the nature of the procedures.
- Information concerning special facilities and services that are available under the Americans with Disabilities Act.
- Information as to what financial assistance is available, including information on federal, state, local, private and institutional financial aid programs.
- Information as to who Financial Services personnel are, where they are located and how and when to contact them.
- Information concerning procedures and deadlines for submitting applications for each available financial aid program.
- Information concerning how financial aid recipients are selected for various programs.
- Information concerning how their financial aid eligibility is determined.
- Information on how much financial need, as determined by the College, has been met.
- Information concerning each type and amount of assistance in their financial aid package.
- Information concerning the interest rate on any student loan, the total amount which must be repaid, the length of time to repay, when repayment must begin, and what cancellation or deferment (postponement) provisions apply.
- Know who their academic advisor is.
- Information concerning the College's academic and administrative policies.
- Fair, equal and non-discriminatory treatment from all College personnel.
- Access to their student records.

- Freedom of academic expression.

STUDENT RESPONSIBILITIES

It is the responsibility of each Southeastern College student to:

- Abide by the Southeastern College student code of conduct.
- Read, understand, and keep copies of all forms they are given.
- Review and consider all information about College programs prior to enrollment.
- Pay special attention to the Free Application for Federal Student Aid, complete it accurately and submit it on time to the right place. (Errors can delay or prevent receiving aid).
- Know all deadlines for applying or reapplying for aid and meet them.
- Provide all documentation, corrections, and/or new information requested by either the Financial Services department or the agency to which the application was submitted.
- Notify the College of any information that has changed since their initial application for financial aid.
- Repay all student loans.
- Attend an exit interview at the College if they receive a Federal Perkins Loan, Federal Direct Stafford Loan or Federal Direct PLUS loan.
- Notify the College and lender (if they have a loan) of any changes in their name, address or attendance status (half-time, three quarter-time, or full-time).
- Satisfactorily perform the work agreed upon in a Federal Work-Study program.
- Understand the College refund policy which is stated on the Enrollment Agreement and in this catalog.
- Read the contents of the Enrollment Agreement carefully.
- Purchase or otherwise furnish books and supplies.
- Maintain College property in a manner that does not deface, destroy or harm it.
- Return library books in a timely manner and pay any assessed fines.
- Obtain required educational and financial clearances prior to

- graduation.
- Comply with all parking regulations.

Tuition, Fees and Other Costs

Tuition and Fees

Southeastern College wishes to eliminate possible areas of misunderstanding before students begin class. This allows the College to devote future efforts to support our student's education. At Southeastern College, tuition and fees are charged to the student by the semester/*pay period. Each semester/*pay period is 16 weeks in duration. Southeastern College students are not charged by the course or by credit hours. Southeastern College's student tuition and fees are subject to annual review and modification.

Initial Fees

Application Fee (one-time charge)	**$ 50**
Registration Fee (one-time charge)	**$ 95**
Transcript Fee	**$ 5**
Background Check	**$ 75**
Drug Screening	**$ 40 - $ 50**
Fingerprinting for Practical Nurse, Nursing and Registered Nurse Bridge Programs	**$ 88**

Tuition Charge Per Semester/*Pay Period (Tuition is charged and payable on the first day of the class in the semester/*pay period)

Tuition for students attending Full Time: $7,392 per semester/*pay period (not all programs offered at all locations)

Diploma Programs

	Semesters/*Pay Periods
Information Technology Network Administration	3
(EMT-B)-Paramedic	4
*Massage Therapy	3**
Medical Assisting	2
Medical Records and Health Information Technology	2
Pharmacy Technology	2.5
Practical Nurse	3
*Professional Clinical Massage Therapy	2**
*Paramedical Aesthetician	3**

Associate of Science Degree Programs

	Semesters/*Pay Periods
Information Technology Network Administration	5
Diagnostic Medical Sonography Technology	6

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Emergency Medical Services   6
Massage Therapy   4.5
Medical Assisting   4
Pharmacy Technology   4.5
Nursing   5.25
Registered Nurse Bridge Program   5
Surgical Technology   5

Tuition for Students less than full time: tuition is charged based on a pro-rata calculation at the beginning of the semester/*pay period.

Education Fee per Semester/*Pay Period:

Practical Nurse, Nursing, Registered Nurse Bridge Program $770
All Other Programs $400

Tuition Charge per Semester/*Pay Period for Life Experience Credit
Tuition for life experience course is 25% of normal tuition for a semester/*pay period.

Other Fees

Withdrawal Fee $ 100
Re-entry Fee $ 150

- Programs that require a student kit will be assessed a fee accordingly.
- Programs with certification/licensure testing, fingerprinting checks or background checks will be assessed fees accordingly.
- Textbook prices are available on the student portal by course.
- If applicable, students taking online courses who have the textbooks shipped will have shipping charges assessed to them.
- For students who have Cash Payments, the late fee charge is $10 per month for each month past due.

Southeastern College reserves the right to make any change in tuition, fees, curriculum or any phase of its program where it is the opinion of the administration that the students or the College will benefit. Such changes may be made without further notice. Tuition is charged by the semester/*pay period as stated above. An academic transcript will not be released if the student has a balance with the institution for any reason.

* Denotes Clock Hour Programs
** Retake Fee for Clock Hour Programs: Retake fee for Clock Hours attempted in excess of the program's total clock hours will be charged based on a pro-rata calculation of the additional Clock Hours scheduled.

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Uniforms, Tests, Supplies, and Special Fees

Students are required to wear medical scrubs to class each day while in their major courses except (EMT-B)-Paramedic, Emergency Medical Services and Information Technology Network Administration which require program specific attire. These medical uniforms are available through the Campus Bookstore. Students are also required to furnish their own personal school supplies such as pencils, pens, erasers, notebooks, calculators, dictionaries. Students in select programs may also be required to purchase student kits.

Student Withdrawals

If a student withdraws, the student has a responsibility to notify the school of his/her intent to withdraw either through verbal notification or in writing using the Withdrawal Form. The date of the withdrawal, the reason for the withdrawal, and the date he/she plans to return to the College must be communicated to the school either verbally or on the Withdrawal Form. Notification should be directed to the Dean/Vice President of the campus verbally, in a letter, fax or email (received from a school email account or an email account on file with the school) and must be submitted prior to the date of return to the next class start, if applicable. A student will be withdrawn from the school if the notification is not received prior to the start of the next class start. A student that withdraws and does not notify the school of his/her intent to return must be withdrawn within 14 calendar days of the last date of attendance. In addition, any student who has not attended class within 14 calendar days must be withdrawn. School winter, summer, and spring breaks are not included in the 14 calendar days.

It is the responsibility of all students, upon withdrawal from Southeastern College, to return library books and pay all fines, fees and monies that are owed to the College.

COLLEGE WITHDRAWAL

CFR (Code of Federal Regulations) Title 34: Education, Part 668, Subpart B)

If a student withdraws, the student has a responsibility to notify the school of his/her intent to withdraw either through verbal notification or in writing using the Withdrawal Form. The date of the withdrawal, the reason for the withdrawal, and the date s/he plans to return to the College must be communicated to the school either verbally or on the Withdrawal Form. Notification should be directed to the Dean of Academic Affairs/Vice President of the campus verbally, in a letter, fax or email (received from a school email account or an email account on file with the school) and must be submitted prior to the date of return to the next class start, if applicable. A student will be withdrawn from the school if the notification is not received prior to the next class start. A student that withdraws and does not notify the school of his/her intent to return must be withdrawn within 14 calendar days of the last date of attendance. In addition, any student who has not attended class within 14 calendar days must be withdrawn. School winter, summer, and spring breaks are not included in the 14 calendar days.

It is the responsibility of all students, upon withdrawal from Southeastern College, to return library books and pay all fines, fees and monies that are owed to the College.

CANCELLATION AND REFUND POLICY

Tuition and Fee Disclosure

Students will be obligated for all charges (tuition/fees/books/supplies) for the period of financial obligation they are currently attending plus any prior account balance. An administrative fee of $100 will be charged when a student withdraws prior to the end of the semester. The period of financial obligation is the time the student is enrolled (a semester). Students who have withdrawn and wish to re-enter will be charged a $150 re-entry fee.

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Return of Title IV Funds (R2T4)

A pro-rated portion of any Federal Title IV Funds received will be returned to the appropriate program for students who withdraw before completing 60% of the semester. The refunds are computed on the number of days in attendance divided by the total number of days in the semester with the exception of the application fee. After the 60% point of the semester, the institution has earned 100% of the Title IV funds, tuition charges and fees. The formula for Return of Title IV Funds (section 484B of the Higher Education Act) also specifies the order in which funds are to be returned to the financial aid programs.

Cancellation / Withdrawal Calculation

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected will be refunded except for the application fee not to exceed $50. If tuition and fees are collected in advance of the start date and the student does not begin classes or withdraws on the first day of classes, all monies paid by the student in excess of $100 will be refunded. Students who have not visited the institution prior to enrollment will have the opportunity to withdraw without penalty within three business days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment. The institution shall keep a pro-rated portion of the tuition for students who withdraw within the first 20% of the semester in which they are attending; beyond 20% the student is obligated for the full tuition for the semester in which they are attending. Any funds paid for supplies, books, or equipment which can be and are returned to the institution, will be refunded to students who withdraw prior to the start of the semester upon return of said items which can be resold.

All registration fees will be refunded if the student is not accepted into his/her particular program. Students are asked to notify the institution in writing of cancellation. If a student withdraws, the student has a responsibility to notify the school of his/her intent to withdraw and indicates verbally or in writing (using the Withdrawal Form) the date of the withdrawal and the date he/she plans to return. Communication should be directed to the Dean of Academic

Affairs/Vice President of the campus verbally or via letter, fax or email (received from a school email account or an email account on file with the school) and must be submitted prior to the date of return to the next class start, if applicable. A student will be withdrawn from the school if the notification is not received prior to the next class start. A student that withdraws and does not notify the school of his/her intent to return must be withdrawn within 14 calendar days of the last date of attendance. In addition, any student who has not attended class within 14 calendar days must be withdrawn. School winter, summer, and spring breaks are not included in the 14 calendar days. If the student does not notify the school through written documentation, the date of determination is identified by the last known date of attendance. This is determined at a weekly retention meeting. At this time, the student's status is changed from active to inactive. All monies paid by an applicant will be refunded if cancellation occurs within three business days after signing these terms of enrollment and making initial payment. If cancellation occurs after three business days from the signing of the terms of enrollment, all registration fees in excess of $100 will be refunded to the student. Refunds will be made within forty-five days from the date of determination of the student's withdrawal. All balances owed the institution due to the return of Title IV funds or withdrawal calculation or a balance due at time of graduation will be billed to the student.

THE ORDER OF THE RETURN OF TITLE IV FUNDS

The return of Title IV funds under the Federal Refund Policy, follow a specific order.
(1) Direct Unsubsidized Loan – (2) Subsidized Loan – (3) Perkins Loan – (4) Direct PLUS – (5) Pell Grant – (6) FSEOG – (7) - Other Title IV

1. Withdrawal must be made in person. For unofficial withdrawals a student's withdrawal date is their last day of physical attendance. The school's determination that a student is no longer in school for unofficial withdrawals is determined after 14 days of non-attendance.

2. All monies paid by an applicant will be refunded if cancellation occurs within three (3) business days after signing these terms of enrollment and making initial payment.

3. Cancellation after the third (3rd) business day, but not before the first class, will result in a refund of all monies paid with the exception of the application fee.

4. Withdrawal after attendance has begun, but prior to 60% completion of the payment period, will result in a Pro Rata refund computed on the number of days/hours of enrollment divided by the total number of days/hours in the program with the exception of the application fee.

5. Withdrawal up through 60% point of the program, a Pro Rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the program, the institution has earned 100% of the Title IV funds and Tuition Charge and fees.

6. Termination Date. The termination date for refund computation purposes is the last date of actual attendance by the student when the student submits written notification or as determined by the institution when no written notification has been received.

7. Refund calculations and return of funds will be completed within the Federal Title IV regulations.

Return of Title IV Funds (R2T4) for

Massage Therapy Diploma
Paramedical Aesthetician
Professional Clinical Massage Therapy

A pro-rated portion of any Federal Title IV Funds received will be returned to the appropriate program for students who withdraw before completing 60% of the program.

Step 1: The percentage of the payment period completed is calcu-

lated by hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

Step 2: Determine the amount of Title IV aid earned by the Student times the percentage calculated in Step 1.

Step 3: Compare the amount earned to the amount disbursed. If more aid was disbursed than was earned, determine the amount of Title IV aid that must be returned by subtracting the earned amount from the disbursed amount.

Step 4: Allocate the responsibility for returning unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once the institution charges were covered.

Step 5: Distribute the unearned funds back to the appropriate Title IV program. Refunds will be made within forty five days from the date of determination of the student's withdrawal. All balances owed the institution due to the return of Title IV funds or withdrawal calculation or a balance due at time of graduation will be billed to the student.

Student Services

ORIENTATION

The orientation program, held prior to the first day of each term, is designed to facilitate the transition to college and to familiarize new students with the organization and operation of the institution. During the orientation, students are versed on the mission and traditions of the School, rules and regulations, study techniques, and academic standards.

CAREER SERVICES

Through the Department of Student Services, students are able to participate in student activities and leadership programs, as well as career development resources. Through Southeastern College's academic departments, students learn the requisite skills for their

career, and through Student Services they are instructed on such career preparatory activities as resume development, mock interviewing, time management, budgeting, and professional networking. An online career center is available 24 hours a day. Job search stations with current job openings and career development resources are also provided. Resources are readily available to students, and lifetime job placement assistance is accessible to all graduates through the Department of Student Services.

It is the policy of Southeastern College's Student Services Department to assist students in finding employment upon graduation. Prior to and after graduation, the Student Services Department advises students on career development skills and assists them in finding employment in their chosen career field. Students and graduates are encouraged to participate in their career advancement via Southeastern College's web-based career center at www.collegecentral.com/sec and successful completion of the College's Leadership Distinction Program. In order to preserve placement privileges, students are required to provide the Department with a current resume and to maintain satisfactory attendance. Additionally, all students must complete an exit interview before their graduation date. **Although career services assistance is provided, Southeastern College cannot promise or guarantee employment.**

Southeastern College fully complies with the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that protects the privacy of student educational records. The law applies to all schools that receive Title IV funding. Therefore, graduates requesting career services assistance must provide signed authorization allowing the Department of Student Services to send out resumés to potential employers as part of a graduate's job search program.

Part-Time Employment
The College maintains a placement listing service to assist current full-time students in finding part-time employment. Each campus has a bulletin board, job book, or online career center database of part-time jobs that provides information on employment opportuni-

ties. International students must have proper documentation to seek employment in the United States. **Although Southeastern College provides employment assistance for part-time work, it cannot promise or guarantee employment.**

Full-Time Employment

The Department of Student Services offers assistance to all Southeastern College graduates preparing to enter the job market. Student Services provides information on local, in-state, and out-of-state companies, resume writing, interviewing techniques, career research, job opportunities. The Department also provides businesses with applicant screening as well as referrals for local businesses and industries. Career Development resources are updated regularly. Placement services are provided on an equal opportunity-equal access basis.

Career and leadership development seminars are offered on an on-going basis. Topics such as effective resume writing and how to prepare for an interview assist students in conducting a professional job search. Workshops including time management, financial success strategies, professionalism, and study skills, prepare students to succeed in college and in life.

The Student Services Department creates many opportunities for students to interact with employers. Career fairs and on-campus recruiter visits provide access and networking opportunities with potential employers. Employer visits in the classroom provide students with opportunities to hear first-hand what it takes to succeed in a chosen field of study. By providing these services, the College prepares a work force that is not only knowledgeable in its field, but also prepared to meet the needs of a demanding job market.

STUDENT ORGANIZATIONS

The Association of Surgical Technology National Honor Society (NHS) recognizes the achievement of surgical technology students and supports the learning and professional development of our members who strive to improve the surgical technology profession.

Eligibility Requirements

1. Students must have completed 85% of the graduation requirements at a CAAHEP-accredited surgical technology program.
2. The student must maintain and have no less than a cumulative 3.75 GPA (based on a 4.0 grading scale).
3. The student must have at least a 95% overall attendance rate.
4. The student must be a good school citizen and have neither past nor present disciplinary actions.
5. The student must project qualities of integrity and leadership in academic and extracurricular activities.
6. The student must be a member of AST.
7. To maintain membership and receive the benefits of membership in the Honor Society after graduation, an individual must maintain continuous, uninterrupted membership in AST.

Scholarships

Foundation for Surgical Technology Student Scholarships Eligibility Requirements:

1. Applicants must be currently enrolled in an accredited surgical technology program and eligible to sit for the NBSTSA national surgical technologist certifying examination. Be sure to fill in the information on the student application that requires the CAAHEP school code. For the Jacksonville Campus only, provide proof of ABHES Surgical Technology Program accreditation.
2. Applicants must demonstrate superior academic ability.
3. Applicants must have a need for financial assistance.

ADVISEMENT

The College maintains contacts with various community organizations and agencies to help meet students' personal needs. Please contact the Director of Student Services for additional information. Reverend Dr. Louise Morley, Southeastern College's Ombudsman, can be reached toll free at 1-866-549-9550.

HOUSING

The College provides information about local apartments and rental opportunities for students interested in living near campus. All College campuses are located along major traffic arteries to allow easy commuting for students.

HEALTH INSURANCE

Student health insurance is available through independent providers. Students in allied health fields who are required to complete externships/clinicals for academic coursework need health insurance coverage prior to participating in this part of the curriculum. Current student health insurance coverage must be maintained throughout the entire externship/clinical experience. Failure to maintain current health insurance will result in removal from the clinical/externship site.

GRADUATION

Students are eligible to participate if they satisfactorily complete academic requirements for the program in which they are enrolled at least one term prior to the commencement ceremony. In order to graduate from Southeastern College and participate in commencement exercises, students are required to meet with the Department of Student Services to complete a graduation application, request participation in the ceremony, and complete all required institutional and departmental exit interviews.

Administrative Policies and Procedures

GENERAL INFORMATION

Southeastern College policies have been formulated in the best interests of students and the College. The provisions of this catalog should not be considered an irrevocable contract between a student

and the College.

Changes in College policy are rarely made during a school year since plans for each session are made well in advance. However, Southeastern College reserves the right to change provisions or requirements, including fees, contained in its catalog at any time and without notice. The College further reserves the right to require a student to withdraw at any time under appropriate procedures. Southeastern College reserves the right to impose probation on any student whose conduct, attendance or academic standing is unsatisfactory. Any admission based upon false statements or documents is void, and a student may be dismissed on such grounds. In such cases, a student may not be entitled to credit for work which he/she may have completed at the College.

Admission of a student to Southeastern College for an academic term does not imply or otherwise guarantee that the student will be re-enrolled for any succeeding academic period. The College also reserves the right to cancel any classes which do not have a minimum number of students enrolled.

Southeastern College's primary objective is to help its students meet their career goals. Occasionally, students have concerns or problems that need to be addressed. Students can confidentially discuss their problems at any time with their instructors, the Student Services Department or any staff member. Additionally, the Campus Vice President and Dean of Academic Affairs maintain an open-door policy regarding any student concern or problem.

BURSAR'S OFFICE

Southeastern College provides a Bursar's Office to accept student payments of tuition and fees as well as to answer basic questions about payments, fees and student accounts. The Bursar's office hours are posted outside the office.

COLLEGE BOOKSTORE

Southeastern College maintains a bookstore on each campus. Typically, the bookstore exists to furnish students with necessary books, supplies and equipment. Bookstore hours are posted at each campus.

Students who wish to purchase textbooks at locations other than the campus bookstore must ensure that the textbooks purchased are the same as the textbooks currently being used at the school. Students are encouraged to speak with the school bookstore to obtain proper textbook information.

FIRE PRECAUTIONS

Students should take particular note of exit signs in each building. They should also familiarize themselves with the appropriate evacuation route posted for each room. In the event of an emergency:

1. Leave the building by the nearest exit in an orderly fashion, following the directions of the fire marshals (where relevant). Do not use elevators.

2. Stand at a safe distance from the building.

3. Do not re-enter the building until directed to do so by College administration.

CAMPUS SAFETY

Southeastern College maintains open, well-lit buildings with appropriately well-lit parking areas. Any and all incidents including damage to personal property or suspicious persons should be reported promptly to College administration.

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger. In cases of emergency, dial 911.

ANNUAL SECURITY REPORT

In compliance with the 34 CFR 668.41 and CFR 668.46 2008 federal regulation amendments, the following is the electronic address at which Southeastern College's Annual Security Report is posted: www.sec.edu/safetyandsecurity/asr.html

The Annual Security Report contains crime statistics and describes the institutional security policies. Upon request the institution will provide a hard copy of the report.

FIREARMS POLICY

Certified Florida law enforcement officers are the only people permitted to possess a gun or weapon of any kind on any Southeastern College campus. Any other possession of a weapon of any kind for any reason by anyone on a Southeastern College campus is strictly prohibited. The above stated policy provides an exception only in the case of Southeastern College students who are certified Florida law enforcement officers currently employed by a recognized Florida law enforcement agency. There are no other exceptions to this policy.

PARKING

Since Southeastern College is primarily a commuter's college, parking and traffic regulations must be maintained for the protection of all. Students must park in authorized spaces. Students must not park in areas designated for the handicapped (unless possessing the appropriate licensure), designated "visitor" spaces, on sidewalks or in "no parking" areas. Violators are subject to having their vehicle towed without prior warning or formal notification. Students must obtain and affix a valid parking permit decal to all cars parked at Southeastern College. Additional permit decals may be obtained from the Student Services Department.

HOURS OF OPERATION

School is in session throughout the year, with the exception of the holidays and vacations listed in the Academic Calendar. Morning classes are generally scheduled Monday through Friday from 8:00 a.m. to 1:00 p.m. and General Education classes are generally scheduled Monday, Tuesday, Thursday from 9:00 a.m. to 1:00 p.m. Evening classes are generally scheduled on Monday, Tuesday and Thursday from 6:30 p.m. to 10:30 p.m. Alternative class times may be available for certain programs. Classes for the Nursing programs are generally scheduled 5 days a week from 8:00 a.m. to 3:35 p.m. Class times and days may vary based on clinical scheduling. The (EMT-B)-Paramedic and Emergency Medical Services programs are based on a Fire-Rescue schedule. The schedule will vary based on the Fire-Rescue schedule (Shift A, B, or C). Students attend class two days a week with clinical and field externship days attended in between scheduled class times.

STANDARDS OF CONDUCT

Commensurate with the academic atmosphere that prevails through-out the College, all students are expected and required to conduct themselves in keeping with the highest of standards.

ACADEMIC HONESTY POLICY

The College can best function and accomplish its mission in an atmosphere of high ethical standards. As such, the College expects students to observe all accepted principles of academic honesty. Academic honesty in the advancement of knowledge requires that students respect the integrity of one another's work and recognize the importance of acknowledging and safeguarding the validity of intellectual property. Students are expected to maintain complete honesty and integrity in all academic work attempted while enrolled at the College. Academic dishonesty is a serious violation of the trust upon which an academic community depends. There are dif-ferent forms of academic dishonesty including, but not limited to,

the following:

- **Acquiring or Providing Information Dishonestly**
  Using unauthorized notes or other study aids during an examination; using unauthorized technology during an examination; improper storage of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view; looking at other students' work during an exam or in an assignment where collaboration is not allowed; attempting to communicate with other students in order to get help during an exam or in an assignment where collaboration is not allowed; obtaining an examination prior to its administration; altering graded work and submitting it for re-grading; allowing another person to do one's work and submitting it as one's own; or undertaking any activity intended to obtain an unfair advantage over other students.

- **Plagiarism**
  The deliberate or unintentional use of another's words or ideas without proper citation for which the student claims authorship. It is a policy of Southeastern College that students assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by an instructor of a course. Students may not submit the same work completed for one course in any other course, earning credit for the same work each time. Plagiarism, because it is a form of theft and dishonesty that interferes with the goals of education, must carry severe penalties. The penalties are as follows:

Partially plagiarized assignments

- The first occurrence of a student turning in an assignment containing plagiarized material results in an automatic "F" for that assignment.

- The second occurrence of a student turning in an assignment containing plagiarized material results in an automatic "F" for the course.

- The third occurrence of a student turning in an assignment containing plagiarized material results in an automatic dismissal from the College.

Entirely plagiarized assignments

- The first occurrence of a student turning in an entire plagiarized assignment results in an automatic "F" for the course.
- The second occurrence of a student turning in an entire plagiarized assignment results in an automatic dismissal from the College.

Students who have been dismissed may reapply to Southeastern College after remaining out of school for one full semester. Southeastern College believes strongly that each student, against whom the College is forced to take action, has a right to procedural due process where the student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to the student, the student may appeal the decision to the Grievance Committee. The procedures for the grievance are found later in this catalog.

On written papers for which the student employs information gathered from books, articles, electronic, or oral sources, each direct quotation, as well as ideas and facts that are not generally known to the public at large, or the form, structure, or style of a secondary source must be attributed to its author by means of the appropriate citation procedure. Only widely known facts and first-hand thoughts and observations original to the student do not require citations. Citations may be made in footnotes or within the body of the text. Plagiarism also consists of passing off as one's own, segments or the total of another's work.

At Southeastern College, references are cited in accordance with the American Psychological Association (APA) approved format.

- **Conspiracy**
Agreeing with one or more persons to commit any act of academic dishonesty.

- **Fabrication of Information**
Falsifying or inventing any information, citation, or data; using

improper methods of collecting or generating data and presenting them as legitimate; misrepresenting oneself or one's status in the College; perpetrating hoaxes unbecoming to students in good standing or potentially damaging to the College's reputation or that of the members of its academic community of students and scholars.

- **Multiple Submissions**
Submitting the same work for credit in two different courses without the instructor's permission.

- **Facilitating Academic Dishonesty**
Aiding another person in an act that violates the standards of academic honesty; allowing other students to look at one's own work during an exam or in an assignment where collaboration is not allowed; providing information, material, or assistance to another person knowing that it may be used in violation of course, departmental, or College academic honesty policies; providing false information in connection with any academic honesty inquiry.

- **Abuse or Denying Others Access to Information or Resource Materials**
Any act that maliciously hinders the use of or access to library or course materials; the removing of pages from books or journals or reserve materials; the removal of books from libraries without formally checking out the items; the intentional hiding of library materials; the refusal to return reserve readings to the library; or obstructing or interfering with another student's academic work. All of these acts are dishonest and harmful to the community.

- **Falsifying Records and Official Documents**
Forging signatures or falsifying information on official academic documents such as drop/add forms, incomplete forms, petitions, letters of permission, or any other official College document.

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- **Clinical Misconduct (if applicable to major)**

  Dishonesty in the clinical setting includes, but is not limited to: misrepresenting completion of clinical hours or assignments; falsification of patient records; fabrication of patient experiences; failure to report omission of, or error in, assessments, treatments or medications; and appropriation/stealing of facility, client, staff, and visitor and/or student property.

- **Disclosure of Confidential Information (if applicable to major)**

  A high, responsible standard of conduct and professionalism is expected from each student. Students are personally accountable for the way in which patient information and other confidential information in clinical facilities is utilized. Confidential information is never to be discussed with anyone other than those directly involved in the care of the patient or in the legitimate use of other confidential agency information. Those having access to patient, salary, or associate information should never browse such information out of "curiosity." It is to be used and accessed only for legitimate, clinical/learning purposes.

  A breach in confidentiality which involves discussing and/or releasing confidential patient or facility information, or obtaining unauthorized system access, will lead to disciplinary action from Southeastern College.

  Each student must seriously evaluate his/her daily use of confidential patient or facility information to assure its proper use. When in doubt, students should seek clarification or direction from their immediate supervisor.

- **Sanctions for Violating the Academic Honesty Policy**

  After determining that the student has violated the Academic Honesty Policy, the instructor may impose one of the following sanctions (please note: separate sanctions apply to Plagiarism as described above):

  1. The first occurrence of academic dishonesty will result in a

grade of "F" for the assignment or examination.

2. The second occurrence of academic dishonesty will result in a grade of "F" for the course.

3. The third occurrence of academic dishonesty will result in dismissal from the College.

All progressive disciplinary measures described above are cumulative throughout the program and not limited to occurrences within a specific course or term. Students who have been dismissed may reapply to Southeastern College after remaining out of school for one full semester.

Southeastern College believes strongly that each student, against whom the College is forced to take action, has a right to procedural due process where the student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to the student, the student may appeal the decision to the Grievance Committee. The procedures for the grievance are found later in this catalog.

PROFESSIONAL BEHAVIOR POLICY

The College has established a set of professional behaviors which will help students develop their knowledge and skills for entry-level positions in their fields.

-   Adhere to College policies and procedures as outlined in the College catalog.
-   Adhere to program policies and procedures as outlined in the program student handbook.
-   Adhere to policies and procedures of the clinical education site where assigned.
-   Arrive to class and clinical sites on time; punctuality is a demonstration of professional behavior.
-   Demonstrate responsibility and accountability in all aspects of the educational process.
-   Demonstrate appropriate communication, interaction and behavior toward other students, faculty and clinical staff.

- Respect the learning environment regarding visitors. Visitors may not attend class or the clinical education site. This includes children, spouses, parents, friends, animals or any other visitor.

- Cell phones may not be used during class time and must always be kept on silent or vibrate.

If a student demonstrates inappropriate professional behavior, the student may receive a written behavior warning or be placed on behavior probation depending on the severity of the action (*see Behavior Probation Statement*). The program reserves the right to withdraw the student at any time if the inappropriate behavior is judged extreme as determined by the Program Director and Dean of Academic Affairs.

- **Behavior Probation Statement**

  Students who do not maintain satisfactory behavior, both academically and clinically, may be placed on behavior probation. The term of this probationary period will become effective in the semester/pay period the student is currently enrolled in and remain in place for the remainder of the following semester/pay period. At the completion of the following semester/pay period, the Program Director or Dean of Academic Affairs will assess the student's progress and determine whether to remove the student from behavior probation or to extend the term of this probation. If the behavior probation is extended, a student action plan will be developed and signed by the student. Failure to meet the terms of this probation as outlined in the student action plan will result in dismissal from the program and the College.

  Students who are dismissed based on behavior may re-apply to the College after waiting one full semester/pay period. Additional requirements for re-entry are listed under the Academic Re-Admittance Policy and Disciplinary Re-Admittance Policy.

- **Clinical/Externship Experience - Request for Removal of Student (if applicable to major)**

  Should a clinical/externship site request removal of a scheduled

student due to the student's inability or unwillingness to abide by the program's and/or clinical/externship site's policies and procedures, the student will receive a clinical/externship evaluation grade of "zero" and be placed on behavior probation which may result in a failing grade and/or dismissal from the program.

Upon removal from the clinical/externship site, the program will attempt to re-assign the student to a different clinical/externship site. However, should a second incident occur during the same clinical/externship rotation/course in which a clinical/externship site requests the removal of the student, the program will immediately remove the student from the site and provide no further clinical/externship re-assignments. This action will result in the student receiving a failing grade for the clinical/externship rotation/course and subsequently not permitted to advance to the next core course.

The student may wish to apply for re-entry to the program when the course re-sequences. However, re-entry to the program is contingent upon the program not exceeding maximum program capacity, and a review of events leading up to the dismissal with a student action plan designed by the Program Director addressing professional behavior expectations.

If a student has been re-assigned to a clinical/externship education site due to a request for removal from a previously assigned clinical/externship site based on inappropriate behavior and similar inappropriate behavior occurs in a *subsequent* clinical/externship rotation/course, the student will not be re-assigned for clinical/externship placement and will be permanently dismissed from the program.

It should be noted that if the cause for removing a student from a clinical/externship site is deemed by the Program Director and Dean of Academic Affairs as extreme unprofessional behavior, the student may be immediately dismissed from the program and/or the College.

