2024

SOUTHEASTERN COLLEGE

CATALOG

Main Campus

Southeastern College
West Palm Beach
1756 N. Congress Avenue
West Palm Beach, Florida 33409
Phone: (561) 433-2330
Fax: (561) 689-5980

Branch Campuses

Southeastern College
Charlotte, NC Campus
207 Regency Executive Park Drive
Charlotte, NC 28217
Phone: (704) 527-4979
Fax: (704) 527-3104

Southeastern College
Columbia, SC Campus
581 Columbia Mall Boulevard
Columbia, SC 29223
Phone: (803) 798-8800
Fax: (803) 788-6373

Southeastern College
Miami Lakes Campus
5875 NW 163rd Street, Suite 101
Miami Lakes, Florida 33014
Phone: (305) 820-5003
Fax: (305) 820-5455

Southeastern College
North Charleston, SC Campus
2431 Aviation Avenue, Suite 703
North Charleston, SC 29406
Phone: (843) 747-1279
Fax: (843) 747-7159

Satellite Campus

Southeastern College
West Palm Beach Satellite Campus
300 Royal Commerce Road
Royal Palm Beach, FL 33411
Phone: (561) 433-2330

www.sec.edu

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Southeastern College publishes an "electronic catalog" annually with periodic updates in an effort to provide updated information to students on an ongoing basis. In spite of this desire and intention, Southeastern College reserves the right to make changes in its programs and the content of this catalog as necessary on an ongoing basis in accordance with institutional policies and procedures. The College makes every effort to provide current and prospective students with the most up-to-date and current information available and will continue this practice as a matter of policy and practice. Students also may access the College web site at www.sec.edu or call their designated campus for specific information if desired.

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GENERAL INFORMATION

MISSION STATEMENT

The mission of Southeastern College 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.

LICENSURE & ACCREDITATION

Southeastern College's West Palm Beach Campus and Miami Lakes Campus is licensed by the Commission for Independent Education (CIE), Florida Department of Education. Additional information regarding this college may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (888) 224-6684.

Southeastern College's Charlotte Campus is licensed by the North Carolina State Board of Community Colleges, 200 West Jones, Raleigh, NC 27603, (919) 807-7100. The North Carolina State Board of Community Colleges is not an accrediting agency.

Southeastern College's Columbia and North Charleston Campuses are licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 400, Columbia, SC 29201, (803) 737-2260, www.che.sc.gov. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

Southeastern College is 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.

The Associate of Science Degree in Surgical Technology program at the West Palm Beach Campus and Miami Lakes Campus is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting, 9355 - 113th St. N, #7709, Seminole, FL., 33775, (727) 210-2350, www.caahep.org.

Southeastern College's Surgical Technology Certificate Program at the Charlotte Campus is accredited by the Accrediting Bureau of Health Education Schools (ABHES), 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852, (301) 291-7550.

Southeastern College's nursing programs at the West Palm Beach Campus and Miami Lakes 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 Associate of Science in Nursing program at the Miami Lakes Campus is accredited and the West Palm Beach Main Campus holds candidacy status with the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, Phone (404) 975-5000, Fax (404) 975-5020. Public information disclosed by the ACEN regarding this program at the Miami Lakes campus may be viewed at http://www.acenursing.com/accreditedprograms/programsearch.htm

Southeastern College's Associate in Applied Science in Nursing programs at the Columbia and N. Charleston Campuses have been granted Initial Board Approval by the South Carolina Board of Nursing, Synergy Business Park, Kingstree Building 110, Centerview Drive., Columbia, SC 29210 (803) 896-4300.

Southeastern College's Practical Nursing Diploma program at the Charlotte Campus has been granted Initial Board Approval by the North Carolina Board of Nursing, 4516 Lake Boone Trail, Raleigh, NC 27607 (919) 782-3211.

Southeastern College's Massage Therapy Programs at the West Palm Beach Campus and Miami Lakes Campus are approved by the Florida Department of Health, Board of Massage Therapy, 4052 Bald Cypress Way, Bin #C06, Tallahassee, FL 32399, (850) 245- 4161.

Southeastern College's Professional Clinical Massage Therapy program at the Charlotte, NC Campus is approved by the North Carolina Board of Massage & Bodywork Therapy. 4140 Parklake Avenue, Suite 100, Raleigh, NC 27612, (919) 546-0050.

Southeastern College's Professional Clinical Massage Therapy Program at the North Charleston and Columbia Campuses meets the minimum standards for training and curriculum as determined by regulation of the South Carolina Department of Labor Licensing and Regulation, South Carolina Board of Massage & Bodywork Therapy, Synergy Business Park, Kingstree Building, 110 Centerview Drive, Columbia, SC 29210, (803) 896-

4588.

Southeastern College's Cosmetology program at the Columbia Campus is licensed by the South Carolina Department of Labor, Licensing and Regulation and in compliance with the statutes and regulations of the South Carolina Board of Cosmetology, Synergy Business Park, Kingstree Building 110, Centerview Drive., P.O. Box 11329, Columbia, SC 29211 (803) 896-4588.

Southeastern College's Diagnostic Medical Sonography Programs abdomen-extended and obstetrics & gynecology concentrations at the West Palm Beach and Miami Lakes campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). Commission on Accreditation of Allied Health Education Programs, 9355-113th St. N, #7709 Seminole FL 33775. Phone: (727) 210-2350. Website: www.caahep.org. Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), 6021 University Boulevard, Suite 500 Ellicott City, MD 21043. Phone: (443) 973-3251. Website: www.jrcdms.org.

Southeastern College's Associate in Applied Science degree programs in Diagnostic Medical Sonography, Medical Assisting, Radiologic Technology, and Surgical Technology at the Charlotte Campus are licensed by the University of North Carolina System Board of Governors, State Authorization Unit, UNC System Office, 140 Friday Center Drive, Chapel Hill, NC 27515, (919) 962-2676.

Southeastern College's Medical Assisting Certificate Programs at the North Charleston, Columbia, and Charlotte Campuses are accredited by the Accrediting Bureau of Health Education Schools (ABHES), 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852, (301) 291-7550.

The Associate in Applied Science Degree in Occupational Therapy Assistant program at the Columbia and North Charleston Campuses are accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number, c/o AOTA, is 301-652-AOTA and its web address is

https://acoteonline.org/ For information on student debt levels and other disclosures, visit https://www.sec.edu/about/consumer-information/. Graduates of the Associate in Applied Science Degree in Occupational Therapy Assistant program are eligible to sit for the National Board for Certification in Occupational Therapy (NBCOT) certification exam. A direct link to information regarding the OTA program's pass rates for graduates attempting the national certification examination is made available by NBCOT at https://www.nbcot.org/Educators-Folder/SchoolPerformance.

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
- North Carolina Department of Veterans Affairs, Bureau of State Approving for Veterans Training
- South Carolina Commission on Higher Education State Approving Agency has approved Southeastern College for Veteran Education and Training

HISTORY

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 fourth 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. In 2015, the Greenacres Main campus moved its location to West Palm Beach, Florida. In December 2015, Southeastern College closed the Tampa Branch Campus.

In February 2015 the St. Petersburg Campus moved its location to Clearwater, Florida. In December 2016, Southeastern College closed both the Clearwater Branch Campus and New Port Richey Branch Campus locations. Additionally, in November 2021, the Miami Lakes Branch Campus moved its location within Miami Lakes, Florida. In March 2022, the West Palm Beach Main Campus location opened a Satellite location in Royal Palm Beach, Florida.

The Southeastern School of Neuromuscular and Massage Therapy of Charlotte, Inc., was founded in 1994. The school was established to provide a clinically based curriculum in Professional Clinical Massage Therapy training.

In February of 2007, the Southeastern School of Neuromuscular and Massage Therapy of Charlotte, Inc., was acquired by Dr. Arthur and Belinda Keiser who have long-term involvement in developing and managing private colleges and schools. In January of 2009, the school moved to a new facility also in the Charlotte area. In April of the same year, the school changed its name to Southeastern Institute and in September expanded its program offerings beyond Professional Clinical Massage Therapy. The campus moved to its new facility in 2019 and the name was changed from Southeastern Institute to Southeastern College in November 2020. In December 2020, the Charlotte campus was realigned to become a branch campus of the West Palm Beach main campus.

The Southeastern School of Neuromuscular and Massage Therapy of Columbia and the Southeastern School of Neuromuscular and Massage Therapy of Charleston were founded in 1997. Upon licensure by the South Carolina Commission on Higher Education, the schools were established to provide a

clinically based curriculum in the Professional Clinical Massage Therapy training program.

In February of 2007, the schools were acquired by Dr. Arthur and Belinda Keiser who have long-term involvement in developing and managing private colleges and schools. Additionally, in 2007 the schools shortened their name to Southeastern School of Neuromuscular Massage. In 2009, the Southeastern School of Neuromuscular Massage changed their name to Southeastern Institute and expanded the program offerings beyond Professional Clinical Massage Therapy. To accommodate future growth, the Columbia campus moved in January 2017 to 1628 Browning Road Columbia, SC 29210 and then to their current facility in November 2021. The North Charleston campus moved to its current facility in June 2017. In November of 2020, the name of the North Charleston and Columbia campuses were changed from Southeastern Institute to Southeastern College.

EQUAL OPPORTUNITY STATEMENT

Southeastern College's policy of equal opportunity, consistent with Federal policy, is that no person shall, on the grounds of race, creed, color, handicap, national origin, sex, age, political affiliation, sexual orientation, marital status 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.

To ensure continued success in achieving equal opportunity and non-discrimination in all of its programs and departments, Southeastern College hereby reaffirms that it is the responsibility of all staff, administration and supervisory personnel to work actively to ensure equal opportunities within their respective departments, as well as to demonstrate a personal and professional commitment to equal opportunity for all persons. Management and supervisory personnel have a responsibility to provide leadership and support for equal opportunity programs.

AMERICANS WITH DISABILITIES ACT

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA) of 1990 state that qualified students with disabilities who meet the technical and academic standards at Southeastern College may be entitled to reasonable accommodations. Students wishing to avail themselves of special adjustments/accommodations under the Americans with Disabilities Act should disclose special needs at the time of enrollment or as soon as possible. Accordingly, every effort is made to make reasonable adjustments/accommodations. Certain programs may require manual dexterity. Please consult your Campus President 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.

Qualified students with disabilities who feel they have not been treated fairly under Southeastern College's stated federal policies have the right to file a written complaint or appeal. A complaint or appeal should be submitted to the Campus President. These procedures apply only to complaints or appeals received in writing.

- A complaint or appeal is submitted in person, by U.S. mail, or by fax.
- Complaints or appeals may not be submitted by email.
- Complaints or appeals should be dated.
- Within 15 business days after acknowledging receipt of the ADA policy complaint or appeal, the Campus President will inform the student regarding the institutional response to the written complaint or appeal.

Applicant students who have been deemed ineligible for reasonable adjustments/accommodations under Section 504 have the right to appeal the decision with Southeastern College by filing a written appeal to the Executive Director stating the grounds or basis for a reversal of the decision.

Section 504 Coordinator

Joanna Peterson
Director of Student Services
5875 NW 163rd Street, Suite 102, Miami Lakes, FL 33014
Tel: (803) 798-8800
joapeterson@sec.edu

SEXUAL HARASSMENT

Southeastern College actively supports a policy on sexual harassment 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.

Title IX Compliance

Title IX of the Education Amendments of 1972 ("Title IX") protects individuals from discrimination based on sexual orientation in education programs or activities which receive Federal financial assistance. Southeastern College not only complies with the letter of Title IX's requirements but also endorses the law's intent and spirit. Southeastern College is committed to compliance in all areas addressed by Title IX, including access to higher education, career education, math and science, standardized testing, athletics, education for pregnant and parenting students, learning environment, and technology, as well as sexual harassment.

All students are responsible to make certain that sexual discrimination, sexual violence, or sexual harassment does not occur. If you feel that you have experienced or witnessed sexual harassment or sexual violence, you should notify either of the Title IX Coordinators designated below. Southeastern College forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation, it

is also a violation of Federal law. Additional details on this policy can be found at the following link http://www.sec.edu/heoa and under the heading "Health & Safety Information – Title IX Compliance".

Title IX Coordinator

Dr. Paula Cherry
Regional Director of Program Development and Academic Technologies
5875 NW 163rd Street, Suite 102, Miami Lakes, FL 33014
Tel: (305) 820-5003
pcherry@sec.edu

OWNERSHIP AND GOVERNING BODY

Southeastern College is wholly owned by BAR Education, Inc., 5875 NW 163rd Street, Suite 102, Miami Lakes, FL 33014. 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

Southeastern College's West Palm Beach Main Campus is located at 1756 N. Congress Avenue, West Palm Beach, FL 33409. The school is conveniently located near I-95 off FL-704/Okeechobee Boulevard. The building is approximately 20,760 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 Miami Lakes Campus is located at 5875 NW 163rd Street, Suite 101, Miami Lakes, FL 33014. The school is conveniently located near all major interstates and the Florida Turnpike. The building encompasses over 39,971 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 Charlotte Campus is located at 207 Regency Executive Park Drive, Charlotte, NC 28217. The college encompasses 32,579 square feet; which includes classrooms, a media center, a student lounge, a massage clinic, a patio area, a conference room, and offices. Classrooms are clean, quiet, and air-conditioned. Classrooms are designed for lectures, hands-on instruction, and clinical internship. Instructional materials including audio-visual equipment, cushions and chairs, portable treatment tables, skeletons, and anatomical charts used to enhance learning are also available. There is ample parking. All equipment used at the school is compatible with industry standards and effectively meets the objectives of each program offered.

Southeastern College's Columbia Campus is located at 581 Columbia Mall Boulevard Columbia, SC 29223 The school is conveniently located at the junction of I-20 and Two Notch Road. The school encompasses 45,191 square feet of air conditioned/heated and well-lit classrooms, laboratories, media

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

The Southeastern College's North Charleston Campus is located at 2431 Aviation Avenue, Suite 703, North Charleston, SC 29406. The school is conveniently located in the Aviation Business Park in the heart of N. Charleston, close to Charleston International Airport, I-526 and I-26. The school encompasses approximately 24,268 square feet of air conditioned/heated and well-lit classrooms, laboratories, media center, student lounge and offices providing students with a modern and comfortable learning environment. In addition, the school provides ample free parking. All equipment used at the school is compatible with industry standards and effectively meets the objectives of the programs.

Southeastern College's West Palm Beach Main Campus' Satellite location is located at 300 Royal Commerce Road, Royal Palm Beach, FL 33411. The Satellite location consists of approximately 11,962 square feet of air conditioned and well-lit classrooms, laboratories, a student lounge, and staff and faculty offices providing students with a modern and comfortable learning environment. In addition, the Satellite location has ample free parking. All equipment used at the Satellite location is compatible with industry standards and effectively meets the objectives of the programs.

ADMISSIONS

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 before 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. The applicant is responsible for arranging 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 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. The applicant is responsible for arranging and paying 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 foreign 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 College in English for all programs except for programs that offer classes in a bilingual format, which can be administered in Spanish) or provide results of his/her Scholastic Aptitude Test (SAT), American College Testing examination (ACT), or Armed Services Vocational Aptitude Battery examination (ASVAB). College requirements for admission are a combined score of 910 on the SAT (or the previous versions SAT examination score equivalent – see Entrance Test Concordance Table below), a composite score of 17 on the ACT, a score of 50 on the ASVAB, or successful passing score on the College entrance examination.

Entrance Test Concordance Table

SAT Composite Score *Current Version* *March*	**SAT Composite Score *Previous Version* *2006-February 2016* *(Critical***	**SAT Composite Score *Previous Version* *2005-Earlier***	**ACT Composite Score**	**ASVAB Score**	**Wonderlic Score**

2016-Present (Math, New Reading+ Writing)	*Reading+ Math+Writing)*	*(Critical Reading+ Math)*			
1150	**1590**	1070	23	65	25
1110	**1530**	1030	22	65	24
1070	**1470**	990	21	65	23
1070	**1470**	990	21	65	22
1030	**1410**	950	20	65	21
1030	**1410**	950	20	65	20
990	**1350**	910	19	65	19
990	**1350**	910	19	65	18
950	**1290**	870	18	50	17
910	**1230**	830	17	50	16
910	**1230**	830	17	50	15
870	**1170**	790	16	31	14
870	**1170**	790	16	31	13

Wonderlic Score Table

Certificate	Score
Electronic Medical Billing and Coding Specialist	13
Diagnostic Medical Sonography	17
Medical Assisting	13
Professional Clinical Massage Therapy	17

Diploma	Score
Business Administration	13
Early Childhood Education	15
Electronic Medical Billing and Coding Specialist	13
Medical Assisting	13
Medical Office Basic X-Ray Technician	13
Practical Nurse/Practical Nursing	16
Professional Clinical Massage Therapy	13
Associate in Applied Science	**Score**
Business Administration	13
Diagnostic Medical Sonography	20
Information Technology and Network Systems	15
Medical Assisting	13
Nursing	19
Occupational Therapy Assistant	18
Radiologic Technology	18
Surgical Technology	17
Associate of Science	**Score**
Business Administration	13
Diagnostic Medical Sonography	20
Early Childhood Education	15
Medical Assisting	13
Medical Office Basic X-Ray Technician	13
Nursing	19
Radiologic Technology	18
Surgical Technology	17
Bachelor of Science	**Score**
Early Childhood Education	15

Applicants for any of the Nursing Programs are exempt from taking the entrance examination upon presenting appropriate documentation confirming a passing grade on the nursing pre-entrance exam.

The College must confirm that the minimum passing TEAS score of 39.0 for the Practical Nursing program and 60.0 for the Associate in Applied Science Nursing program is met prior to acceptance.

A minimum composite score equivalent to 110.5 points or 60th percentile on the National League for Nursing Pre-Admission Exam-RN (PAX-RN) may be also used as a pre-entrance exam for the N. Charleston Associate in Applied Science Nursing program.

Southeastern College reserves the right to accept up to 10% of applicants who do not meet appropriate entrance test scores for all programs (except Diagnostic Medical Sonography, Practical Nurse, Practical Nursing, and Nursing programs) but who request admission based on other criteria. A current resume and appeal letter from the student (which must be typed and include a minimum of 150 words explaining why the applicant feels they will be a good fit for the program) are reviewed by the Dean of Academic Affairs and the Campus President. The applicant must also interview with the Campus President and/or Dean of Academic Affairs. If the appeal is approved an acceptance rubric 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 of 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 degree programs.

STATE AUTHORIZATION DISCLOSURE HYBRID PROGRAMS

The following information applies to any prospective or current student enrolled in a hybrid program at Southeastern College:

Southeastern College reviews admission applications and may enroll students in hybrid programs from each state under the National Council for State Authorization Reciprocity Agreements (NC-SARA). If a student moves to another state, the student must contact Southeastern College. A student relocation to another state which is not covered by NC-SARA may adversely impact the student's ability to complete their hybrid program at Southeastern College. It is the student's responsibility to inform Southeastern College in writing via email, postal mail or letter delivered in person of his or her relocation to another state with as much notice as possible.

Southeastern College criteria for determining a student's physical location may include, but in not limited to, government issued identification, state driver's license, signed student attestation, lease agreement, or other verified documentation of physical location. The physical address on the Enrollment Agreement must be verified as a residence within NC-SARA. Should any known material circumstance arise that would adversely impact an applicant's ability to complete the program, those will be disclosed, if known, in writing to the student during the admissions process.

INTERNATIONAL STUDENTS

Southeastern College is proud of the international character of its student body and welcomes students from other nations. 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's main campus of West Palm Beach and the Miami Lakes Campus 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. 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, an iBT of 64, or successful passing score on the College entrance examination.

Applications for international students can be obtained through the Admissions Office. Applications should be submitted at least two months before a program starts.

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/pay period.** If the course the student is wishing to transfer is scheduled within the first semester/pay period, 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.

College Level Examination (CLEP) Policy

Since many college students are adults without an opportunity to enter an advanced-placement program but have broad and varied backgrounds,

Southeastern College will consider the results of the CLEP for credit by examination. This program, as described in CLEP's descriptive brochure, was developed "to provide a national program of examinations that can be used to evaluate nontraditional college-level education, specifically including independent study and correspondence work."

College credit may be awarded for acceptable scores at or above the 50th percentile on college sophomore norms of the College Level Examination Program (CLEP) of the College Entrance Examination Board. A maximum of 18 semester hours of credit may be awarded, based on General Examination or Subject Examination scores. To receive the maximum benefits, it is suggested that students take advantage of this program prior to their initial registration. Credit cannot be awarded in an area covered by the CLEP General Examination when it duplicates credit already awarded to a student for successful completion of college-level work.

Southeastern College welcomes a variety of students of all ages to its campuses; many students bring a depth of knowledge to specific subjects. It recognizes and honors such knowledge by accepting the full range of College Level Examination Program (CLEP) tests. Assuming that an acceptable grade (see list below) is attained on a CLEP examination, Southeastern College grants credit toward degree completion.