- **Academic and Administrative Dismissal**

  A student may be dismissed from Southeastern College for disregarding administrative policies. Causes for dismissal include, but are not limited to, the following:
  - Failure to meet minimum educational standards established by the program in which the student is enrolled.
- Failure to meet student responsibilities including, but not limited to:
  - meeting of deadlines for academic work and tuition payments;
  - provision of documentation, corrections and/or new information as requested;
  - notification of any information that has changed since the student's initial application;
  - purchase or otherwise furnish required supplies;
  - maintenance of College property in a manner that does not destroy or harm it;
  - return of library books in a timely manner and payment of any fines that may be imposed;
  - obtaining required education and financial clearance prior to graduation and to comply with all parking regulations;
  - continued inappropriate personal appearance and hygiene;
  - continued unsatisfactory attendance;
  - non-payment for services provided by the College;
  - failure to comply with policies and procedures listed in the current College catalog and student handbook; or
  - conduct prejudicial to the class, program or College. Specific behaviors that may be cause for dismissal include, but are not limited to:
  - willful destruction or defacement of College or student property;
  - theft of student or College property;
  - improper or illegal conduct, including hazing, sexual harassment, etc.;
  - use, possession, and/or distribution of alcoholic beverages, illegal drugs, and/or paraphernalia on campus;
  - being under the influence of alcoholic beverages or ille-

gal drugs while on campus;

- cheating, plagiarism, and/or infractions of the College's Student Conduct Policies;

- any behavior which distracts other students and disrupts routine classroom activities;

- use of abusive language, including verbalization or gestures of an obscene nature; or

- threatening or causing physical harm to students, faculty, staff or others on campus or while students are engaged in off-site learning experiences;

- unprofessional conduct and behavior

- **Anti-Hazing Policy**
Hazing is any conduct or initiation into any organization that willfully or recklessly endangers the physical or mental health of any person. Imposition or use of hazing in any form of initiation or at any time is strictly prohibited. Violation of this policy will result in disciplinary actions against the violator that will include counseling and possible expulsion from the College.

- **Conflict Resolution**
Students are encouraged to first discuss any concerns with their instructor. If the concern is not resolved, they should speak to their Program Director. Subsequent levels are the Dean of Academic Affairs and the Campus Vice President. Chain of command should *always* be utilized for prompt resolution. Southeastern College does however maintain an open door policy.

- **Student Disciplinary Procedures**
If a student violates Southeastern College's Standards of Conduct in a classroom, the first level of discipline lies with the faculty member. If a situation demands further action, the Dean of Academic Affairs is responsible. In the absence of the Dean, the Campus Vice President determines disciplinary action. If a student has a serious objection to the disciplinary action imposed, the student has the right to use the grievance process as outlined in the Southeastern College catalog.

When a student violates Southeastern College's Standards of Conduct outside the classroom but on campus, the Dean of Academic Affairs is the first level of discipline. The next level is the Campus Vice President. If a student is dissatisfied with the disciplinary action imposed, the student has the right to use the grievance process as outlined in the Southeastern College catalog.

DRUG POLICY

Southeastern College is in compliance with Federal government regulations for a Drug Free Workplace for both students and employees. Any student or employee caught in possession, use, or distribution of any illegal substances or paraphernalia will be dismissed and/or referred to an appropriate agency for arrest.

Students who are in programs which require an externship/clinical component may be required to submit to a drug screen prior to starting the externship/clinical experience; and also during any point of the externship/clinical experience. Students who have a positive drug screen result prior to starting externship/clinical will not be permitted to start externship/clinical. If at any point during externship/clinical a student has a positive drug screen, he/she will be removed from the externship/clinical location.

Section 5301 of the Anti-Drug Abuse Act of 1988 states that if a person is convicted of drug distribution or possession, a court may suspend his/her eligibility for Title IV financial aid. If he/she is convicted three or more times for drug distribution, he/she may become permanently ineligible to receive Title IV financial assistance.

A DESCRIPTION OF DRUG AND ALCOHOL ABUSE PREVENTION PROGRAMS

As required by CFR 86.100 Southeastern College publishes and distributes annually to all current students and employees a copy of the Drug and Alcohol Abuse Prevention Program. The institution dis-

closes under CFR 86.100 information related to Southeastern College's drug prevention program. This information is included in the Annual Crime and Safety Report.

The report can be found on Southeastern College's website located at the following address: http://www.sec.edu/safetyandsecurity/

STANDARDS OF APPEARANCE

Proper professional dress and appearance create the first impression upon which an employer evaluates a candidate and, therefore, professional dress, appearance, hair color, and jewelry are expected at the College. Each student must maintain proper personal appearance and wear approved dress and ID badges.

Allied Health Programs Major Courses

Students in allied health programs taking major courses must wear medical scrubs and shoes of the correct color and style. Uniforms must be maintained and clean at all times. Where applicable, allied health students are given an ID badge which is to be affixed to a student's uniform. Medical students must wear white nursing shoes or approved predominately white substitutes. Allied health students may not wear artificial or acrylic nails in any clinical area.

Emergency Medical Services and (EMT-B)-Paramedic Courses

Students in Emergency Medical Services and (EMT-B)-Paramedic programs must wear school approved attire. Uniforms must be maintained and clean at all times. Where applicable, allied health students are given an ID badge which is to be affixed to a student's uniform. Students must also wear appropriate footwear.

General Education and Other Courses

Students in Southeastern College's general education courses or other program courses may wear school uniforms or dress slacks, (no jeans, jean skirts, jean overalls) pant suits, slack suits or dresses, as would be required of professionals in most work situations. Men enrolled in Southeastern College programs may wear school uniforms or collared shirts and ties (pullovers are not permitted) or

approved College shirts. Tennis, running, aerobic/cross-training, jogging or flip-flop shoes are not permitted. T-shirts, shorts, cut-offs, beachwear, halters and tube-tops are inappropriate. Students are not permitted to wear tops that expose the stomach or waist, shorts, or extremely short skirts to class.

Students displaying inappropriate dress after warning may be asked to leave the classroom to change. Students will be readmitted upon displaying appropriate attire. Southeastern College firmly believes that the development of proper work habits assists students in meeting their career objectives and that professional dress elevates the general level of professionalism in the classroom, thereby enhancing the educational experience.

DISCIPLINARY PROBATION

If a student fails to meet his or her responsibilities as outlined in this catalog or as contained elsewhere where College policies and procedures are posted or distributed, he or she may be placed on disciplinary probationary status. Disciplinary Probationary status is normally for one semester/pay period.

If a student fails to improve as required during the time period specified for his or her disciplinary probation, he or she may be continued on disciplinary probation or dismissed from the program and the College.

GRIEVANCE PROCEDURES

If Southeastern College is forced to take action against a student, it still believes strongly that every student has a right to procedural due process in which a student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to a student, the student may appeal the decision to the Grievance Committee.

Students are encouraged to resolve problems through normal

administrative channels. A Request for a Grievance Committee Hearing form must be submitted to the Student Services Department by or on Thursday no later than 5 p.m. in order to hold a grievance hearing on the following Tuesday. The Grievance Committee meets to hear grievances, when necessary, on Tuesdays at 1 p.m. Requests for a Grievance Committee hearing that are received immediately prior to or during a student break are recognized as received the week following the break.

The voting members of the Grievance Committee consist of two (2) faculty members, two (2) staff members, and one (1) student. The voting members of the committee/panel are non-biased participants. The Director of Student Services is the facilitator/moderator of the grievance hearing and a non-voting member of the proceedings. The Panel will hear evidence, ask questions, review the catalog/handbook policies, deliberate and render an advisory ruling that, upon approval by the Office of the President, will become binding upon the administration as well as the student who filed the grievance.

STUDENT COMPLAINT PROCEDURE

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
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting your Campus Vice President (See list of Campus Vice Presidents in the Administration, Faculty and Staff section of the catalog, pp. 209-232.) or online at www.accsc.org.

Arbitration

As stated on the Southeastern College enrollment agreement, it is agreed that in the event the parties to the enrollment agreement are unable to amicably resolve any dispute, claim or controversy arising out of or relating to this agreement, or if a claim is made by either against the other or any agent or affiliate of the other, the dispute, claim or controversy shall be resolved by arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules. If this chosen forum or method of arbitration is unavailable, or for any reason cannot be followed, a court having jurisdiction hereunder may appoint a panel of arbitrators pursuant to section 682.04, F.S. The expenses and fees of the arbitrator(s) incurred in the conduct of the arbitration shall be split evenly between the parties to the arbitration; however, if Southeastern College prevails in the arbitration proceeding, Southeastern College will be entitled to any reasonable attorney's fees incurred in the defense of the student claim. Venue for any proceeding relating to arbitration of claims shall be in the county wherein the institution is located. This agreement cannot be modified except in writing by the parties.

INTELLECTUAL PROPERTY POLICY

Southeastern College defines intellectual property as a product of the intellect that has commercial value, including copyrighted property such as literary or artistic works, and ideational property, such as patents, software, and appellations of origin, business methods and industrial processes.

Any intellectual property developed as a direct result of regular duties of faculty members, staff members or students, or developed

by a faculty member, staff member or a student as a result of research done in connection with regular duties or assignments, is the exclusive property of the College. Such property is the exclusive property of an employee if no College funds, space, facilities or time of faculty members, staff members or students were involved in the development.

Software development by faculty members, staff members or students as part of normal duties or assignments is considered "work-for-hire" and is property of the College. Courseware (syllabi, lecture notes, class handouts and other such materials) whether in paper or web formats are property of the College.

All work completed or submitted toward fulfillment of course requirements by students is the property of Southeastern College. Southeastern College reserves the right to utilize any work so submitted in any way it believes appropriate.

PRIVACY OF STUDENT RECORDS

Policies and procedures concerning the privacy of student records maintained by Southeastern College and its faculty and staff are governed by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). Student records are maintained by the campus Registrar's Office (academic records), Financial Services Department (financial aid records) and Bursar's Office (accounts receivable records).

Student records are maintained by the College in permanent files. Under Section 438 of the General Provision Act (Title IV of Public Law 90-247), students age 18 or over have access to their personal record files kept by the institution. All documents placed in student records are considered permanent additions and are not removed.

All authorized personnel have access to student records for official purposes. A student (or in some cases eligible parents) is given access to his/her record within a reasonable time after submitting a written request to the custodian in possession of that record

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(Registrar, Financial Services or Bursar). Records are supervised by the Campus Vice President. If the content of any record is believed to be in error, inaccurate, discriminatory, misleading or in violation of student rights or otherwise inappropriate, it may be challenged and a written explanation included in the record. A student's right to due process allows for a hearing which may be held at a reasonable time and place at which time evidence may be presented to support the challenge.

Student information is released to persons, agencies or legal authorities as required by subpoena/legal process or by consent of a student (or eligible parent). Information is released on a consent basis in cases where a student or eligible parent has provided a written consent, signed, dated and specifying the information to be released and name (s) of persons to whom the information is to be released.

TRANSCRIPTS

A request for a Southeastern College transcript must be in writing (Transcript Request Form), signed by the student and requested a minimum of two (2) weeks before a transcript is required. The full address of the person/place to which the transcript is to be sent must be included. An official transcript bearing the College seal will be forwarded directly to other colleges, to prospective employers, or to other agencies at the request of a student. Typically, colleges only consider a transcript "official" if forwarded directly from the sending institution. Students may also obtain unofficial copies of their transcripts at the campus. There is no charge for the student's first transcript. All other transcripts will require a fee of $5 to be paid with an application. (NOTE: All financial obligations to the College must be paid before transcripts are released)

Academic Policies

CLOCK HOUR/CREDIT HOUR CONVERSION

A Clock Hour is defined as a period of 60 minutes with a minimum

of 50 minutes of instruction.

Break schedules are developed based on this definition. Breaks typically do not exceed 20 minutes in duration.

Academic credit for Southeastern College courses is calculated on a semester credit hour basis.

The Medical Assisting (Diploma), Medical Assisting (Associate of Science Degree), (EMT-B)-Paramedic (Diploma), Emergency Medical Services (Associate of Science Degree), Nursing (Associate of Science Degree) and Registered Nurse Bridge (Associate of Science Degree) programs are calculated per the following conversions. In addition, all Jacksonville Campus semester credit hour programs are calculated per the following conversions:

15 lecture clock hours   = 1 semester credit hour
30 laboratory clock hours   = 1 semester credit hour
45 externship clock hours   = 1 semester credit hour

All other semester credit hour programs at Southeastern College, excluding the Jacksonville Campus, are calculated per the following conversions. One semester credit hour equals 45 units comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 units

Financial Aid Credit for Southeastern College courses is calculated as follows:

37.5 clock hours = 1 semester credit hour

TUTORING

Southeastern College instructors are available for special tutoring and make-up work outside normal class hours. Instructors are also available by appointment to provide demonstrations, answer questions and conduct reviews. Computers and other equipment are available for students to use outside class hours. Students who desire special assistance are urged to take advantage of this help which is offered at no extra cost.

AVERAGE CLASS SIZE

Southeastern College is proud of its small classes and individualized attention. Although class size will obviously vary, Southeastern College monitors class size to ensure that program objectives are met. Class size will generally not exceed 25 students in either the classroom or laboratory setting. Class size may also vary according to programmatic requirements.

FIELD TRIPS

Instructors may take students on field trips at appropriate times during a course. Field trips are designed to supplement curriculum and to introduce students to situations that cannot be reproduced in a classroom. Students are notified in advance of any field trips.

SCHEDULE CHANGES

Students who register for a class that is canceled or have scheduling errors are given schedule change assistance by the Dean of Academic Affairs. Dates and times for schedule changes are posted as far in advance as possible.

VACCINATION POLICY

Southeastern College does not require proof of vaccinations for entry into its general programs. Allied health programs do have vaccination requirements, and the requirements vary by program. Details related to these individual requirements are in each program's handbook.

COURSE DELIVERY

General Education:

General Education courses are available via distance education and residential delivery. Distance education courses are delivered through Southeastern College's online course delivery platform. Some general education courses are available through an approved consortium agreement with Keiser University to deliver online general education courses. *Prerequisite for distance education participation:* Active students must maintain a Cumulative Grade Point Average (CGPA) of 3.0 or higher to be eligible to take general education courses online. **Exceptions to this policy must be approved by the College President.**

Technical/Occupational:

The Medical Assisting technical/occupational courses are available through distance education upon enrollment in the Associate of Science in Medical Assisting (Online) degree and are delivered through Southeastern College's online course delivery platform. All other technical/occupational courses offered at Southeastern College are offered via residential instructional delivery methods only. *Prerequisite for distance education participation:* College admission.

Expectations of Students in Distance Education:

It is important to understand what online classes are and what they are not. Online classes are not easy substitutes for on-campus classes. In fact, students find online classes as rigorous and demanding as on-campus classes. Students are expected to attend their virtual classrooms a specified number of times per week. All attendance is

monitored. Times are flexible and dictated by students' personal schedules; nonetheless, their presence is required and recorded and counts toward final grades.

An online student is expected to be computer literate and familiar with the Internet. An orientation course is available to help students improve these skills.

An online class is convenient and flexible. It allows students to work on assignments and participate in class discussions as their schedules permit within reasonable timeframes. Learning is achieved through individual inquiry, collaborative processes (student/student and student/faculty), and personal synthesis of ideas into an understanding of the topic. Outcomes are determined by qualitative analysis of student input, subjective and objective tests, including pre- and post-test, group and individual projects and case studies.

Admissions Requirements for Distance Education:
Admissions requirements for distance learning programs are the same as admissions requirements for on-campus programs.

Requirements for Distance Education:
Southeastern College has computers available with Internet access for student use at campuses throughout Florida. Southeastern College provides technical services and training through its online platform. Personal desk top or lap top computer with internet access is required for students in online programs. Students are required to have Microsoft office for all online classes. Online Medical Assisting students will need to provide three potential locations for completing preceptorship and externship requirements and have one approved prior to beginning their hours.

Learning Resource System:
All students, whether distance or residential, have access to the electronic learning resource system available at any time through any computer with Internet access.

Expected learning outcomes, graduation requirements and student

services requirements remain the same for all students, regardless of course delivery method.

ACADEMIC LOAD

To be considered full-time, students must carry a minimum load of twelve (12) credit hours per semester which is a normal academic load.

It is a policy of Southeastern College that students maintaining a 3.2 cumulative GPA or higher with 90% class attendance and who have completed at least one semester as a full time student may take additional credits beyond 12 but not to exceed one course per semester. Students who are enrolled in a program that requires more than 18 credit hours per semester are not eligible to enroll in additional credit hour courses during that semester. Exceptions to this policy must be approved by the College President.

ATTENDANCE

Regular class attendance is essential to proper academic progress and is expected. At Southeastern College, satisfactory attendance is considered to be a vital part of each student's performance. Excessive absences for a particular course or a program can result in a lowered achievement rating and an undesirable course grade. Absences in excess of 20% of class hours, for any subject, may cause a student to be ineligible to take the final examination in that course.

To receive credit in a course for Massage Therapy Diploma, Paramedical Aesthetician and Professional Clinical Massage Therapy, the student shall attend no less than 80% of the instructional hours of the course. If a student does not attend 80% or more of a course, he/she will receive a failing grade (F) for the course. **Students in these programs will be required to make up hours missed due to tardiness, absences, or leaving early to equal no less than 90% of the instructional hours in the course.** Make-up assignments and arrangements are available from the course instruc-

tor and may include attending a make-up session, completing additional assignments or papers, or attending tutoring. The length and academic rigor of make-up assignments and arrangements is directly proportional to the amount of time missed in the course. All make-up assignments and arrangements must be successfully completed and submitted by the last day of the class. If the student fails to successfully complete make-up assignments and arrangements in order to reach 90% of attendance of the clock hours of the course, he/she will receive a failing grade for the course. Make-up assignments and arrangements are separate from any required coursework. If a student submits regular course work after the due date, the consequences for late assignments may vary by instructor.

The Nursing, Practical Nurse, and Registered Nurse Bridge Programs have more specific programmatic attendance restrictions and policies which are outlined in the respective Program Handbooks.

A student may be reinstated to classes following an instructor's evaluation of their abilities and performance. Such determinations are made on an individual, case-by-case basis. Students must be in attendance by the third class meeting or they are not permitted to begin a course.

Excessive absences in a course or continued excessive absences throughout a program will result in the following administrative actions:

- Attendance warning
- Probation
- Dismissal

Students achieving perfect attendance are eligible for a Perfect Attendance Award which is determined at the end of each course. To be eligible for this award, students must be present for all class time; if a student is tardy, leaves class early or misses a class, the student is not eligible for this perfect attendance award.

Externship/Internship/Clinical

Students in externship/internship/clinical courses must attend all

clinical hours. Any student absent from externship/internship/clinical may be allowed to make-up the missed hours only at the discretion of the College and/or clinical site with verifiable documentation provided to the College in a timely manner. Failure to complete all necessary clinical hours could result in a failing grade for the externship/internship/clinical course.

In an emergency which causes a student to be absent, it is the student's responsibility to make arrangements with the instructor to complete missed work. Absences will only be considered excused if the student can provide verifiable documentation for the absence in a timely manner as determined by the College. Excused absence(s) allow a student to make up coursework or other classroom assignments. However, the student is still subject to attendance warning, probation or dismissal if the excused absences for an individual course or the program are excessive. Faculty members may establish more rigorous attendance standards for their individual courses.

Veteran Students:

The Veterans Affairs Department will be notified of unsatisfactory attendance, and Veteran benefits will be terminated for any Veteran student who has absences in excess of twenty (20) percent of class hours.

HONOR CODE

Enrollment in Southeastern College and the completion of the enrollment agreement represents a student's pledge to respect the rights and property of the College and fellow students and to adhere to general principles of academic honesty.

LEAVE OF ABSENCE POLICY
34CFR 682.604 (C)(4)

To be eligible to apply for a leave of absence, a student must have completed one full semester at the school for credit hour programs. For students in the Professional Clinical Massage Therapy, Massage

Therapy Diploma and Paramedical Aesthetician program must have completed one full pay period.

Procedure

Prior to taking a LOA, the student must provide a signed and dated official Leave of Absence Request **with all required documentation** to the Dean of Academic Affairs or Campus Vice President (form available from the Dean of Academic Affairs or Campus Vice President). The student must provide the reason for requesting the LOA and indicate their expected date of return to class. The student must have approval from the Dean of Academic Affairs prior to the start of the LOA. The student must provide the reason for requesting the LOA and indicate their expected date of return to class. If unforeseen circumstances; such as a medical emergency, prevent a student from submitting a written and signed request prior to the start of the LOA, the College may still grant the LOA if the College is **able to document** the unforeseen circumstances, and also receives the student's signed written request at a later date. A student may make a single request for a non-contiguous leave of absence when the request is for the same reason (such as a serious health problem requiring multiple treatments).

Approval

A leave of absence may be granted at the sole discretion of the College if the College is able to determine that there is a reasonable expectation that the student will return to school following the LOA. If a LOA is not granted by the College, the student is required to register for and attend classes, or withdraw from the program. A leave of absence may be granted for a period not to exceed 120 days. Generally, students are limited to one LOA in any twelve-month period. However, a second LOA may be granted as long as the total number of days does not exceed 120 days in any twelve-month period. Acceptable reasons for a LOA or a second LOA within a twelve-month period are jury duty, military duty or circumstances such as those covered under the Family Medical Leave Act of 1993 (FMLA). These circumstances are birth of a child, placement of a child with a student for adoption or foster care, student must care for spouse, child or parent with a serious illness, or a serious health condition of the student.

Financial Obligations

Students taking an approved LOA do not incur any additional charges for the period of the approved leave. If the student is a recipient of Federal Financial Aid prior to the College granting the LOA, the student is required to meet with a Financial Aid Officer to discuss the effects of the student's failure to return from a LOA may have on his/her loan repayment terms. These effects may include the exhaustion of some or all of the student's grace period. If the student has any outstanding financial obligations to the College, he/she must make appropriate arrangements with the Bursar to ensure his/her account remains current.

Return from Leave of Absence

Upon the student's return from the LOA, he/she is permitted to continue the coursework he/she began prior to the LOA. If a student on LOA does not resume attendance on the date set forth in the official LOA form, he/she is withdrawn from the College and will be charged a $150 re-entry fee when he/she enrolls. The student's withdrawal date is the date the student began the leave of absence, and charges and refund calculations are applied. All refund and cancellation policies are applied based on a student's date of withdrawal. A major consequence of this for students who have received federal student loans is that most of a student's grace period may be exhausted and student loan repayment may begin immediately.

If a student returns early, the days the student spends in class before the course reaches the point at which the student began his/her LOA must be counted in the 120 days for an approved leave of absence.

MILITARY DEPLOYMENT POLICY

Military students must provide a copy of orders to request a withdrawal for Military Duty. No academic penalty will be given for deployment; if a student attended class, they will receive a grade of "W". The student has the option to complete class if 75% or more coursework has been completed. The student can request an "Incomplete" grade. Students will have 30 days to complete all course work. Extensions are possible given mitigating circum-

stances. Extension requests will be evaluated on a case-by-case basis. If the withdrawal is during the semester, no withdrawal fee will be charged.

Upon re-entry, admissions re-entry fees will be waived with copy of military orders. All other admissions and academics requirements will be applicable.

COLLEGE WITHDRAWAL
CFR (Code of Federal Regulations) Title 34: Education, Part 668, Subpart B)

If a student withdraws, the student has a responsibility to notify the school of his/her intent to withdraw either through verbal notification or in writing using the Withdrawal Form. The date of the withdrawal, the reason for the withdrawal, and the date s/he plans to return to the College must be communicated to the school either verbally or on the Withdrawal Form. Notification should be directed to the Dean of Academic Affairs/Vice President of the campus verbally, in a letter, fax or email (received from a school email account or an email account on file with the school) and must be submitted prior to the date of return to the next class start, if applicable. A student will be withdrawn from the school if the notification is not received prior to the next class start. A student that withdraws and does not notify the school of his/her intent to return must be withdrawn within 14 calendar days of the last date of attendance. In addition, any student who has not attended class within 14 calendar days must be withdrawn. School winter, summer, and spring breaks are not included in the 14 calendar days.

It is the responsibility of all students, upon withdrawal from Southeastern College, to return library books and pay all fines, fees and monies that are owed to the College.

ACADEMIC RE-ADMITTANCE POLICY

A student must apply for re-admittance to the College after volun-

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tary withdrawal or being withdrawn. This policy also applies to students who have been on an approved leave of absence that extended beyond the date granted which results in automatic withdrawal. The re-admittance policy is as follows:

1. Students must obtain permission from the Dean of Academic Affairs to re-enroll.

2. Students must obtain the Bursar's signature on the re-entry form indicating that all financial obligations to the College have been met. If a student has been out of school for more than one (1) semester, a re-entry fee of $150 must be paid.

3. Students must contact a Financial Aid Officer to re-apply for financial aid and set up a payment schedule.

4. If a student has been out of school for more than six (6) months, the student may no longer have the hands-on skills necessary for his/her respective program. The decision for re-admittance in this case is made by the Program Director/Coordinator. The student may be required to take a written or practical examination to determine if his/her hands-on skills and program knowledge are adequate for program re-entry. The Dean of Academic Affairs may grant approval for re-admittance if a student has been out of school for more than one (1) semester.

5. Students are re-enrolled under current tuition charges, curriculum, and catalog policies.

6. If students are re-admitted under academic probation, they are not eligible for Title IV funds until they have reestablished their eligibility. Therefore, they are responsible for any charges incurred during this period.

7. After obtaining required signatures on a re-entry form, a re-entering student must return the form to the Dean of Academic Affairs to be scheduled for classes.

DISCIPLINARY RE-ADMITTANCE POLICY

A student must apply for re-admittance to the College after being

Students who drop then re-enter a program will be subject to the current curriculum, texts, and policies in effect.

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withdrawn for disciplinary reasons. The re-admittance policy is as follows:

1. Students must meet the requirements of the Academic Re-Admittance Policy.

2. Students re-entering are placed on one semester of disciplinary probation.

3. If there are no violations of College rules and regulations during this disciplinary probation period, students are removed from the disciplinary probation.

The College reserves the right to deny re-admittance to any student dismissed due to disciplinary reasons.

TESTING

A certain amount of classroom testing is necessary for each course. It is a Southeastern College policy that each student completes the required examinations according to the schedule required by the instructor in order to receive a passing grade. All examinations are announced in advance so students can prepare. Any examination not completed by the deadline set by an instructor may result in an automatic failure for that particular examination, unless specific arrangements are made with the instructor. Final examinations are normally scheduled during regular class hours on the day of the last class meeting for the course.

ASSIGNMENTS

Out-of-Class Assignments

Students are expected to complete out-of-class assignments to support their learning process. Depending on the course, these assignments may include (but not all inclusive) reading, writing, completing a project, or research paper.

ASSOCIATE OF SCIENCE

As required by the Commission for Independent Education in the State of Florida, students receiving Southeastern College's Associate of Science degree must successfully complete at least 60 semester credit hours of study. The 60 credit hours must include a minimum of 24 semester credit hours of prescribed general education courses combined with a minimum of 36 semester credit hours of prescribed major courses.

NOTE: An Associate of Science degree is considered a terminal degree. A course-by-course decision on transferability rests with receiving institutions.

GENERAL EDUCATION COURSES

Southeastern College's general education curriculum is designed to emphasize the ability to think and read critically, to write effectively and to understand quantitative data. These courses do not narrowly focus on those skills, techniques and procedures specific to a particular occupation or profession. They are intended to develop a critical appreciation of both the value and the limitations of methods of inquiry and analysis. General education courses provide an opportunity for students to achieve a collegiate level of literacy in humanities/fine arts; social/behavioral sciences and natural science/mathematics.

GRADING

Students are awarded letter grades for work undertaken at Southeastern College. Academic work is evaluated and grades are assigned at the end of each term to indicate a student's level of performance. A criterion upon which a student's performance is evaluated is distributed to each student at the beginning of each course in the form of a course syllabus. Grades are based on the quality of a student's work as shown by recitation, written tests, lab assignments, practical exams, class projects and homework/outside

assignments. The meaning of grade notations is as follows and is based on a 4.0 scale. Southeastern College does not round class assignments or final course grades.

Letter Grade	Interpretation	Numerical Value	Numeric Grade
A	Excellent	4.0	90.00-100.00%
B	Good	3.0	80.00-89.99%
C	Average	2.0	70.00-79.99%
D	Poor	1.0	65.00-69.99%
F	Fail	0.0	0.00-64.99%
AU	Audit	Not Computed	
F.	Withdraw/Failing (after 50% completion)	0.0	
I	Incomplete	Not Computed*	
P	Pass	Not Computed	
T	Transfer Credit	Not Computed	
W	Withdrawal (prior to 50% completion)	Not Computed	
WNA	Withdrawal/No Attendance	Not Computed	

*Converts to grade of F if incomplete work is not made up within specified timeframe.

For pass/fail courses, a passing grade is used only in computation of quantitative progress. A failing grade is used in computation of both qualitative and quantitative progress.

Diagnostic Medical Sonography Technology Program

For students in the Diagnostic Medical Sonography Technology Program, successful completion of the courses in the major is a grade of "C" (70.00%-79.99%) or better.

Emergency Medical Services and (EMT-B)-Paramedic Programs

For students in the Emergency Medical Services and (EMT-B)-Paramedic programs, successful completion of the following courses in the major is a grade of "C" (70.00%-79.99%) or better: EMS 1010, EMS 1010L, EMS 1115, EMS 1115L, EMS 1116, EMS 1116L, EMS 1117, EMS 1117L, EMS 1118, EMS 1118L.

Successful completion of all other courses in the major is a grade of "B" (80.00%-89.99%) or better.

Medical Assisting Program

For students in the Medical Assisting program, successful completion of the following courses: MEA 1236C Anatomy & Physiology, MEA 1206C Clinical Procedures, MEA 1265C Lab Procedures I, and MEA 1266C Lab Procedures II is a grade of "C" (70.00%-79.99%) or better.

Paramedical Aesthetician Program

For students in the Paramedical Aesthetician program, a grade of 75% or higher is required on each course final theoretical exam and practical lab exam for successful completion of each course.

Surgical Technology Program

For students in the Surgical Technology program, successful completion of the courses in the major is a grade of "C" (70.00%-79.99%) or better. In addition, the final practical exam for each course must be successfully completed with a score of 70% or higher in order to proceed to the next course. A score of 80% or higher must also be achieved on the Final Lab Assessment of the program in order to proceed to the Externship component of the program. If after a second attempt, a student fails to achieve an 80% or higher on the Final Lab Assessment, he/she will receive a failing grade for the course, and will be required to repeat the entire course in addition to achieving an 80% or higher on the Final Lab Assessment.

Grades and reports of a student's progress may be viewed using the student portal and can be obtained at the end of each course from the instructor. Students receiving an Incomplete in any subject must meet with their instructor to discuss satisfactory arrangements to fulfill course requirements. The opportunity to be allowed to make up incomplete work is granted on a case-by-case basis. Arrangements for an Incomplete grade and all course assignments must be completed within two (2) weeks of the beginning of the next term. Failure to complete the work within this two-week time period without administrative approval results in a failing grade.

NOTE: A "D" grade earned in a course may not satisfy transfer requirements. Further, students with a "D" grade should contact the Dean of Academic Affairs for assistance in determining what cours-

es with a grade of "D" must be retaken.

Nursing Programs

Nursing courses at Southeastern College are a combination of didactic, skills laboratory, and clinical performance. For each nursing course listed in the catalog, students receive letter grades for the didactic portion of courses and Pass/Fail grades for skills laboratory and clinical components of each course. A student must achieve a "C" or better in the didactic portion of the nursing courses and earn a (P) "Pass" grade in the skills laboratory and clinical components in order to successfully complete the course and advance to the next course in the program. Nursing students who achieve a "C" or better in the didactic portion of the course but do not earn a (P) grade in the skills laboratory and/or clinical experience component of the course will receive a failing grade and will not be permitted to continue in the nursing program without repeating and passing all components of the course. If a student fails any portion of a nursing course (didactic, skills laboratory, or clinical), the entire course must be repeated and the student will earn a failing grade for the course.

Additionally, the Nursing and Registered Nurse Bridge programs require that a student achieve a "C" or better in all general education courses.

The grading standards for the Nursing Programs are as follows:

Letter Grade	Interpretation	Numerical Value	Numeric Grade
A	Excellent	4.0	90.00-100.00%
B	Good	3.0	80.00-89.99%
C	Average	2.0	75.00-79.99%
F	Fail	0.0	0.00-74.99%
AU	Audit	Not Computed	
F:	Withdraw/Failing (after 50% completion)	0.0	
I	Incomplete	Not Computed*	
P	Pass	Not Computed	
T	Transfer Credit	Not Computed	
W	Withdrawal (prior to 50% completion)	Not Computed	
WNA	Withdrawal/No Attendance	Not Computed	

*Converts to grade of F if incomplete work is not made up within

specified timeframe.

For pass/fail courses, a passing grade is used only in computation of quantitative progress. A failing grade is used in computation of both qualitative and quantitative progress.

SCHOLASTIC HONORS

A Dean's List and Honor Roll are published regularly. The Dean's List is comprised of those students who have completed an entire Satisfactory Academic Progress review period with a grade point average of 3.75-4.00. The Honor Roll is comprised of those students who have completed an entire Satisfactory Academic Progress review period with a grade point average of 3.50-3.74. An "F" grade in any course precludes a student from being listed on the Dean's List or Honor Roll.

REPEATING COURSES

A course in which a letter grade of "D" or "F" has been earned may be repeated for grade average purposes. Only the higher grade is used in computation of a cumulative grade point average (CGPA) at Southeastern College. Students may only receive federal financial aid funding for one repetition of a previously passed course. There is an exception for courses which require repeats (see examples below).

Examples of repeated coursework that may, or may not, count for financial aid eligibility:

Allowable: Repeated coursework may be included if a student needs to meet an academic standard for a particular previously passed course, such as a minimum grade. Example: Student received a "D" in a course which requires a minimum grade of "C" for his/her major.

Not permissible: Student receives a "D" in a course which does not

have a minimum grade requirement for the major and decides to repeat the course to improve his/her GPA. The student may repeat this passed course one time, but if the student wants to repeat it a second time, the second repeat would not count for financial aid eligibility.

All repeated courses, including withdrawals from repeated courses, affect financial aid satisfactory academic progress calculations. A repeated course along with the original attempt must be counted as attempted credits.

Regardless if a student is eligible or not eligible for Federal Financial aid funding no course may be repeated more than two (2) times at Southeastern College.

Students who repeat a course for which they have received a letter grade of "D" or "F" must notify the Registrar's Office for recalculation of their cumulative GPA. A course in which a satisfactory letter grade (e.g., "A", "B", "C") has been earned may not be repeated for grade average purposes. No courses may be repeated for grade average purposes after graduation.

NOTE: Veterans' Administration benefits and some Title IV funds may not cover the cost of repeating courses assigned a "D" grade. Students should speak with the Financial Services Department for further details.

INDEPENDENT/DIRECTED STUDY

An independent/directed study provides qualified students with an opportunity to work independently under the direction and guidance of a faculty sponsor. It extends a learning experience beyond the standard course structure and classroom activity. Independent/directed study necessitates a high level of self-directed learning requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments that are designed to measure achieved competency relative to the required subject matter objectives. Independent/directed study requires that students meet regularly with the instructor.

The independent/directed study format for coursework is not appropriate in all circumstances and is not a format that can be chosen by a student as a matter of right. The decision to conduct a student's course of study in the independent/directed study format is at the discretion of the Dean of Academic Affairs and is based upon a variety of factors.

An independent/directed study may only be offered within a credit hour program and the number of allowable independent study credits awarded in a program is limited. No more than 10% of any program may be offered via independent/directed study. Students who transfer 75% of the required credits may not be awarded credit for independent/directed study in the remaining 25% of the program.

SATISFACTORY ACADEMIC PROGRESS

Students at Southeastern College are expected to maintain satisfactory academic progress (SAP) and to make ongoing progress toward graduation. There are two standards that must be met: a **qualitative standard** and a **quantitative standard.**

The **qualitative standard** for the degree programs requires that a student achieve a minimum grade average of 2.0 after completing his/her first semester (SAP review period) and every semester thereafter (SAP review period) with a Cumulative Grade Point Average (CGPA) of at least 2.0 in order to graduate from Southeastern College.

The *SAP review period for the following programs (non-degree graduating) is at the conclusion of two classes; two months for day students and four months for evening students.

(2 classes)   (EMT-B) – Paramedic Diploma
(2 classes)   Information Technology Network Administration Diploma
(2 classes)   Massage Therapy Diploma
(2 classes)   Medical Assisting Diploma
(2 classes)   Medical Records and Health Information Technician Diploma

(2 classes)   Paramedical Aesthetician Diploma
(2 classes)   Pharmacy Technology Diploma
(2 classes)   Professional Clinical Massage Therapy Diploma

*For the Practical Nurse program, the SAP review period is every semester.

The Cumulative Grade Point Average (CGPA) continues throughout a student's tenure at Southeastern College. If a student transfers from one program to another, the student's current CGPA will transfer to the new program. The final calculation will include all courses taken at Southeastern College.

A student whose cumulative grade average (CGPA) falls below 2.0 after the appropriate SAP review period is placed on **Academic Financial Aid Warning (AFAW)** for the next SAP review period. For degree programs and Practical Nurse, it is one semester. For those programs listed above, the SAP review period is two classes. This status may be assigned for a single consecutive SAP review period without an appeal, and students may receive Title IV funding while in this status for one SAP review period despite the determination the student did not maintain SAP.

Students on Academic Financial Aid Warning status are expected to take corrective action in order to meet SAP standards by bringing his/her cumulative grade average to 2.0 by the next SAP review. Students who meet the SAP standards at the next SAP review have the Academic Financial Aid Warning lifted. If the College determines that the student is not meeting SAP, the student may appeal the determination.   Please see the Academic Financial Aid Grievance Process. If the student elects not to appeal the determination of the College, s/he will be dismissed from the program and the College or can continue in the program without Title IV funding.

A student who fails to achieve a CGPA of 2.0 and *who has appealed that determination* and has had eligibility for aid reinstated is placed on **Academic Financial Aid Probation (AFAP)**. This status may

be assigned for a single consecutive SAP review period, and the student may receive Title IV funding while in this status. At the end of the SAP review period, the student must achieve a CGPA of 2.0 or meet the requirements of the academic action plan developed by the institution and the student to continue to qualify for further Title IV funding.

If a student is placed on AFAP and achieves a CGPA of 2.0 by the next SAP review period or meets the terms of his/her Academic Action plan, the AFAP is lifted.

If a student is placed on AFAP and the student fails to achieve a CGPA of 2.0 by the next SAP review period or fails to comply with the academic action plan designed by the institution to achieve a CGPA of 2.0 by the end of the next SAP review, the student is deemed ineligible to receive Title IV funding. The institution cannot make further aid disbursement until the student re-establishes eligibility. A student who fails to achieve a 2.0 CGPA at the next SAP review period will be dismissed from the program and College.

A student who has been dismissed may reapply to Southeastern College after remaining out of school for one full semester. At that time, a student's academic records are evaluated to determine if it is possible for a 2.0 cumulative grade point average to be achieved, and if the program can be completed within the maximum 150% timeframe. If both these standards can be achieved, a student may be readmitted but is not eligible for Title IV funds until the student achieves satisfactory academic progress both quantitatively and qualitatively. Therefore, should funding be required, alternative financing must be established by re-enrolling students.

These standards apply to all students (those receiving veterans benefits, those receiving financial aid and cash-paying students). The Veterans Administration is notified of unsatisfactory progress of a veteran student who remains on academic probation beyond two consecutive semesters. At that point, veterans benefits can be terminated. A student terminated from veterans benefits due to unsatisfactory progress may be recertified for benefits upon attaining a 2.0 cumulative grade average.

The **quantitative standard** requires students to complete their program of study within 150% of the normal timeframe allotted for completion of the program. Transfer credit hours that meet program requirements are considered in the determination of this 150% normal time frame although not in computation of grade point average. In order to accommodate schedules of full-time and part-time students, the normal timeframe is measured in credit hours attempted (rather than semesters) for all credit hour programs and clock hours attempted for Massage Therapy Diploma, Paramedical Aesthetician and Professional Clinical Massage Therapy which are clock hour programs.

In order to ensure completion of a program within the maximum timeframe, Southeastern College requires students to successfully complete 67% of credit hours attempted (clock hours attempted for clock hour programs) during the first SAP review period and each SAP review period thereafter. If a student withdraws from a course, the credit hours of that course (clock hours for clock hour programs) are included in determining the quantitative standard of satisfactory academic progress. All students must have completed a minimum of 67% of credit hours attempted (clock hours attempted for clock hour programs) in order to graduate within 150% of the normal timeframe.

If a student transfers from one program to another, the quantitative SAP of the student is calculated based on credits attempted and earned (clock hours attempted and earned for clock hour programs) in the new program as well as all credits attempted and earned (clock hours attempted and earned for clock hour programs) in the current program that are also applicable to the new program. All credits that are transferred from another institution (clock hours for clock hour programs) are also included in the calculation.

For the programs listed below, students must maintain a minimum cumulative clock hour completion ratio (CHCR) of 67%. Students must earn a passing grade (A, B, C, or D) in 67% of the clock hours attempted in each SAP review period (Massage Therapy Diploma, Paramedical Aesthetician and Professional Clinical Massage Therapy).

Cumulative completion percentage is derived by dividing the number of credits/clock hours attempted into the number of credits/clock hours earned. Transfer credits (clock hours for clock hour programs) are counted as both attempted and completed credits (clock hours for clock hour programs) towards the completion percentage.

A student whose cumulative completion rate falls below 67% after the SAP review period is placed on **Academic Financial Aid Warning (AFAW)** for the next SAP review period. This status may be assigned for a single consecutive SAP review period without an appeal, and students may receive Title IV funding while in this status for one SAP review period despite the determination that the student did not maintain SAP.

Students on Academic Financial Aid Warning status are expected to take corrective action in order to meet SAP standards by bringing his/her cumulative completion rate to 67% by the next SAP review. Students who meet the SAP standards at the next SAP review will have the Academic Financial Aid Warning lifted.

If the College determines that the student is not completing the program within the maximum 150% timeframe, the student may appeal the determination. Please see the Academic Financial Aid Grievance Process. If the student elects not to appeal the determination of the College, s/he will be dismissed from the program and the College.

A student who fails to complete 67% or more of credit hours attempted (clock hours attempted for clock hour programs) and *who has appealed that determination* and has had eligibility for aid reinstated is placed on **Academic Financial Aid Probation (AFAP).** This status may be assigned for a single consecutive SAP review period, and the student may receive Title IV funding while in this status. At the end of the SAP review period, the student must complete 67% or more of credit hours attempted (clock hours attempted for clock hour programs) or meet the requirements of the academic action plan developed by the institution and the student to continue to qualify for further Title IV funding.

If a student is placed on AFAP and completes 67% or more of the

credit hours attempted (clock hours attempted for clock hour programs) by the next SAP review period or meets the terms of his/her Academic Action plan, the AFAP is lifted.

If a student is placed on AFAP and the student fails to complete 67% or more of the credit hours attempted (clock hours attempted for clock hour programs) by the next SAP review period or fails to comply with the academic action plan designed by the institution to achieve SAP by the end of the next SAP review, the student is deemed ineligible to receive Title IV funding, and the institution cannot make further aid disbursement until the student re-establishes eligibility. A student who fails to complete 67% or more of the credit hours attempted (clock hours attempted for clock hour programs) at the next SAP review period will be dismissed from the program and College.

These standards apply to all students (those receiving veterans benefits, those receiving financial aid and cash-paying students). The Veterans Administration is notified of unsatisfactory progress of a veteran student who remains on academic probation beyond two consecutive semesters. At that point, veterans benefits can be terminated. A student terminated from veterans benefits due to unsatisfactory progress may be recertified for benefits upon completing 67% or more of the credit hours attempted (clock hours attempted for clock hour programs).

Academic Financial Aid Grievance Process
The College may only approve an appeal by a student if the College determines the student will meet Satisfactory Academic Progress based on the qualitative and/or quantitative standards in the next SAP review period.

To request the opportunity to appeal a dismissal, the student must submit a written request on an Academic Financial Aid Grievance form and an Action Plan for Improvement form to the Dean of Academic Affairs or Campus Vice President. The reason for the appeal must be the result of mitigating circumstances, and documentation supporting a claim of mitigating circumstances must be provided to the College in addition to the student's plan for

improvement. As part of the appeal, the student must document in writing why s/he did not meet SAP, and what in the student's situation has changed that will allow him/her to meet SAP. Mitigating Circumstances that may impact Academic Progress including the following conditions (not all inclusive):

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Work-related transfer during the term
- Change in work schedule during the term
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Loss of transportation where there are no alternative means of transportation
- A letter from a Counselor stating that the student's condition is contrary to satisfactory progress

The Dean of Academic Affairs and Campus Vice President will determine the appropriateness of the mitigating circumstance in regard to severity, timeliness, and the student's ability to avoid the circumstance. Upon receipt of the Academic Financial Aid Grievance Form, the supporting documentation, and Action Plan for Improvement by the student, the Dean of Academic Affairs and Campus Vice President will notify the student within twenty-four hours of the determination of the Academic Financial Aid Grievance. Any consideration of conditions outside of the list provided will be discussed with the Vice President. Student life issues and making the transition to college are not considered mitigating circumstances under this policy.

If the student's appeal is granted, s/he will be placed on Academic Financial Aid Probation at the start of the following term. As part of Academic Financial Aid Probation, the student must agree with and sign a written academic action plan developed and approved by the College which documents that s/he will be required to attain a 2.0 CGPA and/or complete his or her program within 150% of the maximum timeframe by the next evaluation point, or how the student will complete his/her remaining coursework within a new maximum timeframe as well as how the student's progression will be monitored. The student is eligible to receive Title IV funding while on probation. Failure to meet the 2.0 CGPA or complete coursework within the maximum timeframe will result in a permanent dismissal.

If a student appeals and is denied the appeal, s/he must remain out of school for one semester after the Sap review period in which the appeal was denied.

After one semester, the student may request an additional appeal for reinstatement but would have to demonstrate accomplishments or changes that show college readiness that reliably predict success.

REGISTRY AND LICENSURE EXAMINATIONS

It is a policy of Southeastern College that students in programs that require a National or State licensure and/or registry examination(s) and the Certified Surgical Technologist (CST) certification must sit **for such prescribed examination(s) as a condition of graduation from Southeastern College.**

Students are assessed a fee for required examination(s); such fees are eligible for Title IV funding. However, costs of examination retakes are a student responsibility. The College will submit required paperwork in advance for each graduating class. **Students are required to register for the examination(s) within 30 days of completing their program and sit for the examination within 90 days. If a program has multiple examinations, the first examination must be completed in 90 days and the second within 120**

days.

Individual programmatic requirements as stated in the programmatic handbooks supersede the policies published in the Southeastern College Catalog.

Pursuant to Section 456.0635, Florida Statutes, effective July 1, 2009, health care boards or the department shall refuse to issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant has been:

1. Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, or chapter 893, or a similar felony offense committed in another state or jurisdiction, unless the candidate or applicant has successfully completed a drug court program for that felony and provides proof that the plea has been withdrawn or the charges have been dismissed. Any such conviction or plea shall exclude the applicant or candidate from licensure, examination, certification, or registration unless the sentence and any subsequent period of probation for such conviction or plea ended:

   a. For felonies of the first or second degree, more than 15 years before the date of application.

   b. For felonies of the third degree, more than 10 years before the date of application, except for felonies of the third degree under s. 893.13(6)(a).

   c. For felonies of the third degree under s. 893.13(6)(a), more than 5 years before the date of application;

2. Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970, or 42 U.S.C. ss. 1395-1396, unless the sentence and any subsequent period of probation for such conviction or plea ended more than 15 years before the date of the application;

3. Has been terminated for cause from the Florida Medicaid program pursuant to s. 409.913, unless the candidate or applicant

has been in good standing with the Florida Medicaid program for the most recent 5 years;

4. Has been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid program, unless the candidate or applicant has been in good standing with a state Medicaid program for the most recent 5 years and the termination occurred at least 20 years before the date of the application; or

5. Is currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities.

The change in Florida Statute 456.0635 indicates that if a student's criminal background check reflects a conviction involving any of the above categories, the student will not be eligible to apply for or receive a Florida license or to sit for a certification examination if it is applicable to the program they are intending to apply for. This could also cause ineligibility to participate in clinical experiences.

During the admissions process, if a student discloses that she or he has committed a misdemeanor or felony, a criminal background check may be performed prior to School admission. If a student's criminal background reflects a conviction, the student may not be eligible to apply for or receive a state license, sit for a certification examination if it is applicable to the program they are intending to apply for, or participate in clinical experiences.

GRADUATION REQUIREMENTS

In order to graduate from Southeastern College and participate in Commencement exercises, students must:

- Successfully complete a designated program of study by completing all required courses and program requirements

- Achieve a minimum cumulative grade point average of 2.0. If at the time of graduation the student does not have a cumulative grade point average (CGPA) of 2.0, the student must make

arrangements with the Dean of Academic Affairs to re-take a course(s) for CGPA purposes if eligible.
- Complete the last 25% of a program at Southeastern College
- Resolve all financial obligations to the institution
- Complete all required exit paperwork
- Complete all externship/clinical hours (if applicable)

Programs Offered

Greenacres Main Campus
Diploma
- (EMT-B)-Paramedic
- Information Technology Network Administration
- Massage Therapy
- Medical Assisting
- Medical Records and Health Information Technician
- Pharmacy Technology
- Practical Nurse

Associate of Science
- Emergency Medical Services
- Information Technology Network Administration
- Massage Therapy
- Medical Assisting
- Pharmacy Technology
- Surgical Technology

Miami Lakes Branch Campus
Diploma
- (EMT-B)-Paramedic
- Massage Therapy
- Medical Assisting
- Medical Records and Health Information Technician
- Pharmacy Technology
- Practical Nurse

Associate of Science
- Diagnostic Medical Sonography Technology

- Emergency Medical Services
- Massage Therapy
- Medical Assisting
- Pharmacy Technology
- Registered Nurse Bridge
- Surgical Technology

Saint Petersburg Branch Campus

Diploma
- (EMT-B)-Paramedic
- Massage Therapy
- Medical Assisting
- Paramedical Aesthetician
- Pharmacy Technology
- Practical Nurse

Associate of Science
- Emergency Medical Services
- Massage Therapy
- Medical Assisting
- Nursing
- Pharmacy Technology
- Surgical Technology

New Port Richey Branch Campus

Diploma
- (EMT-B)-Paramedic
- Massage Therapy
- Medical Assisting
- Pharmacy Technology
- Practical Nurse

Associate of Science
- Diagnostic Medical Sonography Technology
- Emergency Medical Services
- Massage Therapy
- Medical Assisting
- Nursing
- Pharmacy Technology

Tampa Branch Campus

Diploma

- (EMT-B)-Paramedic
- Massage Therapy
- Medical Assisting
- Pharmacy Technology
- Practical Nurse

Associate of Science

- Emergency Medical Services
- Massage Therapy
- Medical Assisting
- Pharmacy Technology
- Surgical Technology

Jacksonville Main Campus

Diploma

- (EMT-B)-Paramedic
- Medical Assisting
- Medical Records and Health Information Technician
- Paramedical Aesthetician
- Practical Nurse
- Professional Clinical Massage Therapy

Associate of Science

- Emergency Medical Services
- Medical Assisting
- Surgical Technology

DIAGNOSTIC MEDICAL SONOGRAPHY TECHNOLOGY

Associate of Science Degree

Description

The Diagnostic Medical Sonography Technology Program integrates didactic, laboratory and clinical experiential learning. Sonographers are highly skilled professionals who provide patient services using diagnostic techniques under the supervision of a licensed doctor of medicine or osteopathy. Diagnostic Medical Sonographers perform two-dimensional, Doppler and other sonographic procedures and record data for interpretation by a physician. A degree will be awarded upon successful completion. Outside work required.

Objectives

The goal of the program is to prepare competent-entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Prerequisites

- Have a High School Diploma or GED
- Pass the entrance examination

Prerequisites for Program

- Background check and drug screening where applicable
- Completion of any general education courses with a minimum grade of "C" in each course
- Cumulative grade average of 3.0 on a 4.0 scale in general education courses

Please see Program Handbook for additional policies for this program.

Course Outline

To receive an Associate of Science Degree in Diagnostic Medical Sonography, students must complete 61.0 credit hours and 26.0 credit hours in General Education courses for a total of 87.0 credit hours (3343 clock hours). This Associate of Science Degree program can be completed in 24 months for full-time students.

Diagnostic Medical Sonography Technology Courses
Associate of Science Degree
(61.0 credit hours)

		Credit Hours
SON 1000C	Introduction to Diagnostic Medical Sonography	4.0
SON 1100C	Practical Aspects of Sonography	4.0
SON 1113C	Cross-Sectional Anatomy	4.0
SON 1614C	Acoustic Physics & Instrumentation	4.0
SON 1804	Clinical Rotation I	3.5
SON 1814	Clinical Rotation II	3.5
SON 1824	Clinical Rotation III	3.5
SON 2009	Diagnostic Medical Sonography Review	2.0
SON 2111C	Abdominal Sonography	4.0
SON 2120C	OB/GYN Sonography I	4.0
SON 2122C	OB/GYN Sonography II	4.0
SON 2150C	Superficial Structures and Neonatal Brain	4.0
SON 2171C	Vascular Sonography	4.0
SON 2834	Clinical Rotation IV	3.5
SON 2844	Clinical Rotation V	3.5
SON 2854	Clinical Rotation VI	3.5
SON 2864	Clinical Rotation VII	2.0

Diagnostic Medical Sonography Technology Associate of Science Degree General Education Courses (26.0 credit hours)

Behavioral/Social Science (3.0 credit hours)

DEP 2004	Lifespan Development	3.0
PSY 1012	Introduction to Psychology	3.0

Computers (3.0 credit hours)

CGS 1060	Introduction to Computers	3.0

English (3.0 credit hours)

ENC 1101	English Composition I	3.0
ENC 2102	English Composition II	3.0

Humanities/Fine Arts (3.0 credit hours)

AML 1000	American Literature	3.0
ENL 1000	English Literature	3.0

Mathematics (3.0 credit hours)

MAT 1033	Intermediate Algebra	3.0

Natural Science (11.0 credit hours)

BSC 2085	Human Anatomy and Physiology I	3.0
BSC 2085L	Human Anatomy and Physiology I Laboratory	1.0
BSC 2086	Advanced Anatomy and Physiology	3.0
BSC 2086L	Advanced Anatomy and Physiology Laboratory	1.0
PHY 2001	General Physics I	3.0

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

New Port Richey Branch Campus

EMERGENCY MEDICAL SERVICES

Associate of Science Degree

Description

Emergency Medical Services is an Associate of Science Degree program which encompasses two occupational opportunities, Emergency Medical Technician (EMT) and Paramedic. Students complete this program starting with the EMT-B courses, then proceeding to the Paramedic courses, and finally completing the additional general education courses required for the Associates Degree in Emergency Medical Services. In addition, The Associate of Science Degree in Emergency Medical Services program is designed for certified, professionally employed paramedics who want to pursue a degree. A degree will be awarded upon successful completion of the program. Outside work required.

Objectives

Emergency Medical Services is a new and rapidly changing field. As this area continues to upgrade and expand, there will be an increasing demand for trained personnel, especially at the advanced and associate degree levels. Paramedics with an A.S. degree are more marketable for educational and supervisory positions. Because the EMS field is broad, students completing this program may work in a variety of different fields such as industrial, safety, ambulance (private and public), and in the emergency room. After successful completion of this program, the student will be capable of performing the following functions at the minimum entry level:

- Recognize the nature and seriousness of the patient's condition or extent of injuries to assess the requirements for emergency medical care

- Administer appropriate emergency medical care based on assessment findings of the patient's condition

- Lift, move, position, and otherwise handle the patient to minimize discomfort and prevent further injury

- Perform safely and effectively the expectations of the job description

Prerequisites

- Have a High School Diploma or GED.
- Pass the entrance examination

Prior to admission into the Emergency Medical Services program the following programmatic Pre-Admission requirements must be completed.

- Complete Application
- Provide current BLS certification for Healthcare Providers
- The student entering the EMS A.S. degree program must have a current/valid State of Florida EMT-Basic Certificate or have completed a program approved by the Florida Bureau of Emergency Medical Services and be eligible to make application, sit for, and pass the state certification exam, which must be successfully passed during Phase 1 of the Program, EMS 2637 and EMS 2637L.
- Students who currently work in the field as a paramedic and wish to transfer credits to obtain a degree must hold a current/unrestricted Florida State EMT-P certificate.
- Student must provide/or maintain a health screen which is current within one year throughout the duration of the program. Successful applicants must document their health status by physical examination prior to beginning clinical/field rotations.
- Background check and drug screening where applicable.

Please see Program Handbook for additional policies for this program.

Course Outline

To receive an Associate Degree in Emergency Medical Services, students must complete 54.0 credit hours in the core and 24.0 credit hours in General Education courses for a total of 78.0 credit hours (1944 clock hours). This Degree program can be completed in 24 months for full-time students.

Emergency Medical Services Courses (54.0 credit hours)
Associate of Science Degree

		Credit Hours
EMS 1010	Anatomy and Physiology for EMS Providers	2.0
EMS 1010L	Anatomy and Physiology for EMS Providers Laboratory	1.0
EMS 1115	Emergency Medical Technician Basic I	1.5
EMS 1115L	Emergency Medical Technician Basic I Laboratory	1.0
EMS 1116	Emergency Medical Technician Basic II	1.5
EMS 1116L	Emergency Medical Technician Basic II Laboratory	1.0
EMS 1117	Emergency Medical Technician Basic III	1.5

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EMS 1117L   Emergency Medical Technician Basic III Laboratory   1.0
EMS 1118   Emergency Medical Technician Basic IV   1.5
EMS 1118L   Emergency Medical Technician Basic IV Laboratory   1.0
EMS 1431   EMT-Basic Hospital and Field Experience I   0.5
EMS 1432   EMT-Basic Hospital and Field Experience II   0.5
EMS 1433   EMT-Basic Hospital and Field Experience III   0.5
EMS 1434   EMT-Basic Hospital and Field Experience IV   0.5

Course	Title	Credits
EMS 1117L	Emergency Medical Technician Basic III Laboratory	1.0
EMS 1118	Emergency Medical Technician Basic IV	1.5
EMS 1118L	Emergency Medical Technician Basic IV Laboratory	1.0
EMS 1431	EMT-Basic Hospital and Field Experience I	0.5
EMS 1432	EMT-Basic Hospital and Field Experience II	0.5
EMS 1433	EMT-Basic Hospital and Field Experience III	0.5
EMS 1434	EMT-Basic Hospital and Field Experience IV	0.5

Completion of a comprehensive final written exam and two comprehensive practical exams with a score of 70% or higher is required before proceeding to the next portion of the program.

Course	Title	Credits
EMS 2610	Introduction to Paramedic I	2.5
EMS 2610L	Introduction to Paramedic I Laboratory	1.0
EMS 2611	Introduction to Paramedic II	2.5
EMS 2611L	Introduction to Paramedic II Laboratory	1.0
EMS 2637	Airway & Medical Emergencies I	2.5
EMS 2637L	Airway & Medical Emergencies I Laboratory	1.0

Obtainment of the Florida EMT-B certification is necessary before proceeding to the next portion of the program.

Course	Title	Credits
EMS 2619	Medical Emergencies I	2.5
EMS 2619L	Medical Emergencies I Laboratory	1.0
EMS 2620	Medical Emergencies II	2.5
EMS 2620L	Medical Emergencies II Laboratory	1.0
EMS 2622	Operations, Patient Management, and Special Considerations I	2.5
EMS 2622L	Operations, Patient Management, and Special Considerations I Laboratory	1.0
EMS 2623	Operations, Patient Management, and Special Considerations II	2.5
EMS 2623L	Operations, Patient Management, and Special Considerations II Laboratory	1.0
EMS 2634	Trauma I	2.5
EMS 2634L	Trauma I Laboratory	1.0
EMS 2635	Trauma II	2.5
EMS 2635L	Trauma II Laboratory	1.0
EMS 2638	Airway & Medical Emergencies II	2.5
EMS 2638L	Airway & Medical Emergencies II Laboratory	1.0
EMS 2641	Paramedic Field/Clinical Experience	4.0

Completion of a comprehensive final written exam and two comprehensive practical exams in the paramedic courses with a score of 80% or higher is required for graduation from the program in addition to other requirements listed in the student handbook.

Emergency Medical Services Associate of Science Degree General Education Courses (24.0 credit hours)

English (3.0 credit hours)

ENC	1101	English Composition I	3.0

Humanities/Fine Arts (3.0 credit hours)

AML	1000	American Literature	3.0
ENL	1000	English Literature	3.0

Mathematics (3.0 credit hours)

MAC	2105	College Algebra	3.0
MAT	1033	Intermediate Algebra	3.0
STA	2023	Statistics	3.0

Natural Science (6.0 credit hours)

BSC	1005	General Biology	3.0
BSC	1050	Environmental Science	3.0
BSC	2006	Advanced Biology	3.0
BSC	2085	Human Anatomy and Physiology I	3.0
BSC	2086	Advanced Anatomy and Physiology	3.0
OCB	1010	General Marine Biology	3.0

Social/Behavioral Science (3.0 credit hours)

AMH	1010	American History Pre 1876	3.0
AMH	1020	American History Since 1876	3.0
DEP	2004	Lifespan Development	3.0
IDS	1107	Strategies for Success	3.0
POS	1041	Political Science	3.0
PSY	1012	Introduction to Psychology	3.0
SYG	1001	Sociology	3.0

Communications (3.0 credit hours)

SPC	1017	Speech	3.0

Computers (3.0 credit hours)

CGS	1060	Introduction to Computers	3.0

Greenacres Main Campus

The following Natural Science Lab Courses are also available:

| BSC 2085L | Human Anatomy & Physiology I Lab | 1.0 |
| BSC 2086L | Advanced Anatomy & Physiology Lab | 1.0 |

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

(EMT-B)-PARAMEDIC
Diploma

Description

The (EMT-B)-Paramedic Program provides learning experiences that enable the student to acquire and assimilate the necessary technical competencies to function effectively as a supportive health-care provider. This program is designed to prepare the student for a career in the Emergency Medical Services (EMS) field; first as an Emergency Medical Technician and then the more advanced Paramedic in accordance with the Department of Transportation National Educational Standards. Paramedics are highly trained members of the health-care community who utilize clinical decision making to formulate a field impression in order to provide basic and advanced life support. Paramedics are responsible for bringing life-saving diagnostic and treatment skills to the patient at the scene of an emergency. As the highest level "out-of-hospital" healthcare provider, the paramedic acts as a team leader during an ambulance response to medical emergencies, rescue operations, mass casualty situations, and crime scenes. A diploma will be awarded upon successful completion of this program. Outside work required.

Students who have successfully met all educational *and* institutional requirements as defined by the College for a Diploma in (EMT-B)-Paramedic at Southeastern College are eligible to have their names submitted to the Florida Bureau of Emergency Medical Services to be considered as a candidate to sit for the State Board Examination for Emergency Medical Technician (EMT) and State Board Examination for Paramedic.

Objectives

This program prepares students for an entry-level position as an (EMT-B)-Paramedic. The program will provide students with the skills necessary to function as an emergency medical technician at the basic and advanced life support level with an ambulance service or other specialized service. The courses in this program will provide students with the basic and advanced skills necessary to function as a paramedic utilizing EKG interpretation, airway management, vascular access, emergency pharmacology, and other advanced life-support procedures in the field in conjunction with medical oversight. In addition, the objective of the program is to prepare competent entry-level Paramedics in the cognitive (knowl-

edge), psychomotor (skills), and affective (behavior) learning domains. After successful completion of this program, the student will be able to:

- Recognize the nature and seriousness of the patient's condition or extent of injuries to assess the requirements for emergency medical care
- Administer appropriate emergency medical care based on assessment findings of the patients condition within the scope of practice
- Lift, move, position, and otherwise handle the patient to minimize discomfort and prevent further injury
- Perform safely and effectively the expectations of the job description
- Demonstrate how to comprehend, apply, and evaluate the clinical information relative to his/her role as an entry-level paramedic
- Demonstrate technical proficiency in all skills necessary to fulfill the role of an entry level paramedic
- Demonstrate personal behaviors consistent with professional and employer expectations

Please see Program Handbook for additional policies for this program.

Prerequisites
- Have a high school diploma or G.E.D.
- Pass the entrance examination

Prior to admission into the (EMT-B)-Paramedic program, the following programmatic Pre-Admission requirements must be completed.

- Complete Application
- Provide current BLS Certification for Healthcare Providers
- Current and unrestricted, Florida EMT-B Certification or ability to successfully make application, sit for, and pass the state exam during Phase I of the Program (defined as the completion of EMS 2637 and EMS 2637L)
- Student must provide or maintain a health screen which is current within one year throughout the duration of the program. Successful applicants must document their health status by physical examination prior to beginning clinical/field

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rotations.
- Background check and drug screening where applicable.

Course Outline

To receive a diploma in (EMT-B)-Paramedic, students must complete 54.0 credit hours (1560 clock hours). This Diploma program can be completed in 16 months for full-time students.