Credit-Granting Scores Examinations	**Credit**	**Score**	**Score Replaces**
English Composition (with or without essay) **Humanities**	6	50	ENC1101 English Composition I ENC2101 English Composition II AML1000 American Literature ENL1000 English Literature

Mathematics	6	50	MAT1033 Intermediate Algebra MAC2105 College Algebra
Natural Sciences	6	50	BSC1005 General Biology BSC2006 Advanced Biology BSC1050 Environmental Science
Social Sciences/History	6	50	AMH1010 American History Pre 1876 AMH1020 American History Since 1876 POS1041 Political Science
Business			
Information Systems and Computer Applications	3	50	CGS1060 Introduction to Computers
Principles of Management	3	50	MAN1100 Principles of Management
Principles of Accounting	6	50	ACG1200 Accounting Principles I ACG2200 Accounting Principles II
Introduction to Business Law	3	50	BUL1100 Business Law
Principles of Marketing	3	50	MAR1200 Introduction to Marketing

Composition and Literature			
American Literature	3	50	AML1000 American Literature
English Literature	3	50	ENL1000 English Literature
Computers			
Introduction to Computers	3	50	CGS1060 Introduction to Computers
History and Social Sciences			
American History I: Early Colonization to 1877	3	50	AMH1010 American History Pre 1876
History of the United States II: 1865 to Present	3	50	AMH1020 American History Since 1876
Principles of Macroeconomics	3	50	ECO2100 Macroeconomics
Principles of Microeconomics	3	50	ECO1100 Microeconomics
Introductory Psychology	3	50	PSY1012 Introduction to Psychology
Introductory Sociology	3	50	SYG1001 Sociology
Science and Mathematics			
Algebra	3	50	MAT1033 Intermediate

			Algebra
General Biology	3	50	BSC1005 General Biology BSC1005L General Biology Lab

Students who wish to receive credit for CLEP examinations (general or subject) are responsible for having CLEP transcripts mailed to the respective Southeastern College campus by the College Entrance Examination Board (CEEB), and they are responsible for ordering and paying any fees associated with CLEP transcripts. The Dean or registrar must receive the transcript directly from the CEEB by the end of the student's first semester.

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 the 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 the 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 college **by the end of the student's first semester/pay period.** If the course

the student is wishing to transfer is scheduled within the first semester/pay period, 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. The 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 provides 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.
7.

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

Credit Earned

Awards of life experience credit are limited to documented equivalent prior learning experiences gained through settings such as service in the armed forces, employment, on the job training, apprenticeships, and other such learning sources. A limit of no more than 50% of the total number of clock hours or credit hours required to complete the program is considered.

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 President together with a current résumé. 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

At the West Palm Beach and Miami Lakes campuses, some 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 by 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 https://flscns.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.

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	Century Digit	Decade Digit	Unit 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 *Exceptions to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 84 different public and nonpublic 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.

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 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. Applied academics for adult education 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 Non regionally Accredited Institutions

The SCNS makes available on its home page (http://scns.fldoe.org) a report entitled “Courses at Non regionally 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 Regional Academic and Accreditation Specialist in the Office of the Executive Director or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at https://flscns.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: https://www.sec.edu/about/consumer-information/

GENERAL INFORMATION

The Financial Aid Department at Southeastern College provides assistance to students who need financial aid 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.studentaid.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 college 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 Department.

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, ¼-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.

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 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 various 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 s/he 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 (FAFSA). 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 FAFSA 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. The Financial Aid department 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 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

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 is 16-weeks in duration for credit hour programs. Each pay period is 450 hours (900 clock hour program), 370 hours (740 clock hour program) and 500 hours (1500 clock hour program) in duration for clock hour programs. 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)	**$ 50.00**
Nursing Admittance Fee	**$75.00**
Registration Fee, FL (one-time charge)	**$ 95.00**
Registration Fee, NC & SC (one-time charge)	**$ 50.00**
Transcript Fee	**$ 25.00**

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: $11,192.00 per semester/*pay period (not all programs offered at all locations)

Charlotte, NC and Columbia, SC. Miami Lakes and West Palm Beach FL. –
Tuition for Students attending the 740-clock hour PCMT Program: $8,506.00 per semester/*pay period (not all programs offered at all locations)

Columbia, SC – Tuition for Students attending the 1500 clock hour Cosmetology program: $8,506.00 per semester/*pay period (not all programs offered at all locations)

Diploma/Certificate Programs	**Semester/Period**
Business Administration	2

Cosmetology	3
Diagnostic Medical Sonography	5
Early Childhood Education	2
Electronic Medical Billing and Coding Specialist	2
Medical Assisting	2
Medical Billing and Coding Specialist	2
Medical Office Basic X-Ray Technician	2.75
Practical Nurse	3
Practical Nursing	3
*Professional Clinical Massage Therapy	2**
Surgical Technology	3

Associate Degrees	**Semesters/Period**
Business Administration	5
Diagnostic Medical Sonography	6
Early Childhood Education	5
Information Technology and Network Systems	5
Medical Assisting	4
Medical Office Basic X-Ray Technician	4.5
Occupational Therapy Assistant	6
Nursing	6.25
Surgical Technology	5
Radiologic Technology	6

Bachelor of Science Degree	**Semesters/Period**
RN to BSN	3
Early Childhood Education	10

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:

Diploma in Diagnostic Medical Sonography, AAS Occupational Therapy Assistant, Practical Nurse, Practical Nursing, Nursing, Radiologic Technology, Surgical Technology	$1,200.00
Technology Fee	$300.00
Program Fee	$300.00
Student Services Fee	$300.00
Lab Fee	$300.00
All Other Programs	$900.00
Technology Fee	$300.00
Program Fee	$200.00*
Student Services Fee	$300.00
Lab Fee	$100.00

* Program fee for the final pay period is $798.00 for the Charlotte PCMT

Tuition Charge per Semester/*Pay Period for Life Experience Credit

Tuition for life experience course is 25% of normal tuition for a semester

Other Fees

Withdrawal Fee	$ 100.00
Diploma Handling Fee	$ 100.00
Re-entry Fee	$ 25.00
Returned Check Fee	$ 25.00

- This is not an all-inclusive listing of the different fees which may be changed.
- Programs that require a student kit will be assessed a fee accordingly.
- Textbook prices are available on the student portal by course.
- Textbooks purchased from Follett will have shipping charges assessed to them.
- 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 $10.00 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 prior notice. Students will be notified of any changes made at the college. Tuition is charged by the semester/*pay period as stated above.

*** 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.**

Uniforms, Tests, Supplies, and Special Fees

Students are required to wear medical scrubs to class each day while in their major courses except for programs which may require program specific attire. These medical uniforms are available through the Online Bookstore. The estimated cost for a uniform set ranges between $50.00 - $100.00 depending on the student's program. 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. Kit items may include blood pressure cuffs, stethoscopes, bandage scissors, etc. that students will need for class activities.

Student Withdrawals

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 school.

TUITION GUARANTY BOND

A copy of the school's Tuition Guaranty Bond for the Charlotte, NC Campus is

available upon request.

COLLEGE WITHDRAWAL 34 C.F.R. § 668 (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. **When requesting a withdrawal electronically, only a Southeastern College student email address may be used.** 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 in writing. Notification should be directed to the Dean of Academic Affairs/Campus President 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.

This policy will affect the student's grade based on the following:

- Withdrawal ***up to*** 50% completion of the course, a grade of W will be assigned.
- Withdrawal ***after*** 50% completion of the course, a grade of F. will be assigned.

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

Return of Title IV Funds (R2T4)

The requirements for Federal Student Aid (FSA) when a student withdraws are different from the Institutional Refund Policy. As such a student may still owe a balance to the college for unpaid institutional charges. Federal regulations specify the amount of FSA funds the student is eligible to retain for the semester/payment period.

Once a student has completed more than 60% of the semester/payment period he/she has earned 100% of the FSA funds for that period with the exception of the Pell Grant which is pro-rated based on credit hours attempted prior to the R2T4 calculation being completed. Anytime a student begins attendance in at least one course but does not begin attendance in all the courses he/she was scheduled to attend, the college must review to see if it is necessary to recalculate the student's eligibility for funding received based on a revised enrollment status and cost of education.

In a program offered in modules (clock hour programs are not considered as modular) for any student who withdraws on or after July 1, 2021, a student is not considered to have withdrawn if the student meets one of the following exceptions:

1. Successful completion of one module that includes 49 percent or more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days and all days between modules; or
2. Successful A combination of modules that when combined contain 49 percent or more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days and all days between modules; or
3. Successful completion of coursework equal to or greater than the coursework required for the institution's definition of a half-time student under § 668.2 for the payment period.

For students who withdraw during the semester/payment period that do not meet one of the three R2T4 exceptions described above, the College will perform a Return to Title IV calculation (R2T4) to determine the amount of FSA funds the student has earned at the time of withdrawal. This is calculated based on the total number of calendar days completed divided by the total number of calendar days in the semester/payment period.

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. Reductions in indebtedness are made solely at the discretion of the College for Withdrawals necessitated by conditions beyond a student's control such as an emergency acceptable to the College. An administrative fee of $100 will be charged when a student withdraws prior to the end of the period of financial obligation. The period of financial obligation is the time the student is enrolled (a semester/pay period). Students who have withdrawn and wish to re-enter will be charged a $25 re- entry fee.

The Order of the Return of FSA Funds

The return of FSA funds under the Federal refund policy follows a specific order. (1) Unsubsidized Direct Loan – (2) Subsidized Direct Stafford Loan – (3) Direct Plus– (4) Pell Grant – (5) Iraq and Afghanistan Service Grants – (6) FSEOG – (7) - Other Title IV

1. If a student withdraws, it is the student's responsibility to notify the College of his/her intent to withdraw either through verbal or written communication. When requesting a withdrawal electronically, only a Southeastern College Email address may be used. Notification should be directed to the Dean of Academic Affairs/Campus President. For unofficial withdrawals a student's withdrawal date is their last day of attendance. The College's determination that a student is no longer in school if no notification is received is determined no later than 14-days after the student's last date of 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 semester/pay period, will require an R2T4 calculation. The R2T4 calculation is based on the number of calendar days completed divided by the total number of calendar days in the semester/payment period with the exception of the application fee.

5. The R2T4 calculation is used to determine the amount of FSA funds the student has earned at the time of withdrawal. If the student attends more than 60% of the semester/payment period, the College has earned 100% of the loans and institutional charges (Note: exception Pell Grant is pro-rated based on credit hours attempted prior to the calculation being completed).
6. Date of Determination: For a student who provides official notification (in writing or verbally) to the College of his or her intent to withdraw, the Date of Determination is the student's withdrawal date, or the date of notification of withdrawal, whichever is later (34 CFR 668.22 (1)(3)(i)).
7. R2T4 calculations and any required FSA refunds will be completed within the required timelines to meet the Federal Requirements as outlined by the Department of Education (DOE).

Return of Title IV Funds (R2T4) for Clock Hour Programs

If a student withdraws from the College prior to completion of 60% of their payment period, a Return to Title IV calculation must be completed. This will determine the amount of Title IV funds the student has earned and what needs to be refunded.

The percentage of the payment period is calculated by the hours scheduled to complete in the payment period as of the withdrawal date divided by the total hours in the payment period.

Return of Federal Tuition Assistance

Southeastern College will return any unearned FTA funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided. FTA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. In instances when a Servicemember stops attending due to a military service obligation, Southeastern College will work with the affected Service member to identify solutions that will not result in a student debt for the returned portion.

Cancellation / Withdrawal Calculation (FL)

If tuition and fees are collected in advance of the start date of a program and the college 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 college 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. **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 three business days after the signing of the terms of enrollment, all registration fees in excess of $100 will be refunded to the student.** All registration fees will be refunded if the student is not accepted into his/her particular program. Students are asked to notify the college in writing of cancellation.

The college shall keep a pro-rated portion of the tuition for students who withdraw within the first 20% of the semester/pay period (period of financial obligation) in which they are attending; beyond 20% the student is obligated for the full tuition for the semester/pay period (period of financial obligation) in which they are attending. Any funds paid for supplies, books, or equipment which can be and are returned to the college, will be refunded to students who withdraw prior to the start of the semester/pay period (period of financial obligation) upon return of said items which can be resold. In the event that a student cannot complete one or more classes because the college discontinued such class(es) during a period of enrollment for which the student was charged, the college refunds the sum of all amounts paid or to be paid by or on behalf of the student for such class(es).

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. **When requesting a withdrawal electronically, only a Southeastern College student**

Email address may be used. 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 in writing. Notification should be directed to the Dean of Academic Affairs/Campus President 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.

This policy will affect the student's grade based on the following:

- Withdrawal **up to** 50% completion of the course, a grade of W will be assigned

- Withdrawal **after** 50% completion of the course, a grade of F. will be assigned

For unofficial withdrawals, a student's withdrawal date is their last day of attendance. The school's determination that a student is no longer in school for unofficial withdrawals is determined after 14-days of nonattendance.

Refunds will be made within thirty days from the date of determination. All balances owed the college due to the return of Title IV funds or withdrawal calculation or a balance due at the time of graduation will be billed to the student.

Unused Tuition Adjustment Policy for Active-Duty Students:

A semester of sixteen (16) weeks may consist of four (4) consecutive four (4) week terms, two consecutive 8-week terms, or (1) consecutive sixteen (16) week semester of instruction.

- 100% of Tuition Assistance (TA) received will be returned if the student withdraws prior to the first day of class or within the first week with no attendance.

- 75% of TA received will be returned if the student withdraws during week 1 of a 4-week course, weeks 1-2 of an 8-week course, or weeks 1-4 of a 16-week course during the payment period.
- 50% of TA received will be returned if the student withdraws during week 2 of a 4-week course, weeks 3-4 of an 8-week course, or weeks 5-8 of a 16-week course during the payment period.
- 25% of TA received will be returned if the student withdraws during week 3 of a 4-week course, weeks 5-6 of an 8-week course, or weeks 9-12 of a 16-week course during the payment period.
- No TA received will be returned if the student withdraws during week 4 of a 4-week course, weeks 7-8 of an 8-week course, or weeks 13-16 of a 16-week course during the payment period.

Cancellation / Withdrawal Calculation (Charlotte, NC)

If tuition and fees are collected in advance of the start date of a program and the college 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 $50 will be refunded. Students who have not visited the college 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. **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 three business days after the signing of the terms of enrollment, all registration fees in excess of $50 will be refunded to the student.** All registration fees will be refunded if the student is not accepted into his/her particular program. Students are asked to notify the college in writing of cancellation.

The college shall keep a pro-rated portion of the tuition for students who withdraw within the first 25% of the first semester/pay period (period of financial obligation) in which they are attending. A refund of no less than 75% of

tuition will be received by the student. Beyond 25%, students are obligated for the full tuition for the first semester/pay period (period of financial obligation) in which they are attending. In semesters/pay periods after the first semester/pay period of enrollment, the college will keep a prorated portion of the tuition for students who withdrawn within the first 20% of the semester/pay period; beyond 20% the student is obligated for full tuition. Any funds paid for supplies, books, or equipment which can be and are returned to the college will be returned to students who withdraw prior to the start of the semester/pay period (period of financial obligation) upon return of said items which can be resold. In the event that a student cannot complete one or more classes because the college discontinued such class(es) during a period of enrollment for which the student was charged, the college refunds the sum of all amounts paid or to be paid by or on behalf of the student for such class(es).

If a student withdraws, they are responsible for notifying the school of their intent to withdraw through verbal notification or in writing. **When requesting a withdrawal electronically, only a Southeastern College student Email address may be used.** The date of the withdrawal, the reason for the withdrawal, and the date s/he plans to return to the school must be communicated to the school either verbally or in writing. Notification should be directed to the Dean of Academic Affairs/Campus President and must be submitted prior to the date of return to the next class start, if applicable. A student will be withdrawn from school if the notification is not received before 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.

This policy will affect the student's grade based on the following:

- Withdrawal **up to** 50% completion of the course, a grade of W will be assigned

- Withdrawal **after** 50% completion of the course, a grade of F. will be assigned

For unofficial withdrawals, a student's withdrawal date is their last day of attendance. The school's determination that a student is no longer in school for unofficial withdrawals is determined after 14 days of non-attendance.

Refunds will be made within thirty days from the date of determination. All balances owed to the college 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.

Cancellation / Withdrawal Calculation (Columbia and North Charleston, SC)

If tuition and fees are collected in advance of the start date of a program and the college cancels the class, 100% of the tuition and fees collected will be refunded except for the application fee not to exceed $50. Upon enrollment, should the school change the minimum number of students required to offer a course, students will be notified in writing of their revised start date, and will obtain written confirmation that he or she requests to cancel or continue the application. Refunds will be made in compliance with the Commission's policy.

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 $50 will be refunded. Students who have not visited the college 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. 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 $50 will be refunded to the student. All registration fees will be refunded if the student is not accepted into his/her particular program. Students are asked to notify the college in writing of cancellation.

In adherence with the South Carolina Commission on Higher Education's Regulations Governing Nonpublic Postsecondary Colleges, the college shall keep a pro-rated portion of the tuition rounded down to the nearest 10% for students who withdraw within the first 60% of the first semester/pay period (period of

financial obligation) in which they are attending; beyond 60% of the students' first semester/pay period, students are obligated for the full tuition for the semester/pay period (period of financial obligation) in which they are attending. In semesters/pay periods after the first semester/pay period of enrollment, the college will keep a prorated portion of tuition for students who withdraw within the first 20% of the semester/pay period; beyond 20% the student is obligated for full tuition. Any funds paid for supplies, books, or equipment which can be and are returned to the college, will be refunded to students who withdraw prior to the start of the semester/pay period (period of financial obligation) upon return of said items which can be resold. In the event that a student cannot complete one or more classes because the college discontinued such class(es) during a period of enrollment for which the student was charged, the college refunds the sum of all amounts paid or to be paid by or on behalf of the student for such class(es).

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. **When requesting a withdrawal electronically, only a Southeastern College student Email address may be used.** The date of the withdrawal, the reason for the withdrawal, and the date s/he plans to return to the school must be communicated to the school either verbally or in writing. Notification should be directed to the Dean of Academic Affairs/Campus President 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.

This policy will affect the student's grade based on the following:

- Withdrawal **up to** 50% completion of the course, a grade of W will be assigned

- Withdrawal **after** 50% completion of the course, a grade of F. will be assigned

For unofficial withdrawals, a student's withdrawal date is their last day of attendance. The school's determination that a student is no longer in school for unofficial withdrawals is determined after 14-days of non-attendance.

Refunds will be made within thirty days from the date of determination. All balances owed to the college 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 college. During the orientation, students are versed in the mission and traditions of the College, 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 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 résumés 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 opportunities. 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 workforce that is not only knowledgeable in its field, but also prepared to meet the needs of a demanding job market. **Although Southeastern College provides employment assistance for full-time work, it cannot promise or guarantee employment.**

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 (Grade Point Average) (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.

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.

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

Southeastern College commencement ceremonies are held annually. Students are eligible to participate if they satisfactorily complete the academic requirements for the program in which they are enrolled at least one term prior to the commencement ceremony. 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 exit application, request participation in the ceremony, and complete all required institutional and departmental exit interviews.

Diplomas for students meeting the exit requirements and financial obligations are distributed and available for pick up at the college. It is recommended that students contact the Student Services department at their campus to confirm pick-up time and availability. Other diploma pickup or mailing arrangements (diploma handling and shipping fees apply per the tuition addendum) must be made with the Student Services Director. All financial obligations (including student account balances, and any institutional payment installment plans, etc.) and graduation requirements must be fulfilled before a diploma is released.

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 prior notice. Students will be notified of any changes made at the college. 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 s/he 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 President and Dean of Academic Affairs maintain an open-door policy regarding any student concern or problem.

OFFICIAL COMMUNICATION WITH STUDENTS

The assigned College email account shall serve as the official means of communication with all students. Examples of such communication include but

are not limited to: notifications from the College, Campus Program, Library, Financial Aid Department, Academic Affairs Department and Student Services Department. Course information (class materials, assignments, questions, and instructor feedback) may also be provided through the Southeastern College student email account. Students are required to activate their Southeastern College email account upon enrollment and are responsible to routinely check for updates.

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.

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:

https://www.sec.edu/about/safety-and-security/

The Annual Security Report contains crime statistics and describes the institutional security policies. This report also provides campus safety tips, and information on who to contact in case of emergency. Upon request the college will provide a hard copy of the report.

FIREARMS POLICY

Certified law enforcement officers and\or assigned licensed and uniformed security 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. At the West Palm Beach and Miami Lakes Campuses, the 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 10:40 p.m. Alternative class times may be available for certain programs. Classes for the nursing programs are generally scheduled 5 days a week. Class times and days may vary based on clinical scheduling.

At the Charlotte Campus day classes are generally scheduled Monday-Thursday from 9:00 a.m. to 3:15 p.m. Evening classes are generally scheduled Monday, Tuesday, and Thursday from 5:30 p.m. to 10:00 p.m. Some courses require Friday and/or Saturday attendance and may vary by program.

Day classes at the Columbia Campus are generally scheduled Monday-Friday from 9:00 a.m. to 2:00 p.m. Day classes at the North Charleston Campus are generally scheduled Monday-Thursday from 8:45 a.m. to 3:00 p.m. Evening classes are generally scheduled Monday, Tuesday, and Thursday from 6:00 p.m. to 10:10 p.m. Some courses require Friday and/or Saturday attendance and may vary by program and campus.

STANDARDS OF CONDUCT

Commensurate with the academic atmosphere that prevails throughout 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 different 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.

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/pay period. 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. **The use of Artificial Intelligence (AI) tools (Chat GPT, or others etc.) or remote access tools during testing are strictly prohibited at Southeastern College.**

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 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 add/drop forms, incomplete forms, petitions, letters of permission, or any other official College document.