(EMT-B)-Paramedic Courses (54.0 credit hours) Diploma

		Credit Hours
EMS 1010	Anatomy and Physiology for EMS Providers	2.0
EMS 1010L	Anatomy and Physiology for EMS Providers Laboratory	1.0
EMS 1115	Emergency Medical Technician Basic I	1.5
EMS 1115L	Emergency Medical Technician Basic I Laboratory	1.0
EMS 1116	Emergency Medical Technician Basic II	1.5
EMS 1116L	Emergency Medical Technician Basic II Laboratory	1.0
EMS 1117	Emergency Medical Technician Basic III	1.5
EMS 1117L	Emergency Medical Technician Basic III Laboratory	1.0
EMS 1118	Emergency Medical Technician Basic IV	1.5
EMS 1118L	Emergency Medical Technician Basic IV Laboratory	1.0
EMS 1431	EMT-Basic Hospital and Field Experience I	0.5
EMS 1432	EMT-Basic Hospital and Field Experience II	0.5
EMS 1433	EMT-Basic Hospital and Field Experience III	0.5
EMS 1434	EMT-Basic Hospital and Field Experience IV	0.5

Completion of a comprehensive final written exam and two comprehensive practical exams with a score of 70% or higher is required before proceeding to the next portion of the program.

EMS 2610	Introduction to Paramedic I	2.5
EMS 2610L	Introduction to Paramedic I Laboratory	1.0
EMS 2611	Introduction to Paramedic II	2.5
EMS 2611L	Introduction to Paramedic II Laboratory	1.0
EMS 2637	Airway & Medical Emergencies I	2.5
EMS 2637L	Airway & Medical Emergencies I Laboratory	1.0

Obtainment of the Florida EMT-B certification is necessary before proceeding to the next portion of the program.

EMS 2619	Medical Emergencies I	2.5
EMS 2619L	Medical Emergencies I Laboratory	1.0
EMS 2620	Medical Emergencies II	2.5
EMS 2620L	Medical Emergencies II Laboratory	1.0
EMS 2622	Operations, Patient Management, and Special Considerations I	2.5

EMS 2622L	Operations, Patient Management, and Special Considerations I Laboratory	1.0
EMS 2623	Operations, Patient Management, and Special Considerations II	2.5
EMS 2623L	Operations, Patient Management, and Special Considerations II Laboratory	1.0
EMS 2634	Trauma I	2.5
EMS 2634L	Trauma I Laboratory	1.0
EMS 2635	Trauma II	2.5
EMS 2635L	Trauma II Laboratory	1.0
EMS 2638	Airway & Medical Emergencies II	2.5
EMS 2638L	Airway & Medical Emergencies II Laboratory	1.0
EMS 2641	Paramedic Field/Clinical Experience	4.0

Completion of a comprehensive final written exam and two comprehensive practical exams in the paramedic courses with a score of 80% or higher is required for graduation from the program in addition to other requirements listed in the student handbook.

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

Greenacres Main Campus

INFORMATION TECHNOLOGY NETWORK ADMINISTRATION
Diploma

Description

The diploma program in Information Technology Network Administration Program provides instruction in various network designs, computer-related equipment, network management, systems and application software. In addition, the program will introduce the student to exciting emerging technologies; such as, network security, wireless networks, and remote network management. This program offers course work designed to train the network administrator in standard networking principles as well as new and emerging technologies. A diploma will be awarded upon successful completion of this program. Outside work required.

Students who successfully complete this program are eligible to sit for the MCP (Microsoft Certified Professional), MCDST (Microsoft Certified Desktop Support Technician), A+, Network+, Linux+, Security+, CCNA (Cisco Certified Network Associate), MCITP, and CWNA (Certified Wireless Network Administrator) or Wireless exams.

Objectives

This program is designed to provide the student with the knowledge to manage a modern computer network. The program will provide the student with an understanding of operating systems and network software for both single and multi-user environments. In addition, students will be introduced to technologies rapidly emerging in the information technology field. Students will be prepared for entry-level employment as a network administrator.

Prerequisites

Have a High School Diploma or GED.
Pass the entrance examination

Course Outline

To receive a diploma in Information Technology Network Administration, students must complete 48.0 credit hours (1356 clock hours). This diploma program can be completed in 12 months for full-time students or in 24 months for part-time students.

Information Technology Network Administration Courses (48.0 credit hours)

Diploma

		Credit Hours
CET 1171C	Computer Service and Support PC Systems I	4.0
CET 1172C	Computer Service and Support PC Systems II	4.0
CET 1488C	Network+	4.0
CET 1754C	Internetworking and Remote Access Technologies	4.0
CET 1793C	Implementing a Network Infrastructure	4.0
CGS 1546C	Introduction to Database	4.0
CNT 1512C	Wireless Network Administration	4.0
CTS 1114C	Linux+	4.0
CTS 1156C	Supporting Client Operating Systems	4.0
CTS 1302C	Implementing Directory Services	4.0
CTS 1328C	Managing and Maintaining Server Operating Systems	4.0
CTS 1385C	Introduction to Security	4.0

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

INFORMATION TECHNOLOGY NETWORK ADMINISTRATION

Associate of Science Degree

Description

The Associate of Science Degree in Information Technology Network Administration Program provides instruction in various network designs, computer-related equipment, network management, systems and application software. In addition, the program will introduce the student to exciting emerging technologies; such as, network security, wireless networks, Voice Over IP, and remote network management. This program offers course work designed to train the network administrator in standard networking principles as well as new and emerging technologies. A degree will be awarded upon successful completion of this program. Outside work required.

Students who successfully complete this program are eligible to sit for the MCP (Microsoft Certified Professional), MCDST (Microsoft Certified Desktop Support Technician), A+, Network+, Linux+, Security+, CCNA (Cisco Certified Network Associate), MCITP, and CWNA (Certified Wireless Network Administrator) or Wireless exams.

Objectives

This program is designed to provide the student with the knowledge to manage a modern computer network. The program will provide the student with an understanding of operating systems and network software for both single and multi-user environments. In addition, students will be introduced to technologies rapidly emerging in the information technology field. Students will be prepared for entry-level employment as a network administrator. A degree will provide the competitive edge and career opportunity useful in this growing field.

Prerequisites

Have a High School Diploma or GED.
Pass the entrance examination

Course Outline

To receive an Associate of Science Degree in Information Technology Network Administration, students must complete 48.0 credit hours in their major and 24.0 credit hours in the General

Elective courses for a total of 72.0 credit hours (2508 clock hours). This degree program can be completed in 20 months for full-time students or in 32 months for part-time students.

Information Technology Network Administration Courses (48.0 credit hours)

		Credit Hours
CET 1171C	Computer Service and Support PC Systems I	4.0
CET 1172C	Computer Service and Support PC Systems II	4.0
CET 1488C	Network+	4.0
CET 1754C	Internetworking and Remote Access Technologies	4.0
CET 1793C	Implementing a Network Infrastructure	4.0
CGS 1546C	Introduction to Database	4.0
CNT 1512C	Wireless Network Administration	4.0
CTS 1114C	Linux+	4.0
CTS 1156C	Supporting Client Operating Systems	4.0
CTS 1302C	Implementing Directory Services	4.0
CTS 1328C	Managing and Maintaining Server Operating Systems	4.0
CTS 1385C	Introduction to Security	4.0

Information Technology Network Administration Associate of Science Degree General Education Courses (24.0 credit hours)

English (3.0 credit hours)

ENC 1101	English Composition I	3.0

Humanities/Fine Arts (3.0 credit hours)

AML 1000	American Literature	3.0
ENL 1000	English Literature	3.0

Mathematics (3.0 credit hours)

MAC 2105	College Algebra	3.0
MAT 1033	Intermediate Algebra	3.0
STA 2023	Statistics	3.0

Natural Science (6.0 credit hours)

BSC 1005	General Biology	3.0
BSC 1050	Environmental Science	3.0
BSC 2006	Advanced Biology	3.0
BSC 2085	Human Anatomy and Physiology I	3.0
BSC 2086	Advanced Anatomy and Physiology	3.0
OCB 1010	General Marine Biology	3.0

Social/Behavioral Science (3.0 credit hours)

AMH 1010	American History Pre 1876	3.0
AMH 1020	American History Since 1876	3.0
DEP 2004	Lifespan Development	3.0
IDS 1107	Strategies for Success	3.0
POS 1041	Political Science	3.0
PSY 1012	Introduction to Psychology	3.0
SYG 1001	Sociology	3.0

Communications (3.0 credit hours)

SPC 1017	Speech	3.0

Computers (3.0 credit hours)

CGS 1060	Introduction to Computers	3.0

The following Natural Science Lab Courses are also available:

BSC 2085L	Human Anatomy & Physiology I Lab	1.0
BSC 2086L	Advanced Anatomy & Physiology Lab	1.0

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

Greenacres Main Campus

MASSAGE THERAPY

Diploma

Description

The Massage Therapy program provides instruction in therapeutic massage with knowledge of the structure and function of the human body. Students receive training in hydrotherapy, massage law, the prevention of medical errors, and allied modalities. In addition, students will be required to participate in a clinical setting to practice skills obtained in the program. A diploma will be awarded upon successful completion of this program. Outside work required.

Students who have successfully met all educational *and* institutional requirements for a Diploma in Massage Therapy from Southeastern College are eligible to have their names submitted to the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) to be considered as a candidate for the NCETMB Examination or the NCETM Examination. Or students who have successfully met all educational and institutional requirements for a Diploma in Massage Therapy from Southeastern College are eligible to have their names submitted to the Federation of State Massage Therapy Boards (FSMTB) to be considered as a candidate for the Massage and Bodywork Licensing Examination (MBLEx). Upon passing, the student may apply to The Florida Board of Massage, which is the state agency authorized to determine if the applicant qualifies to become a Licensed Massage Therapist in Florida.

Objectives

The Massage Therapy program will prepare students for an entry level position as a Massage Therapist. Students will develop the skills necessary to meet the needs of the health care community.

Prerequisites

Have a high school diploma or G.E.D.

Pass the entrance examination

Background check and drug screening where applicable

Course Outline

To receive a diploma in Massage Therapy, students must complete 1000 clock hours. This diploma program can be completed in 10 months for full-time students or in 20 months for part-time students.

Massage Therapy Courses (*1000 clock hours*)
Diploma

		Clock Hours
MSS 1140	Body Systems	100
MSS 1141	Human Structure & Function	100
MSS 142	Human Anatomy & Physiology	100
MSS 1163C	Structural Kinesiology	100
MSS 1200C	Massage Theory	100
MSS 1217C	Legal & Ethical Business Practices	100
MSS 1264C	Sports Massage	100
MSS 1265C	Therapeutic Massage	100
MSS 1286C	Asian Modalities	100
MSS 1306C	Hydrotherapy, Spa Theory & Technique	100

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

Miami Lakes Branch Campus

MASSAGE THERAPY
Associate of Science Degree

Description

The Massage Therapy program provides instruction in therapeutic massage with knowledge of the structure and function of the human body. Students receive training in hydrotherapy, massage law, the prevention of medical errors, and allied modalities. In addition, students will be required to participate in a clinical setting to practice skills obtained in the program. A degree will be awarded upon successful completion of this program. Outside work required.

Students who have successfully met all educational *and* institutional requirements for an Associate of Science Degree in Massage Therapy from Southeastern College are eligible to have their names submitted to the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) to be considered as a candidate for the NCETMB Examination or the NCETM Examination. Students who have successfully met all educational and institutional requirements for an Associate of Science Degree in Massage Therapy from Southeastern College are eligible to have their names submitted to the Federation of State Massage Therapy Boards (FSMTB) to be considered as a candidate for the Massage and Bodywork Licensing Examination (MBLEx). Upon passing, the student may apply to The Florida Board of Massage, which is the state agency authorized to determine if the applicant qualifies to become a Licensed Massage Therapist in Florida.

Objectives

The Massage Therapy program will prepare students for an entry level position as a Massage Therapist. A degree will provide the competitive edge and career opportunity useful in this growing field. Students will develop the skills necessary to meet the needs of the health care community.

Prerequisites

Have a high school diploma or G.E.D.

Pass the entrance examination

Background check and drug screening where applicable

Course Outline

To receive an Associate of Science Degree in Massage Therapy, students must complete 38.0 credit hours in their major and 24.0 credit hours in the General Education courses for a total of 62.0 credit hours (2282 clock hours). This degree program can be completed in 18 months for full-time students or in 28 months for part-time students.

Massage Therapy Courses (38.0 credit hours)
Associate of Science

		Credit Hours
MSS 1140	Body Systems	4.5
MSS 1141	Human Structure & Function	4.5
MSS 1142	Human Anatomy & Physiology	4.5
MSS 1163C	Structural Kinesiology	3.5
MSS 1200C	Massage Theory	3.5
MSS 1217C	Legal & Ethical Business Practices	3.5
MSS 1264C	Sports Massage	3.5
MSS 1265C	Therapeutic Massage	3.5
MSS 1286C	Asian Modalities	3.5
MSS 1306C	Hydrotherapy, Spa Theory & Technique	3.5

Massage Therapy Associate of Science Degree
General Education Courses (24.0 credit hours)

English (3.0 credit hours)

ENC 1101	English Composition I	3.0

Humanities/Fine Arts (3.0 credit hours)

AML 1000	American Literature	3.0
ENL 1000	English Literature	3.0

Mathematics (3.0 credit hours)

MAC 2105	College Algebra	3.0
MAT 1033	Intermediate Algebra	3.0
STA 2023	Statistics	3.0

Natural Science (6.0 credit hours)

BSC 1005	General Biology	3.0
BSC 1050	Environmental Science	3.0
BSC 2006	Advanced Biology	3.0
BSC 2085	Human Anatomy and Physiology I	3.0

| BSC 2086 | Advanced Anatomy and Physiology | 3.0 |
| OCB 1010 | General Marine Biology | 3.0 |

Social/Behavioral Science (3.0 credit hours))

AMH 1010	American History Pre 1876	3.0
AMH 1020	American History Since 1876	3.0
DEP 2004	Lifespan Development	3.0
IDS 1107	Strategies and Success	3.0
POS 1041	Political Science	3.0
PSY 1012	Introduction to Psychology	3.0
SYG 1001	Sociology	3.0

Computers (3.0 credit hours)

| CGS 1060 | Introduction to Computers | 3.0 |

Communications (3.0 credit hours)

| SPC 1017 | Speech | 3.0 |

The following Natural Science Lab Courses are also available:

| BSC 2085L | Human Anatomy & Physiology I Lab | 1.0 |
| BSC 2086L | Advanced Anatomy & Physiology Lab | 1.0 |

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

MEDICAL ASSISTING

Diploma

Description

This program trains students to become multi-skilled professionals who assist physicians. Students will learn to perform duties under the direction of a physician in all areas of medical practice. In addition to learning the clinical aspects of the career, students will learn how to function in an administrative capacity at the medical office. A diploma will be awarded upon successful completion of this program. Outside work required.

Students who have successfully met all educational *and* institutional requirements for a Diploma in Medical Assisting from Southeastern College are eligible to have their names submitted to the American Medical Technologists (AMT) to sit for the Registered Medical Assistant (RMA) exam.

Students who have successfully met all educational *and* institutional requirements for a Diploma in Medical Assisting from Southeastern College are eligible to have their names submitted to the American Association of Medical Assistants to sit for the Certified Medical Assistant (CMA) examination.

Students who have successfully met all educational *and* institutional requirements for a Diploma in Medical Assisting from Southeastern College are eligible to have their names submitted to the National Healthcareer Association to sit for the following certification exams:

1. CCMA - Certified Clinical Medical Assistant
2. CET - Certified EKG Technician
3. CPT - Certified Phlebotomy Technician
4. CMAA - Certified Medical Administrative Assistant
5. CEHRS - Certified Electronic Health Records Specialist
6. CPCT - Certified Patient Care Technician

Students who have also successfully met all educational *and* institutional requirements for a Diploma in Medical Assisting from Southeastern College are eligible to have their names submitted to the American Registry for Radiologic Technologists (ARRT), which is the agency authorized to determine if the applicant qualifies to sit

for the Limited Radiograph examination to receive a Basic X-Ray License in the State of Florida.

Objectives

This program is designed to train the student to function effectively as an integral member of the physician's health care team. Students will learn how to perform laboratory tasks including blood chemistry and urinalysis; clinical skills including X-ray, EKG, patient assisting, vital signs, injections, venipuncture, electronic medical records and administration skills. Students will be prepared for entry-level employment as a Medical Assistant.

Prerequisites

Have a High School Diploma or a GED
Pass the entrance examination
Background check and drug screening where applicable.

Please see Program Handbook and Externship Manual for additional policies for this program.

Course Outline

To receive a diploma in Medical Assisting, students must complete 36.5 credit hours in their major for a total of 920 clock hours. This diploma program can be completed in 8 months (32 weeks) for full-time students or in 14 months (56 weeks) for part-time students. **Evening students will be required to complete the externship portion of the program during the day.**

Medical Assisting Courses (36.5 credit hours) Diploma

		Credit Hours
MEA 1206C	Clinical Procedures	3.5
MEA 1236C	Anatomy & Physiology	6.0
MEA 1238	Medical Terminology	1.5
MEA 1265C	Lab Procedures I	4.0
MEA 1266C	Lab Procedures II	4.0
MEA 1290C	Radiography	6.0
MEA 1304C	Medical Office Management	4.5
MEA 1804	Externship I	3.5
MEA 1805	Externship II	3.5

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

MEDICAL ASSISTING
Associate of Science Degree

Description

This program trains students to become multi-skilled professionals who assist physicians. Students will learn to perform duties under the direction of a physician in all areas of medical practice. In addition to learning the clinical aspects of the career, students will learn how to function in an administrative capacity at the medical office. A degree will be awarded upon successful completion of this program. Outside work required.

Students who have successfully met all educational *and* institutional requirements for an Associate of Science in Medical Assisting from Southeastern College are eligible to have their names submitted to the American Medical Technologists (AMT) to sit for the Registered Medical Assistant (RMA) exam.

Students who have successfully met all educational *and* institutional requirements for an Associate of Science in Medical Assisting from Southeastern College are eligible to have their names submitted to the American Association of Medical Assistants to sit for the Certified Medical Assistant (CMA) examination.

Students who have successfully met all educational *and* institutional requirements for an Associate of Science in Medical Assisting from Southeastern College are eligible to have their names submitted to the National Healthcareer Association to sit for the following certification exams:

1. CCMA - Certified Clinical Medical Assistant
2. CET - Certified EKG Technician
3. CPT - Certified Phlebotomy Technician
4. CMAA - Certified Medical Administrative Assistant
5. CEHRS - Certified Electronic Health Records Specialist
6. CPCT - Certified Patient Care Technician

Students who have also successfully met all educational *and* institutional requirements for an Associate of Science in Medical Assisting from Southeastern College are eligible to have their names submitted to the American Registry for Radiologic Technologists (ARRT), which is the agency authorized to determine if the applicant quali-

fies to sit for the Limited Radiograph examination to receive a Basic X-Ray License in the State of Florida.

Objectives

This program is designed to train the student to function effectively as an integral member of the physician's health care team. Students will learn how to perform laboratory tasks including blood chemistry and urinalysis; clinical skills including X-ray, EKG, patient assisting, vital signs, injections, venipuncture, electronic medical records and administration skills. Students will be prepared for entry-level employment as a Medical Assistant. A degree will provide the competitive edge and career opportunity useful in the medical fields.

Prerequisites

Have a High School Diploma or a GED
Pass the entrance examination
Background check and drug screening where applicable.

Please see Program Handbook and Externship Manual for additional policies for this program.

Course Outline

To receive an Associate of Science Degree in Medical Assisting, students must complete 36.5 credit hours in their major and 24.0 credit hours in the General Education courses for a total of 60.5 credit hours (1304 clock hours). This degree program can be completed in 16 months (64 weeks) for full-time students or in 22 months (88 weeks) for part-time students. **Evening students will be required to complete the externship portion of the program during the day.**

Medical Assisting Courses (36.5 credit hours)

		Credit Hours
MEA 1206C	Clinical Procedures	3.5
MEA 1236C	Anatomy & Physiology	6.0
MEA 1238	Medical Terminology	1.5
MEA 1265C	Lab Procedures I	4.0
MEA 1266C	Lab Procedures II	4.0
MEA 1290C	Radiography	6.0
MEA 1304C	Medical Office Management	4.5

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MEA 1804   Externship I   3.5
MEA 1805   Externship II   3.5

Medical Assisting Associate of Science Degree
General Education Courses (24.0 credit hours)

English (3.0 credit hours)

ENC 1101   English Composition I   3.0

Humanities/Fine Arts (3.0 credit hours)

AML 1000   American Literature   3.0
ENL 1000   English Literature   3.0

Mathematics (3.0 credit hours)

MAC 2105   College Algebra   3.0
MAT 1033   Intermediate Algebra   3.0
STA 2023   Statistics   3.0

Natural Science (6.0 credit hours)

BSC 1005   General Biology   3.0
BSC 1050   Environmental Science   3.0
BSC 2006   Advanced Biology   3.0
BSC 2085   Human Anatomy and Physiology I   3.0
BSC 2086   Advanced Anatomy and Physiology   3.0
OCB 1010   General Marine Biology   3.0

Social/Behavioral Science (3.0 credit hours)

AMH 1010   American History Pre 1876   3.0
AMH 1020   American History Since 1876   3.0
DEP 2004   Lifespan Development   3.0
IDS 1107   Strategies and Success   3.0
POS 1041   Political Science   3.0
PSY 1012   Introduction to Psychology   3.0
SYG 1001   Sociology   3.0

Computers (3.0 credit hours)

CGS 1060   Introduction to Computers   3.0

Communications (3.0 credit hours)

SPC 1017   Speech   3.0

The following Natural Science Lab Courses are also available:

BSC 2085L	Human Anatomy & Physiology I Lab	1.0
BSC 2086L	Advanced Anatomy & Physiology Lab	1.0

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

St. Petersburg Branch Campus

St. Petersburg Branch Campus

MEDICAL RECORDS AND HEALTH INFORMATION TECHNICIAN

Diploma

Description

This program is intended for those who wish to gain employment in medical billing and health information management in either the public or private sector, including positions in the offices of private physicians, hospitals, and medical centers. Students will develop a thorough knowledge of medical terminology, health records management, insurance procedures and billing software, medical coding, as well as skills in business communications and office administration that are vital for success in this growing field. A diploma will be awarded upon successful completion of this program. Outside work required.

Students who have successfully met all educational *and* institutional requirements for a Diploma in Medical Records and Health Information Technician from Southeastern College are eligible to have their names submitted to the National Health Career Association to be considered as a candidate for the Certified Billing and Coding Specialist (CBCS) examination.

Those students who have successfully met all educational *and* institutional requirements for a Diploma in Medical Records and Health Information Technician from Southeastern College are eligible to have their names submitted to the American Academy of Professional Coders (AAPC) to be considered as a candidate for the Certified Professional Coders-Apprentice (CPC-A) examination. Those students who have successfully met all educational *and* institutional requirements may also be eligible to have their names submitted to the American Health Information Management Association (AHIMA) to be considered as a candidate for the Certified Coding Associate (CCA) examination.

Objectives

The Medical Records and Health Information Technician program is designed to train the student for an entry level position as a Medical Records and Health Information Technician and to function

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effectively as an integral member of the physician's health care team. Graduates of the Medical Records and Health Information Technician Program will possess the skills to competently perform medical office procedures, medical keyboarding, health care records management, process medical insurance, follow healthcare laws and ethics, and basic coding procedures.

Prerequisites

Have a high school diploma or G.E.D.

Pass the entrance exam

Background Check and Drug Screening where applicable

Please see Program Handbook and Internship Manual for additional policies for this program.

Course Outline

To receive a Diploma in Medical Records and Health Information Technician, students must complete 31.5 credit hours (991 clock hours) at all Campuses except Jacksonville which is 38.5 credit hours (900 clock hours). This Diploma program can be completed in 8 months for full-time students and 15 months for part-time students. **Evening students will be required to complete the Externship portion of the program during the day.**

Medical Records and Health Information Technician Courses
(31.5 credit hours)
Diploma
(All Campuses except Jacksonville)

		Credit Hours	Clock Hours	Federal Student Aid
HIM 1261C	Healthcare Billing & Coding Technology with Career Skills	4.0	118	3.15
HIM 1273C	Medical Office and Billing Procedures	4.0	118	3.15
HIM 1284C	Medical Terminology/Human Anatomy I with ICD-9, CPT4, HCPCS Coding Systems and ICD-10	4.0	119	3.17
HIM 1285C	Medical Terminology/Human Anatomy II with ICD-9, CPT4, HCPCS Coding Systems and ICD-10	4.0	119	3.17
HIM 1286C	Medical Terminology/Human Anatomy III with ICD-9, CPT4, HCPCS Coding Systems and ICD-10	4.0	119	3.17

		Credit Hours	Clock Hours	Federal Student Aid
HIM 1290C	Medical Terminology/Human Anatomy IV with ICD-9, CPT4, HCPCS Coding Systems and ICD-10	4.0	119	3.17
HIM 1291C	Medical Terminology/Human Anatomy V with ICD-9, CPT4, HCPCS Coding Systems and ICD-10	4.0	119	3.17
HIM 1900	Externship	3.5	160	4.27

Medical Records and Health Information Technician Courses
Diploma
(Jacksonville Campus Only)
(38.5 credit hours)

		Credit Hours	Clock Hours	Federal Student Aid
HIM 1261	Healthcare Billing & Coding Technology with Career Skills	5.5	105	2.80
HIM 1273	Medical Office and Billing Procedures	4.5	105	2.80
HIM 1284	Medical Terminology/Human Anatomy I with ICD-9, CPT4, HCPCS Coding Systems and ICD-10	5.0	106	2.82
HIM 1285	Medical Terminology/Human Anatomy II with ICD-9, CPT4, HCPCS Coding Systems and ICD-10	5.0	106	2.83
HIM 1286	Medical Terminology/Human Anatomy III with ICD-9, CPT4, HCPCS Coding Systems and ICD-10	5.0	106	2.82
HIM 1290	Medical Terminology/Human Anatomy IV with ICD-9, CPT4, HCPCS Coding Systems and ICD-10	5.0	106	2.83
HIM 1291	Medical Terminology/Human Anatomy V with ICD-9, CPT4, HCPCS Coding Systems and ICD-10	5.0	106	2.83
HIM 1901	Internship I	0.5	25	0.67
HIM 1902	Internship II	0.5	25	0.67
HIM 1903	Internship III	0.5	25	0.67
HIM 1904	Internship IV	2.0	85	2.26

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

NURSING
Associate of Science

Program Description

The Associate of Science Degree program is for those students who desire to become Nurses. This program is open to enrollment by students with no prior nursing or allied health education or experience. It also offers transitional enrollment options for those with a valid, active, unrestricted Florida LPN license or a valid, active, unrestricted Florida Paramedic Certification. Students will be taught to demonstrate professional and caring behaviors, utilize therapeutic communication techniques, perform holistic assessments, assess the strengths and resources of patients and families, coordinate care for patients and families, teach necessary health information to consumers of health, apply mathematical calculations to safely administer medications, collaborate with members of the healthcare team and apply critical thinking and the nursing process consistently. An Associate of Science Degree in Nursing will be awarded upon successful completion of this program. Outside work required.

Students who have successfully met all educational *and* institutional requirements for the Associate of Science Degree in Nursing from Southeastern College are eligible to have their names submitted to the Florida Board of Nursing to be considered as a candidate for the NCLEX-RN. The Florida Board of Nursing is the state agency authorized to determine if the applicant qualifies to take the National Council Licensure Examination (NCLEX-RN) for licensure as a Registered Nurse.

Program Objectives

This program prepares students for an entry-level position as a Nurse. Students will be exposed to professional nursing encompassing legal and ethical decision-making in the promotion of health in the community. Students will demonstrate the use of the nursing processes to meet multiple health needs for adults and children in a variety of health care settings, communicate therapeutically with families, groups and individuals, synthesize and communicate relevant data effectively and concisely, and utilize management skills and concepts to plan and coordinate patient care. Students will assume the role of the associate degree nurse as a member of the health care team and will integrate theoretical content of general education classes with nursing theory and practice.

Prerequisites

- Submit Application Prerequisites
- Pass Entrance Exam
- Pass Nursing Pre-Entrance Exam
- Submit written essay
- Interview with Nursing Program Director
- Provide documentation of health examination within 6 months prior to enrollment
- Provide TB test within one year of enrollment or Chest X-ray Documentation within two years of enrollment. (Must be renewed if date expires at any point during the program)
- Provide Current Immunization Documentation as required by program and clinical sites
- Abuse registry clearance
- 10 Panel Drug Screen
- Level II Background Check and fingerprints
- Possess a current eight hours American Heart Association CPR Certification prior to enrollment for those entering with a valid, active, unrestricted Florida LPN license or a valid, active, unrestricted Florida Paramedic Certification and prior to the Nursing core courses for all other students
- Graduates of Southeastern College's Practical Nurse program may provide proof of a valid, active, unrestricted Florida License as a Practical Nurse within 90 days from the start of his/her first general education course. Failure to provide a valid, active, unrestricted license within 90 days will result in withdrawal of the student from the school.
- Medical insurance is required prior to the first day of beginning general education courses.

Admission to the Nursing Program Core Classes

Please note that the following requirements must all be met or maintained in order to advance to the Nursing program core classes:

- A cumulative GPA of 2.75 in the general education courses is required to enter the core Nursing courses. If a candidate transfers a general education course(s), those courses and grades earned will be used to calculate the CGPA. The College will use the credit value and grade scale for current Southeastern College general education courses in the computation of the CGPA. The credit values at a minimum must be equivalent to current Southeastern College general education courses. The

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student may elect not to transfer in any general education courses.

- A 10 Panel Drug Screen and Level II Background check and fingerprints will be conducted again. If the candidate tests positive for the drug screen or items appear on the background check that violate the clinical site terms of agreement, he/she will not be allowed to proceed into the Nursing program core courses. In the event of errors for items appearing on the background check that violate clinical site terms of agreement, the candidate will not be allowed to proceed to the Nursing core courses unless he/she is able to provide corrected documentation.

- The currency and unrestricted nature of the practical nursing license and paramedic certification will be checked again prior to entering the core nursing classes (if applicable). If a candidate's license/certification is not current or unrestricted at this time or he/she is unable to provide documentation, he/she will be registered as a non-transitional student and will not receive transfer credit.

- Active medical insurance is required prior to the first day of general education classes. Proof of active medical insurance is required once again prior to the start of the Nursing core classes. Medical insurance must be maintained throughout the duration of your time in the Nursing program.

Please see Program Handbook for additional policies for this program.

Course Outline
To receive an Associate of Science Degree in Nursing, students must complete 46.0 semester credit hours in their major and 30.0 semester credit hours in general education courses for a total of 76.0 semester credit hours (1942 clock hours). The LPN transition student will receive 4.5 transfer credits* upon entrance into the program and the submission of a valid, active, unrestricted Florida LPN License.

This Associate of Science Degree in Nursing can be completed in 20 months for LPN transitional full-time students and 21 months for all other full-time students.

Nursing Program (46.0 Semester Credit hours)
Associate of Science

		Credit Hours
NUR 1023C	Fundamentals of Nursing I *	4.5
NUR 1024C	Fundamentals of Nursing II	4.5
NUR 1141	Pharmacology in Nursing	3.0
NUR 1214C	Basic Adult Health Nursing	4.5
NUR 2233C	Advanced Adult Health Nursing I	4.5
NUR 2234C	Advanced Adult Health Nursing II	4.5
NUR 2235C	Advanced Adult Health Nursing III	4.5
NUR 2236	Advanced Adult Health Nursing IV	3.0
NUR 2237	Advanced Adult Health Nursing V	3.5
NUR 2463C	Nursing Care of Childbearing Families I	3.0
NUR 2464C	Nursing Care of Childbearing Families II	3.0
NUR 2812	Nursing Leadership and Practicum	3.5

*Upon admission to the program, 4.5 credit hours will be awarded for this course with submission of proof of a valid, active, unrestricted Florida LPN license.

General Education Courses (30.0 Semester Credit hours)

		Credit Hours
AML 1000	American Literature **OR**	3.0
ENL 1000	English Literature	3.0
BSC 2085	Human Anatomy and Physiology I	3.0
BSC 2085L	Human Anatomy and Physiology I Lab	1.0
BSC 2086	Advanced Anatomy and Physiology	3.0
BSC 2086L	Advanced Anatomy and Physiology Lab	1.0
CGS 1060	Introduction to Computers	3.0
DEP 2004	Life Span Development	3.0
ENC 1101	English Composition	3.0
MAT 1033	Intermediate Algebra	3.0
MCB 2010	Microbiology	3.0
MCB 2010L	Microbiology Lab	1.0
SPC 1017	Speech	3.0

**Students will only be allowed three (3) attempts to retake a General Education Course when a grade of D, F, or W has been attained.

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

PARAMEDICAL AESTHETICIAN (Advanced Clinical Skin Care Specialist)

Diploma

Description

Paramedical Aestheticians focus on the prevention, correction, and overall health and beauty of the body's largest organ: the skin. Under the guidance of a licensed health care provider in a medical facility, a paramedical aesthetician may administer chemical peels, prepare the skin for surgery, or assist in the post operative healing phase through the use of camouflage therapy. In the spa, an Aesthetician may perform facials, waxing, and makeup application. Students will be given training on advanced concepts in skin analysis, the integumentary system, and disorders of skin to name a few. Using technologically advanced equipment, tools, and modalities, students will engage in hands-on treatment techniques and procedures. Students will perfect learned treatment room skills in a clinical spa setting while completing 100 services as part of their practical training. A diploma will be awarded upon successful completion of this program. Outside work required.

Students who have successfully met all educational *and* institutional requirements for a Diploma in Paramedical Aesthetician at Southeastern College are eligible to have their application submitted to the Florida Board of Cosmetology to be considered as a candidate for the Florida State Registration as a Facial Specialist.

Students who have successfully met all educational *and* institutional requirements for a Diploma in Paramedical Aesthetician at Southeastern College are eligible to register with the Florida Department of Professional Regulations for Body Wrapping.

Objectives

The Paramedical Aesthetician program will prepare students for an entry level position as a Facial Specialist. Students will develop skills used to protect, heal and beautify the skin, while counteracting the aging process. Emphasis will be placed on areas applicable to cosmetic surgery, reconstructive surgery, dermato-pathology and body and facial treatments.

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Prerequisites

Have a high school diploma or G.E.D.
Pass the entrance examination

Course Outline

To receive a diploma in Paramedical Aesthetician, students must complete 1380 clock hours. This diploma program can be completed in 12 months for full-time students or in 24 months for part-time students.

Please see Program Handbook for additional policies for this program.

Paramedical Aesthetician Courses (1380 clock hours) Diploma

		Clock Hours
PME 110	General Sciences	115
PME 111	Principles of Aesthetics	115
PME 112	Electrotherapy & Advanced Skin Analysis	115
PME 113	History, Health, and Wellness	115
PME 114	Ethics, Business, and Law Studies	115
PME 115	Methods of Hair Removal and Lash & Brow Techniques	115
PME 210	Camouflage Therapy and Makeup Techniques	115
PME 211	Product Chemistry & Pharmacology	115
PME 212	Medical Terminology and Patient Forms	115
PME 213	Advanced Exfoliation	115
PME 214	Cosmetic Surgery & Aesthetics	115
PME 215	Dermatology & Aesthetics	115

A grade of 75% or higher is required on each course final theoretical exam and practical lab exam for successful completion of each of the Paramedical Aesthetician courses listed above.

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

PHARMACY TECHNOLOGY

Diploma

Description

This program provides instruction in how to assist the pharmacist in the packing and distribution of medication. Graduates can find employment in hospitals (private and government), nursing care facilities, private and chain drug stores, drug manufactures, wholesale drug houses and health maintenance organizations. Students will also study the professional and technical skills necessary for direct employment as a pharmacy technologist. A diploma will be awarded upon successful completion of this program. Outside work required.

Students who have successfully met all educational *and* institutional requirements for a Diploma in Pharmacy Technology at Southeastern College are eligible to have their names submitted to the Pharmacy Technician Certification Board (PTCB) to be considered as a candidate to sit for the Certified Pharmacy Technician examination (CPhT). Students who have successfully met all educational and institutional requirements for a Diploma in Pharmacy Technology at Southeastern College are eligible to have their names submitted to the State of Florida Board of Pharmacy to be considered as a candidate as a Registered Pharmacy Technician.

Objectives

This program prepares students for an entry-level position as a pharmacy technician. The course will provide students the basic health care skills students can use as pharmacy technicians.

Prerequisites

Have a high school diploma or G.E.D.
Pass the entrance examination
Background check and drug screening where applicable

Please see Program Handbook and Externship Manual for additional policies for this program.

Course Outline

To receive a diploma in Pharmacy Technology, students must com-

plete 39.0 credit hours (1224 clock hours). This diploma program can be completed in 10 months for full-time students or in 18 months for part-time students.

Pharmacy Technology Courses (39.0 credit hours) Diploma

		Credit Hours
PTN 1700C	Introduction to Pharmacy Technology	4
PTN 1701C	Pharmaceutical Calculations	4
PTN 1720C	Body Systems and Drug Therapy I	4
PTN 1721C	Body Systems and Drug Therapy II	4
PTN 1722C	Body Systems and Drug Therapy III	4
PTN 1723C	Body Systems and Drug Therapy IV	4
PTN 1730C	Pharmacy Operations	4
PTN 1731C	Sterile Products	4
PTN 1945	Pharmacy Technology Externship I	3.5
PTN 1946	Pharmacy Technology Externship II	3.5

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

St. Petersburg Branch Campus

PHARMACY TECHNOLOGY

Associate of Science Degree

Description

This program provides instruction in how to assist the pharmacist in the packing and distribution of medication. Graduates can find employment in hospitals (private and government), nursing care facilities, private and chain drug stores, drug manufactures, whole-sale drug houses and health maintenance organizations. Students will also study the professional and technical skills necessary for direct employment as a pharmacy technologist. A degree will be awarded upon successful completion of this program. Outside work required.

Students who have successfully met all educational *and* institution-al requirements for an Associate Degree in Pharmacy Technology at Southeastern College are eligible to have their names submitted to the Pharmacy Technician Certification Board (PTCB) to be consid-ered as a candidate to sit for the Certified Pharmacy Technician examination (CPhT). Students who have successfully met all edu-cational *and* institutional requirements for an Associate of Science in Pharmacy Technology at Southeastern College are eligible to have their names submitted to the State of Florida Board of Pharmacy to be considered as a candidate as a Registered Pharmacy Technician.

Objectives

This program prepares students for an entry-level position as a phar-macy technician. The course will provide students the basic health care skills students can use as pharmacy technicians.

Prerequisites

Have a high school diploma or G.E.D.
Pass the entrance examination
Background check and drug screening where applicable

Please see Program Handbook and Externship Manual for addition-al policies for this program.

Course Outline

To receive an Associate of Science Degree in Pharmacy Technology, students must complete 39.0 credit hours in their major and 24.0 credit hours in the General Education courses for a total of 63.0 credit hours (2376 clock hours). This degree program can be completed in 18 months for full-time students or in 26 months for part-time students.

Pharmacy Technology Courses (39.0 credit hours)

		Credit Hours
PTN 1700C	Introduction to Pharmacy Technology	4
PTN 1701C	Pharmaceutical Calculations	4
PTN 1720C	Body Systems and Drug Therapy I	4
PTN 1721C	Body Systems and Drug Therapy II	4
PTN 1722C	Body Systems and Drug Therapy III	4
PTN 1723C	Body Systems and Drug Therapy IV	4
PTN 1730C	Pharmacy Operations	4
PTN 1731C	Sterile Products	4
PTN 1945	Pharmacy Technology Externship I	3.5
PTN 1946	Pharmacy Technology Externship II	3.5

Pharmacy Technology Associate of Science Degree
General Education Courses (24.0 credit hours)

English (3.0 credit hours)

ENC 1101	English Composition I	3

Humanities/Fine Arts (3.0 credit hours)

AML 1000	American Literature	3
ENL 1000	English Literature	3

Mathematics (3.0 credit hours)

MAC 2105	College Algebra	3
MAT 1033	Intermediate Algebra	3
STA 2023	Statistics	3

Natural Science (6.0 credit hours)

BSC 1005	General Biology	3
BSC 1050	Environmental Science	3
BSC 2006	Advanced Biology	3
BSC 2085	Human Anatomy and Physiology I	3
BSC 2086	Advanced Anatomy and Physiology	3

OCB 1010   General Marine Biology   3

Social/Behavioral Science (3.0 credit hours)

AMH 1010   American History Pre 1876   3
AMH 1020   American History Since 1876   3
DEP 2004   Lifespan Development   3
IDS 1107   Strategies and Success   3
POS 1041   Political Science   3
PSY 1012   Introduction to Psychology   3
SYG 1001   Sociology   3

Computers (3.0 credit hours)

CGS 1060   Introduction to Computers   3

Communications (3.0 credit hours)

SPC 1017   Speech   3

The following Natural Science Lab Courses are also available:

BSC 2085L   Human Anatomy & Physiology I Lab   1
BSC 2086L   Advanced Anatomy & Physiology Lab   1

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

St. Petersburg Branch Campus

PRACTICAL NURSE
Diploma

Description

Practical Nurses care for the sick, injured, convalescent and disabled under the direction of physicians and registered nurses. Healthcare employment opportunities are available in long term care, home health, hospitals and outpatient settings. Clinical experience is provided at extended care facilities and hospitals. A diploma will be awarded upon successful completion of this program. Outside work required.

Students who have successfully met all educational *and* institutional requirements for a Diploma in Practical Nurse from Southeastern College are eligible to have their names submitted to the Florida Board of Nursing to be considered as a candidate for the NCLEX-PN. The Florida Board of Nursing is the state agency authorized to determine if the applicant qualifies to take the National Council Licensure Examination (NCLEX-PN) for licensure as a Practical Nurse.

Objectives

This program will prepare students for an entry-level position as a Practical Nurse. The program will familiarize the student with the techniques and procedures of basic bedside care. Students will learn how to take vital signs such as, temperature, blood pressure, pulse and respiration. In addition, students will observe patients and report adverse reactions to medications or treatments, collect samples for testing, perform routine laboratory tests, feed patients, and record food and fluid intake and output. Experienced practical nurses may supervise nursing assistants and aides.

Please see Program Handbook for additional policies for this program.

Prerequisites

- Have a High School Diploma or GED.
- Pass the entrance examination

Prior to admission into the nursing program the following programmatic Pre-Admission requirements must be completed:

- Submit Application
- Pass Nursing pre-entrance exam
- Submit Written Essay
- Provide TB Test and or/Chest X-ray documentation
- Provide documentation of Health Exam
- Provide current Immunization Documentation
- 10 Panel Drug Screen
- Abuse registry clearance
- Interview with the Practical Nurse Program Panel
- Level II Background Check and Fingerprinting

Course Outline

To receive a diploma in Practical Nurse, students must complete 43.0 credit hours (1478 clock hours) at all campuses except Jacksonville which is 52.0 credit hours (1350 clock hours). This diploma program can be completed in 12 months for full-time students.

Practical Nurse Courses (43.0 credit hours)
Diploma
(All Campuses except Jacksonville)

		Credit Hours	Clock Hours	Federal Student Aid
PRN 0004C	Practical Nursing I	17.5	526	14.03
PRN 0120C	Practical Nursing II	14.0	484	12.90
PRN 0306	Practical Nursing III	11.5	468	12.48

Practical Nurse Courses (52.0 credit hours)
Diploma
(Jacksonville Campus Only)

		Credit Hours	Clock Hours	Federal Student Aid
PRN 0004C	Practical Nursing I	23.0	450	12.00
PRN 0120C	Practical Nursing II	16.0	450	12.00
PRN 0306C	Practical Nursing III	13.0	450	12.00

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

PROFESSIONAL CLINICAL MASSAGE THERAPY
Diploma

Description

The Professional Clinical Massage Therapy program provides instruction in therapeutic massage with advanced training in the treatment of soft tissue ailments, postural distortions, and degenerative process of the body. The program prepares students for employment in medical based facilities such as physician's offices, and rehabilitation centers, while also training students in the arts associated with a spa setting. Students receive training in massage law, basic massage theory techniques, allied modalities, and neuromuscular clinical massage theory techniques. The program includes 100 hours of practical clinical experience. Upon successful completion of this program, the student will receive a Diploma in Professional Clinical Massage Therapy.

Students who have successfully met all educational *and* institutional requirements for a Diploma in Professional Clinical Massage Therapy from Southeastern College are eligible to have their names submitted to the National Certification Board for Therapeutic Massage and Body Work (NCBTMB) to be considered as a candidate for the NCBTMB Examination.

Or students who have successfully met all educational *and* institutional requirements for a Diploma in Professional Clinical Massage Therapy from Southeastern College are eligible to have their names submitted to the Federation of State Massage Therapy Boards (FSMTB) Massage and Bodywork Licensing Examination (MBLEx) to be eligible to sit for the (MBLEx) examination. Upon passing, the student may apply to the Florida Board of Massage, which is the state agency authorized to determine if the applicant qualifies to become a Licensed Massage Therapist in Florida.

Objectives

The curriculum is designed to prepare the graduate to enter the community with the skills needed to work in a medical setting, as well as the basic skills necessary to perform as an entry-level massage therapist. Upon graduation, students of the Southeastern College

will have a strong understanding of human anatomy and physiology, proper client communication skills, clinical evaluation and treatment skills, and the proper use and application of various therapeutic massage techniques.

Prerequisites

Have a high school diploma or GED

Pass the entrance examination

Background check and drug screening where applicable

Please see Program Handbook for additional policies for this program.

Course Outline

To receive a Diploma in Professional Clinical Massage Therapy, students must complete 900 Clock Hours. This Diploma program can be completed in 8 months for full-time students and 16 months for part-time students.

Professional Clinical Massage Therapy Program
(900 clock hours)
Diploma

		Clock Hours
PMT 102	Orientation to Massage Therapy	100
PMT 106	Massage and Neuromuscular Therapy I	100
PMT 121	Massage and Neuromuscular Therapy II	100
PMT 126	Massage and Neuromuscular Therapy III	100
PMT 131	Massage and Neuromuscular Therapy IV	100
PMT 136	Massage and Neuromuscular Therapy V	100
PMT 141	Massage and Neuromuscular Therapy VI	100
PMT 146	Massage and Neuromuscular Therapy VII	100
PMT 910	Student Clinic I	25
PMT 911	Student Clinic II	25
PMT 912	Student Clinic III	25
PMT 913	Student Clinic IV	25

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

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REGISTERED NURSE BRIDGE PROGRAM

Associate of Science

Program Description

The Registered Nurse Bridge Program is for those students who desire to become Nurses. This program is open to enrollment by students with no prior nursing or allied health education or experience. It also offers transitional enrollment options for those with a valid, active, unrestricted Florida LPN license or a valid, active, unrestricted Florida Paramedic Certification. Students will be taught to demonstrate professional and caring behaviors, utilize therapeutic communication techniques, perform holistic assessments, assess the strengths and resources of patients and families, coordinate care for patients and families, teach necessary health information to consumers of health, apply mathematical calculations to safely administer medications, collaborate with members of the healthcare team and apply critical thinking and the nursing process consistently. An Associate of Science degree will be awarded upon successful completion of the program. Outside work required.

Students who have successfully met all educational *and* institutional requirements for the Associate of Science Degree in the Registered Nurse Bridge program from Southeastern College are eligible to have their names submitted to the Florida Board of Nursing to be considered as a candidate for the NCLEX-RN. The Florida Board of Nursing is the state agency authorized to determine if the applicant qualifies to take the National Council Licensure Examination (NCLEX-RN) for licensure as a Registered Nurse.

Program Objectives

This program prepares students for an entry-level position as a Nurse. Students will be exposed to professional nursing encompassing legal and ethical decision-making in the promotion of health in the community. Students will demonstrate the use of the nursing processes to meet multiple health needs for adults and children in a variety of health care settings, communicate therapeutically with families, groups and individuals, synthesize and communicate relevant data effectively and concisely, and utilize management skills and concepts to plan and coordinate patient care. Students will

assume the role of the associate degree nurse as a member of the health care team and will integrate theoretical content of general education classes with nursing theory and practice.

Prerequisites

- Submit Application
- Pass entrance exam
- Pass Nursing Pre-Entrance exam
- Submit written essay
- Interview with Nursing Program Director
- Provide documentation of health examination within 6 months prior to enrollment
- Provide TB test within one year of enrollment or Chest X-ray Documentation within two years of enrollment. (Must be renewed if date expires at any point during the program)
- Provide Current Immunization Documentation as required by program and clinical sites
- Abuse registry clearance
- 10 Panel Drug Screen
- Level II Background Check and fingerprints
- Possess a current eight hours American Heart Association CPR Certification prior to enrollment for those entering with a valid, active, unrestricted Florida LPN license or a valid, active, unrestricted Florida Paramedic Certification and prior to the Registered Nurse Bridge program core courses for all other students
- Graduates of Southeastern College's Practical Nurse Program may provide proof of a valid, active, unrestricted Florida License as a Practical Nurse within 90 days from the start of his/her first general education course. Failure to provide a valid, active, unrestricted license within 90 days will result in withdrawal of the student from the school.
- Medical insurance is required prior to the first day of beginning general education courses.

Admission to the Registered Nurse Bridge Core Classes
Please note that the following requirements must all be met or maintained in order to advance into the Registered Nurse Bridge Program core courses:

- A cumulative GPA of 2.75 in the general education courses is required to enter the core Registered Nurse Bridge program

- courses. If a candidate transfers a general education courses(s), those courses and grades earned will be used to calculate the CGPA. The college will use the credit value and grade scale for current Southeastern College general education courses in the computation of the CGPA. The credit values at a minimum must be equivalent to current Southeastern College general education courses. The student may elect not to transfer in any general education courses.

- A 10 Panel Drug Screen and Level II Background check and fingerprints will be conducted again. If the candidate tests positive for the drug screen or items appear on the background check that violate the clinical site terms of agreement, he/she will not be allowed to proceed into the Registered Nurse Bridge program core courses. In the event of errors for items appearing on the background check that violate clinical site terms of agreement, the candidate will not be allowed to proceed to the Registered Nurse Bridge program core courses unless he/she is able to provide corrected documentation.

- The currency and unrestricted nature of the practical nursing license and paramedic certification will be checked again prior to entering the Registered Nurse Bridge program core classes (if applicable). If a candidate's license/certification is not current or unrestricted at this time or he/she is unable to provide documentation, he/she will be registered as a non-transitional student and will not receive transfer credit.

- Active medical insurance is required prior to the first day of general education classes. Proof of active medical insurance is required once again prior to the start of the Registered Nurse Bridge program core classes. Medical insurance must be maintained throughout the duration of your time in the Registered Nurse Bridge program.

Please see Program handbook for additional policies for this program.

Course Outline

To receive an Associate of Science Degree in the Registered Nurse Bridge program, students must complete 46.0 semester credit hours in their major and 30.0 semester credit hours in general education courses for a total of 76.0 semester credit hours (1942 clock hours). The LPN transitional student will receive 4.5 transfer credits* upon entrance into the program and the submission of a valid, active,

unrestricted Florida LPN License.

This Associate of Science Degree program can be completed in 20 months for LPN transitional full-time students and 21 months for all other full-time students.

Registered Nurse Bridge Program (46.0 Semester Credit hours)
Associate of Science

		Credit Hours
NUR 1023C	Fundamentals of Nursing I*	4.5
NUR 1141	Pharmacology in Nursing	3.0
NUR 1209C	Transition to Professional Nursing	4.5
NUR 1214C	Basic Adult Health Nursing	4.5
NUR 2233C	Advanced Adult Health Nursing I	4.5
NUR 2234C	Advanced Adult Health Nursing II	4.5
NUR 2235C	Advanced Adult Health Nursing III	4.5
NUR 2236	Advanced Adult Health Nursing IV	3.0
NUR 2237	Advanced Adult Health Nursing V	3.5
NUR 2463C	Nursing Care of Childbearing Families I	3.0
NUR 2464C	Nursing Care of Childbearing Families II	3.0
NUR 2812	Nursing Leadership and Practicum	3.5

*Upon admission to the program, 4.5 credit hours will be awarded for this course upon proof of a valid, active, unrestricted Florida LPN license.

**General Education Courses (30.0 Semester Credit hours)

		Credit Hours
AML 1000	American Literature **OR**	3.0
ENL 1000	English Literature	3.0
BSC 2085	Human Anatomy and Physiology I	3.0
BSC 2085L	Human Anatomy and Physiology I Lab	1.0
BSC 2086	Advanced Anatomy and Physiology	3.0
BSC 2086L	Advanced Anatomy and Physiology Lab	1.0
CGS 1060	Introduction to Computers	3.0
DEP 2004	Life Span Development	3.0
ENC 1101	English Composition	3.0
MAT 1033	Intermediate Algebra	3.0
MCB 2010	Microbiology	3.0
MCB 2010L	Microbiology Lab	1.0
SPC 1017	Speech	3.0

**Students will only be allowed three (3) attempts to retake a General Education Course when a grade of D, F, or W has been

attained.

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

Miami Lakes Branch Campus

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SURGICAL TECHNOLOGY
Associate of Science Degree

Description

The Surgical Technology program provides students with the technical ability, knowledge, and skills required for entry-level employment as a member of the healthcare team in hospital or surgical center operating rooms. Students receive training in the essentials of healthcare, surgical instrumentation, anatomy, physiology, medical language and pharmacology. Graduates will be prepared for employment as a Surgical Technologist. A degree will be awarded upon successful completion of this program. Outside work required.

Students who have successfully met all educational *and* institutional requirements for an Associate of Science in Surgical Technology from Southeastern College are eligible to have their names submitted to the National Board on Surgical Technology and Surgical Assisting (NBSTSA) to be considered as candidate for the Certified Surgical Technologist (CST) examination.

Objectives

The Surgical Technology program will prepare students for an entry level position as a surgical technologist. Students will develop the skills necessary to meet the needs of the health care community. Students will develop knowledge to integrate the Surgical Technology knowledge base in cognitive, affective, and psychomotor domains; demonstrate skills following established criteria, protocols and objectives in the cognitive, affective, and psychomotor domains.

Please see Program Handbook and Externship Manual for additional policies for this program.

Prerequisites

Have a high school diploma or G.E.D.

Pass the entrance examination

Background check and drug screening where applicable

Course Outline

To receive an Associate of Science in Surgical Technology, students must complete 48.0 credit hours in their major and 24.0 credit hours in General Education courses for a total of 72.0 credit hours (2709 clock hours) for all campuses except Jacksonville which is 73.0 credit hours (1824 clock hours). This degree program can be completed in 20 months (80 weeks) for full-time students or 29 months (116 weeks) for part-time students.

Surgical Technology Courses (48.0 credit hours)
(Jacksonville Campus Only is 49.0 credit hours)

The following courses are taken in the sequence listed below.

		Credit Hours	Jacksonville Credit Hours
STS 1000C	Health Care Concepts	4.0	5.0
STS 1177C	Surgical Techniques and Procedures I	4.0	4.0
STS 1178C	Surgical Techniques and Procedures II	4.0	4.0
STS 1179C	Surgical Techniques and Procedures III	4.0	4.0

After the courses listed above are successfully completed, the following courses may be taken in any sequence.

STS 1131C	Surgical Specialties I with Anatomy & Physiology	4.0	4.0
STS 1132C	Surgical Specialties II with Anatomy & Physiology	4.0	4.0
STS 1133C	Surgical Specialties III with Anatomy & Physiology	4.0	4.0
STS 1134C	Surgical Specialties IV with Anatomy & Physiology	4.0	4.0
STS 1135C	Surgical Specialties V with Anatomy & Physiology	4.0	4.0

Once all courses listed above are successfully completed, the following Externship courses are taken in sequence as listed.

STS 1940	Externship I	4.0	4.0
STS 1941	Externship II	4.0	4.0
STS 1942	Externship III	4.0	4.0

Surgical Technology Associate of Science Degree
General Education Courses (24.0 credit hours)

English (3.0 credit hours)

ENC 1101	English Composition I	3.0	3.0

Humanities/Fine Arts (3.0 credit hours)

AML 1000	American Literature	3.0
ENL 1000	English Literature	3.0

Mathematics (3.0 credit hours)

MAC 2105	College Algebra	3.0
MAT 1033	Intermediate Algebra	3.0
STA 2023	Statistics	3.0

Natural Science (6.0 credit hours)

BSC 1005	General Biology	3.0
BSC 1050	Environmental Science	3.0
BSC 2006	Advanced Biology	3.0
BSC 2085	Human Anatomy and Physiology I	3.0
BSC 2086	Advanced Anatomy and Physiology	3.0
OCB 1010	General Marine Biology	3.0

Social/Behavioral Science (3.0 credit hours)

AMH 1010	American History Pre 1876	3.0
AMH 1020	American History Since 1876	3.0
DEP 2004	Lifespan Development	3.0
IDS 1107	Strategies and Success	3.0
POS 1041	Political Science	3.0
PSY 1012	Introduction to Psychology	3.0
SYG 1001	Sociology	3.0

Computers (3.0 credit hours)

CGS 1060	Introduction to Computers	3.0

Communications (3.0 credit hours)

SPC 1017	Speech	3.0

The following Natural Science Lab Courses are also available:

BSC 2085L	Human Anatomy & Physiology I Lab	1.0
BSC 2086L	Advanced Anatomy & Physiology Lab	1.0

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

Diagnostic Medical Sonography Technology Program

SON 1000C   Introduction to Diagnostic Medical Sonography:
4.0 credit hours

Introduces the role of diagnostic medical sonographers and technical aspects of diagnostic medical ultrasound. Topics include information related to medical terminology, the healthcare industry, patient care and medical ethics and law. Outside work required.

SON 1100C   Practical Aspects of Sonography: 4.0 credit hours
Introduces ultrasound scanning principles and protocols. Topics include scanning criteria and standardization of image documentation for physician interpretation, as well as normal anatomy, physiology and sonographic appearance of the abdomen, OB/GYN and vascular structures. Outside work required. Prerequisite: SON 2111C

SON 1113C   Cross-Sectional Anatomy: 4.0 credit hours
Presents cross sectional anatomical relationships and recognition of structures of the head, neck, thorax, abdomen, pelvis, and extremities in transverse, coronal and sagittal section. Outside work required. Prerequisite: SON 1614C

SON 1614C   Acoustic Physics and Instrumentation:
4.0 credit hours

Presents in-depth training in the properties of ultrasound and Doppler physics, instrumentation, equipment operation, display systems, recording devices, image artifacts, biological effects of ultrasound and quality assurance methods. Outside work required. Prerequisite: SON 1000C

SON 1804   Clinical Rotation I: 3.5 credit hours
Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON 1100C (Practical Aspects of Sonography) and SON 2111C (Abdominal Sonography) and to acquire other skills necessary to the profession of diagnostic medical sonography.

Prerequisite: SON 1100C

SON 1814   Clinical Rotation II: 3.5 credit hours
Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON 2111C (Abdominal Sonography) and SON 2121C (OB/GYN Sonography I) and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite: SON 2150C

SON 1824   Clinical Rotation III: 3.5 credit hours
Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON 1814 (Clinical Rotation II) and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite: SON 1814

SON 2009   Diagnostic Medical Sonography Review:
2.0 credit hours
Addresses issues that facilitate a graduate's entry into the career of sonography. Topics include resumé writing and job interviewing, test taking strategies, registry examination preparation and comprehensive review of content specific to registry examinations. Prerequisite: SON 2864

SON 2111C   Abdominal Sonography: 4.0 credit hours
Presents cross-sectional anatomy of the abdomen, normal and abnormal sonographic findings of the intra-abdominal organs, peritoneal spaces and retroperitoneal structures. The relationship of abnormal findings to patient history, physical examination and laboratory findings are stressed. Outside work required. Prerequisite: SON 2120C

SON 2120C   OB/GYN Sonography I: 4.0 credit hours
Presents cross-sectional anatomy of the pelvic, normal and abnormal sonographic features of the non-gravis pelvis as well as normal and abnormal anatomy of first, second and third trimester pregnancies. Topics include embryology, early fetal development and the relationship of abnormal findings to patient history, physical exam-

ination and laboratory findings. Outside work required. Prerequisite: SON 1113C

SON 2122C OB/GYN Sonography II: 4.0 credit hours

Presents normal and abnormal anatomy and sonographic features of second and third trimester pregnancies. The relationship of abnormal findings to patient history, physical examination and laboratory findings is emphasized. Outside work required. Prerequisite: SON 1824

SON 2150C Superficial Structures and Neonatal Brain:
4.0 credit hours

Presents normal and abnormal sonographic features of the neck, breast, prostate, scrotum and superficial structures. Topics include imaging of the neonatal brain, related cross-sectional anatomy, and the relationship of sonographic findings to patient history, physical examination and laboratory findings. Outside work required. Prerequisite: SON 1804

SON 2171C Vascular Sonography: 4.0 credit hours

Provides an introduction to vascular anatomy, vascular physics and instrumentation, hemodynamics and pathological patterns. Topics include Doppler scanning and all aspects of non-invasive physiologic vascular testing. Outside work required. Prerequisite: SON 2834

SON 2834 Clinical Rotation IV: 3.5 credit hours

Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON 2150C (Superficial Structures and Neonatal Brain) and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite: SON 2122C

SON 2844 Clinical Rotation V: 3.5 credit hours

Continues SON 2834 (Clinical Rotation IV) by providing students with opportunities to apply knowledge and skills learned in SON 2834 (Clinical Rotation IV) and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite: SON 2171C

SON 2854   Clinical Rotation VI: 3.5 credit hours
Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON 2171C (Vascular Sonography) and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite: SON 2844

SON 2864   Clinical Rotation VII: 2.0 credit hours
Continues SON 2854 (Clinical Rotation VI) by providing students with opportunities to apply knowledge and skills learned in SON 2854 (Clinical Rotation VI) and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite: SON 2854

(EMT-B)-Paramedic and Emergency Medical Services Programs

EMS 1010 Anatomy and Physiology for EMS Providers:
2.0 credit hours
Co-Requisite: EMS 1010L

This one month course related to advanced emergency care will prepare the student to develop increased understanding of the human body, as well as its functions, development, and disease processes. The course content will include general concepts anatomy and physiology of the body's systems for the assessment and management of emergency patients by the EMS professional in the pre-hospital setting.

EMS 1010L   Anatomy and Physiology for EMS Providers Laboratory: 1.0 credit hour
Co-Requisite: EMS 1010

This laboratory course will focus on anatomy and physiology and how it relates to assessment, skills competency and team-work in patient care in the pre-hospital setting.

EMS 1115 Emergency Medical Technician Basic I:
1.5 credit hours
Co-Requisite: EMS 1115L and EMS 1431
Pre-Requisite: EMS 1010, EMS 1010L

This is a one month course which will introduce the student to the definition of an EMT, the legal, medical and ethical issues pertaining to pre-hospital care, and the introductory skills necessary to perform quality patient care. Lifting, moving patients, communication and documentation; as well as airway management and ventilation will also be discussed. This course will provide the student with a comprehensive review of anatomy, medical terminology, and HIV/AIDS education. This course is in compliance with the Florida Department of Health, Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC) and follows the most current U.S. Department of Transportation National Educational Standards.

EMS 1115L   Emergency Medical Technician Basic Laboratory I: 1.0 credit hours
Co-Requisite: EMS 1115 and EMS 1431
Pre-Requisite: EMS 1010, EMS 1010L

The laboratory course will focus on EMT-Basic skills development discussed in the Emergency Technology Basic I course with emphasis on assessment, skills competency and team-work in patient care in the pre-hospital setting. This course is in compliance with the Florida Department of Health, Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC) and follows the most current U.S. Department of Transportation National Educational Standards.

EMS 1116   Emergency Medical Technician Basic II:
1.5 credit hours
Co-Requisite: EMS 1116L and EMS 1432
Pre-Requisite: EMS 1115, EMS 1115L, EMS 1431

In this one month course, the student is taught to approach and treat patients with potential life threatening traumatic injuries. Students will also be introduced to behavioral and environmental emergencies. Students will learn and apply skills including but not limited to; external bleeding control, application of mast pants (PASG), long bone immobilization, traction splinting, spinal immobilization, application of a KED, helmet removal, application of a miller board, and utilization of a scoop stretcher. This course also covers the trauma scorecard methodology. This course is in compliance with the Florida Department of Health, Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC) and follows the most current U.S.