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 highly 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 school.

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/pay period.

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 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/Coordinator 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/Coordinator 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/Coordinator 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/Coordinator 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 school;
    - failure to comply with policies and procedures listed in the current School 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 illegal 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;
- violating state or federal law, including but not limited to Florida Statute Section 553.865, Safety in Private Spaces Act;
- 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 advising 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/Coordinator. Subsequent levels are the Dean of Academic Affairs and the Campus 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 of Academic Affairs, the Campus 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 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, s/he 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 s/he is convicted three or more times for drug distribution, s/he may become permanently ineligible to receive Title IV financial assistance.

Medical Marijuana Policy

Southeastern College prohibits the possession and use of marijuana on all of its

campuses. Marijuana is not permitted on campus because it remains a drug prohibited by Federal law. Federal legislation also prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana on campus.

The college continues to enforce its current policies regarding illegal substances or paraphernalia. Students who violate the college's drug policy prohibiting the use or possession of illegal substances or paraphernalia, including medical marijuana on campus, can be subjected to disciplinary action as expressed in the institutional catalog.

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 college discloses 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: www.sec.edu/safetyandsecurity/asr.html

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 a 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. Student Handbooks in each allied health program may contain additional, more stringent standards of appearance that must be followed at all times.

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 a 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, s/he 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, s/he may be continued on disciplinary probation or dismissed from the program and the College (*see the programmatic handbook for specific standards and guidance*).

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 hearings are held on a Tuesday immediately after day classes have concluded. 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 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 Executive Director, will become binding upon the administration as well as the student who filed the grievance.

Grievances not resolved on the institutional level, for the Columbia, SC and North Charleston, SC campuses may be forwarded to the South Carolina Commission on Higher Education, Nonpublic Postsecondary Institutional Licensing, 1122 Lady Street, Suite 300, Columbia, SC 29201, (803) 737-2260. Students may file a complaint with the South Carolina Commission on Higher Education by completing a complaint form available at the following link:

Complaint_Procedures_and_Form September 2022.pdf (sc.gov)

Any grievance not resolved on the Institutional level, for the Charlotte, NC campus may be forwarded to the North Carolina Community College System

Office of Proprietary Schools, 5001 Mail Service Center, Raleigh, North Carolina, 27699-5001, phone (919) 807-7061, fax (919) 807-7169.

Procedures for handling complaints may be found at:
http://www.nccommunitycolleges.edu/proprietary-schools

The State Authorization Unit of the University of North Carolina System Office serves as the official state entity to receive complaints concerning post-secondary institutions that are authorized to operate in North Carolina. If students are unable to resolve a complaint through the institution's grievance procedures, they can review the Student Complaint Policy (PDF) and submit their complaint using the online complaint form at https://studentcomplaints.northcarolina.edu/form or by mail to North Carolina Post-Secondary Education Complaints, 140 Friday Center Drive, Chapel Hill, NC, 27517, (919) 962-4558.

West Palm Beach and Miami Lakes Campuses:

In the event the student feels the grievance was not managed properly by the institution, the student may submit his or her complaint to the following:

Commission for Independent Education (CIE)
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399
Or E-mail: cieinfo@fldoe.org
Or Fax: 850-245-3238

Complaint process for out-of-state distance education students participating under SARA, who have completed the internal institutional grievance process, and the applicable state grievance process, may appeal non-instructional complaints to the FL SARA PRDEC Council at FLSARAinfo@fldoe.org. For additional information on the complaint process, please visit the FL-SARA Complaint Process page at http://www.fldoe.org/sara/complaint-process.stml

Southeastern College students residing in California that wish to file a complaint may do so through the grievance procedures above, or by contacting the California Department of Consumer Affairs at 833-942-1120 or dca@sca.ca.gov

STUDENT COMPLAINT PROCEDURE

Students who feel they have not been treated fairly under Southeastern College's stated policies have the right to file a written complaint or appeal. A complaint or appeal should be submitted to the Campus President. These procedures apply only to complaints or appeals received in writing.

- A complaint or appeal is submitted in person, by U.S. mail, or by fax.
- Complaints or appeals may not be submitted by email.
- Complaints or appeals should be dated.
- Within 15 business days after acknowledging receipt of the complaint or appeal, the Campus President will inform the student regarding the institutional response to the written complaint or appeal.

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 | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting **complaints@accsc.org** or at https://www.accsc.org/Student-Corner/Complaints.aspx.

Student complaints may also be forwarded to the South Carolina Commission on Higher Education, Nonpublic Postsecondary Institutional Licensing, 1122 Lady Street, Suite 300, Columbia, SC 29201, (803) 737-2260. Students may file a complaint form available at the following link:

Complaint_Procedures_and_Form September 2022.pdf (sc.gov)

Institutions licensed by the Commission for Independent Education (CIE) shall develop, publish, and follow a procedure for handling complaints, disciplinary actions and appeals. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Commission. To file a complaint a letter or email must contain the following information: 1). Name of Student (or Complainant); 2). Complainant Address; 3). Phone Number; 4). Name of Institution; 5). Location of Institution (City); 6). Dates of Attendance; 7). A full description of the problem and any other documentation that will support your claim. The letter should be sent to:

Commission for Independent Education
325 W. Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Email: cieinfo@fldoe.org
Fax: (850) 245-3238

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. for Florida schools, pursuant to section N.C. Gen. Stat. 1-567 for NC schools. 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 aged 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 (Registrar, Financial Services or Bursar). Records are supervised by the Campus 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.

The Family Educational Rights and Privacy ACT (FERPA), a Federal law, requires that the school, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your educational

records. Directory information is considered public and may be released without written consent unless specifically prohibited by the student concerned. Data defined as directory information includes: student name, major field of study, student participation in officially recognized activities, dates of attendance; enrollment status (full-time, part-time; undergraduate or graduate), degrees and awards received, and the most recent educational agency or institution the student has attended. Students wishing to opt out must provide a formal written request to the Registrar at their campus.

TRANSCRIPTS

A request for a Southeastern College transcript can be requested 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. A student can also complete the transcript request online https://www.sec.edu/admissions/transcript-request/. 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 $25 to be paid with an application.

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.

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:

- 30.0 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 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 the 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.

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.

Requirements for Distance Education:

Southeastern College has computers available with Internet access for student use at campuses throughout Florida, North Carolina, and South Carolina. Southeastern College provides technical services and training through its online platform. Personal desktop or laptop computer with internet access is required for students in online programs. Students are required to have Microsoft office for all online classes.

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. The library website (http://www.southeasternlibrary.com) and the library's electronic resources are accessible from any internet connection, including mobile devices, and can thus be utilized from within the classroom, or from anywhere students wish to study. The library webpage is designed to

provide fast and easy access to a variety of resources in a convenient, one-stop location where students, faculty, clinical site staff, and administrators can register for privileges, make suggestions for addition to the collections, obtain library orientation, get help (in various languages), chat with an online librarian, search the library's catalog and online databases, utilize a variety of suggested links, and more.

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. This policy does not apply to students who are less than full time status. 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 Executive Director.**

ADD AND DROP PERIOD

Add/drops may occur only during the first five days of a semester/pay period.

ATTENDANCE

Regular class attendance is essential to proper academic progress and is expected. At Southeastern College, satisfactory attendance is considered 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 Professional Clinical Massage Therapy, the student shall attend no less than 88% (all campuses) of the instructional hours of the course. If a student does not attend 88% (all campuses) or more of a course, s/he will receive a failing grade (F) for the course.

Some programs have more specific programmatic attendance restrictions and policies which are outlined in the respective Program Handbooks.

A student may be reinstated in classes following an instructor's evaluation of their abilities and performance. Such determinations are made on an individual, case-by-case basis. A new or re-entry student must be present by the third-class meeting or not allowed to begin school.

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.

In an emergency which causes a student to be absent, it is the student's responsibility to make arrangements with the instructor to complete the 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**. 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.

Make-up Work

Excused absence(s) allow a student to make up coursework or other classroom assignments. Make-up assignments and arrangements are separate from any required coursework. Make-up assignments and arrangements are available from the course instructor 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.

In the Professional Clinical Massage Therapy programs (900 hours and 740 hours) the student shall make up sufficient missed instructional hours to equal no less than 98% (740 hours) and 90% (900 hours) of the instructional hours in the course. If the student fails to complete make-up assignments and arrangements to reach the program completion requirement of attendance for the clock hours in each course, s/he will receive a failing grade for the course. **Makeup hours are not allowed in Clinical courses.**

Externship/Clinical

Students in externship/clinical courses must attend all clinical hours. Any student absent from externship/clinical may be allowed to make-up the missed hours only at the discretion of the College and/or externship/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/clinical course.

Student Intent to Return:

The student has the responsibility to notify the school of his/her intent to withdraw from a course(s) and provide written confirmation of future attendance in a Title IV eligible course later in the semester/payment period for programs offered in modules. This notification should be directed in writing to the Dean of Academic Affairs or Campus President and must be submitted prior to the date of return.

Scheduled Gap:

A Scheduled Gap is available for students who may not be able to complete the required classes in sequence because the course(s) needed are not available but wish to remain as an actively enrolled student. In addition, a student may request a Schedule Gap prior to the start of a new semester/payment period as long as the student maintains at least half-time status in the new semester/payment period. This must not exceed two modules (8-week maximum) in any one semester/payment period and must be arranged prior to the beginning of the semester/payment period. To be eligible to apply for a Scheduled Gap, a student must request a change of status in writing and provide the reason for the Scheduled Gap request. **When requesting a Scheduled Gap electronically, only a Southeastern College student Email address may be used.**

Academic Interrupt:

An Academic Interrupt is available for students who have posted attendance in their current course and are unable to successfully complete the course but wish to remain as an actively enrolled student. To be eligible to apply for an Academic Interrupt, a student must have posted at least one day of attendance within the current course and must request a change of status in writing and provide the reason for the Academic interrupt request. **When requesting an Academic Interrupt electronically, only a Southeastern College student Email address may be used. Students enrolled in a 16-week Practical Nurse or Nursing courses are not eligible for an Academic Interrupt. An Academic Interrupt may not be requested in the students first term of enrollment.**

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 34 C.F.R. § 668.22 (D)

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. Students in the Professional Clinical Massage Therapy Diploma 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 President (form available from the Dean of Academic Affairs or Campus 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. 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 that does not exceed four modules (16-week maximum) and may include winter, summer, and spring breaks that immediately precede the scheduled return date. Generally, students are limited to one LOA in any a twelve-month period. However, a second LOA may be granted as long as the total number of days does not exceed four modules 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.

Southeastern College student's wishing to extend their LOA should contact the Academic Dean or Campus President to discuss their options. Approved LOA requests will delay progression to the professional core, or graduation. Students will be given an estimate of those changes by the school administration.

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, s/he 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, s/he is permitted to continue the coursework s/he began prior to the LOA. If a student on LOA does not resume attendance on the date set forth in the official LOA form, s/he is withdrawn from the College and will be charged a $25 re-entry fee when s/he enrolls. The student's date of determination 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 from the college 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/pay period, no withdrawal fee will be charged. If the student was activated during a term, that term, and the remaining semester/pay period, will not incur any charges. Upon reentry, admissions fees will be waived with a 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 of Academic Affairs. 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 of Academic Affairs' office. The Dean of Academic Affairs 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

Students who are being funded by Chapter 31 VRE or Chapter 33 Post 9/11 G.I. Bill® benefits will be given the following options for any Title IV funds being used for living expenses:

1. 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. *
2. The student can receive all Title IV funds once the student has posted attendance and met the 60% attendance requirement per DOE and, 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 students account and after verification of an approved VRE Purchase Order under Chapter 31 or a current Certificate of Eligibility (COE) to ensure student has Chapter 33 benefits to cover cost of attendance. Failure to provide approved VA documentation or non-posting of Title IV funds will result in stipend requests being denied. If a student has no remaining entitlement, any financial aid will be disbursed (released) to the student *after* institutional obligations are met.

Process to request a stipend:

1. Military student completes a Military Stipends Policy Acknowledgement Form in writing and submits to the Bursar office.
2. Bursar submits a work order to the Military Affairs Team and includes the following:
    a. Completed Military Stipends Form
    b. Student Name
    c. Student ID
    d. Dollar amount requested
3. The Military Affairs Team reviews requests and determines if funding is forthcoming.
4. If release is determined, the approval amount will be processed internally, and amount will be issued through Heartland. There will be no special checks administered.

Military Course Approval and Refund Policy.

Students using benefits under Chapter 30, 31, 32, 33, or 35 of title 38, U.S.C., or Chapter 1606 of Title 10, U.S.C. or Federal Tuition Assistance (FTA) must approve the enrollment of each course before the start date of the class and will not be automatically renewed in a course and/or program.

Military connected students that withdraw prior to the first day of class or within the first week with no attendance will receive a tuition adjustment to their account for classes not attended with a grade of WNA or WM.

VA Pending Payment Policy: Student Rights and Responsibilities

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at https://www.va.gov/.

In the event the Federal Government is delayed with tuition and fee payments to the college, for those students using Post 9/11 G.I. Bill® (Chapter 33) or Veteran Readiness and & Employment (VR&E, Chapter 31) benefits, students will maintain access to continued enrollment and all University resources. These include but are not limited to the library, access to the Student Services

department, class attendance, and/or other functions to assure the academic success of the student. Students will not incur any penalty or late fees due to VA pending payments or be required to obtain additional funding to cover the cost of attendance.

All students using Chapter 33 benefits must provide a copy of their Certificate of Eligibility (COE) to the college prior to the first day of class. All Veterans using Chapter 31 benefits must also provide a valid VA Form 28-1905 from their VRC prior to the first day of each semester.

Should the VA not provide a complete payment on the students' behalf, the student will be responsible for all remaining costs incurred while attending school. This could occur if the student has already received all of their approved benefits, as there would be no remaining entitlement.

ACADEMIC RE-ADMITTANCE POLICY

A student must apply for re-admittance to the College after voluntary 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/pay period, a re-entry fee of $25 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 Dean of Academic Affairs in collaboration with 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.

5. Students are re-enrolled under current tuition charges, curriculum, and catalog policies.
6. If students are re-admitted under financial aid 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.
8. Students who drop then re-enter a program will be subject to the current curriculum, texts, and policies in effect.

DISCIPLINARY RE-ADMITTANCE POLICY

A student must apply for re-admittance to the College after being 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/pay period 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.

DEGREE REQUIREMENTS

Associate Degrees

Students receiving an Associate degree from Southeastern College must successfully complete at least 60 semester credit hours of study. The 60 credit hours must include a minimum of 30 semester credit hours of prescribed major courses combined with at least a minimum of 24 semester credit hours of prescribed general education courses. (*See requirements for North Carolina Associate of Applied Sciences in program section*).

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

Bachelor Degrees

Students receiving a Bachelor degree from Southeastern College must successfully complete at least 120 semester credit hours of study. The 120 credit hours must include a minimum of 60 semester credit hours of prescribed major courses combined with at least a minimum of 36 semester credit hours of prescribed general education courses.

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 POLICY

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 for CGPA, Computed for PACE
W	Withdrawal (up to 50% completion)	Not Computed
WNA	Withdrawal/No Attendance	Not Computed
WM	Withdrawal/Military Deployment	Not Computed

*/**Converts to grade of F or earned grade if incomplete work not made up within fourteen (14) days of the beginning of the next term

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.

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 fourteen (14) days of the beginning of the next term. Failure to complete the work within this two-week 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 courses with a grade of "D" must be retaken.

Diagnostic Medical Sonography Program

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

better. Completion of general education courses is a minimum grade of "C" or higher.

Medical Assisting Program (West Palm Beach and Miami, FL)

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

Medical Assisting Program (Columbia, North Charleston, SC,Charlotte, NC, West Palm Beach, and Miami Lakes FL)

For students in the Medical Assisting program, successful completion of Anatomy and Physiology, Lab Procedures I, Lab Procedures II, and Clinical Procedures, a grade of "C" (70.00%- 79.99%) or better.

Medical Office Basic X-Ray Technician Program

For students in the Medical Office Basic X-Ray Technician program, successful completion of Anatomy and Physiology, Clinical Procedures, Lab Procedures I, Lab Procedures II, Radiography I, Radiography II and Radiography III, a grade of "C" (70.00%- 79.99%) or better.

Occupational Therapy Assistant Program

For students in the Occupational Therapy Assistant Program, successful completion of the courses in the major is a grade of "C" (70.00%-79.99%) or better. Completion of general education courses is a minimum grade of "C" or higher.

Radiologic Technology Program

For students in the Radiologic Technology Program, successful completion of the courses in the major is a grade of "C" (70.00%-75.00%) or better. Completion of general education courses is a minimum grade of "C" or higher.

Surgical Technology Program

For students in the Surgical Technology program, successful completion of the courses in the major is a grade of "C" (75.00%- 79.99%) or better. The final lab practical assessment for courses STS 1177C-STS 1179C must be successfully completed with a score of 75% or higher in order to proceed to the next course. Students who completed the final lab practical assessment for STS 1177C with a

score below 75% will be able to continue to the STS 1178C. The student will be placed on programmatic academic warning for a period of one term. Students will be required to complete seven sessions of lab tutoring and will be reassessed during STS 1178C. Students must pass the lab assessment, which will be based on both components of STS 1177C and STS 1178C and will need to earn a 75% or higher to pass the course. A final lab practical assessment score of 80% must be achieved for courses STS 1131C-STS 1135C. A score of 85% or higher must also be achieved on the Final Lab Assessment in the last course scheduled prior to externship in order to proceed to the externship component of the program. Please see the Student Handbook for additional information regarding the Final Lab Assessment.

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 Associate of Science Degree in Nursing program requires 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	0.00-74.99%
AU	Audit	Not Computed	
F.	Withdraw/Failing (after 50% completion)	0	
I	Incomplete	Not Computed*	
P	Pass	Not Computed	
T	Transfer Credit	Not Computed for CGPA, Computed for PACE	
W	Withdrawal (up to 50% completion)	Not Computed	
WNA	Withdrawal/No Attendance	Not Computed	
WM	Withdrawal/Military Deployment	Not Computed	

*Converts to grade of F or earned grade if incomplete work not made up within fourteen (14) days of the beginning of the next term

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 “F”, 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 for students who received a letter grade of “F” or “F.”.

A course in which a letter grade of “D” or higher 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. If a student attempts the class for a third time, they will not be eligible for Federal Financial Aid funding.

All repeated courses, including withdrawals from repeated courses, affect financial aid satisfactory academic progress calculations and may delay progression to the professional core, or graduation. A repeated course along with the original attempt must be counted as attempted credits. The student portal provides access to pertinent student information such as graduation dates and current GPA.

Regardless if a student is eligible or not eligible for Federal Financial Aid funding, no course in which a failing grade has been earned (F, F.) may be repeated more than two (2) times (three attempts in total) at Southeastern College. Student attempting for the 3rd time must submit a written request to the Dean of Academic Affairs/Campus President for approval. If approved, the student will be eligible for Title IV funds. **Should a student wish to seek an exception and will not exceed the quantitative standard of the *Satisfactory Academic Progress Policy*, s/he must submit a written request to the Dean of Academic Affairs/Campus President for approval from the Executive Director. If approved, the student will not be eligible for Title IV funds.**

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. No courses may be repeated for grade average purposes after graduation.

NOTE: Veterans' Administration benefits for repeating courses follow the same guidelines as Title IV outlined above. 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.

INCOMPLETE POLICY

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 with an incomplete contract between the student and instructor. Students with significant progress in the course may make arrangements for an Incomplete grade and all remaining course assignments must be completed within fourteen (14) days (30 days for Veterans (see Military Deployment Policy)) of the beginning of the next term. Failure to complete the work within this two-week period without administrative approval results in a failing grade or the grade earned.

SATISFACTORY ACADEMIC PROGRESS

These standards apply to all students (those receiving financial aid and cash-paying students who are not receiving assistance under the title IV, HEA programs.

Students at Southeastern College are expected to maintain satisfactory academic progress and to make ongoing progress toward graduation. There are two standards that must be met: a qualitative standard and a quantitative standard. These progress standards are measured at the end of each student's semester/Pay Period.

The following definitions apply throughout this policy:

- Semester – 16-week period for credit hour programs
- Pay period – 450 clock hours (900-hour program) & 370 clock hours (740-hour program) for clock hour programs.

The following abbreviations apply throughout this policy:

- SAP – Satisfactory Academic Progress

- AFAW – Academic Financial Aid Warning
- AFAP – Academic Financial Aid Probation
- CGPA – Cumulative Grade Point Average
- PACE – quantitative standard

The qualitative standard requires that a student achieve a minimum CGPA of 2.0 after completing his/her first semester/pay period at Southeastern College and a 2.0 CGPA for each semester/pay period thereafter. For programs less than a semester or pay period, the qualitative standard requires that a student achieve a minimum CGPA of 2.0 throughout the program. For programs that are less than 2-months, students will be evaluated every 2-weeks for SAP. If a student failed to meet standards during the evaluation, the student will be given a Plan of Action with academic advising for that timeframe and placed on FAW for the following month. Monitoring academic performance and communication with the student is essential to academic success. A Plan of Action will be developed to help students be successful in their studies. Students must be advised regarding their academic performance as well as their attendance. The CGPA continues throughout a student's tenure at Southeastern College. When a student transfers from one program to another, the student's current CGPA will transfer to the new program and the final calculation will include all courses taken at Southeastern College.