EMS 1116L   **Emergency Medical Technician Basic**
Laboratory II: 1.0 credit hours
Co-Requisite: EMS 1116 and EMS 1432
Pre-Requisite: EMS 1115, EMS 1115L, EMS 1431

The laboratory course will focus on EMT-Basic skills development discussed in the Emergency Technology Basic I course with emphasis on assessment, skills competency and team-work in patient care in the pre-hospital setting. This course is in compliance with the Florida Department of Health, Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC) and follows the most current U.S. Department of Transportation National Educational Standards.

EMS 1117 Emergency Medical Technician Basic III:
1.5 credit hours
Co-Requisite: EMS 1117L and EMS 1433
Pre-Requisite: EMS 1116, EMS 1116L, EMS 1432

This one month course is designed to introduce the student to the structure and dynamics of the cardiac respiratory, endocrine, and neurologic systems, their components, and disease process for each. Pharmacology, allergic reactions, poisoning, drug and alcohol emergencies, and abdominal pain will be covered through a didactic approach the student will also learn Epi pen, administration of Nitroglycerine, and use of the automated external defibrillator. This course is in compliance with the Florida Department of Health, Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC) and follows the most current U.S. Department of Transportation National Educational Standards.

EMS 1117L   **Emergency Medical Technician Basic**
Laboratory III: 1.0 credit hours
Co-Requisite: EMS 1117 and EMS 1433
Pre-Requisite: EMS 1116, EMS 1116L, EMS 1432

The laboratory course will focus on EMT-Basic skills development discussed in the Emergency Technology Basic II course with emphasis on assessment, skills competency and team-work in

patient care in the pre-hospital setting. This course is in compliance with the Florida Department of Health, Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC) and follows the most current U.S. Department of Transportation National Educational Standards.

EMS 1118 Emergency Medical Technician Basic IV:

    1.5 credit hours

    Co-Requisite: EMS 1118L and EMS 1434

    Pre-Requisite: EMS 1117, EMS 1117L, EMS 1433

The final one month component of EMT-B will include OB/GYN and pediatric, agricultural and industrial emergencies, and assessment of the Geriatric patient. This course also covers the operational component of the DOT guidelines with instruction on ambulance operations, extrication, HAZMAT, and weapons of mass destruction. This course is in compliance with the Florida Department of Health, Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC) and follows the most current U.S. Department of Transportation National Educational Standards.

EMS 1118L Emergency Medical Technician Basic Laboratory IV: 1.0 credit hours

    Co-Requisite: EMS 1118 and EMS 1434

    Pre-Requisite: EMS 1117, EMS 1117L, EMS 1433

The laboratory course will focus on EMT-Basic skills development discussed in the Emergency Technology Basic III course with emphasis on assessment, skills competency and team-work in patient care in the pre-hospital setting. This course is in compliance with the Florida Department of Health, Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC) and follows the most current U.S. Department of Transportation National Educational Standards.

EMS 1431 EMT-Basic Hospital and Field Experience I:

    0.5 credit hours

    Co-Requisite: EMS 1115 and EMS 1115L

    Pre-Requisite: EMS 1010, and EMS 1010L

This course contains field experience that promotes the integration of skills and knowledge gained in the Emergency Medical Technician Basic I and Laboratory courses. Under the direct super-

vision of an assigned preceptor, professional paramedic, or hospital representative the EMT-Basic student will be able to practice in local emergency departments and rescue agencies. Overall this course is designed to simulate the working environment of a hospital Emergency Room facility and field emergency department training. The student will demonstrate competency in the interpersonal and clinical aspects of Emergency Medical Services as appropriate for an EMT-B. EMT-B students will attend field rotations with a licensed ambulance services to experience first-hand the responsibilities of EMTs. Hospital Emergency Room rotations are also included as part of the clinical course. The student will observe and actively participate in patient assessment and observe the hospital healthcare delivery system. The clinical portion provides actual patient care at the scene, during transport to a hospital and in a hospital setting.

This course is in compliance with the Florida Department of Health, Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC) and follows the most current U.S. Department of Transportation National Educational Standards.

EMS 1432 EMT-Basic Hospital and Field Experience II:

0.5 credit hours

Co-Requisite: EMS 1116 and EMS 1116L
Pre-Requisite: EMS 1115, EMS 1115L, EMS 1431

This course contains field experience that promotes the integration of skills and knowledge gained in the Emergency Medical Technician Basic II and Laboratory courses. Under the direct supervision of an assigned preceptor, professional paramedic, or hospital representative the EMT-Basic student will be able to practice in local emergency departments and rescue agencies. Overall this course is designed to simulate the working environment of a hospital Emergency Room facility and field emergency department training. The student will demonstrate competency in the interpersonal and clinical aspects of Emergency Medical Services as appropriate for an EMT-B. EMT-B students will attend field rotations with a licensed ambulance services to experience first-hand the responsibilities of EMTs. Hospital Emergency Room rotations are also included as part of the clinical course. The student will observe and

actively participate in patient assessment and observe the hospital healthcare delivery system. The clinical portion provides actual patient care at the scene, during transport to a hospital and in a hospital setting.

This course is in compliance with the Florida Department of Health, Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC) and follows the most current U.S. Department of Transportation National Educational Standards.

EMS 1433 EMT-Basic Hospital and Field Experience III:
0.5 credit hours
Co-Requisite: EMS 1117 and EMS 1117L
Pre-Requisite: EMS 1116, EMS 1116L, EMS 1432

This course contains field experience that promotes the integration of skills and knowledge gained in the Emergency Medical Technician Basic II and Laboratory courses. Under the direct supervision of an assigned preceptor, professional paramedic, or hospital representative the EMT-Basic student will be able to practice in local emergency departments and rescue agencies. Overall this course is designed to simulate the working environment of a hospital Emergency Room facility and field emergency department training. The student will demonstrate competency in the interpersonal and clinical aspects of Emergency Medical Services as appropriate for an EMT-B. EMT-B students will attend field rotations with a licensed ambulance services to experience first-hand the responsibilities of EMTs. Hospital Emergency Room rotations are also included as part of the clinical course. The student will observe and actively participate in patient assessment and observe the hospital healthcare delivery system. The clinical portion provides actual patient care at the scene, during transport to a hospital and in a hospital setting.

This course is in compliance with the Florida Department of Health, Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC) and follows the most current U.S. Department of Transportation National Educational Standards.

EMS 1434 EMT-Basic Hospital and Field Experience IV:

0.5 credit hours

Co-Requisite: EMS 1118 and EMS 1118L

Pre-Requisite: EMS 1117, EMS 1117L, EMS 1433

This course contains field experience that promotes the integration of skills and knowledge gained in the Emergency Medical Technician Basic IV and Laboratory courses. Under the direct supervision of an assigned preceptor, professional paramedic, or hospital representative the EMT-Basic student will be able to practice in local emergency departments and rescue agencies. Overall this course is designed to simulate the working environment of a hospital Emergency Room facility and field emergency department training. The student will demonstrate competency in the interpersonal and clinical aspects of Emergency Medical Services as appropriate for an EMT-B. EMT-B students will attend field rotations with a licensed ambulance services to experience first-hand the responsibilities of EMTs. Hospital Emergency Room rotations are also included as part of the clinical course. The student will observe and actively participate in patient assessment and observe the hospital healthcare delivery system. The clinical portion provides actual patient care at the scene, during transport to a hospital and in a hospital setting.

This course is in compliance with the Florida Department of Health, Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC) and follows the most current U.S. Department of Transportation National Educational Standards.

EMS 2610 Introduction to Paramedic I: 2.5 credit hours

Co-Requisite: EMS 2610L

Pre-Requisite: EMS 1118, EMS 1118L, EMS 1434

OR Current and Unrestricted Florida EMT-B

Certification or ability to successfully make application (prior to the start of EMS 2610 and EMS 2610L), sit for and pass the state certification exam which must be successfully passed during Phase I of the program (EMS 2637 and EMS 2637L)

In this one month introductory course the student will be introduced to the roles, responsibilities, and medical-legal considerations of the Paramedic. This course covers Division One (Preparatory) of the

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Department of Transportation's Paramedic National Curriculum. This course is designed to transition the Emergency Medical Technician Basic into an advanced phase of emergency medical care. The student will incorporate human anatomy and physiology with the fundamental principles and skills involved in patient care. Students will also participate in clinical/field experiences. This course is in compliance with the Florida Department of Health, Emergency Medical Services (Ch 401, FS, Ch. 641-1, FAC) and follows the most current U.S. Department of Transportation National Educational Standards.

EMS 2610L   **Introduction to Paramedic I Lab:**
        1.0 credit hours
        Co-Requisite: EMS 2610
        Pre-Requisite: EMS 1118, EMS 1118L, EMS 1434 OR Current and Unrestricted Florida EMT-B Certification or ability to successfully make application (prior to the start of EMS 2610 and EMS 2610L), sit for and pass the state certification exam which must be successfully passed during Phase I of the program (EMS 2637 and EMS 2637L)

The laboratory course will focus on advanced care skill development discussed in the Introduction to Paramedic course with emphasis on assessment, skills competency and team-work in patient care in the pre-hospital setting.

EMS 2611 Introduction to Paramedic II: 2.5 credit hours
        Co-Requisite: EMS 2611L
        Pre-Requisite: EMS 2610 and EMS 2610L

In this one month introductory course the student will be introduced to the roles, responsibilities, and medical-legal considerations of the Paramedic. This course covers Division Three (Patient assessment) of the Department of Transportation's Paramedic National Curriculum. This course is designed to transition the Emergency Medical Technician Basic into an advanced phase of emergency medical care. The student will incorporate human anatomy and physiology with the fundamental principles and skills involved in patient care. Throughout this course the student will be instructed on

how to obtain a history, assess the patient, take vital signs, make clinical decisions, communicate and document on an advanced level. Students will also participate in clinical/field experiences. This course is in compliance with the Florida Department of Health, Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC) and follows the most current U.S. Department of Transportation National Educational Standards.

EMS 2611L   Introduction to Paramedic II Lab:
1.0 credit hours
Co-Requisite: EMS 2611
Pre-Requisite: EMS 2610 and EMS 2610L

The laboratory course will focus on advanced care skill development discussed in the Introduction to Paramedic course with emphasis on assessment, skills competency and team-work in patient care in the pre-hospital setting. CPR will also be covered.

EMS 2619 Medical Emergencies I: 2.5 credit hours
Co-Requisite: EMS 2619L
Pre-Requisite: EMS 2635 and EMS 2635L

This one month course is designed to incorporate the assessment skills obtained in previous courses in this program, by applying them to patient complaints and illnesses. Emphasizing the reminder of Division Five (Medical) of the Department of Transportation's National Curriculum, the student will learn how to effectively and systematically manage a patient with various medical illnesses. Review of anatomy, physiology, and pharmacology will be covered for each body system covered throughout the course. Topics will include but not be limited to, behavioral, gastroenterology, renal/urology. Students will also participate in clinical/field experiences. This course is in compliance with the Florida Department of Health, Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC) and follows the most current U.S. Department of Transportation National Educational Standards.

EMS 2619L   Medical Emergencies I Lab: 1.0 credit hours
Co-Requisite: EMS 2619
Pre-Requisite: EMS 2635 and EMS 2635L

This laboratory course will focus on advanced care skill develop-

ment discussed in the Medical Emergencies I course with emphasis on assessment, skills competency and team-work in patient care in the pre-hospital setting.

EMS 2620 Medical Emergencies II: 2.5 credit hours
Co-Requisite: EMS 2620L
Pre-Requisite: EMS 2619 and EMS 2619L

This one month course is designed to incorporate the assessment skills obtained in previous courses in this program, by applying them to patient complaints and illnesses. Emphasizing the reminder of Division Five (Medical) of the Department of Transportation's National Curriculum, the student will learn how to effectively and systematically manage a patient with various medical illnesses. Review of anatomy, physiology, and pharmacology will be covered for each body system covered throughout the course. Topics will include but not be limited to, infectious disease including HIV/AIDS education, and obstetrics/gynecology and SIDS training. Students will also participate in clinical/field experiences. This course is in compliance with the Florida Department of Health, Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC) and follows the most current U.S. Department of Transportation National Educational Standards.

EMS 2620L   Medical Emergencies II Lab: 1.0 credit hours
Co-Requisite: EMS 2620
Pre-Requisite: EMS 2619 and EMS 2619L

This laboratory course will focus on advanced care skill development discussed in the Medical Emergencies II course with emphasis on assessment, skills competency and team-work in patient care in the pre-hospital setting.

EMS 2622 Operations, Patient Management, and Special
Considerations I: 2.5 credit hours
Co-Requisite: EMS 2622L
Pre-Requisite: EMS 2620 and EMS 2620L

This one month course is designed to incorporate the assessment skills obtained in previous courses of the program by applying them to patient complaints and illnesses. Emphasizing Division Six (Special considerations) and Division Seven (assessment based

management) of the Department of Transportation's National Curriculum, the student will learn how to effectively and systematically manage a patient of various life stages. Review of anatomy, physiology, and pharmacology will be covered for each body system throughout the course. Topics will include; but not be limited to, pediatrics, and abused or neglected patients. This portion of the program also includes the 16 hour Pediatric Advanced Life Support (PALS) course. This course is in compliance with the Florida Department of Health, Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC) and follows the most current U.S. Department of Transportation National Educational Standards.

EMS 2622L **Operations, Patient Management, and Special Considerations I Lab:** 1.0 credit hours
Co-Requisite: EMS 2622
Pre-Requisite: EMS 2620 and EMS 2620L

This laboratory course will focus on advanced care skill development discussed in the Operations, Patient Management, and Special Considerations I course with emphasis on assessment, skills competency and team-work in patient care in the pre-hospital setting. This portion of the program also includes the Pediatric Advanced Life Support (PALS) course.

EMS 2623 Operations, Patient Management, and Special Considerations II: 2.5 credit hours
Co-Requisite: EMS 2623L
Pre-Requisite: EMS 2622 and EMS 2622L

This one month course is designed to incorporate the assessment skills obtained in previous courses of the program by applying them to patient complaints and illnesses. Emphasizing Division Six (Special considerations) and Division Seven (assessment based management) of the Department of Transportation's National Curriculum, the student will learn how to effectively and systematically manage a patient of various life stages. Review of anatomy, physiology, and pharmacology will be covered for each body system throughout the course. Topics will include; but not be limited to, geriatrics, special needs, and operations. Ambulance operations, incident command, and Hazardous Materials Incidents are among the other topics covered. Students will also participate in clini-

cal/field experiences. This course is in compliance with the Florida Department of Health, Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC) and follows the most current U.S. Department of Transportation National Educational Standards.

EMS 2623L   Operations, Patient Management, and Special Considerations II Lab: 1.0 credit hours
Co-Requisite: EMS 2623
Pre-Requisite: EMS 2622 and EMS 2622L

This laboratory course will focus on advanced care skill development discussed in the Operations, Patient Management, and Special Considerations II course with emphasis on assessment, skills competency and team-work in patient care in the pre-hospital setting. This portion of the program also includes the Pediatric Advanced Life Support (PALS) course.

EMS 2634 Trauma I: 2.5 credit hours
Co-Requisite: EMS 2634L
Pre-Requisite: EMS 2638 and EMS 2638L

This one month course is designed to incorporate previously learned assessment skills obtained in the program by applying them to patient complaints and illnesses. Emphasizing Division Four (Trauma) of the Department of Transportation's Paramedic National Curriculum, the student will learn how to effectively and systematically manage a patient with various traumatic injuries. Review of anatomy, physiology, and pharmacology will be covered for each body system throughout the course. Students will also participate in clinical/field experiences. This course is in compliance with the Florida Department of Health, Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC) and follows the most current U.S. Department of Transportation National Educational Standards.

EMS 2634L   Trauma I Lab: 1.0 credit hours
Co-Requisite: EMS 2634
Pre-Requisite: EMS 2638 and EMS 2638L

This laboratory course will focus on advanced care skill development discussed in the Trauma I course with emphasis on assessment, skills competency and team-work in patient care in the pre-hospital setting. This course will also include Basic Trauma Life

Support (BTLS) course and emphasize patient assessment and management through trauma situations and scenarios.

EMS 2635 Trauma II: 2.5 credit hours
Co-Requisite: EMS 2635L
Pre-Requisite: EMS 2634 and EMS 2634L

This one month course is designed to incorporate previously learned assessment skills obtained in the program by applying them to patient complaints and illnesses. Emphasizing Division Four (Trauma) of the Department of Transportation's Paramedic National Curriculum, the student will learn how to effectively and systematically manage a patient with various traumatic injuries. Review of anatomy, physiology, and pharmacology will be covered for each body system throughout the course. This course will also include the 16 hour Basic Trauma Life Support (BTLS) course and emphasize patient assessment and management through trauma situations and scenarios. Students will also participate in clinical/field experiences. A four hour trauma scorecard methodology will also be covered. This course is in compliance with the Florida Department of Health, Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC) and follows the most current U.S. Department of Transportation National Educational Standards.

EMS 2635L   Trauma II Lab: 1.0 credit hours
Co-Requisite: EMS 2635
Pre-Requisite: EMS 2634 and EMS 2634L

This laboratory course will focus on advanced care skill development discussed in the Trauma II course with emphasis on assessment, skills competency and team-work in patient care in the pre-hospital setting. This course will also include the Basic Trauma Life Support (BTLS) course and emphasize patient assessment and management through trauma situations and scenarios.

EMS 2637 Airway and Medical Emergencies I: 2.5 credit hours
Co-Requisite: EMS 2637L
Pre-Requisite: EMS 2611 and EMS 2611L

This one month course is designed to incorporate the assessment skills obtained in the Introduction to Paramedic course by applying them to patient complaints and illnesses. Emphasizing Division Two

(Airway management and ventilation) of the Department of Transportation's Paramedic National Curriculum. The student will learn how to effectively and systematically manage patient's respiratory mechanics using advanced airway procedures, assess and treat emergencies related to the pulmonary, cardiovascular, neurological, and endocrine systems. Review of anatomy, physiology, and pharmacology will be covered for each system covered throughout this course. Students will also participate in clinical/field experiences. This course is in compliance with the Florida Department of Health, Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC) and follows the most current U.S. Department of Transportation National Educational Standards.

EMS 2637L   Airway and Medical Emergencies I Lab:
    1.0 credit hours
    Co-Requisite: EMS 2637
    Pre-Requisite: EMS 2611 and EMS 2611L

This laboratory course will focus on advanced care skill development discussed in the Airway and Medical Emergencies I course with emphasis on assessment, skills competency and team-work in patient care in the pre-hospital setting.

EMS 2638 Airway and Medical Emergencies II:
    2.5 credit hours
    Co-Requisite: EMS 2638L
    Pre-Requisite: EMS 2637 and EMS 2637L

This one month course is designed to incorporate the assessment skills obtained in the Introduction to Paramedic course by applying them to patient complaints and illnesses. Emphasizing Division Five (Medical) of the Department of Transportation's Paramedic National Curriculum. The student will also acquire the assessment and management skills for the patient experiencing a cardiac and anaphylactic reaction. Review of anatomy, physiology, and pharmacology will be covered for each system covered throughout this course. Students will also participate in clinical/field experiences. This course will also include the 16 hour Advanced Cardiac Life Support (ACLS) course, as well as an 4 hour EKG course. This course is in compliance with the Florida Department of Health, Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC) and fol-

lows the most current U.S. Department of Transportation National Educational Standards.

EMS 2638L   Airway and Medical Emergencies II Lab:
1.0 credit hours
Co-Requisite: EMS 2638
Pre-Requisite: EMS 2637 and EMS 2637L

This laboratory course will focus on advanced care skill development discussed in the Airway and Medical Emergencies II course with emphasis on assessment, skills competency and team-work in patient care in the pre-hospital setting. This course will also include the Advanced Cardiac Life Support (ACLS) course, as well as an EKG course.

EMS 2641 Paramedic Field/Clinical Experience:
4.0 credit hours
Pre-Requisite: EMS 2623 and EMS 2623L

This one month course is the final phase of the Paramedic (EMT-P) program. The course wraps up Division Eight (Operations) of the Department of Transportation's National Curriculum, with a discussion on responding to terrorist acts. The remainder of the course is solely devoted to clinical experience; including the field capstone. This course is in compliance with the Florida Department of Health, Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC) and follows the most current U.S. Department of Transportation National Educational Standards.

Information Technology Network Administration Program

CET 1171C   Computer Service and Support PC Systems I:
4.0 credit hours

This course covers basic computer service concepts. Students will learn the parts of a PC, memory, disk system architecture, peripheral devices and printers. In addition, students will learn to troubleshoot using diagnostic tools. Concepts concerning customer service will also be discussed. In addition, this course covers an overview of various operating systems, and students will study installation, troubleshooting, configuring, and managing of operating systems. Outside work required.

CET 1172C   Computer Service and Support PC Systems II:
4.0 credit hours

This course provides an in-depth look at advanced computer maintenance concepts and techniques. Topics include PC development techniques, troubleshooting strategies, advancement of technological development and problem-solving strategies. Outside work required.

CET 1488C   Network +: 4.0 credit hours

This course is designed to provide an overview of networking concepts and how they are implemented in a Windows environment. Topics such as Networking concepts, the OSI Model, the Internet, LAN/WAN Components, Ethernet overview, and Network Operating Systems will be discussed. Students will be introduced to TCP/IP and internetworking. Outside work required.

CET 1754C   Internetworking and Remote Access
Technologies: 4.0 credit hours

This course will introduce the operating and configuration of Cisco IOS devices that are used to provide connectivity between networks as used on the Internet and other major corporate networks. Students will learn to manage the network environment, configure catalyst switch operations, and extend switched networks with VLANs. In addition, students will determine IP Routes, manage IP Traffic, and establish Serial Point-to-Point Connections. Frame Relay connections and ISDN calls will be covered. Outside work required. (Prerequisite: CTS 1488C).

CET 1793C   Implementing a Network Infrastructure :
4.0 credit hours

This course will provide students with the knowledge necessary to configure a Windows-based computer to operate in a Microsoft Windows Server 2008 networking infrastructure. Students will gain knowledge and skills required to configure and maintain the network infrastructure that is comprised of several services that optimize network availability to the clients. Outside work required. (Prerequisite: CTS 1156C).

CGS 1546C   Introduction to Database : 4.0 credit hours

This is an introductory course in which students will study concepts and techniques in working with databases. Emphasis will be on working with a database using MySQL. Students will learn how to create, populate, design and query simple databases. Outside work required. (Prerequisite: CTS 1114C).

CNT 1512C   Wireless Network Administration:
4.0 credit hours

This course will cover the fundamentals of Radio Frequency behavior and the features of wireless LAN components. In addition, installation, configuration, and troubleshooting of wireless LAN hardware peripherals and protocols will be discussed. Outside work required. (Prerequisite: CET 1172C).

CTS 1114C   Linux +: 4.0 credit hours
This course is an introduction to Linux administration, Network Services, and Network and host security. Troubleshooting will also be discussed. Outside work required.

CTS 1156 C   Supporting Client Operating Systems:
4.0 credit hours

This course will prepare the student with the necessary troubleshooting skills pertaining to computers on the network. Emphasis will be on installing, configuring, and maintaining client operating systems. Preventative maintenance and troubleshooting will also be covered. Outside work required.

CTS 1302C   Implementing Directory Services:
4.0 credit hours

This course will provide students with the knowledge and skills to maintain a Microsoft Active Directory service for a Microsoft Windows Server 2008 environment. Students will receive instruction on creating and managing user accounts and other various objects in Microsoft Active Directory. Outside work required. (Prerequisite: CTS 1328C).

CTS 1328C   Managing and Maintaining Server Operating Systems: 4.0 credit hours

This course presents information pertaining to installation and

proactive measures when administering a Microsoft Windows Server 2008. Topics include installation in different environments, configuration of printing, performance, and disaster recovery. Outside work required.

CTS 1385C   Introduction to Security +: 4.0 credit hours
This course is an introduction to the concepts of securing network services, network devices, and network traffic. In this course, students will build on knowledge of computer hardware, operating systems, and networks to acquire an understanding needed to implement basic security services on any type of computer network. Outside work required. (Prerequisite: CET 1171C).

Massage Therapy Program

MSS 1140 Body Systems: 4.5 credit hours (A.S. Degree)
100 clock hours (Diploma)

The course investigates body systems and they are studied as separate entities in order to gain knowledge of their respective roles and their importance. The respiratory, gastrointestinal urinary and reproductive systems are studied individually. The respective pathologies, etiologies, prevention and standard treatments are studied. In addition, the pharmacology and appropriate massage intervention are examined. Muscles of the back are presented. Outside work required.

MSS 1141 Human Structures and Function:
4.5 credit hours (A.S. Degree)
100 clock hours (Diploma)

The course investigates body systems and they are studied as separate entities in order to gain knowledge of their respective roles and their importance. The nervous, cardiovascular, endocrine, and lymphatic systems are studied individually. The respective pathologies, etiologies, prevention and standard treatments are studied. In addition, the pharmacology and appropriate massage intervention are examined. Muscles of the neck are presented. Outside work required.

MSS 1142 Human Anatomy and Physiology:
4.5 credit hours (A.S. Degree)
100 clock hours (Diploma)

Essential elements of the human anatomy and physiology are presented. In this course the body as a whole is introduced as a dynamic organism. Systems' interrelatedness and interdependency is examined. The course investigates the integumentary, skeletal and muscular systems individually. The respective pathologies, etiologies, prevention and standard treatments are studied. In addition, the pharmacology and appropriate massage intervention are examined. Facial bones and muscles of facial expression are presented. Outside work required.

MSS 1163C   Structural Kinesiology:
3.5 credit hours (A.S. Degree)
100 clock hours (Diploma)

This course is an overview of human anatomy, structural kinesiology, and their relation to movement. The focus of the course is to gain an understanding of the biomechanical concepts necessary in the movement and relationship of the human skeletal and muscular systems. The articular/joint system is presented in great depth. Passive and active joint movements, range of motion and muscle function are included. Muscles of the thorax and abdomen are presented. Outside work required.

MSS 1200C   Massage Theory: 3.5 credit hours (A.S. Degree)
100 clock hours (Diploma)

This course examines the history of massage. Western allied modalities such as neuromuscular therapy, trigger point therapy, myofascial release, cranio-sacral therapy and Rolfing are introduced. Serving special populations are also presented. Students will also be instructed in health, sanitation, personal and client hygiene and standard precautions. Stress management and relaxation techniques for the client as well as for the therapist's self care are discussed. In addition, students study HIV/AIDS and how it relates to the massage profession. Bones and muscles of the hip, leg and foot are presented. Outside work required.

MSS 1217C   Legal and Ethical Business Practices:
3.5 credit hours (A.S. Degree)
100 clock hours (Diploma)

This course includes an in-depth look at the requirements of the Florida Massage Practice Act. The course also includes the importance of establishing therapeutic relationships and maintenance of professional boundaries. A discussion on the prevention of medical errors and the review of the ethical standards of conduct and HIPAA are included. Goal-setting strategies as well as essential business and marketing principles for developing a successful massage therapy practice are discussed. Bones and muscles of the shoulder, arm, forearm and hand are presented. Outside work required.

MSS 1264C   Sports Massage: 3.5 credit hours (A.S. Degree)
100 clock hours (Diploma)

The theory and principles of sports massage are presented. This course examines how the human body responds to various sports related activities. There is an emphasis on common sports injuries, injury assessment, and effects of exercise. The course also provides an overview of nutritional concepts and supplementation. PNF, muscle energy techniques, reciprocal inhibition, AIS protocols and stretching techniques are presented to enhance athletic performance along with massage techniques for use in sports injury rehabilitation. A chair massage routine; as well, as Pre, Inter and Post sports massage techniques are also included. Students receive First Aid and CPR/BLS certification. Outside work required.

MSS 1265C   Therapeutic Massage:
3.5 credit hours (A.S. Degree)
100 clock hours (Diploma)

This course incorporates the overall therapeutic massage experience. It focuses on the application and effects of the 5 basic and complimentary strokes used in Swedish massage. The course also includes indications and contraindications, body mechanics, proper draping methods, client positioning, SOAP notes documentation for care plan development and charting, assessment techniques for gait, posture, and palpatory skills as well as medical terminology. Bones of the skull and muscles of mastication are presented. Outside work required.

MSS 1286C   Asian Modalities: 3.5 credit hours (A.S. Degree)

100 clock hours (Diploma)

The Asian holistic approach to health is the central focus of this course. Students receive an overview of various complimentary Asian modalities such as Reflexology, Reiki, Ayurveda, Thai Massage, Shiatsu and Polarity. This course will also give the student a foundation in the Chinese meridian system and basic principles and practice of Indian yoga and chakra system as related to therapeutic massage. Outside work required.

MSS 1306C   Hydrotherapy, Spa Theory and Technique:

3.5 credit hours (A.S. Degree)

100 clock hours (Diploma)

The scientific application of water for the purpose of therapy and rehabilitation is covered. An overview of current trends in spa therapy, spa operations and the study of aromatherapy, topical solutions, paraffin baths, hot stone therapy, and various spa applications will also be covered. Outside work required.

Medical Assisting Program

MEA 1206C   Clinical Procedures: 3.5 credit hours

This course will provide skills and knowledge for the student to assist the practitioner with all aspects of the clinical practice. These skills will include patient care and preparation for examinations, procedures and treatments. Where appropriate, students will perform diagnostic testing. In addition, students will gain and apply principles of aseptic technique and infection control in the medical office. Equipment use, care and routine maintenance will be covered. Course appropriate pharmacology will be presented.

MEA 1236C   Anatomy and Physiology: 6.0 credit hours

This course provides and introduction to the various systems of the body and principles of human physiology. The course will include the study of the skeletal, muscular, nervous, circulatory, digestive, respiratory, urinary, endocrine, and reproductive systems, integumentary and lymphatic systems.

MEA 1238 Medical Terminology: 1.5 credit hours
Co-Requisite: MEA 1304C

This course provides instruction on the basic structure of medical words, including prefixes, suffixes, roots and combining forms and plurals. In addition, the student will learn the correct pronunciation, spelling and the definition of medical terms.

MEA 1265C   Lab Procedures I: 4.0 credit hours
This course constitutes an introduction to clinical chemistry, equipment and basic laboratory diagnostic testing on urine and serum. The student will learn through laboratory experience and lecture the physical, chemical and microscopic examination of urine. The student will learn proper techniques of collection of specimens for laboratory testing. Pharmacology appropriate to the module will be presented.

MEA 1266C   Lab Procedures II: 4.0 credit hours
The course introduces the student to the origin and morphology of blood cells. Normal and abnormal functions of the blood cells will be covered. The student will also receive instruction both in the laboratory and lecture as to the proper collection, testing, and significance of laboratory tests. Pharmacology appropriate to the module will be presented.

MEA 1290C   Radiography: 6.0 credit hours
The student will learn the proper preparation of a patient for X-rays, identify safety hazards to include positioning for basic X-ray and precautionary measures relevant to X-ray equipment, and learn the care and storage of finished products.

MEA 1304C   Medical Office Management: 4.5 credit hours
Co-Requisite: MEA 1238

This course provides instruction in the fundamentals of the operation and maintenance of a medical office. This instruction will include use of computerized software for a medical office. Students will learn to apply bookkeeping principles, perform procedural and diagnostic coding, document and maintain accounting and banking records. Medical ethics, legal concepts and liabilities, professionalism and communication skills will also be covered.

MEA 1804 Externship I: 3.5 credit hours
This course is designed to simulate the working environment of a health care facility as closely as possible. The student will be placed in a physician's office, clinic, or other suitable facility to practice and enhance their clinical and administrative skills. The student will be supervised by the physician or other qualified health care practitioner and will experience all aspects of the medical facility. (Prerequisites: MEA 1236C, MEA 1238, MEA 1290C, MEA 1304C, MEA 1206, MEA 1265C, MEA 1266C)

MEA 1805 Externship II: 3.5 credit hours
This course is designed to simulate the working environment of a health care facility as closely as possible. The student will be placed in a physician's office, clinic, or other suitable facility to practice and enhance their clinical and administrative skills. The student will be supervised by the physician or other qualified health care practitioner and will experience all aspects of the medical facility. (Prerequisite: MEA 1804)

Medical Records and Health Information Technician Program

HIM 1261C   Healthcare Billing and Coding Technology with Career Skills:

4.0 credit hours (5.5 Jacksonville Campus Only)

This course will introduce students to the healthcare delivery system and provide an overview about the roles and responsibilities of healthcare technology professionals. Students will develop a broad understanding of health information and medical records management including the related career paths and required skills. Students will also develop an understanding of wellness and disease concepts. Basic math, science and computer skills will also be covered. Students will also study principles and strategies of effective written communications as well as medical keyboarding. Students will study effective oral communication and interpersonal skills as related to the medical environment. The course will explore web-based communications and messaging technologies. The ethical and intercultural issues pertaining to the medical field will also be discussed.