The quantitative standard (PACE) requires students to complete their program of study within 150% of the normal timeframe allotted for completion of the program. Transfer credit hours (clock hours for clock hour programs) that meet degree requirements are considered in the determination of this 150% normal time frame, although not in the computation of grade point average. The normal timeframe is measured in credit hours (clock hours for clock hour programs) attempted (rather than semesters/pay periods) to accommodate schedules of full-time and part-time students. In order to ensure completion of a program within the maximum timeframe, Southeastern College requires that a student successfully complete 66.67% of the cumulative credits (clock hours for clock hour programs) attempted after completing his/her first semester/pay period at Southeastern College and each semester/pay period thereafter. If a student withdraws from a course, the credit hours (clock hours for clock hour programs)

of that course are included in determining the PACE of SAP. All students must have completed a minimum of 66.67% of credit hours (clock hours for clock hour programs) attempted in order to graduate within 150% of the normal timeframe.

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

When determining SAP, the CGPA and the PACE are determined independently of each other and a student may be placed on AFAW or AFAP for CGPA, PACE, or both at the end of a semester/pay period.

In the event a student does not achieve a 2.0 or greater GPA in his/her first semester/pay period or a 2.0 CGPA in any semester thereafter, or earn 66.67% of the cumulative credits attempted, the student will be placed on AFAW. For programs less than a semester or pay period, if a student failed to meet standards during the evaluation, the student will be given a Plan of Action with academic advising for that timeframe and placed on FAW for the following month. Monitoring academic performance and communication with the student is essential to academic success. A Plan of Action will be developed to help students be successful in their studies. Students must be advised regarding their academic performance as well as their attendance. For programs less than one semester in length, the student will be dismissed.

If a student is placed on AFAW and achieves a CGPA of 2.0 or the required 66.67% of credits (clock hours for clock hour programs) at the end of the next semester/pay period, the AFAW is lifted.

If the College determines that the student is not meeting SAP at the end of the AFAW, the student may appeal the determination. At the end of the month of FAW, if the student continues to fail to meet standards, the student will be dismissed for students enrolled in a program less than one semester or pay period. The College may only approve an appeal by a student if the College determines the

student will meet SAP based on the CGPA and/or PACE standards during the next enrollment. *Please see the Academic Financial Aid Grievance Process.* A student who fails to meet SAP requirements and who has appealed that determination and has had eligibility for aid reinstated is placed on AFAP for the following semester/pay period and continues to be eligible for Title IV funding. If the student elects not to appeal the determination of the College, the student will be dismissed from the program and the College or can continue in the program without Title IV funding on AFAP status.

If a student is placed on AFAP and achieves a CGPA of 2.0 or the required 66.67% of credits (clock hours for clock hour programs) at the end of the next semester/pay period, the AFAP is lifted.

While on AFAP, a student not earning a 2.0 CGPA or better by the end of the semester/pay period or the required 66.67% of credits (clock hours for clock hour programs) attempted will be monitored to ensure they are meeting the requirements of the approved Action Plan. If the student is making progress as required, the student will be allowed one additional semester/pay period of aid as long as the student is able to complete the program within the maximum time frame. If the student is not meeting the plan requirements, financial aid will be terminated, and the student may be dismissed from Southeastern College.

A student who is readmitted after dismissal for failure to meet the SAP standards is readmitted on AFAP and is not eligible for Title IV funds until the student has achieved a 2.0 CGPA and/or the required 66.67% PACE at the end of the returning semester/pay period.

A student who has been dismissed may reapply to Southeastern College. At that time, a student's academic records are evaluated to determine if it is possible for a 2.0 CGPA 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 on AFAP 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.

Academic Financial Aid Grievance Process

The College may only approve an appeal by a student if the College determines the student will meet SAP based on the CGPA and/or PACE standards in the next semester/pay period.

To request the opportunity to appeal a dismissal, the student must submit a written request on an Academic Financial Aid Grievance form to the Dean of Academic Affairs or Campus President. The reason for the appeal must be the result of injury, illness, death of a relative or other special circumstance. As part of the appeal, the student must document in writing why s/he did not meet SAP, what in the student's situation has changed that will allow him/her to meet SAP by the next evaluation and develop an action plan for improvement. Examples of special circumstances that may impact SAP include 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 President will determine the appropriateness of the special circumstance in regard to severity, timeliness, and the student's ability to avoid the circumstance. Upon receipt of the Academic Financial Aid Grievance Form and action plan for improvement by the student, the Dean of Academic Affairs and Campus 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 Executive Director. Student life issues and making the transition to college are not considered special circumstances under this policy.**

If the student's appeal is granted, s/he will be placed on AFAP at the start of the following semester/pay period. As part of AFAP, the student must agree with and sign a written academic action plan for improvement 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 SAP Review Period. The student is eligible to receive Title IV funding while on AFAP.

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

A student who has been dismissed may reapply to Southeastern College after remaining out of school for one full semester/pay period. 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 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.

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) must sit for such prescribed examination(s) as a condition of graduation from Southeastern College.

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

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.

Miami Lakes and West Palm Beach, FL campuses - Pursuant to Section 456.0635, Florida Statutes, the department, shall refuse to renew a license, certificate, or registration of any applicant if the applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant (this subsection does not apply to candidates or applicants for initial licensure or certification who were enrolled in an educational or training program on or before July 1, 2009, which was recognized by a board or, if there is no board, recognized by the department, and who applied for licensure after July 1, 2012):

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 applicant is currently enrolled in a drug court program that allows the withdrawal of the plea for that felony upon successful completion of that program. Any such conviction or plea excludes the applicant from licensure renewal 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 since July 1, 2009, 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 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 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.
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.

STATE AUTHORIZATION, LICENSURE, AND CERTIFICATION

Federal Regulations require an institution to disclose whether its programs prepare graduates for any state licensure or certification to work in the field of study.

Programs that Prepare Graduates for State Licensure or Certification

- Cosmetology
- Diagnostic Medical Sonography
- Early Childhood Education
- Electronic Medical Billing and Coding Specialist
- Medical Assisting
- Medical Billing and Coding Specialist
- Medical Office Basic X-Ray Technician
- Nursing (ASN)
- Occupational Therapy Assisting
- Practical Nursing
- Professional Clinical Massage Therapy
- Radiologic Technology
- Surgical Technology

The Surgical Technology Programs at the Columbia, North Charleston, and Charlotte campuses are seeking accreditation by the Accrediting Bureau of Health Education Schools (www.abhes.org) for its graduates to apply for the national certification examination to become Certified Surgical Technologists (CST), for those students who have successfully met all education and institutional requirements.

These programs are regulated occupations in **Florida or have national certification or registry.**

- The Medical Assisting program offered by Southeastern College prepares graduates for the Registered Medical Assistant (RMA) and the Certified Medical Assistant (CMA) examination.
- Early Childhood Education students that meet all educational and institutional requirements for a degree may be eligible to apply and sit for certification examinations through the Florida Department of Children and Families. Students that meet all educational and institutional requirements for a degree in Early Childhood Education may be also eligible to apply and sit for certification examinations through the State of Florida Department of Education.
- The Electronic Medical Billing and Coding Specialist program offered by Southeastern College prepares graduates for the Certified Billing and Coding Specialist (CBCS) examination.
- The Medical Billing and Coding Specialist program offered by Southeastern College prepares graduates for the Certified Billing and Coding Specialist (CBCS) examination.
- The Practical Nurse program offered by Southeastern College prepares graduates for the National Council Licensure Examination for licensure as a Practical Nurse (NCLEX-PN).
- The Nursing program offered by Southeastern College prepares graduates for the National Council Licensure Examination for licensure as a Registered Nurse (NCLEX-RN).
- The Surgical Technology program offered by Southeastern College prepares graduates for the Certified Surgical Technologist (CST) examination.
- The Diagnostic Medical Sonography program offered by Southeastern College prepares graduates for the American Registry for Diagnostic Medical Sonography (ARDMS) examination.
- The Professional Clinical Massage Therapy program offered by Southeastern College prepares graduates for the Massage and Bodywork Licensing Examination (MBLEx).
- The Radiologic Technology program offered by Southeastern College prepares graduates for the American Registry of Radiologic

Technologists (ARRT) examination. **State licensure is required to work in the state of Florida.**

Successful passage of these licensure and certification examinations are required to work in Florida.

These programs are regulated occupations in **North Carolina or have national certification or registry**.

- The Medical Assisting program offered by Southeastern College prepares graduates for the Registered Medical Assistant (RMA) and the Certified Medical Assistant (CMA) examination.
- The Medical Office Basic X-Ray Technician program offered by Southeastern College prepares graduates for the Registered Medical Assistant (RMA) examination.
- The Electronic Medical Billing and Coding Specialist program offered by Southeastern College prepares graduates for the Certified Billing and Coding Specialist (CBCS) examination.
- The Medical Billing and Coding Specialist program offered by Southeastern College prepares graduates for the Certified Billing and Coding Specialist (CBCS) examination.
- The Diagnostic Medical Sonography program offered by Southeastern College prepares graduates for the American Registry of Radiologic Technologists (ARRT) examination.
- The Practical Nursing program offered by Southeastern College prepares graduates for the National Council Licensure Examination for licensure as a Practical Nurse (NCLEX-PN).
- The Professional Clinical Massage Therapy program offered by Southeastern College prepares graduates for the Massage and Bodywork Licensing Examination (MBLEx). **State licensure is required to work in the state of North Carolina.**
- The Radiologic Technology program offered by Southeastern College prepares graduates for the American Registry of Radiologic Technologists (ARRT) examination.

- The Surgical Technology program offered by Southeastern College prepares graduates for the TS-C certification exam (TS-C).

These programs are regulated occupations in **South Carolina or have national certification or registry.**

- The Medical Assisting program offered by Southeastern College prepares graduates for the Registered Medical Assistant (RMA) and the Certified Medical Assistant (CMA) examination.
- The Electronic Medical Billing and Coding Specialist program offered by Southeastern College prepares graduates for the Certified Billing and Coding Specialist (CBCS) examination.
- The Medical Billing and Coding Specialist program offered by Southeastern College prepares graduates for the Certified Billing and Coding Specialist (CBCS) examination.
- The Professional Clinical Massage Therapy program offered by Southeastern College prepares graduates for the Massage and Bodywork Licensing Examination (MBLEx). **State licensure is required to work in the state of South Carolina.**
- The Occupational Therapy Assistant program offered by Southeastern College prepares graduates for the National Board for Certification in Occupational Therapy (NBCOT) examination. **State licensure is required to work in the state of South Carolina.**
- The Radiologic Technology program offered by Southeastern College prepares graduates for the American Registry of Radiologic Technologists (ARRT) examination. **State licensure is required to work in the state of South Carolina.**
- The Diagnostic Medical Sonography program offered by Southeastern College prepares graduates for the American Registry of Radiologic Technologists (ARRT) examination.

Note: Licensing disclosures for each program offered at the Southeastern College can be found on the school website in the Consumer Information page in the Professional Licensure section.

Applicants who move to another state should review the requirements for their respective programs for employment in that state.

The RN to BSN program offered by Southeastern College does not prepare students to sit for licensure examination, however, licensure as a Registered Nurse is required to be employed and to practice as a BSN in Florida.

In order to comply with regulations regarding distance education, Southeastern College is required to make the following disclosure to applicants and students completing their coursework outside of the state of Florida or South Carolina, including field experiences (e.g., internships, practicums, clinical placements), when their program of study customarily leads to professional licensure. The National State Authorization Reciprocity Agreement (NC-SARA) of which we are a member, has no effect on state professional licensure requirements. Please visit our website at https://www.sec.edu/about/heoa/ for information on this topic. If you are unable to locate the correct information about professional licensure, or have difficulty obtaining the information you need, please contact the academic advisor for your program.

If Southeastern College has made a determination that the program's curriculum does not meet the State educational requirements for licensure or certification in the State in which a prospective student is located, or if the institution has not made a determination regarding whether the program's curriculum meets the State educational requirements for licensure or certification, Southeastern College will provide notice to that effect to the student prior to the student's enrollment in the program.

If Southeastern College makes a determination that a program's curriculum does not meet the State educational requirements for licensure or certification in a State in which a student who is currently enrolled in such program is located, the institution will provide notice to that effect to the student in writing, which may include through email or other electronic communication within 14 calendar days of making such determination.

If a student relocates to a state which is not covered by NC-SARA it may adversely impact the student’s ability to complete their program at

Southeastern College. It is the student's responsibility to inform Southeastern College, within 14 calendar days, in writing via email, postal mail or letter delivered in person of his or her relocation to another state.

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 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 college.
- Complete all required exit paperwork (if applicable).
- **It is a policy of Southeastern College that students in programs that require a National or State licensure and/or registry examination(s) must sit for such prescribed examination(s) as a condition of graduation from Southeastern College. Individual programmatic requirements as stated in the programmatic handbooks supersede the policies published in the Southeastern College Catalog.**
    - **Cosmetology**
        - Students in the Cosmetology program must sit for the Cosmetology Licensing Examination (Cosmetology Theory and Practical), provided by the South Carolina Labor, Licensing, & Regulation Board to be considered a graduate of the Cosmetology program. It is recommended that students sit for the exam within 30 days of the successful completion of the program.
    - **Diagnostic Medical Sonography AS**

- Miami Lakes and West Palm Beach students must attempt the **ARDMS Specialty Exam (AB or OB/GYN)** – prior to externship clinical rotation SON 2834. Students must **pass** the ARDMS Specialty Exam (AB or OB/GYN) to be considered a graduate of the program.
- Southeastern College Campuses where the DMS program is not CAAHEP accredited: Students must register and take the ARRT certification and registration in Sonography, a national credentialing agency, upon completion of all required courses. If the student fails the ARRT(s) exam, it must be retaken and passed to be considered for graduation from the program.
- Students who fall under the prerequisite 3A (Prerequisites 3A, www.ardms.org) for ARDMS who earned a bachelor's degree (in any major) or foreign degree equivalent to a bachelor's degree in the U.S. or Canada, DO NOT need to sit for the ARRT but must sit for ARDMS exam within 90 days of completing their final course of the program.

- **Diagnostic Medical Sonography AAS and Certificate**
  - Register and take the ARRT(S) exam to be considered a graduate of the program.
  - Southeastern College Campuses where the DMS program is not CAAHEP accredited: Students must register and take the ARRT certification and registration in Sonography, a national credentialing agency, upon completion of all required courses. If the student fails the ARRT(s) exam, it must be retaken and passed to be considered for graduation from the program.
  - Students who fall under the prerequisite 3A (Prerequisites 3A, http://www.ardms.org) for ARDMS who earned a bachelor's degree (in any major) or foreign degree equivalent to a bachelor's degree in the U.S. or Canada, DO NOT need to sit for the ARRT but

must sit for ARDMS exam within 90 days of completing their final course of the program.

- **Medical Assisting, AAS, and AS**
  - The student will be required to sit and pass the CMA awarded by the American Association of Medical Assistants or the RMA awarded by the American Medical Technologists to be considered a graduate of the Medical Assisting program. It is recommended that students sit for the exam within 60 days of the successful completion of the program.
- **Medical Assisting, Certificate, and Diploma**
  - The student will be required to sit and pass the CMA awarded by the American Association of Medical Assistants or the RMA awarded by the American Medical Technologists to be considered a graduate of the Medical Assisting program. It is recommended that students sit for the exam within 60 days of the successful completion of the program.
- **Nursing, AAS, and AS**
  - The student will be required to take and pass the National Council Licensure Examination (NCLEX-RN) in order to be considered a graduate of the Nursing program. It is recommended that students sit for the exam within 90 days of the successful completion of the program.
- **Occupational Therapy Assistant**
  - Students in the OTA program are eligible to sit for the National Board for Certification in Occupational Therapy (NBCOT) certification exam.
- **Practical Nurse/Practical Nursing, Diploma**
  - The student will be required to take and pass the National Council Licensure Examination (NCLEX-PN) in order to be considered a graduate of the Practical Nurse program. It is recommended that students sit for the

exam within 90 days of the successful completion of the program.

- **Professional Clinical Massage Therapy, Certificate and Diploma**
  - The student will be required to take the Massage and Bodywork Licensing Examination (MBLEx, provided by the Federation of State Massage Therapy Boards (FSMTB)) in order to be considered a graduate of the Professional Clinical Massage Therapy program. It is recommended that students sit for the exam within 30 days of the successful completion of the program. program.
- **Radiologic Technology AS and AAS**
  - Register and take the ARRT(R) exam to be considered a graduate of the program.
- **Surgical Technology, AS**
  - The student will be required to take the CST (National Board on Surgical Technology and Surgical Assisting (NBSTSA) Certified Surgical Technologist) certification exam in order to be considered a graduate of the Surgical Technology program. It is recommended that students sit for the exam within 30 days prior to the successful completion of the Surgical Technology program. *This will apply only to programs at the Charlotte (Certificate only), Miami Lakes and West Palm Beach campuses. *The Surgical Technology Programs at the Charlotte (Associates), Columbia, and N Charleston campuses have not yet received programmatic accreditation.
- **Surgical Technology, Certificate**
  - The student will be required to take the Tech in Surgery - Certified TS-C (NCCT) certification examination in order to be considered a graduate of the Surgical Technology program. It is recommended that students

sit for the exam within 30 days prior to the successful completion of the Surgical Technology program.

Note: Students not meeting the required examination requirements will remain in a pending graduation status (G*) until the requirements are met.

PROGRAMS OFFERED

WEST PALM BEACH MAIN CAMPUS

Diploma

- Business Administration
- Early Childhood Education
- Electronic Medical Billing and Coding Specialist
- Medical Assisting
- Medical Billing and Coding Specialist
- Medical Office Basic X-Ray Technician
- Practical Nurse

Associate of Science

- Business Administration
- Diagnostic Medical Sonography
- Early Childhood Education
- Medical Assisting
- Medical Office Basic X-Ray Technician
- Nursing
- Radiologic Technology
- Surgical Technology

Bachelor of Science

- Early Childhood Education

MIAMI LAKES BRANCH CAMPUS

Diploma

- Early Childhood Education
- Electronic Medical Billing and Coding Specialist
- Medical Assisting
- Medical Billing and Coding Specialist
- Medical Office Basic X-Ray Technician
- Practical Nurse
- Professional Clinical Massage Therapy

Associate of Science

- Diagnostic Medical Sonography
- Early Childhood Education
- Medical Assisting
- Medical Office Basic X-Ray Technician
- Nursing
- Radiologic Technology
- Surgical Technology

Bachelor of Science

- Early Childhood Education
- RN to BSN

CHARLOTTE NC BRANCH CAMPUS

Certificate

- Medical Assisting
- Medical Billing and Coding Specialist
- Professional Clinical Massage Therapy

Diploma

- Practical Nursing

Associate in Applied Science

- Diagnostic Medical Sonography
- Medical Assisting
- Radiologic Technology
- Surgical Technology

NORTH CHARLESTON and COLUMBIA SC BRANCH CAMPUSES

Certificate

- Cosmetology – Columbia campus only

- Electronic Medical Billing and Coding Specialist – North Charleston campus only
- Medical Assisting
- Medical Billing and Coding Specialist – North Charleston campus only
- Professional Clinical Massage Therapy

Associate in Applied Science

- Business Administration
- Diagnostic Medical Sonography
- Information Technology and Network Systems
- Medical Assisting
- Nursing
- Occupational Therapy Assistant
- Radiologic Technology
- Surgical Technology

BUSINESS ADMINISTRATION DIPLOMA (WEST PALM BEACH, FL)

Description

The Business Administration program focuses on a basic understanding of business skills needed for entry-level business professionals. The program introduces students to the functional areas of business, including ethical business practices, technology, and communication skills needed in today's business environment. As part of the program, students will choose elective courses focusing specifically on Accounting or Management and Operations. A Diploma will be awarded upon successful completion of the program. Outside work required.

Objectives

The Business Administration program is intended to provide career-focused students the ability to gain the fundamental, communication, administration, and career advancement skills necessary to prosper in a diverse local and global business environment.

Students will:

- Describe basic concepts of the functional areas related to local and global business
- Define regulatory and ethical business practices
- Use basic information systems and quantitative techniques
- Develop professional communication, documentation, and presentations through basic research techniques.

Prerequisites

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

Course Outline

To receive a Diploma in Business Administration, students must complete 24.0 semester credit hours (600 instructional clock hours). This Diploma program can be completed in 8 months for full-time students.

Core Courses: 15.0 credit hours

		Credit Hours
ACG 1200	Accounting Principles I	3
ACG 2200	Accounting Principles II	3
BUL 1100	Business Law	3
FIN 2100	Financial Management	3
MAR 1200	Introduction to Marketing	3
Electives: Accounting (9.0 credit hours)		
ACG 2300	Accounting Information for Business Decisions	3
ACG 2400	Integrated Accounting	3
TAX 2300	Principles of Taxation	3
Electives: Management and Operations (9.0 credit hours)		
GEB 1200	Entrepreneurship	3
MAN 1100	Principles of Management	3
MAN 2600	Human Resource Management	3

Course Delivery

Business Administration courses are available via distance education and residential delivery. Distance education courses are delivered through Southeastern College's online course delivery platform.

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.

Requirements for Distance Education:
Southeastern College has computers available with Internet access for student use. Southeastern College provides technical services and training through its online platform. Personal desktop 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.

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.

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

BUSINESS ADMINISTRATION ASSOCIATE IN APPLIED SCIENCE DEGREE (SC)

Description

The Business Administration program focuses on a basic understanding of business skills needed for entry-level business professionals. The program introduces students to the functional areas of business, including ethical business practices, technology, and communication skills needed in today's business environment. As part of the program, students will choose elective courses focusing specifically in Accounting or Management and Operations. An Associate in Applied Science Degree will be awarded upon successful completion of the program. Outside work required.

Objectives

The Business Administration program is intended to provide career-focused students the ability to gain the fundamental, communication, administration, and career advancement skills necessary to prosper in a diverse local and global business environment.

Students will:

- Describe basic concepts of the functional areas related to local and global business
- Define regulatory and ethical business practices
- Use basic information systems and quantitative techniques
- Develop professional communication, documentation, and presentations through basic research techniques.

Prerequisites

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

Course Outline

To receive an Associate in Applied Science degree in Business Administration, students must complete 30.0 semester credit hours in their major and 30.0 semester credit hours in general education courses for a total of 60.0 semester credit hours. This Associate in Applied Science Degree program can be completed in 20 months for full-time students.

Core Courses: 21.0 credit hours

		Credit Hours
ACG 101	Accounting Principles I	3
ACG 102	Accounting Principles II	3
BUL 124	Business Law	3
FIN 201	Financial Management	3
MAR 101	Introduction to Marketing	3
ECO 102	Microeconomics	3
ECO 103	Macroeconomics	3
Electives: Accounting (9.0 credit hours)		
ACG 103	Accounting Information for Business Decisions	3
ACG 104	Integrated Accounting	3
TAX 201	Principles of Taxation	3
Electives: Management and Operations (9.0 credit hours)		
GEB 112	Entrepreneurship	3
MAN 102	Principles of Management	3
MAN 230	Human Resource Management	3

General Education Courses (30.0 credit hours)

Credit hours in parenthesis indicate the required number of credit hours in each discipline. The courses listed are not all inclusive.

Behavioral/Social Science (6.0 credit hours)

IDS 110	Strategies and Success	3.0

PSY 101	Introduction to Psychology	3.0
Communications (3.0 credit hours)		
SPC 101	Speech	3.0
Computers (3.0 credit hours)		
CGS 106	Introduction to Computers	3.0
English (3.0 credit hours)		
ENC 101	English Composition I	3.0
Humanities/Fine Arts (3.0 credit hours)		
AML 100	American Literature	3.0
ENL 100	English Literature	3.0
Mathematics (6.0 credit hours)		
MAT 103	Intermediate Algebra	3.0
STA 202	Statistics	3.0
Natural Science (6.0 credit hours)		
BSC 105	General Biology	3.0
BSC 150	Environmental Science	3.0

Course Delivery

Business Administration courses are available via distance education and residential delivery. Distance education courses are delivered through Southeastern College's online course delivery platform.

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.

Requirements for Distance Education:
Southeastern College has computers available with Internet access for student use. Southeastern College provides technical services and training through its online platform. Personal desktop 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.

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.

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

BUSINESS ADMINISTRATION ASSOCIATE OF SCIENCE DEGREE (WEST PALM BEACH, FL)

Description

The Business Administration program focuses on a basic understanding of business skills needed for entry-level business professionals. The program introduces students to the functional areas of business, including ethical business practices, technology, and communication skills needed in today's business environment. As part of the program, students will choose elective courses focusing specifically in Accounting or Management and Operations. An Associate of Science Degree will be awarded upon successful completion of the program. Outside work required.

Objectives

The Business Administration program is intended to provide career-focused students the ability to gain the fundamental, communication, administration, and career advancement skills necessary to prosper in a diverse local and global business environment.

Students will:

- Describe basic concepts of the functional areas related to local and global business
- Define regulatory and ethical business practices
- Use basic information systems and quantitative techniques
- Develop professional communication, documentation, and presentations through basic research techniques.

Prerequisites

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

Course Outline

To receive an Associate of Science degree in Business Administration, students must complete 30.0 semester credit hours in their major and 30.0

semester credit hours in general education courses for a total of 60.0 semester credit hours. This Associate of Science Degree program can be completed in 20 months for full-time students.

Core Courses: 21.0 credit hours

		Credit Hours
ACG 1200	Accounting Principles I	3
ACG 2200	Accounting Principles II	3
BUL 1100	Business Law	3
FIN 2100	Financial Management	3
MAR 1200	Introduction to Marketing	3
ECO 1100	Microeconomics	3
ECO 2100	Macroeconomics	3
Electives: Accounting (9.0 credit hours)		
ACG 2300	Accounting Information for Business Decisions	3
ACG 2400	Integrated Accounting	3
TAX 2300	Principles of Taxation	3
Electives: Management and Operations (9.0 credit hours)		
GEB 1200	Entrepreneurship	3
MAN 1100	Principles of Management	3
MAN 2600	Human Resource Management	3

General Education Courses (30.0 credit hours)

Credit hours in parenthesis indicate the required number of credit hours in each discipline. The courses listed are not all inclusive.

Behavioral/Social Science (6.0 credit hours)

DEP 2004	Lifespan Development	3.0
IDS 1107	Strategies and Success	3.0
PSY 1012	Introduction to Psychology	3.0

Communications (3.0 credit hours)

SPC 1017	Speech	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

Humanities/Fine Arts (3.0 credit hours)

AML 1000	American Literature	3.0
ENL 1000	English Literature	3.0

Mathematics (6.0 credit hours)

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

Course Delivery

Business Administration courses are available via distance education and residential delivery. Distance education courses are delivered through Southeastern College's online course delivery platform.

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.

Requirements for Distance Education:
Southeastern College has computers available with Internet access for student use at the campuses. Southeastern College provides technical services and training through its online platform. Personal desktop 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.

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.

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

COSMETOLOGY CERTIFICATE (COLUMBIA)

Description

The Cosmetology program teaches students the fundamentals of cosmetology. It establishes a balanced foundation of practical hands-on experience specifically applicable to the cosmetology industry by applying practical knowledge and skills in the student salon environment. Students follow a curriculum that adheres to the South Carolina Department of Labor, Licensing and Regulation—State Board of Cosmetology's guidelines and regulations. A certificate will be awarded upon successful completion.

Objectives

The Cosmetology program prepares students to meet the requirements for a South Carolina Cosmetology license.

Students will:

- Understand and comply with the laws, regulations, and rules of the South Carolina Department of Labor, Licensing and Regulation—State Board of Cosmetology
- Professionally communicate, analyze, and execute cosmetology services
- Adhere to approved sanitation and safety practices
- Define and apply salon effective operations techniques
- Perform basic and advanced coloring, styling, shaping, and texturizing
- Perform nail/skin services within cosmetology limits

Prerequisites

- Background check and drug screening where applicable
- Have a High School Diploma, GED, or equivalent
- Resume
- Statement of Intent/Desire

Course Outline

To receive a certificate in Cosmetology, students must complete 1500 clock hours. This certificate program can be completed in 12 months for full-time students. For students in the Cosmetology program, successful completion of the courses in the major is a grade of "C" (70.00%- 79.99%) or better.

Core Courses: 1500 clock hours

		Clock Hours
COS 1100	Introduction to Cosmetology	125
COS 1200	Introduction to Design w/Anatomy and Physiology	125
COS 1300	Fundamentals of Design	125
COS 1400	Fundamentals of Nail and Skin Care w/Intermediate Design	125
COS 1500	Fundamentals of Color and Style	125
COS 1600	Fundamentals of Masculine Design and Style	125
COS 2100	The Cosmetology Professional	125
COS 2200	Advanced Design	125
COS 2300	Advanced Color and Style	125
COS 2400	Color and Style Practicum I	125
COS 2500	Color and Style Practicum II	125
COS 2600	Color and Style Practicum III w/Exam Prep	125

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

DIAGNOSTIC MEDICAL SONOGRAPHY ASSOCIATE IN APPLIED SCIENCE DEGREE (SC & NC)

Description

The Diagnostic Medical Sonography 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. The Diagnostic Medical Sonography program offered by Southeastern College prepares graduates for the American Registry of Radiologic Technologists (ARRT) examination. An Associate in Applied Science degree will be awarded upon successful completion of this program. 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 for the abdominal sonography-extended, obstetrics and gynecology sonography concentration.

Prerequisites:

- Have a High School Diploma or GED
- Pass the entrance exam
- Background check and drug screening where applicable
- Successful completion of Science, Mathematics and English or Speech pre-requisite general education courses with a minimum grade of "C" or higher
- Cumulative grade average of 3.0 on a 4.0 scale in completed general education courses
- A maximum of 12.0 General Education transfer credits may be accepted dependent on program enrollment availability

Program Outline:

To receive an Associate in Applied Science Degree in Diagnostic Medical Sonography, students must complete 61.0 core credit hours and 24.0 credit hours in General Education courses for a total of 85.0 credit hours. This Associate in Applied Science Degree program can be completed in 24 months for full-time students and 31 months for part-time students.

Diagnostic Medical Sonography Major Courses *(61.0 credit hours)*
The following courses are taken in the sequence listed below:

		Credit Hours
SON 1000C	Introduction to Diagnostic Medical Sonography	4.0
SON 1614C	Acoustic Physics & Instrumentation	4.0
SON 1113C	Cross-Sectional Anatomy	4.0
SON 2111C	Abdominal Sonography	4.0
SON 2154C	Superficial Structures and Neonatal Brain	4.0
SON 1804	Clinical Rotation I	3.5
SON 1814	Clinical Rotation II	3.5
SON 2120C	OB/GYN Sonography I	4.0
SON 2122C	OB/GYN Sonography II	4.0
SON 1824	Clinical Rotation III	3.5
SON 2844	Clinical Rotation V	3.5

The following (*) two courses may be taken in any order after completion of prerequisites.

*SON 2171C	Vascular Sonography	4.0
*SON 1100C	Practical Aspects of Sonography	4.0

SON 2019	Diagnostic Medical Sonography Review	4.0

Students must take SON 2854 Clinical Rotation VI prior to SON 2834 Clinical Rotation IV

SON 2854	Clinical Rotation VI	3.5
SON 2834	Clinical Rotation IV	3.5

General Education Courses (24.0 credit hours)
Behavioral/Social Science (3.0 credit hours)

PSY 101	Introduction to Psychology	3.0 credit hours
IDS 110	Strategies for Success	3.0 credit hours

Communications (3.0 credit hours)

SPC 101	Speech Communications	3.0 credit hours

English (3.0 credit hours)

ENC 101	English Composition I	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML 100	American Literature	3.0 credit hours
ENL 100	English Literature	3.0 credit hours

Mathematics (3.0 credit hours)

MAT 103	Intermediate Algebra	3.0 credit hours

Natural Science (9.0 credit hours)

BSC 205	Human Anatomy & Physiology	3.0 credit hours
BSC 206	Advanced Human Anatomy & Physiology	3.0 credit hours
PHY 210	General Physics I	3.0 credit hours

Course Delivery

Diagnostic Medical Sonography general education courses are available via distance education and residential delivery. Distance education courses are delivered through Southeastern College's online course delivery platform.

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.

Requirements for Distance Education:
Southeastern College has computers available with Internet access for student use at campuses. Southeastern College provides technical services and training through its online platform. Personal desktop or laptop computer with internet access is required for students in online programs. Students are required to have Microsoft office for all online classes.

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.

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DIAGNOSTIC MEDICAL SONOGRAPHY ASSOCIATE OF SCIENCE DEGREE (FL)

Description

The Diagnostic Medical Sonography 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. The Diagnostic Medical Sonography program offered by Southeastern College prepares graduates for the American Registry for Diagnostic Medical Sonography (ARDMS) examination. An Associate of Science 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 for the abdominal sonography-extended, obstetrics and gynecology sonography concentration.

Admissions Requirements

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

Prerequisites

- Background check and drug screening where applicable
- Successful completion of Science, Mathematics and English or Speech pre-requisite general education courses with a minimum grade of “C” or higher
- Cumulative grade average of 3.0 on a 4.0 scale in completed general education courses
- A maximum of 14.0 General Education transfer credits may be accepted dependent on program enrollment availability

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

Course Outline

To receive an Associate of Science Degree in Diagnostic Medical Sonography, students must complete 61.0 core credit hours and 26.0 credit hours in General Education courses for a total of 87.0 credit hours. This Associate of Science Degree program can be completed in 24 months for full-time students (Miami Lakes and West Palm Beach campuses) and 31 months for part-time students (Miami Lakes campus). The program consists of 8 months of General Education classes (Miami Lakes and West Palm Beach campuses) and 16 months of Diagnostic Medical Sonography core classes for full-time students (West Palm Beach and Miami Lakes campuses) and 23 months of core classes for part-time students (Miami Lakes campus).

Core Courses: 61.0 credit hours

The following courses are taken in the sequence listed below:

		Credit Hours
SON 1000C	Introduction to Diagnostic Medical Sonography	4.0
SON 1614C	Acoustic Physics & Instrumentation	4.0
SON 1113C	Cross-Sectional Anatomy	4.0
SON 2111C	Abdominal Sonography	4.0
SON 2154C	Superficial Structures and Neonatal Brain	4.0
SON 1804	Clinical Rotation I	3.5
SON 1814	Clinical Rotation II	3.5
SON 2120C	OB/GYN Sonography I	4.0
SON 2122C	OB/GYN Sonography II	4.0
SON 1824	Clinical Rotation III	3.5
SON 2844	Clinical Rotation V	3.5

<u>The following (*) two courses may be taken in any order after completion of prerequisites.</u>

*SON 2171C	Vascular Sonography	4.0
*SON 1100C	Practical Aspects of Sonography	4.0

SON 2019	Diagnostic Medical Sonography Review	4.0

Students must take SON 2854 Clinical Rotation VI prior to SON 2834 Clinical Rotation IV

SON 2854	Clinical Rotation VI	3.5
SON 2834	Clinical Rotation IV	3.5

General Education Courses (26.0 credit hours)

Credit hours in parenthesis indicate the required number of credit hours in each discipline. The courses listed are not all inclusive.

Behavioral/Social 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

Communications (3.0 credit hours)

SPC 1017	Speech	3.0

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)

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

Course Delivery

Diagnostic Medical Sonography general education courses are available via distance education and residential delivery. Distance education courses are delivered through Southeastern College's online course delivery platform.

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.

Requirements for Distance Education:
Southeastern College has computers available with Internet access for student use at campuses. Southeastern College provides technical services and training through its online platform. Personal desktop 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.

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.

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EARLY CHILDHOOD EDUCATION ASSOCIATE OF SCIENCE DEGREE (FL)

Description

The Early Childhood Education program focuses on delivering an educational foundation in the growth and development of young children. The program prepares students to work with children to promote their cognitive, emotional, language, physical, and social development. As part of the program, students will work directly with young children in the model laboratory on campus or on approved sites. An Associate of Science degree will be awarded upon successful completion. Outside work required.

Objectives

The Early Childhood Education program is intended to provide career-focused students an educational foundation for working with young children in varied educational settings.

Students will:

- Describe basic concepts of child development
- Demonstrate a comprehension of the characteristics and needs of young children including factors that influence their learning environments
- Plan/Create safe/healthy/respectful/supportive learning environments
- Comprehend observations, documentation, assessments, and their uses to improve child development
- Understand and apply skills to support children's social/emotional/physical/intellectual advancement together with language and literacy development
- Identify and work with differing approaches, instructional methodologies, and tools used to interact and constructively work with children and their families/communities
- Uphold ethical guidelines and professional standards, applying knowledge gained in the program to real world scenarios

Prerequisites

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

Course Outline

To receive an Associate of Science Degree in Early Childhood Education, students must complete 36.0 semester credit hours in their core courses and 24.0 semester credit hours in general education courses for a total of 60.0 semester credit hours. This Associate of Science Degree program can be completed in 20 months for full-time students.

***Core Courses**: 36.0 credit hours*

		Credit Hours
ECD 1000	Secure and Nurturing Environments for Young Children w/CPR	3.0
ECD 1200	Infant and Toddler Care	3.0
ECD 1300	Early Childhood Development	3.0
ECD 2000	Assessment and Directional Learning in Early Childhood	3.0
ECD 2100	Foundations in Curriculum in Early Childhood Education	3.0
ECD 2200	Early Childhood Education Literacy	3.0
ECD 2400	Early Childhood Education Administration	3.0
ECD 2500	Early Childhood Development Practicum I	3.0
ECD 2600	Early Childhood Development Practicum II	3.0
ECD 2700	Early Childhood Development Practicum III	3.0
ECD 2800	Early Childhood Development Practicum IV	3.0
ECD 2900	Early Childhood Development Practicum V	3.0

General Education Courses (24.0 credit hours)

Credit hours in parenthesis indicate the required number of credit hours in each discipline. The courses listed are not all inclusive.

Behavioral/Social Science (3.0 credit hours)

IDS 1107	Strategies and Success	3.0
PSY 1012	Introduction to Psychology	3.0

Communications (3.0 credit hours)

SPC 1017	Speech	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

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
STA 2023	Statistics	3.0

Natural Science (6.0 credit hours)

BSC 2085	Human Anatomy and Physiology I	3.0
BSC 2086	Advanced Anatomy and Physiology	3.0

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Course Delivery

Early Childhood courses are available via distance education and residential delivery. Distance education courses are delivered through Southeastern College's online course delivery platform.

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.

EARLY CHILDHOOD EDUCATION BACHELOR OF SCIENCE DEGREE (FL)

Description

The Early Childhood Education program focuses on delivering an educational foundation in the growth and development of young children. The program prepares students to work with children to promote their cognitive, emotional, language, physical, and social development. As part of the program, students will work directly with young children in the model laboratory on campus or on approved sites. A Bachelor of Science degree will be awarded upon successful completion. Outside work required.

Objectives

The Early Childhood Education program is intended to provide career-focused students an educational foundation for working with young children in varied educational settings.

Students will:

- Describe basic concepts of child development
- Demonstrate a comprehension of the characteristics and needs of young children including factors that influence their learning environments
- Plan/Create safe/healthy/respectful/supportive learning environments
- Comprehend observations, documentation, assessments, and their uses to improve child development
- Understand and apply skills to support children's social/emotional/physical/intellectual advancement together with language and literacy development
- Identify and work with differing approaches, instructional methodologies, and tools used to interact and constructively work with children and their families/communities
- Uphold ethical guidelines and professional standards, applying knowledge gained in the program to real world scenarios

- Comprehend language development fundamentals, recognize language competencies and language acquisition
- Understand concepts and theories in social development and social learning
- Apply developmentally appropriate and effective practices for learning through curriculum development and curricular procedures

Prerequisites

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

Course Outline

To receive a Bachelor of Science Degree in Early Childhood Education, students must complete 81.0 semester credit hours in their core courses and 39.0 semester credit hours in general education courses for a total of 120.0 semester credit hours. This Bachelor of Science Degree program can be completed in 40 months for full-time students.

Core Courses: 81.0 credit hours

		Credit Hours
ECD 1000	Secure and Nurturing Environments for Young Children w/CPR	3.0
ECD 1200	Infant and Toddler Care	3.0
ECD 1300	Early Childhood Development	3.0
ECD 2000	Assessment and Directional Learning in Early Childhood	3.0
ECD 2100	Foundations in Curriculum in Early Childhood Education	3.0
ECD 2200	Early Childhood Education Literacy	3.0
ECD 2400	Early Childhood Education Administration	3.0
ECD 2500	Early Childhood Development Practicum I	3.0
ECD 2600	Early Childhood Development Practicum II	3.0
ECD 2700	Early Childhood Development Practicum III	3.0

ECD 2800	Early Childhood Development Practicum IV	3.0
ECD 2900	Early Childhood Development Practicum V	3.0
ECD 3100	Early Childhood Foundations of Language	3.0
ECD 3200	Physical Learning Environments in Early Childhood	3.0
ECD 3300	Teaching Foundations	3.0
ECD 3400	Mentoring to Improve Quality in Early Childhood	3.0
	Education	3.0
ECD 3500	Community Engagement in Early Childhood	3.0
ECD 3600	Education	3.0
ECD 3700	Exceptional Children: Approaches and Support	3.0
ECD 3800	Cultural Diversity in the Classroom	3.0
ECD 4100	Early Childhood Social Development	3.0
ECD 4200	Curriculum in Early Childhood Education	3.0
ECD 4300	Practicum Rotation – Infants	3.0
ECD 4400	Practicum Rotation – Toddlers	3.0
ECD 4500	Practicum Rotation – Pre-school	3.0
ECD 4600	Practicum Rotation – Pre-Kindergarten	3.0
ECD 4700	Practicum Rotation – Kindergarten	3.0
	Practicum Rotation – After School Care	

General Education Courses (39.0 credit hours)

Credit hours in parenthesis indicate the required number of credit hours in each discipline. The courses listed are not all inclusive.

Behavioral/Social Science (9.0 credit hours)

IDS 1107	Strategies and Success	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

English (6.0 credit hours)

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

Humanities/Fine Arts (6.0 credit hours)

AML 1000	American Literature	3.0
ENL 1000	English Literature	3.0

Mathematics (6.0 credit hours)

MAT 1033	Intermediate Algebra	3.0
STA 2023	Statistics	3.0

Natural Science (6.0 credit hours)

BSC 2085	Human Anatomy and Physiology I	3.0
BSC 2086	Advanced Anatomy and Physiology	3.0

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

Course Delivery

Early Childhood courses are available via distance education and residential delivery. Distance education courses are delivered through Southeastern College's online course delivery platform.