Appropriate and affective professional and career development skills will also be covered. Additionally, students study CPR and blood borne diseases including HIV/AIDS. Outside work required.

HIM 1273C   Medical Office and Billing Procedures:

4.0 credit hours (4.5 Jacksonville Campus Only)

Students will develop skills in performing basic office functions, specific office procedures, and be introduced to professionalism in the work environment. In addition, this course will focus on health insurance and reimbursement programs, billing procedures used for physicians' charges, accounts receivable/payable activities and appointment setting. The student will learn appropriate responses to a variety of medico legal situations regarding bill collection, release of patient information/records and confidentiality, subpoenas, workers compensation cases, and Medicare regulations for reimbursement. Students explore medical ethics, law, and federal standards governing the field. Students will also study compliance and HIPAA regulations as well as the False Claims Act. Outside work required.

HIM 1284C   Medical Terminology & Human Anatomy I with ICD-9, CPT 4 and HCPCS Coding Systems and ICD-10:

4.0 credit hours (5.0 Jacksonville Campus Only)

This course provides the student with knowledge and skill in medical terminology and human anatomy. This course focuses on the integumentary, skeletal, and muscular systems; and the diseases associated with each system. Pharmacology as it relates to each system will also be discussed. In addition, this course takes a systematic approach to hospital inpatient and ambulatory care coding emphasizing specific and correct coding procedures and techniques. An in-depth study of the ICD-9-CM (Internal Classification of Diseases) for the integumentary, skeletal and muscular systems will be covered. In addition, CPT4 (Current Procedural Terminology) and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Also included is coding for emergency rooms, hospitals, physician's offices and outpatient facilities. In addition, coding for medical, Medicare and Medicaid supplies will be covered. Outside work required.

HIM 1285C   **Medical Terminology & Human Anatomy and Physiology II with ICD-9, CPT 4 and HCPCS Coding Systems and ICD-10:**

4.0 credit hours (5.0 Jacksonville Campus Only)

This course provides the student with knowledge and skill in medical terminology and human anatomy. This course focuses on the cardiovascular, blood and lymphatic systems, and the diseases associated with each system. In addition, this course takes a systematic approach to hospital inpatient and ambulatory care coding emphasizing specific and correct coding procedures and techniques. An in-depth study of the ICD-9-CM (Internal Classification of Diseases) for the blood, cardiovascular and lymphatic systems will be covered. In addition, CPT4 (Current Procedural Terminology) and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Also included is coding for emergency rooms, hospitals, physician's offices and outpatient facilities. In addition, coding for medical, Medicare and Medicaid supplies will be covered. Outside work required.

HIM 1286C   **Medical Terminology & Human Anatomy and Physiology III with ICD-9, CPT 4 and HCPCS Coding Systems and ICD-10:**

4.0 credit hours (5.0 Jacksonville Campus Only)

This course provides the student with knowledge and skill in medical terminology and human anatomy. This course focuses on the endocrine, and male/female reproductive systems and the diseases associated with each system. Oncology, radiology, and nuclear medicine will also be covered. Pharmacology as it relates to each system will also be discussed. In addition, this course takes a systematic approach to hospital inpatient and ambulatory care coding emphasizing specific and correct coding procedures and techniques. An in-depth study of the ICD-9-CM (Internal Classification of Diseases) for the endocrine and male/female reproductive systems will be covered. In addition, CPT4 (Current Procedural Terminology) and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Also included is coding for emergency rooms, hospitals, physician's offices and outpatient facilities. In addition, coding for medical, Medicare and Medicaid supplies will be cov-

ered. Outside work required.

HIM 1290C   Medical Terminology & Human Anatomy and Physiology IV with ICD-9, CPT 4 and HCPCS Coding Systems and ICD-10:

4.0 credit hours (5.0 Jacksonville Campus Only)

This course provides the student with knowledge and skill in medical terminology and human anatomy. This course focuses on the digestive, respiratory, excretory and the diseases associated with each system. Pharmacology as it relates to each system will also be discussed. In addition, this course takes a systematic approach to hospital inpatient and ambulatory care coding emphasizing specific and correct coding procedures and techniques. An in-depth study of the ICD-9-CM (Internal Classification of Diseases) for the digestive, respiratory, and excretory systems will be covered. In addition, CPT4 (Current Procedural Terminology) and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Also included is coding for emergency rooms, hospitals, physician's offices and outpatient facilities. In addition, coding for medical, Medicare and Medicaid supplies will be covered. Outside work required.

HIM 1291C   Medical Terminology & Human Anatomy and Physiology V with ICD-9, CPT 4 and HCPCS Coding Systems and ICD-10:

4.0 credit hours (5.0 Jacksonville Campus Only)

This course provides the student with knowledge and skill in medical terminology and human anatomy. This course focuses on the nervous system, auditory system and ophthalmic systems, and the diseases associated with each system. Oncology, radiology, and nuclear medicine will also be covered. Pharmacology as it relates to each system will also be discussed. In addition, this course takes a systematic approach to hospital inpatient and ambulatory care coding emphasizing specific and correct coding procedures and techniques. An in-depth study of the ICD-9-CM (Internal Classification of Diseases) for the nervous, auditory, and ophthalmic will be covered. In addition, CPT4 (Current Procedural Terminology) and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Also included is coding for emergency rooms,

hospitals, physician's offices and outpatient facilities. In addition, coding for medical, Medicare and Medicaid supplies will be covered. Outside work required.

HIM 1900 Externship: 3.5 credit hours

This course is designed to offer students the opportunity to apply the practical knowledge and skills taught in the didactic and supervised laboratory settings of instruction. Students will complete their externship hours in a bona fide occupational setting such as health care facilities, private and/or group practices, clinics, or other suitable facilities. (Prerequisites: HIM 1261C, HIM 1273C, HIM 1284C, HIM 1285C, HIM 1286C, HIM 1290C, HIM 1291C)

HIM 1901 Internship I: 0.5 credit hours

(Jacksonville Campus Only)

The student will participate in scenarios encountered in the field of Medical Records and Health Information Technician in a mock office setting. The student will continue to demonstrate the ability to enter patient's information into the different computer Software, and charting techniques. In addition the student will advance their knowledge about billing and coding terminology and the use of terms integrated/used in the industry.

HIM 1902 Internship II: 0.5 credit hours

(Jacksonville Campus Only)

This course builds on the skills acquired in HIM 1901. The student will participate in scenarios encountered in the field of Medical Records and Health Information Technician in a mock office setting. The student will continue to demonstrate the ability to enter patient's information into the different computer Software, and charting techniques. In addition the student will advance their knowledge about billing and coding terminology and the use of terms integrated/used in the industry. (Prerequisite: HIM 1901)

HIM 1903 Internship III: 0.5 credit hours

(Jacksonville Campus Only)

This course builds on the skills acquired in HIM 1902. The student will participate in scenarios encountered in the field of Medical Records and Health Information Technician in a mock office set-

ting. The student will continue to demonstrate the ability to enter patient's information into the different computer Software, and charting techniques. In addition the student will advance their knowledge about billing and coding terminology and the use of terms integrated/used in the industry. (Prerequisite: HIM 1902)

HIM 1904 Internship IV: 2.0 credit hours

(Jacksonville Campus Only)

This course is designed to simulate the working environment of a medical records and health information technician specialist as closely as possible. The student will be placed in a physician's office, clinic, hospital, billing department or other suitable facility to observe and participate in medical records and health information technician exercises. (Prerequisite: HIM 1903)

Nursing and Registered Nurse Bridge Programs

NUR 1023C Fundamentals of Nursing I 4.5 credit hours
This course will provide a foundation for the nursing program. The course will introduce the history and practice of nursing, including standards of nursing practice and concepts basic to nursing that are applied throughout the curriculum. Critical thinking as embodied in the nursing process is emphasized, including in-depth study in a classroom setting and application in skills laboratories and clinical settings. Normal functional health patterns are explored in the context of the physical, biological and social sciences. Essential concepts and principles of pharmacology as applied to nursing practice are introduced in this course. Emphasis is on the application of the nursing process to the care of patients receiving pharmaceutical agents. Laboratory components include practice in basic nursing assessment skills, such as completion of health history and physical assessment techniques and common nursing skills that support basic human needs such as hygiene, activity and exercise, nutrition, oxygenation, comfort, urinary and bowel elimination. Principles of safety, asepsis and infection control are emphasized throughout. Opportunities for application of basic nursing skills clinical experiences are provided in ambulatory and long term health care settings. Outside work required. (Pre-requisite: All Required General

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NUR 1024C **Fundamentals of Nursing II** 4.5 credit hours
This course is a continuation of Nursing Fundamentals I and provides a more firm foundation for the nursing program. Students will build on prior knowledge from previous courses. Critical thinking as embodied in the nursing process is emphasized, including in-depth study in a classroom setting and application in skills laboratories and clinical settings. Normal functional health patterns are explored in the context of the physical, biological and social sciences. Essential concepts and principles of pharmacology as applied to nursing practice are introduced in this course. Laboratory components include practice in basic nursing assessment skills, such as completion of health history and physical assessment skills, and common nursing skills that support basic human needs such as hygiene, activity and exercise, nutrition, oxygenation, comfort, urinary and bowel elimination. Principles of safety, asepsis and infection control are emphasized throughout. Opportunities for application of basic nursing skills clinical experiences are provided in ambulatory and long term health care settings. This course also presents essential concepts and principles of pharmacology as applied to nursing practice. Emphasis is on application of the nursing process to the care of patients receiving pharmaceutical agents. The knowledge and skills required for safe, effective administration of therapeutic drugs are an integral part of this course. Satisfactory completion of the course is required for progression in the nursing program. The course contains a number of critical skills including medication administration that must be performed without error to achieve a passing grade for the course. Outside work required. (Prerequisite: NUR 1023C)

NUR 1141 Pharmacology in Nursing 3.0 credit hours
This course builds upon the knowledge and skills acquired to include continued integration of the concepts central to the practice of nursing. This course introduces essential concepts and principles of pharmacology as applied in the nursing management of the client and the client's care. Pharmacology related to the actions of drugs, therapeutic and adverse effects, and food and interactions of these drugs used in the treatment of medically ill clients are explored.

Drug classifications, dosage calculations and routes of administrations will be presented based on the body system and disease process. Emphasis is on the application of the nursing process to the care of clients receiving simple to complex pharmaceutical agents. The knowledge and skills required for safe, effective administration of therapeutic drugs are an integral part of this course. Essential concepts and principles of pharmacology as applied to nursing practice are reinforced in this course. Emphasis is on the continuing application and improvement of the nursing process to the care of patients receiving pharmaceutical agents. The knowledge and skills required for safe, effective administration of therapeutic drugs are an integral part of this course. The course contains a number of critical skills to include medication administration. Outside work required. (Pre-requisite: All Required General Education Courses)

NUR 1209C   Transition to Professional Nursing
4.5 credit hours

This course introduces the student to the history and practice of a professional nurse including the standards of nursing practice and concepts basic to nursing that are applied throughout the curriculum. Students will build on prior knowledge from previous courses. Critical thinking as embodied in the nursing process is emphasized, including in-depth study in a classroom setting and application in skills laboratories and clinical settings. Normal functional health patterns are explored in the context of the physical, biological and social sciences. Essential concepts and principles of pharmacology as applied to nursing practice are introduced in this course. Laboratory components include practice in basic nursing assessment skills, such as completion of health history and physical assessment skills, and common nursing skills that support basic human needs such as hygiene, activity and exercise, nutrition, oxygenation, comfort, urinary and bowel elimination. Principles of safety, asepsis and infection control are emphasized throughout. Opportunities for application of basic nursing skills clinical experiences are provided in ambulatory and long term health care settings. This course also presents essential concepts and principles of pharmacology as applied to nursing practice. Emphasis is on application of the nursing process to the care of patients receiving pharmaceutical agents. The knowledge and skills required for safe, effective

administration of therapeutic drugs are an integral part of this course. Satisfactory completion of the course is required for progression in the nursing program. The course contains a number of critical skills including medication administration that must be performed without error to achieve a passing grade for the course. Outside work required. (Pre-requisite: NUR 1023C)

NUR 1214C   **Basic Adult Health Nursing** 4.5 credit hours

This course focuses primarily on basic medical-surgical nursing care of adults who are acutely or chronically ill. The laboratory component includes practice in basic/intermediate nursing assessment skills, such as refinement of the health history, physical assessment techniques, the pathophysiologic basis for diseases and conditions explored is further discussed. Secondary/acute care settings are utilized in this course. Essential concepts and principles of pharmacology as applied to nursing practice are reinforced in this course. Emphasis is on the continuing application and improvement of the nursing process to the care of patient receiving pharmaceutical agents. The knowledge and skills required for safe, effective administration of therapeutic drugs are an integral part of this course. The course contains a number of critical skills to include medication administration. Outside work required. (Pre-requisite: NUR 1023C, NUR 1024C, NUR 1141)

NUR 2233C   **Advanced Adult Health Nursing I**
4.5 credit hours

This course builds upon the knowledge and skills acquired in the Basic Adult Health Care course, including continued integration of the concepts central to the practice of nursing. It includes didactic and clinical content relating to medical-surgical nursing and includes the acquisition of knowledge and skills related to the care of individuals with health care complications and medical needs, including further refinement of the application of the nursing process. Health and wellness principles are explored and integrated into the nursing process. Secondary/acute care settings are utilized in this course. Essential concepts and principles of pharmacology as applied to nursing practice are reinforced in this course. Emphasis is on the continuing application and improvement of the nursing process to the care of patient receiving pharmaceutical agents. The

knowledge and skills required for safe, effective administration of therapeutic drugs are an integral part of this course. The course contains a number of critical skills to expand on the different applications of medication administration. Outside work required. (Pre-requisite: NUR 1214C)

NUR 2234C   Advanced Adult Health Nursing II
4.5 credit hours

This course continues Advanced Adult Health Care I. It builds upon the knowledge and skills acquired in Advanced Adult Health Care I course, including continued integration of the concepts central to the practice of nursing. It includes didactic and clinical content relating to complex skills associated with medical-surgical nursing and includes the acquisition of knowledge and skills related to the care of individuals with more complex health care problems and need, including further refinement of the application of the nursing process. Health and wellness principles are integrated into the nursing process. Secondary/acute care settings are utilized in this course. Essential concepts and principles of pharmacology as applied to nursing practice are reinforced in this course. Emphasis is on the continuing application and improvement of the nursing process to the care of patients receiving pharmaceutical agents. The knowledge and skills required for safe, effective administration of therapeutic drugs are an integral part of this course. The course contains a number of critical skills to expand on the different application of medication administrations. Outside work required. (Pre-requisite: NUR 2233C)

NUR 2235C   Advanced Adult Health Nursing III
4.5 credit hours

The course continues to build upon the knowledge to include continued integration of the concepts central to the practice of nursing from previous courses. It includes didactic and clinical content relating to complex skills associated with medical-surgical nursing and includes the acquisition of knowledge and skills related to the care of individuals with more complex health care problems and needs, including further refinement of the application of the nursing process. Health and wellness principles are integrated into the nursing process and principles of nursing. Secondary, acute care settings

are utilized in this course. Essential concepts and principles of pharmacology as applied to nursing practice are reinforced in this course. Emphasis is on the continuing application and improvement of the nursing process to the care of patients receiving medical care and pharmaceutical agents. The knowledge and skills required for safe, effective administration of therapeutic drugs are an integral part of this course. The course contains a number of critical skills to expand on the different applications of medication administration and medical care. Outside work required. (Pre-requisite: NUR 2234C)

NUR 2236 Advanced Adult Health Nursing IV
3.0 credit hours

This course builds upon the knowledge and skills of the concepts central to the practice of nursing. It includes didactic and clinical content relating to complex skills associated with psychiatric nursing. It builds upon the knowledge and skills acquired in this course including continued integration of the concepts central to the practice of nursing. It includes didactic and clinical content relating to complex skills associated with mental health/psychiatric nursing care and includes the acquisition of knowledge and skills related to the care of individuals with more complex health care problems and needs, including further refinement of the application or the nursing process. Mental Health and Psychiatric Nursing care components includes further development of a student's communication skills, content relating to the dynamics of normal and unusual human behavior and therapeutic responses to such behaviors. Secondary and tertiary care settings are utilized for clinical experiences, including general/acute care hospitals, psychiatric hospitals, and community mental health centers. Outside work required. (Pre-requisite: NUR 2235C)

NUR 2237 Advanced Adult Health Nursing V
3.5 credit hours

This course continues to builds upon the knowledge of the concepts central to the practice of nursing. It includes didactic and clinical content relating to complex skills associated with medical surgical and critical care nursing to include the acquisition of knowledge and skills related to the care of individuals with more complex health

care problems and needs, including further refinement of the application of the nursing process. Health and wellness principles are integrated into the nursing process and principles of nursing, Secondary/acute care settings are utilized in this course. Essential concepts and principles of pharmacology as applied to nursing practice are reinforced in this course. Emphasis is on the continuing application and improvement of the nursing process to the care of the patients receiving medical care and pharmaceutical agents. The knowledge and skills required for safe, effective administration of therapeutic drugs are an integral part of this course. The course contains a number of critical skills to expand on the different applications of medication administration and medical care. Outside work required. (Pre-requisite: NUR 2235C)

NUR 2463C   Nursing Care of Childbearing Families I
3.0 credit hours

This course focuses primarily on normal childbearing families, with some exposure to common recurring and complex problems associated with the health of mother and child. Concepts and skills reviewed in Basic Adult Health and Advanced Adult Health Care I/II/III/IV are integral to this course, with emphasis on developmental theories as they relate to the care of women, infants and children. Primary, secondary and tertiary care settings are utilized for clinical experiences, including outpatient care, hospitals and may include outpatient, inpatient, in-home and community care. Outside work required. (Pre-requisite: NUR 2235C)

NUR 2464C   Nursing Care of Childbearing Families II
3.0 credit hours

This course continues Nursing care of Childbearing Families I. The course focuses primarily on nursing care of children, with some exposure to common recurring and complex problems associated with the child Concepts and skills reviewed in Basic Adult Health, Advanced Adult Health Care II, Nursing Care of Childbearing Families I are integral to this course, with emphasis on developmental theories as they relate to the care of children. Primary, secondary and tertiary care settings are utilized for clinical experiences including outpatient care, hospitals, and pediatric programs and all of which may include outpatient, inpatient, in-home and communi-

ty care. Outside work required. (Pre-requisites: NUR 2463C)

NUR 2812C   Nursing Leadership and Practicum
3.5 credit hours

This course enables students to independently demonstrate the critical competencies expected at the entry-level associate degree nurse. Classroom content relates to the preparation of the student for assuming the role of professional nurse. Ability to safely and effectively complete basic nursing function such as medication administration and a variety of nursing care skills while functioning as a nursing leader is emphasized. Clinical experiences include secondary and tertiary care settings such as hospitals and long term care. The clinical component is an individualized experience of general or specific interest proposed by the student, selected in collaboration with faculty and an RN preceptor. Individualized goals and objectives are developed, with ongoing supervision of progress by faculty and the RN preceptor. (Pre-requisites: NUR 2236, NUR 2237, NUR 2464C)

Paramedical Aesthetician (Advanced Clinical Skin Care Specialist) Program

PME 110   General Sciences: 115 hours

This course covers anatomy & physiology of the human body from cells to body systems. Eleven body systems will be explored and studied to gain knowledge of how the human body functions. Microbiology will be covered to include three classifications of bacteria, how they grow and reproduce, modes of transmission and the diseases they cause. Additionally, students will discover the difference between bacterial and viral infections. How to employ safe, sanitary work practices through three levels of decontamination will be taught. OSHA (FL Right to Know Law) and MSDS will be discussed along with proper handling hazardous materials and disposal of sharp instruments. This course covers Standard Precautions and an introduction to HIV/AIDS and hepatitis. CPR certification class will be provided and basic first aid will be reviewed. Outside work required.

PME 111   Principles of Aesthetics: 115 hours

This course will cover cytology, and the integumentary system will be studied thoroughly to assure a detailed and vast knowledge of the core component and basis of the skin care profession. Preparation and set-up will be practiced in a lab setting. Students will learn how to speak professionally while greeting patients/clients and practice proper consultation dialogue. Additionally, students will learn how to record, read, and assess all related patient/client forms utilizing the appropriate medical abbreviations. Treatment indications and contraindications will also be discussed as well as ethical and professional methods of installing and draping clients. The lab portion of this course focuses on European-style facial treatments, training the student how to complete the basic facial protocol using only their hands and hot towels. Manual exfoliation with gommage will be taught. Product knowledge of cleansers, toners, and moisturizers will be discussed, specific to lines used. Proper methods of sterilization and sanitation will be discussed and practiced when appropriate. Outside work required.

PME 112   Electrotherapy & Advanced Skin Analysis:
115 hours

This course will teach students to examine and evaluate the skin through the use of equipment and determine the type and condition of the skin. Consequently, disorders and diseases of the skin will be discussed as pertains to common aesthetic lesions/acne. The student will proceed, with the findings of the analysis, to devise a treatment and product plan to achieve results. Charting will be practiced with each skin analysis performed. Furthermore, the basic scientific elements of electricity and its effects on the body and skin will be covered. This course will outline safety measures taken when working with electricity and proper operating principles for electrical devices. Students will understand the difference of each current (galvanic, tesla, faradic, and sinusoidal) and know how each modality is utilized in skincare treatments. Other pieces of equipment/tools discussed during this course include magnifying lamp, steamer (all functions of the 9 in 1 machine), Woods lamp, skin scope and Charme devices. The theory of light therapy will also be explained. Outside work required.

PME 113 History, Health, and Wellness: 115 hours
This course focuses on the history of skincare practices and how it relates or compares to modern day technology. Students will explore holistic techniques and discover alternative therapies such as acupressure, acupuncture, and ayurvedic philosophy. Aromatherapy and herbalism will be studied and applied in a lab setting. Students will learn the belief behind holism and natural remedies and how these theories relate to nutrition and health, while focusing on the mind, body and soul. The food pyramid will be discussed, as well as vitamins, minerals and deficiency symptoms of each. Body exfoliation will be covered, using either a salt or sugar scrub preparation to polish and soften the skin of the body. Proper draping methods will be demonstrated. Students will take a twelve-hour body wrapping module within this course and learn different body-wrapping methods. Upon successful completion of the body wrapping section, students will receive licensure from the Board of Cosmetology as a body wrapper. Outside work required.

PME 114 Ethics, Business, and Law Studies: 115 hours
Emphasis is on professionalism during this course while students engage in learning the business side of the service-oriented spa industry. Career opportunities will be covered and students will explore all avenues available to them as a licensed facial specialist. The scope of the Aesthetician will be defined, as well as the Cosmetology Act of the Florida Statutes, chapter 477 and Florida Right to Know. HIPAA will be studied and students will take a certification examination. Professional ethics, appropriate work behavior, communication and management skills will be described, as students learn to work both as a team and independently. This course teaches entrepreneurship, retailing, sales techniques, and how to build a spa business. Students will have the opportunity to develop a business plan, draw blueprints, design a logo, brochure, and invent marketing & promotions for a fictitious spa business envisioned by them. The principles of resume and cover letter writing, and how to format a professional letter will be taught. Spa industry statistics will be discussed as well as liability insurance and risk reduction for the licensed Facial Specialist. Outside work required.

PME 115 Methods of Hair Removal and Lash & Brow

Techniques: 115 hours

Students will learn the structure and functions of the pilosebaceous unit and its substructures. Morphology (and types) of hair will be covered in this course. Related disorder and diseases that affect hair growth will also be discussed. Students will learn the contraindications to waxing, set-up procedure, and proper draping and positioning methods. Psychology of the client is taught in addition to professional ethics when performing waxing services. Universal precautions will be discussed and practiced as well as correct sterilization and sanitation methods. Students will learn the protocol for hair removal through tweezing or waxing (with hard and soft wax products) on numerous areas of the face and body. Students are advised on the process of measuring and defining the shape of the brow according to the facial angles. Additionally, the theory of other methods of hair removal such as sugaring and threading will be explained. The theory of laser hair removal and laws regarding this procedure will be discussed. Outside work required.

PME 210   Camouflage Therapy and Makeup Techniques:
115 hours

Students will engage in learning the art of makeup to include color theory, set-up procedure and consultation dialogue. The application of makeup will be studied and practiced, differentiating various styles of makeup for all occasions. Balancing facial features will be covered through distinguishing facial shapes and contours. Students will learn how to operate an airbrush compressor, and utilize this apparatus to effectively apply foundation. Corrective makeup measures are taught for the purpose of camouflaging post-operative bruising, scars, and pigmentation disorders. Patient psychology and confidentiality will be discussed. Temporary and semi-permanent eyelash applications will be demonstrated. This course will teach selecting, mixing, applying, and removing chemicals to the lashes and brows to safely deposit color. Adverse reactions to cosmetic products will be covered. Proper sanitation methods will be taught as they relate to topics outlined in this course. Outside work required.

PME 211   Product Chemistry & Pharmacology: 115 hours

This course focuses on chemistry and ingredient composition of

common skin care and cosmetic ingredients and their effects on human skin. Product selection will be taught based upon skin analysis and ingredient content. FDA labeling laws will be learned. Sunscreen will be covered to include UV radiation and its effects within the skin. FDA regulations regarding sunscreen are explained. Sunscreen formulation, types, and toxicity will be addressed in this course. Common drugs related to skincare are studied as students learn the indications and contraindications of each, as well as why they are prescribed. Outside work required.

PME 212   Medical Terminology and Patient Forms:
115 hours

This course provides a basic understanding of medical terminology and proper pronunciation of terms commonly used in a medical practice that relate to the skin. Students will be educated on the Health Insurance Portability & Accountability Act (HIPAA) and understand how this affects them in their chosen career in a medical office Additionally, this class teaches how to work closely with a physician and assist in treating the patient. Students will understand the role of the Aesthetician in a doctor's office. Examples of related patient forms will be provided as students learn to efficiently read, evaluate and document information regarding the patient. Post treatment consultation dialogue will be practiced through role playing and elements of closing a sale will be discussed. Students will become skilled on how to educate the patient on home care. Other pieces of equipment discussed during this course; Ultrasonic Skin Scrubber and Medi Lift (Non-Surgical Face & Body Lifting; Micro/Macro Current). Outside work required.

PME 213   Advanced Exfoliation: 115 hours
In this course, students are educated on the methods of advanced exfoliation treatments, including low-level chemical peels and microdermabrasion. Application indications and contraindication for each method will be learned. Training on the causes of skin aging will be provided and students will understand the morphology of this process. Students will discover how to reverse the signs of aging through a combination of exfoliation and red light therapy. Adverse reactions due to exfoliation and recommended treatments regarding ethnic skin and sensitive skin will be covered. Oxygen

will be studied as well as its applied affects within the skin. Related medical terminology will be discussed as it relates to the topics outlined in this course. Outside work required.

PME 214   Cosmetic Surgery & Aesthetics: 115 hours

The focus in this course is to enlighten students on medical and elective surgeries performed in a plastic surgery center. Pre and postoperative care is explained as the student learns his or her role in the plastic surgery office. Manual lymphatic drainage will be taught and anti-aging chemical peels will be learned and practiced in a lab setting. The electromagnetic spectrum of light is defined and the uses and application of each color utilized in light therapy treatments is described. Medical intervention will be addressed as well as the dynamic of the partnership between the aesthetician and other medical professionals. Medical terminology related to these topics will also be covered as it pertains to the topics outlined in this course. Outside work required.

PME 215   Dermatology & Aesthetics: 115 hours

This course is designed to teach the dermatology aspect of the skin care industry. Diseases and disorders of the skin are examined and related medical terminology is discussed. The method of which physicians use to determine the cause of the symptom is clarified. Prescribed treatment options for skin conditions are explained. Acne will be covered to include the stages of, grades of, and treatment of this common skin disorder. Students will perform a case study on live subjects using techniques in this course and documenting the progress and improvement of the subject. Outside work required.

Pharmacy Technology Program

PTN 1700C   Introduction to Pharmacy Technology:
4.0 credit hours

This course is an overview of the allied health professions including the roles of pharmacy support personnel, pharmacy law, medical terminology and pharmaceutical abbreviations. Outside work required.

PTN 1701C **Pharmaceutical Calculations:** 4.0 credit hour

This course will cover the necessary mathematical concepts and skills used on the job by the pharmacy technologist. Basic knowledge of mathematics essential for the understanding of drug dose calculations will be covered. Outside work required.

PTN 1720C **Body Systems and Drug Therapy I:**
4.0 credit hours

The student will learn the relationships between chemistry, microbiology, anatomy, physiology, disease states and pharmaceutical therapy. This course will also include the origins, dosage forms, indications, actions, routes of administration and side effects of both prescription and non-prescription drugs used in diseases of the integumentary system, skeletal system and muscular system. Outside work required.

PTN 1721C **Body Systems and Drug Therapy II:**
4.0 credit hours

The student will learn the relationships between anatomy, physiology, disease states and pharmaceutical therapy. It will also include the origins, dosage forms, indications, routes of administration and side effects of both prescription and non-prescription drugs used in diseases of the central nervous system and the autonomic nervous system, endocrine system and respiratory system. Outside work required.

PTN 1722C **Body Systems and Drug Therapy III:**
4.0 credit hours

The student will learn the relationships between anatomy, physiology, disease states, and pharmaceutical therapy. This course will include the origins, dosage forms, indications, actions, routes of administration and side effects of both prescription and non-prescription drugs used in disease of the visual and auditory system, cardiovascular system, urinary tract and the reproductive system. Outside work required.

PTN 1723C **Body Systems and Drug Therapy IV:**
4.0 credit hours

The student will learn the relationships between anatomy, physiolo-

gy, disease states, and pharmaceutical therapy. This course will include the origins, dosage forms, indications, actions, routes of administration and side effects of both prescription and non-prescription drugs to include anti-infective, anti-inflammatory and anti-histamines, vitamins and minerals, vaccines, oncology agents and how the circulatory and lymphatic systems work. Outside work required.

PTN 1730C **Pharmacy Operations:** 4.0 credit hours
This course covers the basic concepts of computer operation. There is an emphasis on software designed for the use in pharmacy and the necessary skills for the pharmacy technician to communicate effectively. This course will also teach the basic concepts of community pharmacy calculations. The technical aspects of drug distribution in both inpatient and outpatient settings, including bulk compounding, packaging, quality control, inventory control, drug storage and drug distribution systems will also be discussed. Outside work required.

PTN 1731C **Sterile Products:** 4.0 credit hours
The student will learn the proper application of aseptic techniques and use the laminar flow hood in the preparation of sterile products. Outside work required.

PTN 1945 **Pharmacy Technology Externship I:** 3.5 credit hours
This course will provide on-site training in outpatient and inpatient pharmacy services under direct supervision of a designated pharmacist. (Prerequisites: PTN 1700C, PTN 1701C, PTN 1720C, PTN 1721C, PTN 1722C, PTN 1723C, PTN 1730C, PTN 1731C)

PTN 1946 **Pharmacy Technology Externship II:**
3.5 credit hours
This course will provide on-site training in outpatient and inpatient pharmacy services under direct supervision of a designated pharmacist. (Prerequisite: PTN 1945)

Practical Nurse Program

PRN 0004C **Practical Nursing I:** 17.5 credit hours
(23.0 credit hours Jacksonville Campus Only)

This course introduces the student to the basic nursing core concepts of health delivery systems, trends, legal and ethical responsibilities in nursing, computer usage in health care settings, medical terminology and a review of basic math and science concepts. Domestic Violence and Elder Abuse and the responsibilities of the student around these situations are reviewed. The student is prepared to provide basic personal care and to perform patient care procedures in hospitals and long-term care settings. The principles of HIPAA, safety measures, emergencies and organization of patient care assignments as well as the prevention of medical errors are included. Also included is cardiopulmonary resuscitation, blood borne diseases including HIV and AIDS and infection control procedures. Health care needs of the geriatric patient as well as the Alzheimer's patient are introduced. Appropriate verbal, non-verbal and written communications in the performance of practical nursing interventions are covered. The student is introduced to principles of nutrition as well as concepts of wellness and disease including human needs throughout the life span. This course includes the study of human anatomy and physiology. The normal structure and function of the body systems including respiratory, cardiovascular, muscular-skeletal, nervous, reproductive, urinary, digestive, endocrine, skin and sensory are covered as well as the relationships of body systems in providing patient care. This course outlines the characteristics of growth and development from conception to birth, birth through preschool, school age through adolescence and adult through the human life span. This course continues the study of the care and special needs of the geriatric patient, concerns of the aging adult and the clinical skills utilized in geriatric nursing care including the management, needs and skills of caring for the geriatric patient. Clinical skills are practiced in the nursing lab and the student has opportunities to apply nursing knowledge and clinical skills in both hospital and long-term care settings. Cultural and Spiritual Aspects of Healthcare and Community Health Concepts in Practical Nursing are covered and explored. Outside work required.