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.

ELECTRONIC MEDICAL BILLING AND CODING SPECIALIST CERTIFICATE (NORTH CHARLESTON)

Description

Individuals trained in utilizing electronic healthcare records have the opportunity to improve the quality and convenience of patient care, increase patient participation in their own care, improve the accuracy of coding, diagnoses, and insurance processing, and increase the efficiency and cost savings of the medical practice. This program is intended to train those who wish to gain employment in medical billing and health information management utilizing electronic health systems. Employment opportunities may be 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. Graduates will have the opportunity to participate as important members of the healthcare team. A Certificate will be awarded upon successful completion of this program. Outside work is required.

Students who have successfully met all educational and institutional requirements for a Certificate in Electronic Medical Billing and Coding Specialist 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.

Objectives

The Electronic Medical Billing and Coding Specialist program is designed to train the student for an entry level position as a medical billing specialist, medical coding specialist, and for a variety of positions in the health information field and to function effectively as an integral member of the physician's health care team. Graduates of the program will possess the skills to successfully 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 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 Certificate as an Electronic Medical Billing and Coding Specialist, students must complete 31.5 credit hours (900 instructional clock hours). This Certificate 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.**

Courses: 31.5 credit hours

		Credit Hours	Clock Hours	Federal Student Aid
EBC 1101	Orientation to Healthcare	4.0	105	3.5
EBC 1224	Electronic Coding for Systems: Integumentary, skeletal, muscular, auditory, and ophthalmic	4.0	106	3.53
EBC 1225	Electronic Coding for Systems: Reproductive, urinary, and nervous	4.0	106	3.53
EBC 1226	Electronic Coding for Systems: Cardiovascular, blood, and lymphatic	4.0	106	3.53
EBC 1227	Electronic Coding for Systems: Endocrine, digestive, and respiratory	4.0	106	3.53
EBC 1220	Medical Terminology	4.0	106	3.53
EBC 1221	Electronic Healthcare Billing	4.0	105	3.5
EBC 2000	Externship	3.5	160	3.5

Course Delivery

Electronic Medical Billing and Coding Specialist courses, except for EBC2000 (externship) are available via distance education. In EBC2000, students will complete their externship hours in an occupational setting such as health care

facilities, private and/or group practices, clinics, or other suitable facilities. Distance education courses are delivered through Southeastern College's online course delivery platform.

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.

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 desktop or laptop computer with internet access is required for students in online programs. Students are required to have Microsoft office for all online classes.

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.

For information on graduation rates, student debt levels, and other

disclosures, visit https://www.sec.edu/consumerinformation/

MEDICAL ASSISTING CERTIFICATE (NC/SC)

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 in the medical office. A Certificate will be awarded upon successful completion of this program. Outside work required.

Students who have successfully met all educational and institutional requirements for a Certificate 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) examination or the American Association of Medical Assistants (AAMA) to sit for the Certified Medical Assisting (CMA) and the National Healthcareer Association to sit for the following certifications:

- CCMA – Certified Clinical Medical Assistant
- CPT – Certified Phlebotomy Technician
- CMAA – Certified Medical Administrative Assistant

The following additional certification examinations may be taken for a fee:

- CET – Certified EKG Technician
- CEHRS – Certified Electronic Health Records Specialist
- CPCT – Certified Patient Care Technician

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, EKG, patient assisting, vital signs, injections, venipuncture, and administration skills. Students will be prepared for entry-level employment as a Medical Assistant.

Prerequisites

- Have a high school diploma or G.E.D.
- Pass the entrance examination
- Background check and drug screening where applicable
- Please see the Program Handbook and Externship Manual for additional program policies.

Course Outline

To receive a Certificate in Medical Assisting, students must complete 36.0 semester credit hours (955 instructional Clock Hours). This certificate program can be completed in 8 months for full-time students or in 15 months for part-time students. **Evening students will be required to complete the Externship portion of the program during the day.**

Courses: 36.0 credit hours

		Clock	Credit	Federal
MEA 122	Clinical Procedure	4.5	115	4.0
MEA 224	Anatomy & Physiology for Medical	5.0	115	4.0
MEA 127C	Lab Procedures I	4.0	110	4.0
MEA 128C	Lab Procedures II	4.0	110	4.0
MEA 139	Medical Terminology	5.0	115	4.0
MEA 140	Electronic Health Records	5.0	115	4.0
MEA 152	Medical Office Management with Billing &	5.0	115	3.5
MEA 190	Externship	3.5	160	3.5

Course Delivery

To receive a Certificate in Medical Assisting, students must complete 36.0 Medical Assisting courses, except for MEA190 (externship course) are available via distance education and residential delivery. In MEA190, students will complete their externship hours in an occupational setting such as health care facilities, private and/or group practices, clinics, or

other suitable facilities. Distance education courses are delivered through Southeastern College's online course delivery platform.

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.

Requirements for Distance Education:

Southeastern College has computers available with Internet access for student use at the campuses. Southeastern College provides technical services and training through its online platform. Personal desktop or laptop computer with internet access is required for students in online programs. Students are required to have Microsoft office for all online classes.

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.

For information on graduation rates, student debt levels, and other disclosures, visit https://www.sec.edu/consumerinformation/

MEDICAL ASSISTING CERTIFICATE (SC)

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 in the medical office. A Certificate will be awarded upon successful completion of this program. Outside work required.

Students who have successfully met all educational and institutional requirements for a Certificate 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) examination or the American Association of Medical Assistants (AAMA) to sit for the Certified Medical Assisting (CMA) and the National Healthcareer Association to sit for the following certifications:

- CCMA – Certified Clinical Medical Assistant
- CPT – Certified Phlebotomy Technician
- CMAA – Certified Medical Administrative Assistant

The following additional certification examinations may be taken for a fee:

- CET – Certified EKG Technician
- CEHRS – Certified Electronic Health Records Specialist
- CPCT – Certified Patient Care Technician

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, EKG, patient assisting, vital signs, injections, venipuncture and administration skills. Students will be prepared for entry-level employment as a Medical Assistant.

Prerequisites

- Have a high school diploma or G.E.D.
- Pass the entrance examination
- Background check and drug screening where applicable
- Please see the Program Handbook and Externship Manual for additional program policies.

Course Outline

To receive a Certificate in Medical Assisting, students must complete 36.0 semester credit hours (1040 instructional Clock Hours). This certificate program can be completed in 8 months for full-time students or in 14 months for part-time students. **Evening students will be required to complete the Externship portion of the program during the day.**

Courses: 36.0 credit hours

		Clock	Credit	Federal
MEA 122	Clinical Procedure	4.5	115	4.0
MEA 224	Anatomy & Physiology for Medical	5.0	115	4.0
MEA 127C	Lab Procedures I	4.0	110	4.0
MEA 128C	Lab Procedures II	4.0	110	4.0
MEA 139	Medical Terminology	5.0	115	4.0
MEA 140	Electronic Health Records	5.0	115	4.0
MEA 152	Medical Office Management with Billing &	5.0	115	3.5
MEA 190	Externship	3.5	160	3.5

Course Delivery

Medical Assisting courses, except for MEA180 & MEA181 (externship courses) are available via distance education and residential delivery. In MEA180 & MEA181, students will complete their externship hours in an occupational setting such as health care facilities, private and/or group practices, clinics, or other suitable facilities. Distance education courses are delivered through Southeastern College's online course delivery platform.

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.

Requirements for Distance Education:

Southeastern College has computers available with Internet access for student use at the campuses. Southeastern College provides technical services and training through its online platform. Personal desktop or laptop computer with internet access is required for students in online programs. Students are required to have Microsoft office for all online classes.

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.

For information on graduation rates, student debt levels, and other disclosures, visit https://www.sec.edu/consumerinformation/

MEDICAL ASSISTING DIPLOMA (FL)

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 at the West Palm Beach Campus only.

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:

- CCMA – Certified Clinical Medical Assistant
- CET – Certified EKG Technician
- CPT – Certified Phlebotomy Technician

The following additional certification examinations may be taken for a fee:

- CMAA – Certified Medical Administrative Assistant
- CEHRS – Certified Electronic Health Records Specialist
- 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.

Admissions Requirements

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

Prerequisites

- Background check and drug screening where applicable

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

Course Outline

To receive a diploma in Medical Assisting, students must complete 36.5 credit hours (860 instructional clock hours). This diploma program can be completed in 8 months (32 weeks) for full- time students or in 15 months (60 weeks) for part-time students. **Evening students will be required to complete the externship portion of the program during the day.**

Core Courses: 36.0 credit hours

		Clock	Credit	Federal
MEA 122	Clinical Procedure	4.5	115	4.0
MEA 224	Anatomy & Physiology for Medical	5.0	115	4.0
MEA 127C	Lab Procedures I	4.0	110	4.0
MEA 128C	Lab Procedures II	4.0	110	4.0
MEA 139	Medical Terminology	5.0	115	4.0
MEA 140	Electronic Health Records	5.0	115	4.0
MEA 152	Medical Office Management with Billing &	5.0	115	3.5
MEA 190	Externship	3.5	160	3.5

Course Delivery

Medical Assisting courses, except for MEA 1804 (externship) are available via distance education and residential delivery. In MEA 1804, students will complete their externship hours in an occupational setting such as health care facilities, private and/or group practices, clinics, or other suitable facilities. Distance education courses are delivered through Southeastern College's online course delivery platform.

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.

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 desktop or laptop computer with internet access is required for students in online programs. Students are required to have Microsoft office for all online classes.

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.

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

MEDICAL ASSISTING ASSOCIATE IN APPLIED SCIENCE DEGREE (NC)

Description

This program's goal is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The 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. An Associate in Applied Science degree will be awarded upon successful completion of this program.

Students who have successfully met all educational and institutional requirements for a Degree 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) examination and;

Students who have successfully met all educational and institutional requirements for a Degree 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) examination or the American Association of Medical Assistants (AAMA) to sit for the Certified Medical Assisting (CMA) and the National Healthcareer Association to sit for the following certifications:

- CCMA – Certified Clinical Medical Assistant
- CPT – Certified Phlebotomy Technician
- CMAA – Certified Medical Administrative Assistant

The following additional certification examinations may be taken for a fee:

- CET – Certified EKG Technician
- CEHRS – Certified Electronic Health Records Specialist
- CPCT – Certified Patient Care Technician

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, EKG, patient assisting, vital signs, injections, venipuncture, and

administration skills. Students will be prepared for entry-level employment as a Medical Assistant.

Prerequisites

- Have a high school diploma or G.E.D.
- Pass the entrance examination
- Background check and drug screening where applicable
- Please see the Program Handbook and Externship Manual for additional program policies.

Course Outline

To receive an Associate in Applied Science degree in Medical Assisting, students must complete 34.0 semester credit hours in their major and 26.0 credit hours in the General Education courses for a total of 60.0 credit hours. This degree program can be completed in 16 months for full-time students or in 22 months for part-time students. Evening students will be required to complete the Externship portion of the program during the day.

Courses: 36.0 credit hours

		Clock	Credit	Federal
MEA 122	Clinical Procedure	4.5	115	4.0
MEA 224	Anatomy & Physiology for Medical	5.0	115	4.0
MEA 127C	Lab Procedures I	4.0	110	4.0
MEA 128C	Lab Procedures II	4.0	110	4.0
MEA 139	Medical Terminology	5.0	115	4.0
MEA 140	Electronic Health Records	5.0	115	4.0
MEA 152	Medical Office Management with Billing &	5.0	115	3.5
MEA 190	Externship	3.5	160	3.5

General Education Courses (26.0 credit hours)

Behavioral/Social Science (3.0 credit hours)

IDS 110	Strategies for Success	3.0
DEP204/DEP2004	Lifespan Development	3.0
PSY101/1012	Introduction to Psychology	3.0

Communications (3.0 credit hours)

SPC 101	Speech	3.0

Computers (3.0 credit hours)

CGS 106	Introduction to Computers	3.0

English (3.0 credit hours)

ENC 101	English Composition I	3.0

Humanities/Fine Arts (3.0 credit hours)

AML 100	American Literature	3.0

Mathematics (3.0 credit hours)

MAT 103	Intermediate Algebra	3.0

Natural Science (8.0 credit hours)

BSC 205	Anatomy & Physiology	3.0
BSC 205L	Anatomy & Physiology Lab	1.0
BSC 206	Advanced Anatomy & Physiology	3.0
BSC 206L	Advanced Anatomy & Physiology Lab	1.0

Course Delivery

Medical Assisting courses, except for MEA188 (externship course) are available via distance education and residential delivery. In MEA188, students will complete their externship hours in an occupational setting such as health care facilities, private and/or group practices, clinics, or other suitable facilities. Distance education courses are delivered through Southeastern College's online course delivery platform.

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.

Requirements for Distance Education:
Southeastern College has computers available with Internet access for student use at the campuses. Southeastern College provides technical services and training through its online platform. Personal desktop or laptop computer with internet access is required for students in online programs. Students are required to have Microsoft office for all online classes.

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.

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

MEDICAL ASSISTING ASSOCIATE IN APPLIED SCIENCE DEGREE (SC/NC)

Description

This program's goal is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The 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. An Associate in Applied Science degree will be awarded upon successful completion of this program.

Students who have successfully met all educational and institutional requirements for a Degree 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) examination and;

Students who have successfully met all educational and institutional requirements for a Degree 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) examination or the American Association of Medical Assistants (AAMA) to sit for the Certified Medical Assisting (CMA) and the National Healthcareer Association to sit for the following certifications:

- CCMA – Certified Clinical Medical Assistant
- CPT – Certified Phlebotomy Technician
- CMAA – Certified Medical Administrative Assistant

The following additional certification examinations may be taken for a fee:

- CET – Certified EKG Technician
- CEHRS – Certified Electronic Health Records Specialist
- CPCT – Certified Patient Care Technician

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, EKG, patient assisting, vital signs, injections, venipuncture, and

administration skills. Students will be prepared for entry-level employment as a Medical Assistant.

Prerequisites

- Have a high school diploma or G.E.D.
- Pass the entrance examination
- Background check and drug screening where applicable
- Please see the Program Handbook and Externship Manual for additional program policies.

Course Outline

To receive an Associate in Applied Science degree in Medical Assisting, students must complete 36.0 semester credit hours in their major and 24.0 credit hours in the General Education courses for a total of 60.0 credit hours. This degree program can be completed in 16 months for full-time students or in 23 months for part-time students. Evening students will be required to complete the Externship portion of the program during the day.

Courses: 36.0 credit hours

		Clock Hours	*Credit Hours*	*Federal Student Aid*
MEA 122	Clinical Procedure	4.5	115	4.0
MEA 224	Anatomy & Physiology for Medical Assistants	5.0	115	4.0
MEA 127C	Lab Procedures I	4.0	110	4.0
MEA 128C	Lab Procedures II	4.0	110	4.0
MEA 139	Medical Terminology	5.0	115	4.0
MEA 140	Electronic Health Records	5.0	115	4.0
MEA 152	Medical Office Management with Billing & Coding	5.0	115	3.5
MEA 190	Externship	3.5	160	3.5

General Education Courses (24.0 credit hours)

Behavioral/Social Science (3.0 credit hours)

IDS110/1101	Strategies for Success	3.0
DEP204/2004	Lifespan Development	3.0

PSY101/1012	Introduction to Psychology	3.0

Communications (3.0 credit hours)

SPC 101	Speech	3.0

Computers (3.0 credit hours)

CGS 106	Introduction to Computers	3.0

English (3.0 credit hours)

ENC 101	English Composition I	3.0

Humanities/Fine Arts (3.0 credit hours)

AML 100	American Literature	3.0

Mathematics (3.0 credit hours)

MAC 2105	College Algebra	3.0
MAT 103	Intermediate Algebra	3.0

Natural Science (6.0 credit hours)

BSC105/1005	General Biology	3.0
BSC150/1050	Environmental Science	3.0
BSC106/2006	Advanced Biology	3.0
BSC205/2085	Human Anatomy & Physiology I 3.0	
BSC206/2086	Advanced Anatomy& Physiology	3.0

The following Natural Science Lab Courses are also available

BSC205L/2085L	Human Anatomy & Physiology I Lab	1.0
BSC206L/2086L	Advanced Anatomy& Physiology Lab	1.0

Course Delivery

Medical Assisting courses, except for MEA190 (externship course) are available via distance education and residential delivery. In MEA190, students will complete their externship hours in an occupational setting such as health care facilities, private and/or group practices, clinics, or other suitable facilities.

Distance education courses are delivered through Southeastern College's online course delivery platform.

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.

Requirements for Distance Education:
Southeastern College has computers available with Internet access for student use at the campuses. Southeastern College provides technical services and training through its online platform. Personal desktop or laptop computer with internet access is required for students in online programs. Students are required to have Microsoft office for all online classes.

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.

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

MEDICAL ASSISTING ASSOCIATE OF SCIENCE DEGREE (FL)

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. An Associate of Science degree will be awarded upon successful completion. 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 at the West Palm Beach Campus only.

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:

- CCMA – Certified Clinical Medical Assistant
- CET – Certified EKG Technician
- CPT – Certified Phlebotomy Technician

The following additional certification examinations may be taken for a fee:

- CMAA – Certified Medical Administrative Assistant
- CEHRS – Certified Electronic Health Records Specialist
- 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 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. A degree will provide a competitive edge and career opportunity useful in the medical fields.

Admissions Requirements

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

Prerequisites

- Background check and drug screening where applicable

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

Course Outline

To receive an Associate of Science Degree in Medical Assisting, students must complete 36 credit hours in their major and 24.0 credit hours in the General Education courses for a total of 60 credit hours. This degree program can be completed in 16 months for full-time students or in 23 months for part-time students. **Evening students will be required to complete the externship portion of the program during the day.**

Core Courses: 36.0 credit hours

		Clock Hours	*Credit Hours*	*Federal Student Aid*
MEA 122	Clinical Procedure	4.5	115	4.0
MEA 224	Anatomy & Physiology for Medical Assistants	5.0	115	4.0
MEA 127C	Lab Procedures I	4.0	110	4.0
MEA 128C	Lab Procedures II	4.0	110	4.0

MEA 139	Medical Terminology	5.0	115	4.0
MEA 140	Electronic Health Records	5.0	115	4.0
MEA 152	Medical Office Management with Billing & Coding	5.0	115	3.5
MEA 190	Externship	3.5	160	3.5

General Education Courses (24.0 credit hours)

Credit hours in parenthesis indicate the required number of credit hours in each discipline. The courses listed are not all inclusive.

Behavioral/Social Science (3.0 credit hours)

DEP 2004	Lifespan Development	3.0
IDS 1107	Strategies and Success	3.0
PSY 1012	Introduction to Psychology	3.0

Communications (3.0 credit hours)

SPC 1017	Speech	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

Humanities/Fine Arts (3.0 credit hours)

AML 1000	American Literature	3.0

Mathematics (3.0 credit hours)

MAC 2105	College Algebra	3.0
MAT 1033	Intermediate Algebra	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

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

Course Delivery

Medical Assisting courses, except for MEA 190 (externship) are available via distance education and residential delivery. In MEA 190, students will complete their externship hours in an occupational setting such as health care facilities, private and/or group practices, clinics, or other suitable facilities. Distance education courses are delivered through Southeastern College's online course delivery platform.

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.

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 desktop or laptop computer with internet access is required for students in online programs. Students are required to have Microsoft office for all online classes.

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.

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

MEDICAL BILLING AND CODING SPECIALIST CERTIFICATE (NORTH CHARLESTON & NC)

Description

Individuals trained in utilizing electronic healthcare records have the opportunity to improve the quality and convenience of patient care, increase patient participation in their own care, improve the accuracy of coding, diagnoses, and insurance processing, and increase the efficiency and cost savings of the medical practice. This program is intended to train those who wish to gain employment in medical billing and health information management utilizing electronic health systems. Employment opportunities may be 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 Certificate will be awarded upon successful completion of this program. Outside work is required.

Students who have successfully met all educational and institutional requirements for a Certificate in Medical Billing and Coding Specialist 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.

Objectives

The Medical Billing and Coding Specialist program is designed to train the student for an entry level position as a medical billing specialist, medical coding specialist, and for a variety of positions in the health information field and to function effectively as an integral member of the physician's health care team. Graduates of the program will possess the skills to successfully perform medical office procedures, medical keyboarding, health care records management, process medical insurance, follow healthcare laws and ethics, and basic coding procedures.

Admissions Requirements

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

Prerequisites

- Background Check and Drug Screening where applicable

Please see Program Handbook for additional policies for this program.

Course Outline

To receive a Certificate as a Medical Billing and Coding Specialist, students must complete 31.5 credit hours (882 clock hours). This Certificate program can be completed in 8 months for full-time students and 15 months for part-time students.

Courses: 31.5 credit hours

		Credit Hours	Clock Hours	Federal Student Aid
EBC 1101	Orientation to Healthcare	4.0	105	3.50
EBC 1224	Electronic Coding for Systems: Integumentary, skeletal, muscular, auditory, and ophthalmic	4.0	106	3.53
EBC 1225	Electronic Coding for Systems: Reproductive, urinary, and nervous	4.0	106	3.53
EBC 1226	Electronic Coding for Systems: Cardiovascular, blood, and lymphatic	4.0	106	3.53
EBC 1227	Electronic Coding for Systems: Endocrine, digestive, and respiratory	4.0	106	3.53
EBC 1220	Medical Terminology	4.0	106	3.53
EBC 1221	Electronic Healthcare Billing	4.0	128	4.0
EBC 2100	Capstone	3.5	119	3.5

Course Delivery

Medical Billing and Coding Specialist courses are available via distance education. Distance education courses are delivered through Southeastern College's online course delivery platform.

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.

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 desktop or laptop computer with internet access is required for students in online programs. Students are required to have Microsoft office for all online classes.

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.

For information on graduation rates, student debt levels, and other disclosures, visit https://www.sec.edu/consumerinformation/

MEDICAL BILLING AND CODING SPECIALIST DIPLOMA (FL)

Description

Individuals trained in utilizing electronic healthcare records have the opportunity to improve the quality and convenience of patient care, increase patient participation in their own care, improve the accuracy of coding, diagnoses, and insurance processing, and increase the efficiency and cost savings of the medical practice. This program is intended to train those who wish to gain employment in medical billing and health information management utilizing electronic health systems. Employment opportunities may be 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 is required.

Students who have successfully met all educational and institutional requirements for a Diploma in Medical Billing and Coding Specialist 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.

Objectives

The Medical Billing and Coding Specialist program is designed to train the student for an entry level position as a medical billing specialist, medical coding specialist, and for a variety of positions in the health information field and to function effectively as an integral member of the physician's health care team. Graduates of the program will possess the skills to successfully perform medical office procedures, medical keyboarding, health care records management, process medical insurance, follow healthcare laws and ethics, and basic coding procedures.

Admissions Requirements

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

Prerequisites

- Background Check and Drug Screening where applicable

Please see Program Handbook for additional policies for this program.

Course Outline

To receive a Diploma as a Medical Billing and Coding Specialist, students must complete 31.5 credit hours (882 clock hours). This Diploma program can be completed in 8 months for full-time students and 15 months for part-time students.

Courses: 31.5 credit hours

		Credit Hours	Clock Hours	Federal Student Aid
EBC 1101	Orientation to Healthcare	4.0	105	3.50
EBC 1224	Electronic Coding for Systems: Integumentary, skeletal, muscular, auditory, and ophthalmic	4.0	106	3.53
EBC 1225	Electronic Coding for Systems: Reproductive, urinary, and nervous	4.0	106	3.53
EBC 1226	Electronic Coding for Systems: Cardiovascular, blood, and lymphatic	4.0	106	3.53
EBC 1227	Electronic Coding for Systems: Endocrine, digestive, and respiratory	4.0	106	3.53
EBC 1220	Medical Terminology	4.0	106	3.53
EBC 1221	Electronic Healthcare Billing	4.0	128	4.0
EBC 2100	Capstone	3.5	119	3.5

Course Delivery

Medical Billing and Coding Specialist courses are available via distance education. Distance education courses are delivered through Southeastern College's online course delivery platform.

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.

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 desktop or laptop computer with internet access is required for students in online programs. Students are required to have Microsoft office for all online classes.

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.

For information on graduation rates, student debt levels, and other disclosures, visit https://www.sec.edu/consumerinformation/

MEDICAL OFFICE BASIC X-RAY TECHNICIAN DIPLOMA (FL)

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 including a focus on radiography, 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 also successfully met all educational and institutional requirements for a Diploma in Medical Office Basic X-Ray Technician 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 Radiography examination to receive a Basic X-Ray Machine Operator License in the State of Florida.

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

- CCMA – Certified Clinical Medical Assistant CET
- Certified EKG Technician
- CPT – Certified Phlebotomy Technician

The following additional certification examinations may be taken for a fee:

- CMAA – Certified Medical Administrative Assistant
- CEHRS – Certified Electronic Health Records Specialist
- CPCT – Certified Patient Care Technician

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. with a direct focus on radiography and administration skills. Students will be prepared for entry-level employment as a Medical Assistant and Medical Assistant with Basic X-Ray Machine Operator License.

Admissions Requirements

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

Prerequisites

- Background check and drug screening where applicable

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

Course Outline

To receive a diploma in Medical Office Basic X-Ray Technician, students must complete 44.5 credit hours (1060 instructional clock hours). This diploma program can be completed in 10 months (40 weeks) for full- time students or in 19 months (76 weeks) for part-time students. Evening students will be required to complete the externship portion of the program during the day.

Core Courses: 44.5 credit hours

		Credit Hours
MEA 1206C	Clinical Procedures	3.5
MEA 1236C	Anatomy and Physiology	6.0
MEA 1238	Medical Terminology	1.5
MEA 1265C	Lab Procedures I	4.0
MEA 1290C	Radiography	6.0
MEA 1292C	Radiography II	4.0
MEA 1294C	Radiography III	2.0
MEA 1295	Radiography Licensure Review	2.0
MEA 1300C	Introduction to Medical Billing and Coding	3.5
MEA1304C	Medical Office Management	4.5
MEA1346C	Electronic Health Records	4.0
MEA 1804	Externship	3.5

Course Delivery

Medical Office Basic X-Ray Technology courses, except for MEA1804 (externship course) are available via distance education and residential delivery. In MEA1804, students will complete their externship hours in an occupational setting such as health care facilities, private and/or group practices, clinics, or other suitable facilities. Distance education courses are delivered through Southeastern College's online course delivery platform.

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.

Requirements for Distance Education

Southeastern College has computers available with Internet access for student use at the campuses. Southeastern College provides technical services and training through its online platform. Personal desktop or laptop computer with internet access is required for students in online programs. Students are required to have Microsoft office for all online classes.

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.

For information on graduation rates, student debt levels, and other disclosures, visit https://www.sec.edu/consumerinformation/

MEDICAL OFFICE BASIC X-RAY TECHNICIAN ASSOCIATE OF SCIENCE DEGREE (FL)

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 including a focus on radiography, students will learn how to function in an administrative capacity at the medical office. An Associate of Science degree will be awarded upon successful completion. Outside work required.

Students who have also successfully met all educational and institutional requirements for an Associate of Science Degree in Medical Office Basic X-Ray Technician 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 Radiography examination to receive a Basic X-Ray Machine Operator License in the State of Florida.

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

- CCMA – Certified Clinical Medical Assistant
- CET – Certified EKG Technician
- CPT – Certified Phlebotomy Technician

The following additional certification examinations may be taken for a fee:

- CMAA – Certified Medical Administrative Assistant
- CEHRS – Certified Electronic Health Records Specialist
- CPCT – Certified Patient Care Technician

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. with a direct focus on radiography and administration skills. Students will be prepared for entry-level employment as a Medical Assistant and Medical Assistant with Basic X-Ray Machine Operator License.

Admissions Requirements

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

Prerequisites

- Background check and drug screening where applicable

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

Course Outline

To receive a Associate of Science Degree in Medical Office Basic X-Ray Technician, students must complete 44.5 credit hours in their major and 24.0 credit hours in the General Education courses for a total of 68.5 credit hours. This degree program can be completed in 18 months (72 weeks) for full- time students or in 27 months (108 weeks) for part-time students. Evening students will be required to complete the externship portion of the program during the day.

Core Courses: 44.5 credit hours

		Credit Hours
MEA 1206C	Clinical Procedures	3.5
MEA 1236C	Anatomy and Physiology	6.0
MEA 1238	Medical Terminology	1.5
MEA 1265C	Lab Procedures I	4.0
MEA 1290C	Radiography	6.0
MEA1292C	Radiography II	4.0
MEA1294C	Radiography III	2.0
MEA1295	Radiography Licensure Review	2.0
MEA 1300C	Introduction to Medical Billing and Coding	3.5
MEA 1304C	Medical Office Management	4.5
MEA 1346C	Electronic Health Records	4.0
MEA 1804	Externship	3.5

General Education Courses (24.0 credit hours)

Credit hours in parenthesis indicate the required number of credit hours in each discipline. The courses listed are not all inclusive.

Behavioral/Social 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

Communications (3.0 credit hours)

SPC 1017	Speech	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

Humanities/Fine Arts (3.0 credit hours)

AML 1000	American Literature	3.0

Mathematics (3.0 credit hours)

MAC 2105	College Algebra	3.0
MAT 1033	Intermediate Algebra	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

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

Course Delivery

Medical Office Basic X-Ray Technology courses, except for MEA1804 (externship course) are available via distance education and residential delivery. In MEA1804 students will complete their externship hours in an occupational setting such as health care facilities, private and/or group practices, clinics, or other suitable facilities. Distance education courses are delivered through Southeastern College's online course delivery platform.

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.

Requirements for Distance Education

Southeastern College has computers available with Internet access for student use at the campuses. Southeastern College provides technical services and training through its online platform. Personal desktop 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.

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.

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

NURSING ASSOCIATE OF APPLIED SCIENCE DEGREE (SC)

Description

The Nursing 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 multistate compact or South Carolina LPN license. 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 Applied Science degree in Nursing will be awarded upon successful completion of the program. Outside work is required.

Students who have successfully met all educational and institutional requirements for the Associate of Applied Science Degree in the Nursing program from Southeastern College are eligible to have their names submitted to the South Carolina Board of Nursing to be considered as a candidate for the NCLEX-RN. The South Carolina 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.

As part of the program, students must participate in training experiences at approved clinical sites. Sites may be up to 100 miles from the campus. All expenses relating to this clinical training are the responsibility of the student, i.e., food and gas, etc. Students are expected to remain flexible with the schedule, which may be changed without advanced notice, and may make any necessary accommodations to their schedule as needed.

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 healthcare 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 the theoretical content of general education classes with nursing theory and practice.

General Student Admission

- Submit Application.
- Have a high school diploma, G.E.D., or equivalent.
- Pass school entrance assessment.
- Pass the Nursing Pre-Entrance Exam (60.0 or higher).
    - Students scoring between 42.0-59.9 on the Nursing Pre-Entrance Exam may be admitted under the following conditions:
        - Students will receive an Academic Advisement plan, including a customized course schedule and a designated retest date for the Nursing Pre-Entrance Exam.
        - Students must be enrolled in the Nursing Pre-Entrance Exam study prep program as identified by the College before acceptance.
        - Students must actively participate in the Nursing Pre-Entrance Exam study prep program within the first semester of enrollment.
        - Students must achieve a 60.0 on the Nursing Pre-Entrance Exam as a prerequisite to the Nursing Program core classes within the first semester of enrollment.
- Students holding a current valid Licensed Practical Nursing license are exempt from the pre-nursing entrance exam requirement.
- Submit a written essay.
- Interview with Nursing Program Director and/or designee.

Licensed Practical Nursing applicants

- Submit Application.
- Have a high school diploma, G.E.D., or equivalent.
- Pass school entrance assessment.
- Hold an active Licensed Practical Nursing License.
- Submit a written essay.
- Interview with Nursing Program Director and/or designee.

Applicants holding a Bachelor's Degree

- Submit Application.
- Have an earned bachelor's or higher degree from an accredited institution recognized by the US Department of Education or a foreign equivalent.
- Pass school entrance assessment.
- Submit a written essay.
- Interview with Nursing Program Director and/or designee.

Certificate in Pre-Nursing Applicants (South Carolina Technical Colleges)

- Submit Application.
- Have a high school diploma, G.E.D., or equivalent and an earned Pre-Nursing Certificate from a South Carolina Technical College.
- Pass school entrance assessment.
- Must have completed a pre-nursing certificate with a minimum of 3.50 GPA within the last 3 years.
    - Must maintain a 3.5 GPA in General Education Courses completed at Southeastern College to waive the pre-nursing entrance exam requirement, otherwise students will be required to pass the pre-nursing entrance exam requirement by obtaining the minimum proficiency level score of 60.0 before starting core classes (no courses can be repeated for GPA purposes).
- Submit a written essay.
- Interview with Nursing Program Director and/or designee.

Prerequisites

- Graduates of Southeastern College's Practical Nurse Program may provide proof of a valid, active, unrestricted South Carolina LPN license 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 the withdrawal of the student from the school.

Additional Prerequisites to the Nursing Core Classes

Please note that the following requirements must all be met or maintained in order to advance into the Nursing Program core courses:

- Passs the Nursing Pre-Entrance Exam by obtaining the minimum proficiency level score of 60.0.
- Intermediate Algebra and all science courses (Human Anatomy and Physiology I, Advanced Human Anatomy, and Microbiology courses and labs) must have been completed within 5 years before starting Nursing Program Core Courses.
- A cumulative GPA of 3.00 in the pre-requisite general education courses is required to enter the core Nursing program courses. A student must receive a grade of "B" or higher for Intermediate Algebra and all science classes (Human Anatomy & Physiology I, Advanced Human Anatomy, and Microbiology courses and labs). If a candidate transfers 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 deemed necessary by the Program Director. If the candidate tests positive for the drug screen or items appear on the background check that violate the clinical site terms of the agreement, s/he 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 the agreement, the candidate will not be allowed to proceed to the Nursing program core courses unless s/he can is able to provide corrected documentation.
- The currency and unrestricted nature of the practical nursing license will be checked again before entering the Nursing program core classes (if applicable). If a candidate's license is not current or unrestricted at this

time or s/he is unable to provide documentation, s/he will be registered as a non-transitional student and will not receive transfer credit.

- Active medical insurance is required before the first day of starting the Nursing Program Core Courses. Medical insurance must be maintained throughout the duration of your time in the Nursing Program.
- Provide documentation of health examination within 6 months before starting Nursing Program Core Courses.
- Provide TB test within one year of starting Nursing Program Core Courses or Chest X-ray Documentation within two years of starting Nursing Program Core Courses. (Must be renewed if the 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 within two months before starting Nursing Program Core Courses.
- Possess a current eight-hours American Heart Association CPR Certification before starting Nursing Core Courses for those entering with a valid, active, unrestricted South Carolina LPN license and prior to the Nursing program core courses for all other students.
- Medical insurance is required prior to the first day of beginning general education courses.

Please see the Program Handbook for additional policies for this program.

Course Outline

To receive an Associate in Applied Science Degree in the Nursing program, students must complete 42.5 semester credit hours in their major and 30.0 semester credit hours in general education courses for a total of 72.5 semester credit hours. This Associate in Applied Science Degree program can be completed in 25 months for all full-time students.

Core Courses: 42.5 credit hours

		Credit Hours
NUR 1123C	Fundamentals of Nursing*	4.5
NUR 1240C	Nursing Pharmacology	4.0
NUR 1309C	Transition to Nursing	4.0
NUR 2521C	Maternity Nursing Care	4.0

NUR 1311C	Basic Adult Healthcare	8.0
NUR 2330C	Advanced Adult Healthcare	8.0
NUR 2410C	Pediatric Nursing	4.0
NUR 2917C	Nursing Roles Practicum	6.0

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

Students will only be allowed 1 retake of a Nursing Program core course and only a total of 2 different Nursing Program core courses may be retaken.

General Education Courses: 30.0 credit hours

AML 100**	American Literature **OR**	3.0
ENL 100**	English Literature	3.0
BSC 205	Human Anatomy and Physiology I	3.0
BSC 205L	Human Anatomy & Physiology I Lab	1.0
BSC 206	Advanced Anatomy and Physiology	3.0
BSC 206L	Advanced Anatomy & Physiology Lab	1.0
CGS 106	Introduction to Computers	3.0
DEP 204	Lifespan Development	3.0
ENC 101	English Composition I	3.0
MAT 103	Intermediate Algebra	3.0
MCB 201	Microbiology	3.0
MCB 201L	Microbiology Lab	1.0
SPC 101	Speech	3.0

**Non Pre-requisite general education course, must be completed prior to graduation.

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

Course Delivery

Nursing general education courses are available via distance education and residential delivery. Distance education courses are delivered through Southeastern College's online course delivery platform.

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.

Requirements for Distance Education:
Southeastern College has computers available with Internet access for student use at campuses. Southeastern College provides technical services and training through its online platform. Personal desktop or laptop computer with internet access is required for students in online programs. Students are required to have Microsoft office for all online classes.

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.

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

NURSING ASSOCIATE OF SCIENCE DEGREE (FL)

Description

The Nursing 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 multistate compact or Florida LPN license. 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 is required.

Students who have successfully met all educational and institutional requirements for the Associate of Science Degree in the Nursing 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.

As part of the program, students must participate in training experiences at approved clinical sites. Sites may be up to 100 miles from the campus. All expenses relating to this clinical training are the responsibility of the student, i.e. food and gas, etc. Students are expected to remain flexible with the schedule, which may be changed without advanced notice, and may any necessary accommodations to their schedule as needed.

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 healthcare 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.

General Admissions Requirements

- Have a high school diploma, G.E.D., or equivalent.
- Pass school entrance assessment.
- Pass the Nursing Pre-Entrance Exam (60.0 or higher).
    - Students scoring between 42.0-59.9 on the Nursing Pre-Entrance Exam may be admitted under the following conditions:
        - Students will receive an Academic Advisement plan, including a customized course schedule and a designated retest date for the Nursing Pre-Entrance Exam.
        - Students must be enrolled in the Nursing Pre-Entrance Exam study prep program as identified by the College before acceptance.
        - Students must actively participate in the Nursing Pre-Entrance Exam study prep program within the first semester of enrollment.
        - Students must achieve a 60.0 on the Nursing Pre-Entrance Exam as a prerequisite to the Nursing Program core classes within the first semester of enrollment.
- Students holding a current valid Licensed Practical Nursing license are exempt from the pre-nursing entrance exam requirement.
- Submit a written essay.
- Interview with Nursing Program Director and/or designee.

Licensed Practical Nursing applicants

- Submit Application.
- Have a high school diploma, G.E.D., or equivalent.
- Pass school entrance assessment.
- Hold an active Licensed Practical Nursing License.
- Submit a written essay.
- Interview with Nursing Program Director and/or designee.

Applicants holding a Bachelor's Degree

- Submit Application.
- Have an earned bachelor's or higher degree from an accredited institution recognized by the US Department of Education or a foreign equivalent.
- Pass school entrance assessment.
- Submit a written essay.
- Interview with Nursing Program Director and/or designee.

Prerequisites

- Graduates of Southeastern College's Practical Nurse Program may provide proof of a valid, active, unrestricted Florida LPN license 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 the withdrawal of the student from the school.

Additional Prerequisites to the Nursing Core Classes

Please note that the following requirements must all be met or maintained in order to advance into the Nursing Program core courses:

- Passs the Nursing Pre-Entrance Exam by obtaining the minimum proficiency level score of 60.0.
- Intermediate Algebra and all science courses (Human Anatomy and Physiology I, Advanced Human Anatomy, and Microbiology courses and labs) must have been completed within 5 years before starting Nursing Program Core Courses.
- A cumulative GPA of 3.00 in the pre-requisite general education courses is required to enter the core Nursing program courses. A student must receive a grade of "B" or higher for Intermediate Algebra and all science classes (Human Anatomy & Physiology I, Advanced Human Anatomy, and Microbiology courses and labs). If a candidate transfers 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 deemed necessary by the Program Director. If the candidate tests positive for the drug screen or items appear on the

background check that violate the clinical site terms of agreement, s/he 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 the agreement, the candidate will not be allowed to proceed to the Nursing program core courses unless s/he is able to provide corrected documentation.

- The currency and unrestricted nature of the practical nursing license will be checked again before entering the Nursing program core classes (if applicable). If a candidate's license is not current or unrestricted at this time or s/he is unable to provide documentation, s/he will be registered as a non-transitional student and will not receive transfer credit.
- Active medical insurance is required before the first day of starting Nursing Program Core Courses. Medical insurance must be maintained throughout your time in the Nursing Program.
- Provide documentation of health examination within 6 months before starting Nursing Program Core Courses.
- Provide TB test within one year of starting Nursing Program Core Courses or Chest X-ray Documentation within two years of starting Nursing Program Core Courses. (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 within two months before starting Nursing Program Core Courses.
- Possess a current eight-hours American Heart Association CPR Certification before starting Nursing Core Courses for those entering with a valid, active, unrestricted Florida LPN license and prior to the Nursing program core courses for all other students.
- Medical insurance is required prior to the first day of beginning general education courses.

Please see the Program Handbook for additional policies for this program.

Course Outline

To receive an Associate of Science Degree in the Nursing program, students must complete 43.5 semester credit hours in their major and 30.0 semester credit hours in general education courses for a total of 73.5 semester credit hours. This Associate of Science Degree program can be completed in 25

months for all full-time students.

Core Courses: 43.5 credit hours

		Credit Hours
NUR 1023C	Fundamentals of Nursing I*	5.0
NUR 1140C	Nursing Pharmacology	4.0
NUR 1209C	Transition to Nursing	4.5
NUR 2421C	Maternity Nursing Care	4.0
NUR 1211C	Basic Adult Healthcare	8.0
NUR 2230C	Advanced Adult Healthcare	8.0
NUR 2310C	Pediatric Nursing	4.0
NUR 2817C	Nursing Roles Practicum	6.0

*Upon admission to the program, 5.0 credit hours will be awarded for this course upon proof of a valid, active, unrestricted Florida LPN license.

Students will only be allowed 1 retake of a Nursing Program core course and only a total of 2 different Nursing Program core courses may be retaken.

General Education Courses: 30.0 credit hours

Credit hours in parenthesis indicate the required number of credit hours in each discipline. The courses listed are not all inclusive.