PRN 0120C   Practical Nursing II: 14.0 credit hours
(16.0 credit hours Jacksonville Campus Only)
The principles of pharmacology are introduced and the student is prepared to administer medications utilizing the six 'rights' of med-

ication administration; dosage calculation, routes of administration, proper use and storage of medications, patient observation and documentation are included. This course includes the study of medical, surgical, maternal, newborn, *family* and pediatric nursing. The student continues to have clinical rotations which expose them to experiences in medical surgical, rehabilitation, long term care, geriatrics, community health, Alzheimer's & dementia/ ger-psych. These rotations, skills lab and didactic material provide the student with information regarding common acute and chronic medical and surgical conditions relating to the body systems including the management, needs and specialized nursing care of patients with these conditions. Principles of nutrition, pharmacology and asepsis are continuous throughout the course. Common alterations in patients with psychological disorders are discussed as well as care of the surgical patient. Clinical experiences in Maternal Health, Obstetrics, Pediatrics, and Family Health are offered. Normal pregnancy, labor and delivery, the puerperium and the normal newborn are covered as well as common deviations from the normal. The specialized nursing skills, management, needs and nursing care of the mother and infant and *family* throughout the maternity cycle are emphasized as well as the needs and nursing care of the child who is ill including the administration of medications. Clinical skills are practiced in the nursing lab. Clinical experience in hospital units *and simulation lab* related to the areas of study allows the student practical application of the knowledge and skills acquired in the skills lab and classroom. The student has the opportunities to apply the knowledge and skills while providing patient care in healthcare settings. Outside work required. (Prerequisite: PRN 0004C)

PRN 0306　　**Practical Nursing III:** 11.5 credit hours
PRN 0306C　**Practical Nursing III:** 13.0 credit hours
(Jacksonville Campus Only)

This course provides on-site clinical experience for the nursing student. Providing patient care as a member of the healthcare team in clinical settings under the supervision of nursing faculty, the student adds to the experience already acquired in applying knowledge and practicing skills that have been learned throughout the entire program. Concepts of Mental Health nursing as well as Leadership and Ethics within the scope of the practical nurse are reviewed and

taught. Mental Health and Gero-psych experiences as well as Community Health experiences continue to be available to the student during the clinical rotations. Classroom hours will include the application of critical thinking, case studies, clinical overview and summary, review of competency assessments and NCLEX review. In addition, employability skills are reviewed and the transition from student to graduate nurse is discussed. Outside work required. (Prerequisite: PRN 0120C)

Professional Clinical Massage Therapy Program

PMT 102   Orientation to Massage Therapy: 100 hours
This course is a prerequisite for all other modules in the program. Orientation to massage therapy will introduce the students to the basic anatomy of the human body; including basic cells and tissues, fundamentals of Swedish full body massage, and draping techniques. Other topics explored are body mechanics, basic introduction to chair massage, charting procedures, introduction to Eastern Theory, structural boney landmarks, joints, and attachment sites of muscles, soft tissue pain and degenerative processes, basic kinesiology and various neuromuscular laws as they apply to soft tissue, introduction to basic client assessment skills, and an introduction to somatic psychology. This course will include discussions on professional ethical boundaries; instruction on proper hygiene techniques for massage therapists, directional and action terminology, introduction to assessing postural distortions, and basic indications and contraindications.

PMT 106   Massage and Neuromuscular Therapy I: 100 hours
Students will learn more in-depth practice of the Swedish massage routine during this course. Also learned will be the fundamentals of incorporating various methods of massage therapy for clients with special needs. Students will examine basic structures, functions, and pathologies of the Nervous System and analyze basic concepts and benefits of Cranial Sacral Therapy and Therapeutic Touch. Students will study various aspects of Eastern Theory. In addition, students will identify dysfunctions that cause distortions of the muscles of the neck and head and massage therapy protocols for those dysfunctions. (Prerequisite: PMT 102)

PMT 121 Massage and Neuromuscular Therapy II: 100 hours
In this course, students will learn to develop a more in-depth practice of the Swedish massage routine. In addition, students will learn the basic structure, functions, and pathologies of the Integumentary and Skeletal Systems. Students will study various aspects of Eastern Theory. This course includes assessment of dysfunctions that cause distortions of the muscles of the Upper Extremity. Students will discuss state laws and regulations governing the practice of massage therapy, identify penalties for non-compliance, and examine requirements to work as an independent massage therapist. The legal and professional aspect of business practices of a massage therapist will be explored. (Prerequisite: PMT 102)

PMT 126 Massage and Neuromuscular Therapy III:
100 hours

Students will learn more in depth practice of the Swedish massage session. Also covered will be the basic structures, functions, and pathologies of the Circulatory, Lymphatic, and Respiratory Systems. This course also includes an introduction to Lymphatic Drainage, Medical Massage, Aromatherapy, and Breath work. Students will also explore assessment of dysfunctions that cause distortions of the muscles of the shoulder and massage therapy protocols for those dysfunctions. Students will discuss the history of and prevention of HIV/AIDS. Also included are discussions regarding the prevalence of and how to prevent medical errors, protocols for performing hydrotherapy applications, and indications and contraindications for hydrotherapy are also discussed. (Prerequisite: PMT 102)

PMT 131 Massage and Neuromuscular Therapy IV:
100 hours

This course will broaden the Swedish massage repertoire. Students will learn additional techniques to enhance already existing knowledge and practice abdominal massage techniques. Students will study various aspects of Eastern Theory. Students will examine basic structures, functions, and pathologies of the Digestive and Urinary Systems. Students will also learn assessment of dysfunctions that cause distortions of the muscles of the spine and thorax. Students will develop a treatment protocol to remedy dysfunctions

that cause distortions of the thorax utilizing proper hydrotherapy protocol. (Prerequisite: PMT 102)

PMT 136 Massage and Neuromuscular Therapy V:
100 hours

Students will learn a more in-depth practice of the Swedish massage routine. This course will include the indications, contraindications, strokes and positioning of a pregnant client (pregnancy massage). Students will study various aspects of Eastern Theory and analyze basic concepts and benefits of Ayurvedic Medicine. Students will examine basic structures, functions, and pathologies of the Reproductive systems. This course will also include discussions on the history of massage, assessment of dysfunctions that cause distortions of the muscles of the hip and students will design a treatment protocol for treating those distortions. In addition, students will discuss, examine and interpret ethical policies for office management in a massage therapy setting. (Prerequisite: PMT 102)

PMT 141 Massage and Neuromuscular Therapy VI:
100 hours

In this course, students will broaden their grasp of the Swedish massage therapy techniques. Also included will the demonstration and practice of join mobilization, and range of motion techniques. Students will examine basic structures, functions, and pathologies of the Muscular System. Students will study various aspects of Eastern Theory and analyze basic concepts and benefits of Thai Massage. This course will also include assessment of dysfunctions that cause distortions of the muscles of the thigh and knee. Students will develop a treatment protocol to remedy dysfunctions that cause distortions of the thigh and knee utilizing proper hydrotherapy protocols. (Prerequisite: PMT 102)

PMT 146 Massage and Neuromuscular Therapy VII:
100 hours

This course will include further practice to improve the students' Swedish massage routine. Students will be introduced to the basics of good nutrition and evaluate the impact of poor nutrition on a system of the body. Students will be exposed to somatic emotional releases through lecture and open discussion; and learn appropriate

methods to make the client feel comfortable and safe during such a release. Students will examine basic structures, functions, and pathologies of the Endocrine System. Students will analyze basic concepts and benefits of Reflexology. This course will also include assessment of dysfunctions that cause distortions of the muscles of the leg and foot. Students will formulate a business plan that will include a mission statement, goals, and timelines for projects and prepare a professional resume with cover letter. (Prerequisite: PMT 102)

PMT 910   Student Clinic I: 25 hours

In this course students will apply massage principles and techniques learned throughout the program to clients under the supervision of program faculty. This class is completed simultaneously with Orientation to Massage and one of the Massage Principles and Neuromuscular Therapy courses. Students will not be compensated for services to clients.

PMT 911   Student Clinic II: 25 hours

In this course students will continue to apply massage principles and techniques learned throughout the program to clients under the supervision of program faculty. This class is completed simultaneously with two of the Massage and Principles and Neuromuscular Therapy courses. Students will not be compensated for services to clients.

PMT 912   Student Clinic III: 25 hours

In this course students will continue to apply massage principles and techniques learned throughout the program to clients under the supervision of program faculty. This class is completed simultaneously with two of the Massage and Principles and Neuromuscular Therapy courses. Students will not be compensated for services to clients.

PMT 913   Student Clinic IV: 25 hours

In this course students will continue to apply massage principles and techniques learned throughout the program to clients under the supervision of program faculty. This class is completed simultaneously with two of the Massage and Principles and Neuromuscular

Therapy courses. Students will not be compensated for services to clients.

Registered Nurse Bridge Program
Course descriptions are listed under Nursing and Registered Nurse Bridge Programs

Surgical Technology Program

STS 1000C Health Care Concepts:

4.0 credit hours (5.0 Jacksonville Campus Only)

This course will encompass didactic and laboratory practices, that will give the student an understanding of Medical Terminology, Anatomy and Physiology, Patient Care Concepts, Professionalism and Health Care Facility Information concepts as related to Health Care and the role of the Surgical Technologist as well as providing the student with skills in basic hand washing, surgical scrub, gowning, gloving, opening small items, and wrapping items. Outside work required.

STS 1131C   Surgical Specialties I with Anatomy & Physiology: 4.0 credit hours

This course will encompass didactic and laboratory practices, that will give the student an understanding of General Surgery and Obstetrics/Gynecology as it relates to pre-operative, intraoperative and postoperative routines. The student will learn diagnostic procedures and preoperative routines for each surgical specialty discussed. Anatomy and Physiology, Medical terminology and Pharmacology will be discussed as it relates to each surgical specialty. Outside work required. (Prerequisite: STS 1179C)

STS 1132C   Surgical Specialties II with Anatomy & Physiology: 4.0 credit hours

This course will encompass didactic and laboratory practices, that will give the student an understanding of Orthopedics and Neurology as it relates to pre-operative, intraoperative and postoperative routines. The student will learn diagnostic procedures and preoperative routines for each surgical specialty discussed.

Anatomy and Physiology, Medical terminology and Pharmacology will be discussed as it relates to each surgical specialty. Outside work required. (Prerequisite: STS 1179C)

STS 1133C Surgical Specialties III with Anatomy & Physiology: 4.0 credit hours

This course will encompass didactic and laboratory practices, that will give the student an understanding of Cardiothoracic and Vascular as it relates to pre-operative, intraoperative and postoperative routines. The student will learn diagnostic procedures and pre-operative routines for each surgical specialty discussed. Anatomy and Physiology, Medical terminology and Pharmacology will be discussed as it relates to each surgical specialty. Outside work required. (Prerequisite: STS 1179C)

STS 1134C Surgical Specialties IV with Anatomy & Physiology: 4.0 credit hours

This course will encompass didactic and laboratory practices, that will give the student an understanding of Ears, Eyes, Nose and Throat as it relates to pre-operative, intraoperative and postoperative routines. The student will learn diagnostic procedures and pre-operative routines for each surgical specialty discussed. Anatomy and Physiology, Medical terminology and Pharmacology will be discussed as it relates to each surgical specialty. Outside work required. (Prerequisite: STS 1179C)

STS 1135C Surgical Specialties V with Anatomy & Physiology: 4.0 credit hours

This course will encompass didactic and laboratory practices, that will give the student an understanding of Encodrine and Genitourinary as it relates to pre-operative, intraoperative and post-operative routines. The student will learn diagnostic procedures and preoperative routines for each surgical specialty discussed. Anatomy and Physiology, Medical terminology and Pharmacology will be discussed as it relates to each surgical specialty. Outside work required. (Prerequisite: STS 1179C)

STS 1177C Surgical Techniques and Procedures I:
4.0 credit hours

The didactic portion of this course will focus on sterilization and its history, terminology relevant to aseptic techniques and principals related to the O.R. environment. Additionally the course focuses on components of instrumentation, special equipment, accessory equipment, supplies, attire (non-sterile, sterile, protective), preparing the O.R., patient transport to O.R., thermal regulatory devices, transfer, positioning, prepping catheterization and vital signs. For the lab component of the course the learner will review and apply hands on skills as they relate to the pre-operative phase preparation that include but are not limited to aseptic techniques, opening sterile supplies, instrument assembly, mayo and back table setup, instrument, handling, and assembling; patient transport transferring, positioning and prepping. Outside work required. (Prerequisite: STS 1000C)

STS 1178C Surgical Techniques and Procedures II:
4.0 credit hours

This course will encompass didactic and laboratory practices, that will give the student an understanding of technical sciences as it relates to electricity, information technology and robotics and how these play a role in the O.R. Additionally, this course will expose the learner to areas relating to hemostasis, emergency situations, types of wounds and the healing process as well as sutures, needles and additional closure and stapling devices and accessories. Other areas to be discussed during this course relate to pre and intraoperative case management. For the lab portion of this course the student will learn the function and purpose of mechanical hemostatic devices and the use of chemical hemostatic such as gelfoam, avetine and other chemical agents. They will learn and develop skills in instrument preparation, loading and passing instruments and loading and passing sutures and free ties and handling of specimen and stapling devices. Outside work required. (Prerequisite: STS 1177C)

STS 1179C Surgical Techniques and Procedures III:
4.0 credit hours

This course will encompass didactic and laboratory practices, that will give the student an understanding of Pharmacology and Anesthesia as it relates to the patient, types of anesthetic, pre-operative medications, handling of medications, medications used

during surgery and complications from anesthetic. Additionally, this course will focus on microbiology as it relates to the surgical patient and the sterilization process. This course will cover topics related to Post-operative process as it relates to post-operative care, methods of disinfection, sterile storage and distribution and environmental disinfection. Outside work required. (Prerequisite: STS 1178C)

STS 1940   Externship I: 4.0 credit hours
This course is designed to allow students to apply skills and techniques previously acquired in the surgical technology curriculum. (Prerequisite: STS 1179C, STS 1131C, STS 1132C, STS 1133C, STS 1134C, STS 1135C)

STS 1941   Externship II: 4.0 credit hours
This course is designed to allow students to continue the progression through the clinical phase of the externship portion of the program by applying skills and techniques previously acquired in Externship I and the surgical technology curriculum. (Prerequisite: STS 1940)

STS 1942   Externship III: 4.0 credit hours
This course is designed to allow students to continue the progression through the clinical phase of the externship portion of the program by applying skills and techniques previously acquired in Externship I and Externship II and the surgical technology curriculum. (Prerequisite: 1941)

General Education Course Descriptions

COURSES IN BEHAVIORAL SCIENCE

DEP 2004   Lifespan Development   3.0 credit hours
Explores human development and examines theories and empirical studies dealing with human cognitive, social, emotional, and physical development in the context of a lifespan. Explores emergent and controversial topics relevant to a student's home and work environment. Outside work required.

IDS 1107   Strategies for Success: 3.0 credit hours

Drawing on learning and cognitive theory, this course teaches persistence and high achievement skills to enable students to establish foundations upon which to build in order to develop essential academic skills for enhanced and continued learning. Central to the philosophy of the course is the concept that individuals are responsible for their own actions and can regulate their own behavior through goal setting, self reflection, and self evaluation, not only in an academic environment, but for preparation for professional life advancement, as well as for lifelong learning. Outside work required.

PSY 1012   Introduction to Psychology: 3.0 credit hours

In this course, the student is introduced to the fundamental study of behavior, animal and human, with major emphasis placed on human behavior. Student will become acquainted with concepts such as learning, perception, intelligence measurement, personality structure, behavior disorders, human development, social pressures and research methods. Outside work required.

SYG 1001   Sociology: 3.0 credit hours

This course is a study of human society with emphasis on customs, groups, organizations, colleges, classes, and social processes. The course is also designed as an introduction to the discipline and methods of sociology. Outside work required.

COURSES IN COMMUNICATIONS

SPC 1017   Speech: 3.0 credit hours

The student will be instructed on preparation and delivery of different types of speeches, as well as learn techniques to improve interpersonal communication skills, with emphasis on effective communication techniques and working in teams in order to develop essential academic skills for enhanced and continued learning. Outside work required.

COURSES IN COMPUTERS

CGS 1060 Introduction to Computers: 3.0 credit hours
This course is an introduction to the fundamentals of operating personal computer equipment including the basics of word processing, database management, electronic spreadsheets and presentation graphics. Outside work required.

COURSES IN ENGLISH

ENC 1101 English Composition I: 3.0 credit hours
This course is designed to develop students' writing skills in order to achieve professional life advancement and obtain skills for life-long learning. These skills include writing clear, well-developed paragraphs, essays, and research papers. This course teaches the principles of pre-writing, organizing, drafting, revising, and editing paragraphs and essays. It includes basic research and documentation methods. Outside work required.

ENC 2101 English Composition II: 3.0 credit hours
This course is a continuation of ENC 1101. Topics include essay writing techniques with emphasis on literary analysis, persuasive writing, and basic research and documentation methods. Outside work required. (Prerequisite: ENC 1101)

COURSES IN HUMANITIES/FINE ARTS

AML 1000 American Literature: 3.0 credit hours
This course explores select American literary texts. Historical background and social forces, which shape literature, are emphasized. Literary genres and elements are explored. Outside work required.

ENL 1000 English Literature: 3.0 credit hours
This course explores select British literary texts. Historical background and social forces, which shape literature, are emphasized. Literary genres and elements are explored. Outside work required.

COURSES IN MATHEMATICS

MAC 2105 College Algebra: 3.0 credit hours

This course prepares the student for disciplines involving quantitative calculations. Covered topics include set theory, operations with algebraic expressions, radicals, exponents, linear and quadratic equations with applications, graphing, and inequalities. Outside work required. (Prerequisite: MAT 1033)

MAT 1033 Intermediate Algebra: 3.0 credit hours

This course covers topics such as factoring; operations with rational expressions, absolute value; exponents, radicals and roots; linear and quadratic equations and linear inequalities and graphs, all with applications. Outside work required.

STA 2023 Statistics: 3.0 credit hours

This is an introductory course in statistics for the social sciences and business. Topics include the statistical methods dealing with data collection, grouping, and presentation, organization of data measures of central tendency and dispersion, distributions, probability, correlation, estimation, hypothesis testing, goodness-of-fit and contingency table analysis. Outside work required. (Prerequisite: MAT 1033)

COURSES IN NATURAL SCIENCE

BSC 1005 General Biology: 3.0 credit hours

This course is an introduction to elementary cell chemistry, structure, metabolism, and reproduction. It includes the study of energy capture and transfer by cells, DNA structure, replication and function, the nature of heredity and the genetic basis of speculation, and theories of the origin of life and evolution. Outside work required.

BSC 1050 Environmental Science: 3.0 credit hours

This course studies the structure and function of ecosystems. Topics include biological and non-biological components, resource availability and preservation and interplay among human populations and ecosystems. This course stresses understanding of important environmental issues and human influences and realistically evalu-

ates current options to leading to environmental stability on the local, regional and global scales. Outside work required.

BSC 2006 Advanced Biology: 3.0 credit hours

This course introduces the principles of classification and briefly surveys the five kingdoms of living organisms. It then compares the body plans of plants and animals and their mechanisms for nutrient procurement and processing, gas exchange, transport, osmotic regulation and waste removal, movement, reproduction and development, integration, homeostasis and response to the environment. Patterns of interaction of organisms with each other and with their environment are also investigated. Outside work required. (Prerequisite: BSC 1005)

BSC 2085 Human Anatomy and Physiology I:
                    3.0 credit hours

This course provides basic structure, function and chemistry of the body. Topics include terminology, chemistry, cell biology, tissues, cellular respiration and body systems including skeletal, muscular, respiratory, reproductive and integumentary systems. Outside work required.

BSC 2085L Human Anatomy and Physiology I Lab:
                    1.0 credit hours

Laboratory experience includes microscopic observation, experimentation, study of anatomical models and dissection. Outside work required. (Prerequisite: BSC 2085)

BSC 2085C Human Anatomy and Physiology I:
                    4.0 credit hours

This course provides basic structure, function and chemistry of the body. Topics include terminology, chemistry, cell biology, tissues, cellular respiration and body systems including skeletal, muscular, respiratory, reproductive and integumentary systems. Laboratory experience includes microscopic observation, experimentation, study of anatomical models and dissection. Outside work required.

BSC 2086 Advanced Anatomy and Physiology:
                    3.0 credit hours

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This course continues BSC 2085 (Human Anatomy and Physiology I), with emphasis on circulatory, digestive, endocrine, immune, lymphatic, nervous and urinary systems. Topics include blood, sense organs, nutrition and metabolism, fluid and electrolyte balance and acid-base balance. Outside work required. (Prerequisite: BSC 2085)

BSC 2086L **Advanced Anatomy and Physiology Lab:**
1.0 credit hours

Laboratory experience includes microscopic observation, experimentation, study of anatomical models and dissection. Outside work required. (Prerequisite: BSC 2086)

BSC 2086C **Advanced Anatomy and Physiology:**
4.0 credit hours

This course continues BSC 2085 (Human Anatomy and Physiology I), with emphasis on circulatory, digestive, endocrine, immune, lymphatic, nervous and urinary systems. Topics include blood, sense organs, nutrition and metabolism, fluid and electrolyte balance and acid-base balance. Laboratory experience includes microscopic observation, experimentation, study of anatomical models and dissection. Outside work required. (Prerequisite: BSC 2085C)

MCB 2010 Microbiology 3.0 credit hours
Prevents pathogens and the diseases they cause. Topics include morphology, behavior, characteristics, and activities of common microorganisms and techniques of identification, culturing, staining, counting, and isolating microorganisms. Outside work required.

MCB 2010L **Microbiology Lab** 1.0 credit hours
Laboratory experience builds upon activities presented in MCB 2010 and includes identification of characteristics of common micro-organisms and culturing micro-organism activities. Outside work required.

MCB 2010C **Microbiology** 4.0 credit hours
Prevents pathogens and the diseases they cause. Topics include morphology, behavior, characteristics, and activities of common microorganisms and techniques of identification, culturing, stain-

ing, counting, and isolating microorganisms. Laboratory experience builds upon activities presented in MCB 2010 and includes identification of characteristics of common micro-organisms and culturing micro-organism activities. Outside work required.

OCB 1010 General Marine Biology: 3.0 credit hours
This course is a systematic interdisciplinary study of the history, economics, ecology, biology, chemistry, geology, geography, physics, and meteorology of the marine environment. The interconnections between all facets of the marine environment and human influences are stressed. Outside work required.

PHY 2001 General Physics I: 3.0 credit hours
This course presents basic concepts and principles of physics, including practical examples that demonstrate the role of physics in other disciplines. Topics include motion, gravity, vectors, momentum, energy, vibrations, waves, heat, and thermodynamics. Outside work required.

COURSES IN SOCIAL SCIENCE

AMH 1010 American History Pre 1876: 3.0 credit hours
This course examines American history from 1492 to 1876 by focusing on political, economic and diplomatic events. Outside work required.

AMH 1020 American History Since 1876: 3.0 credit hours
This course examines American history since 1876 by focusing on political, economic and diplomatic events. Outside work required.

POS 1041 Political Science: 3.0 credit hours
This course is a study of how democratic America has evolved from an agrarian to a post-industrial society. Particular attention is paid to the constitution and to the three branches of government. Outside work required.

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Term Calendar 2013

Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.

Semester I
01/01/13 New Years Day
01/07/13-04/27/13 Winter Semester
01/07/13-02/02/13 Term A Classes Begin
01/21/13 Martin Luther King Jr. Day
01/22/13 Return
02/04/13-03/02/13 Term B Classes Begin
02/18/13 President's Day
02/19/13 Return
03/04/13-03/30/13 Term C Classes Begin
03/29/13-04/01/13 Easter Break
04/02/13 Return
04/01/13-04/27/13 Term D Classes Begin
04/29/13-05/05/13 Spring Break

Semester II
05/06/13-08/25/13 Summer Semester
05/06/13-06/02/13 Term A Classes Begin
05/27/13 Memorial Day
05/28/13 Return
06/03/13-06/30/13 Term B Classes Begin
07/01/13-07/28/13 Term C Classes Begin
07/04/13 Independence Day
07/05/13 Return
07/29/13-08/25/13 Term D Classes Begin
08/26/13-09/01/13 Summer Break

Semester III
09/02/13-12/22/13 Fall Semester
09/02/13-09/29/13 Term A Classes Begin
09/02/13 Labor Day
09/03/13 Return
09/30/13-10/27/13 Term B Classes Begin
10/28/13-11/24/13 Term C Classes Begin
11/25/13-12/22/13 Term D Classes Begin
11/28/13-12/01/13 Thanksgiving Break
12/02/13 Return
12/23/13-01/05/14 Holiday Break

Term Calendar 2014

Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.

Semester I

Date	Event
01/01/14	**New Years Day**
01/06/14-04/27/14	Winter Semester
01/06/14-02/02/14	Term A Classes Begin
01/20/14	**Martin Luther King Jr. Day**
01/21/14	Return
02/03/14-03/02/14	Term B Classes Begin
02/17/14	**President's Day**
02/18/14	Return
03/03/14-03/30/14	Term C Classes Begin
03/31/14-04/27/14	Term D Classes Begin
04/18/14-04/21/14	**Easter Break**
04/22/14	Return
04/28/14-05/04/14	**Spring Break**

Semester II

Date	Event
05/05/14-08/24/14	Summer Semester
05/05/14-06/01/14	Term A Classes Begin
05/26/14	**Memorial Day**
05/27/14	Return
06/02/14-06/29/14	Term B Classes Begin
06/30/14-07/27/14	Term C Classes Begin
07/04/14	**Independence Day**
07/07/14	Return
07/28/14-08/24/14	Term D Classes Begin
08/25/14-08/31/14	**Summer Break**

Semester III

Date	Event
09/01/14-12/21/14	Fall Semester
09/01/14-09/28/14	Term A Classes Begin
09/01/14	**Labor Day**
09/02/14	Return
09/29/14-10/26/14	Term B Classes Begin
10/27/14-11/23/14	Term C Classes Begin
11/24/14-12/21/14	Term D Classes Begin
11/27/14-11/30/14	**Thanksgiving Break**
12/01/14	Return
12/22/14-01/04/15	**Holiday Break**

Southeastern College Catalog Addenda
2013 – 2014 Catalog, Volume XXVI

(Deletions denoted by strikethroughs. Revisions/Additional Information denoted by underscores unless "replacement" is indicated.)

Addendum for Military Deployment Policy—Effective 8/28/13

Page 70 (Replacement)
Military students must provide a copy of orders to request a withdrawal from the institution for Military Duty. No academic penalty will be given for deployment. If the student is currently attending a class, the student has the option to complete the course with the approval of their faculty member and Dean. The student can request an "Incomplete" grade and will have 30 days to complete all course work. Extensions are possible given mitigating circumstances. Extension requests will be evaluated on a case-by-case basis.

If the student decides to withdraw from the class, a grade of "WM" will be earned, and the class will be retaken upon return to the College. The "WM" grade will not affect the student's satisfactory academic progress (SAP) due to Military Deployment.

If the withdrawal is during the semester, no withdrawal fee will be charged. If the student was activated during a term, that term, and the remaining semester, will not incur any charges. Upon reentry, admissions fees will be waived with copy of military orders. All other admissions and academics requirements will be applicable. Service members, Reservists, and Guard members will be readmitted to their program of study provided that SAP was being made prior to suspending their studies due to service obligations.

POLICY ON CLASS ABSENCES DUE TO MILITARY SERVICE
Students shall not be penalized for class absence due to unavoidable or legitimate required military obligations not to exceed two (2) weeks unless special permission is granted by the Dean. Absence due to short-term military duty in the National Guard or Active Reserve is recognized as an excused absence. To validate such an absence, the student must present evidence to the Dean's office. The Dean will then provide a letter of verification to the student's faculty for the term.

Students are not to be penalized if absent from an examination, lecture, laboratory, clinicals, or other class activity because of an excused military absence. However, students are fully responsible for all material presented during their absence, and faculty are required to provide opportunities, for students to make up examinations and other work missed because of an excused absence. The faculty member is responsible to provide reasonable alternate assignment(s), as applicable, and/or opportunities to make up exams, clinicals, or other course assignments that have an impact on the course grade. Faculty may require appropriate substitute assignments.

POLICY ON MILITARY STIPENDS
In an effort to assist the student, the institution will release a credit balance only when charges are posted and the credit is showing.

Chapter 33 Example:
- Student is certified in VA Once for semester 13WB
- Student is charged – Tuition, Education Fee, book
- These charges create a debit balance on the ledger card
- Student receives: Pell Grant, Direct Loans and Military Scholarship
- Student still has a debit balance
- No funds will be released under policy.

If a Military student is requesting a fund release when a debit balance exists, the following process must be followed:
- Military student submits request in writing
- Bursar emails request to Director of Military Affairs for review
- Director of Military Affairs reviews file, determines if funding is forthcoming
- Director of Military Affairs submits request to Associate Vice Chairman of Student Financial Services (AVCSFS) for review and determination of either full release or partial release

- AVCSFS makes determination and will either approve a release or speak with student and explain why it is not possible.
- If release is determined, AVCSFS will place in activity the approval amount and schedule stipend to be issued during the next scheduled check run. There should be no special checks cut off cycle.

Chapter 31 Voc Rehab Exemption
Veterans who are being funded by the Chapter 31 Vocational Rehabilitation benefits will be given the following options for any Title IV funds being used for living expenses:
Once a credit is created on the account, all credits will be released to the student.
The student can opt to have ¼ of all Title IV funds being used for living expenses processed at the beginning of each term within the semester, once the student has posted attendance and the Title IV funds are processed and posted to the account.*
The student can receive all Title IV funds once the student has posted attendance and at the beginning of the semester, once the Title IV funds are processed and posted to the account.*

*Title IV funds are not automatically eligible funds and the student is required to sit for at least 60% of the semester for the Title IV loans to be eligible for retention. Pell Grant recipients must start each course within the semester. If the student fails to sit for all terms within the semester, an R2T4 calculation must be performed and any balance created by the student becoming ineligible for Title IV funds will be the responsibility of the STUDENT.

Funds will only be authorized for release once Title IV funds are processed and posted to the Veteran's account and after verification of an approved VA Form 28-1905. Failure to provide approved VA documentation or posted Title IV funds will result in stipend requests being denied.

Addendum for Grading—Effective 8/28/13

Pages 75 & 77 (Additional Information)

Letter Grade	Interpretation	Numerical Value	Numeric Grade
WM	Withdrawal/Military Deployment	Not Computed	

Addendum for Tuition, Fees and Other Costs--Effective as of 9/2/2013 Term

Page 30 (Revision)
Tuition for students attending Full Time: ~~$7,392.00~~ $7,702.00 per semester/*pay period (not all programs offered at all locations)

Addendum for Practical Nurse Program (Greenacres Campus Only)--Effective as of 3/1/13

Page 135 (Additional Information)

PRACTICAL NURSE
Diploma

Description
Practical Nurses care for the sick, injured, convalescent and disabled under the direction of physicians and registered nurses. Healthcare employment opportunities are available in long term care, home health, hospitals and outpatient settings. Clinical experience is provided at extended care facilities and hospitals. A diploma will be awarded upon successful completion of this program. Outside work required.

Students who have successfully met all educational *and* institutional requirements for a Diploma in Practical Nurse from Southeastern College are eligible to have their names submitted to the Florida Board of Nursing to be considered as a candidate for the NCLEX-PN. The Florida Board of Nursing is the estate agency authorized to determine if the applicant qualifies to take the National Council Licensure Examination (NCLEX-PN) for licensure as a Practical Nurse. <u>The Practical Nurse Program at the Greenacres Campus only is currently on probationary status with the Florida Board of Nursing.</u>