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 & Physiology I Lab	1.0
BSC 2086	Advanced Anatomy and Physiology	3.0
BSC 2086L	Advanced Anatomy & Physiology Lab	1.0
CGS 1060	Introduction to Computers	3.0
DEP 2004	Lifespan Development	3.0
ENC 1101	English Composition I	3.0
MAT 1033	Intermediate Algebra	3.0
MCB 2010	Microbiology	3.0
MCB 2010L	Microbiology Lab	1.0
SPC 1017	Speech	3.0

**Non Pre-requisite general education course, must be completed prior to graduation.

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

Course Delivery

Nursing general education courses are available via distance education and residential delivery. Distance education courses are delivered through Southeastern College's online course delivery platform.

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.

Requirements for Distance Education:

Southeastern College has computers available with Internet access for student use at campuses. Southeastern College provides technical services and training through its online platform. Personal desktop or laptop computer with internet access is required for students in online programs. Students are required to have Microsoft office for all online classes.

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.

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

OCCUPATIONAL THERAPY ASSISTANT ASSOCIATE IN APPLIED SCIENCE DEGREE (SC)

Description

Southeastern College's Associate in Applied Science Degree in Occupational Therapy Assistant prepares students to work as an occupational therapy assistant under direct supervision of a licensed occupational therapist. Occupational therapy is the art and science of helping people gain skills needed to become independent in daily living activities. Students learn the therapeutic use of occupations which include self-care, work and play/leisure activities in order to maximize independent function, enhance development, prevent disability and maintain health. Intervention strategies may include adaptations to a task or environment or compensatory approaches in order to facilitate clients' achievement of maximum independence. An Associate in Applied Science degree will be awarded upon successful completion. Outside work required.

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number, c/o AOTA, is 301-652-AOTA and its web address is https://acoteonline.org/ For information on student debt levels and other disclosures, visit https://www.sec.edu/about/consumer-information/. Graduates of the Associate in Applied Science Degree in Occupational Therapy Assistant program are eligible to sit for the National Board for Certification in Occupational Therapy (NBCOT) certification exam. A direct link to information regarding the OTA program's pass rates for graduates attempting the national certification examination is made available by NBCOT at https://www.nbcot.org/Educators-Folder/SchoolPerformance.

Objectives

The following objectives are designed to meet Southeastern College's mission and its goals. Graduates of the program are prepared as entry-level occupational therapy assistants by:

- Demonstrating professional behaviors reflective of an ethical, competent therapist, inclusive of critical thinking, communication skills and commitment to lifelong learning required of healthcare professionals.
- Practicing emergent clinical skills in treatment techniques, methodology and rationale for implementation, including clinical documentation and reasoning skills as an entry-level professional.
- Demonstrating an academic foundation that clearly evidences occupational therapy's unique focus on daily living activities and interventions that promote clients' participation within a social/cultural context.

Prerequisites

- Have a high school diploma or G.E.D.
- Pass the entrance examination
- Background check and drug screening where applicable
- Completion of general education courses with a minimum grade of "C" for each course
- Cumulative grade average of 2.75 on a 4.0 scale

Please see the Program Handbook for additional program policies.

Course Outline

To receive an Associate in Applied Science Degree in Occupational Therapy Assistant, students must earn a total of 56.0 credit hours in their major and 26.0 hours in the General Education courses for a total of 82.0 credit hours. This degree program can be completed in 24 months.

Courses: 56.0 credit hours

		Credit Hours
OTH 107	Introduction to Occupational Therapy	4.0
OTH 120	Human Occupation and Development Across the Life Span	4.0
OTH 110	Kinesiology for Occupational Therapy Assistants	4.0
OTH 144	Musculoskeletal Disorders/Assessment And Treatment Strategies	4.0
OTH 143	Neurological Disorders/Assessment and	4.0

	Treatment Strategies	
OTH 230	Psychiatric Occupational Therapy	4.0
OTH 202	Group Dynamics	1.5
OTH 212	Therapeutic Media	1.5
OTH 280	Fieldwork I	2.0
OTH 242	Occupational Therapy for Physically Disabled	4.0
OTH 252	Pediatric Occupational Therapy	4.0
OTH 260	Aging and Performance Skills	3.5
OTH 201	OT Preclinical Practicum	3.5
OTH 281	Fieldwork II	12.0

General Education Courses (26.0 credit hours)

Behavioral/Social Science (3.0 credit hours)

PSY 101	Introduction to Psychology	3.0

Communications (3.0 credit hours)

SPC 101	Speech	3.0

Computers (3.0 credit hours)

CGS 106	Introduction to Computers	3.0

English (3.0 credit hours)

ENC 101	English Composition I	3.0

Humanities/Fine Arts (3.0 credit hours)

AML 100	American Literature	3.0

Mathematics (3.0 credit hours)

MAT 103	Intermediate Algebra	3.0

Natural Science (8.0 credit hours)

BSC 205	Human Anatomy & Physiology	3.0
BSC 205L	Human Anatomy & Physiology	1.0
BSC 206	Advanced Human Anatomy & Physiology	3.0
BSC 206L	Advanced Human Anatomy & Physiology Lab	1.0

Course Delivery

Occupational Therapy Assistant general education courses are available via distance education and residential delivery. Distance education courses are

delivered through Southeastern College's online course delivery platform.

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.

Requirements for Distance Education:
Southeastern College has computers available with Internet access for student use at campuses. Southeastern College provides technical services and training through its online platform. Personal desktop or laptop computer with internet access is required for students in online programs. Students are required to have Microsoft office for all online classes.

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.

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

PRACTICAL NURSE DIPLOMA (FL)

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.

Admissions Requirements

- Have a high school diploma or G.E.D. or equivalent
- Submit Application
- Pass School Entrance Assessment by obtaining a minimum score of 39.0 on the ATI TEAS exam
- Submit Written Essay
- Interview with the Practical Nurse Program Panel

Prerequisites

- Level II Background Check and Fingerprinting
- 10 Panel Drug Screen

- Abuse registry clearance

Additional Prerequisites

- Provide TB Test and or/Chest X-ray documentation
- Provide documentation of Health Exam
- Provide current Immunization Documentation

Please see the Program Handbook for additional policies for this program.

Course Outline

To receive a diploma in Practical Nurse, students must complete 43.0 credit hours (1350 instructional clock hours). This diploma program can be completed in 12 months for full-time students.

Core Courses: 43.0 credit hours

The following courses are taken in the sequence listed below:

		Credit Hours	Clock Hours	Federal Student Aid
PRN 0004C	Practical Nursing I	17.5	450	15.0
PRN 0120C	Practical Nursing II	14.0	450	14.0
PRN 0306	Practical Nursing III	11.5	450	11.5

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

PRACTICAL NURSING DIPLOMA (NC)

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 Nursing from Southeastern College are eligible to have their names submitted to the North Carolina Board of Nursing to be considered as a candidate for the NCLEX- PN. The North Carolina 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.

Admissions Requirements

- Have a high school diploma or G.E.D., or equivalent
- Submit Application
- Pass School Entrance Assessment by obtaining a minimum score of 39.0 on the ATI TEAS exam
- Submit Written Essay
- Interview with the Practical Nursing Program Panel

Prerequisites

- Level II Background Check and Fingerprinting
- 10 Panel Drug Screen
- Abuse registry clearance

Additional Prerequisites

- Provide TB Test and or/Chest X-ray documentation
- Provide documentation of Health Exam
- Provide current Immunization Documentation

Please see the Program Handbook for additional policies for this program.

Course Outline

To receive a diploma in Practical Nursing, students must complete 45.5 credit hours (1238 instructional clock hours). This diploma program can be completed in 12 months for full-time students.

Core Courses: 45.5 credit hours

The following courses are taken in the sequence listed below:

		Credit Hours	Clock Hours	Federal Student Aid
PRN 101	Practical Nursing I	8.0	180	6.0
PRN 102	Practical Nursing II	7.5	200	6.67
PRN 103	Practical Nursing III	7.5	200	6.67
PRN 104	Practical Nursing IV	8.5	220	7.33
PRN 105	Practical Nursing V	8.0	240	8.0
PRN 106	Practical Nursing VI	6.0	198	6.0

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

PROFESSIONAL CLINICAL MASSAGE THERAPY CERTIFICATE -900 CLOCK HOUR (SC)

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. Upon successful completion of this program, the student will receive a Certificate in Professional Clinical Massage Therapy.

Students who have successfully met all educational and institutional requirements for a Certificate in Professional Clinical Massage Therapy from Southeastern College are eligible to have their names submitted to the FSMTB to be eligible to sit for the Massage and Bodywork Licensing Examination (MBLEx). Upon passing, the student may apply to The South Carolina Department of Labor, Licensing, and Regulation-South Carolina Board of Massage/Bodywork Therapy, which is the stage agency authorized to determine if the applicant qualifies to become a Licensed Massage Therapist in South Carolina. **A criminal record may prevent the student from obtaining employment in the field.**

To be licensed as a massage therapist in South Carolina, a person must: (1) be at least 18 years of age and have received a high school diploma or graduate equivalency diploma; (2) have completed a 500-hour course of supervised study at an approved school; (3) have received a passing grade on an approved examination.(Section 40-30-110, South Carolina Code of Laws, 1976, as amended (the Massage/Bodywork Practice Act, Act 387 of the 1996 General Assemble)). For additional information and an application for licensure, contact the SC Department of Labor, Licensing and Regulation (LLR), Office of Business and Related Services, P.O. Box 11329, Columbia, SC 29211-1329; telephone (803)896-4588; http://www.llr.state.sc.us/POL/MassageTherapy/. LLR accepts

for licensing the tests of the Federation of State Massage Therapy Boards (FSMTB) http://www.fsmtb.org; and (4) be a U.S. citizen or qualified alien or nonimmigrant lawfully present in the U.S.

Conviction, guilty plea, or nolo contendere plea involving a crime involving drugs, moral turpitude, or other criminal charges may prohibit licensure or employment.

The massage therapy program curriculum Southeastern College offers is designated to prepare students to take the FSMTB Massage and Bodywork Licensing Examination (MBLEx). For information on the MBLEx, contact FSMTB, 150 Fourth Avenue North, Suite 800, Nashville, TN 37219 (P.O. Box 198689, Nashville, TN 37219-8689, http://www.fsmtb.org).

Students who perform massage as part of their curriculum (whether on or off the school premises) must wear a nametag identifying themselves as students and naming the school. Students cannot charge or accept tips and cannot advertise.

As part of their coursework, students must complete a minimum of 100 hours of clinical work. These 100 hours are required in addition to regularly scheduled class hours. These hours must be under the supervision of an instructor and students may not receive reimbursement or tips for these hours.

Students may not practice massage for remuneration until they finish the coursework, take, and pass an exam for state licensure and receive licensure from LLR.

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 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 the Program Handbook for additional program policies.

Course Outline

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

Courses: 900 clock hours

		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

PROFESSIONAL CLINICAL MASSAGE THERAPY CERTIFICATE-740 CLOCK HOUR (NC)

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. Upon successful completion of this program, the student will receive a Certificate in Professional Clinical Massage Therapy.

Students who have successfully met all educational and institutional requirements for a Certificate 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 North Carolina Board of Massage and Bodywork Therapy, which is the state agency authorized to determine if the applicant qualifies to become a Licensed Massage and Bodywork Therapist (LMBT) in North Carolina. **Pursuant to N.C.G.S. 90-629.1, the North Carolina Board of Massage and Bodywork Therapy may deny a license to practice massage and bodywork therapy if an applicant has a criminal record or there is other evidence that indicates the applicant lacks good moral character.**

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 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 the Program Handbook for additional program policies.

Course Outline

To receive a Certificate in Professional Clinical Massage Therapy, students must complete 740 instructional clock hours. This Certificate program may be completed in 8 months for full-time students during the day or evening.

Courses: 740 clock hours

		Clock Hours
PMT 180	Orientation to Swedish and Spa Modalities	80
PMT 181	Massage and Neuromuscular Therapy I	80
PMT 182	Massage and Neuromuscular Therapy II	80
PMT 183	Massage and Neuromuscular Therapy III	80
PMT 184	Massage and Neuromuscular Therapy IV	80
PMT 185	Massage and Neuromuscular Therapy V	80
PMT 186	Massage and Neuromuscular Therapy VI	80
PMT 187	Massage and Neuromuscular Therapy VII	80
PMT 960	Student Clinic I	25
PMT 961	Student Clinic II	25
PMT 962	Student Clinic III	25
PMT 963	Student Clinic IV	25

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

PROFESSIONAL CLINICAL MASSAGE THERAPY CERTIFICATE-740 CLOCK HOUR(SC)

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. Upon successful completion of this program, the student will receive a Certificate in Professional Clinical Massage Therapy.

Students who have successfully met all educational and institutional requirements for a Certificate in Professional Clinical Massage Therapy from Southeastern College are eligible to have their names submitted to the FSMTB to be eligible to sit for the Massage and Bodywork Licensing Examination (MBLEx). Upon passing, the student may apply to The South Carolina Department of Labor, Licensing, and Regulation-South Carolina Board of Massage/Bodywork Therapy, which is the stage agency authorized to determine if the applicant qualifies to become a Licensed Massage Therapist in South Carolina. **A criminal record may prevent the student from obtaining employment in the field.**

To be licensed as a massage therapist in South Carolina, a person must: (1) be at least 18 years of age and have received a high school diploma or graduate equivalency diploma; (2) have completed a 500-hour course of supervised study at an approved school; (3) have received a passing grade on an approved examination.(Section 40-30-110, South Carolina Code of Laws, 1976, as amended (the Massage/Bodywork Practice Act, Act 387 of the 1996 General Assemble)). For additional information and an application for licensure, contact the SC Department of Labor, Licensing and Regulation (LLR), Office of Business and Related Services, P.O. Box 11329, Columbia, SC 29211-1329; telephone (803)896-4588; http://www.llr.state.sc.us/POL/MassageTherapy/. LLR accepts

for licensing the tests of the Federation of State Massage Therapy Boards (FSMTB) http://www.fsmtb.org; and (4) be a U.S. citizen or qualified alien or nonimmigrant lawfully present in the U.S.

Conviction, guilty plea, or nolo contendere plea involving a crime involving drugs, moral turpitude, or other criminal charges may prohibit licensure or employment.

The massage therapy program curriculum Southeastern College offers is designated to prepare students to take the FSMTB Massage and Bodywork Licensing Examination (MBLEx). For information on the MBLEx, contact FSMTB, 150 Fourth Avenue North, Suite 800, Nashville, TN 37219 (P.O. Box 198689, Nashville, TN 37219-8689, http://www.fsmtb.org).

Students who perform massage as part of their curriculum (whether on or off the school premises) must wear a nametag identifying themselves as students and naming the school. Students cannot charge or accept tips and cannot advertise.

As part of their coursework, students must complete a minimum of 100 hours of clinical work. These 100 hours are required in addition to regularly scheduled class hours. These hours must be under the supervision of an instructor and students may not receive reimbursement or tips for these hours. Students may not practice massage for remuneration until they finish the coursework, take and pass an exam for state licensure and receive licensure from LLR.

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 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 the Program Handbook for additional program policies.

Course Outline

To receive a Certificate in Professional Clinical Massage Therapy, students must complete 740 instructional clock hours. This Certificate program can be completed in 8 months for full-time students.

Courses: 740 clock hours

		Clock Hours
PMT 170	Orientation to Massage Therapy	80
PMT 171	Massage and Neuromuscular Therapy I	80
PMT 172	Massage and Neuromuscular Therapy II	80
PMT 173	Massage and Neuromuscular Therapy III	80
PMT 174	Massage and Neuromuscular Therapy IV	80
PMT 175	Massage and Neuromuscular Therapy V	80
PMT 176	Massage and Neuromuscular Therapy VI	80
PMT 177	Massage and Neuromuscular Therapy VII	80
PMT 950	Student Clinic I	25
PMT 951	Student Clinic II	25
PMT 952	Student Clinic III	25
PMT 953	Student Clinic IV	25

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

PROFESSIONAL CLINICAL MASSAGE THERAPY CERTIFICATE-650 CLOCK HOUR(SC)

Description

The Professional Clinical Massage Therapy program provides instruction in therapeutic 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. Upon successful completion of this program, the student will receive a Certificate in Professional Clinical Massage Therapy.

Students who have successfully met all educational and institutional requirements for a Certificate in Professional Clinical Massage Therapy from Southeastern College are eligible to have their names submitted to the FSMTB to be eligible to sit for the Massage and Bodywork Licensing Examination (MBLEx). Upon passing, the student may apply to The South Carolina Department of Labor, Licensing, and Regulation-South Carolina Board of Massage/Bodywork Therapy, which is the stage agency authorized to determine if the applicant qualifies to become a Licensed Massage Therapist in South Carolina. **A criminal record may prevent the student from obtaining employment in the field.**

To be licensed as a massage therapist in South Carolina, a person must: (1) be at least 18 years of age and have received a high school diploma or graduate equivalency diploma; (2) have completed a 650-hour course of supervised study at an approved school; (3) have received a passing grade on an approved examination.(Section 40-30-110, South Carolina Code of Laws, 1976, as amended (the Massage/Bodywork Practice Act, Act 387 of the 1996 General Assemble)). For additional information and an application for licensure, contact the SC Department of Labor, Licensing and Regulation (LLR), Office of Business and Related Services, P.O. Box 11329, Columbia, SC 29211-1329; telephone

(803)896-4588; http://www.llr.state.sc.us/POL/MassageTherapy/. LLR accepts for licensing the tests of the Federation of State Massage Therapy Boards (FSMTB) http://www.fsmtb.org; and (4) be a U.S. citizen or qualified alien or nonimmigrant lawfully present in the U.S.

Conviction, guilty plea, or nolo contendere plea involving a crime involving drugs, moral turpitude, or other criminal charges may prohibit licensure or employment.

The massage therapy program curriculum Southeastern College offers is designated to prepare students to take the FSMTB Massage and Bodywork Licensing Examination (MBLEx). For information on the MBLEx, contact FSMTB, 150 Fourth Avenue North, Suite 800, Nashville, TN 37219 (P.O. Box 198689, Nashville, TN 37219-8689, http://www.fsmtb.org).

Students who perform massage as part of their curriculum (whether on or off the school premises) must wear a nametag identifying themselves as students and naming the school. Students cannot charge or accept tips and cannot advertise.

As part of their coursework, students must complete a minimum of 100 hours of clinical work. These 100 hours are required in addition to regularly scheduled class hours. These hours must be under the supervision of an instructor and students may not receive reimbursement or tips for these hours.

Students may not practice massage for remuneration until they finish the coursework, take, and pass an exam for state licensure and receive licensure from LLR.

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 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 the Program Handbook for additional program policies.

Course Outline

To receive a Certificate in Professional Clinical Massage Therapy, students must complete 650 instructional clock hours. This Certificate program can be completed in 6 months for full-time students and 12 months for part-time students.

Courses: 650 clock hours

		Clock Hours
PMT 191	Massage and Neuromuscular Therapy I	92
PMT 192	Massage and Neuromuscular Therapy II	91.5
PMT 193	Massage and Neuromuscular Therapy III	91.5
PMT 194	Massage and Neuromuscular Therapy IV	91.5
PMT 195	Massage and Neuromuscular Therapy V	91.5
PMT 196	Massage and Neuromuscular Therapy VI	92
PMT 914	Student Clinic I	10
PMT 915	Student Clinic II	30
PMT 916	Student Clinic III	30
PMT 917	Student Clinic IV	30

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

PROFESSIONAL CLINICAL MASSAGE THERAPY DIPLOMA (FL)

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. 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 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 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 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 the Program Handbook for additional program policies.

Course Outline

To receive a Diploma in Professional Clinical Massage Therapy, students must complete 740 instructional clock hours. This Diploma program can be completed in 8 months for full-time students and 16 months for part-time students.

Courses: 740 clock hours

		Clock Hours
PMT 180	Orientation to Swedish and Spa Modalities	80
PMT 181	Massage and Neuromuscular Therapy I	80
PMT 182	Massage and Neuromuscular Therapy II	80
PMT 183	Massage and Neuromuscular Therapy III	80
PMT 184	Massage and Neuromuscular Therapy IV	80
PMT 185	Massage and Neuromuscular Therapy V	80
PMT 186	Massage and Neuromuscular Therapy VI	80
PMT 187	Massage and Neuromuscular Therapy VII	80
PMT 960	Student Clinic I	25
PMT 961	Student Clinic II	25
PMT 962	Student Clinic III	25
PMT 963	Student Clinic IV	25

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

RADIOLOGIC TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE DEGREE (NC & SC)

Description

The Associate in Applied Science in Radiologic Technology program prepares students for entry-level positions as radiologic technologists producing radiographic images in accordance with standardized practices and procedures. The program integrates didactic, laboratory and clinical experiential learning. The program's graduates are eligible to take the national certification examination administered by the American Registry of Radiologic Technologists (ARRT) and are eligible to be licensed by the State of South Carolina to practice Radiologic Technology. An Associate in Applied Science degree will be awarded upon successful completion. Outside work required.

Objectives:

This program is designed to provide instruction to prepare students in the routine, general and fluoroscopic procedures, special procedures, and use of specialized equipment and techniques. Graduates will be able to:

- Communicate within a healthcare setting.
    - Student Learning Outcomes
        - Students will communicate with patients
        - Students will demonstrate entry-level communication readiness
        - Students will communicate with members of the healthcare team
- Apply critical thinking skills.
    - Student Learning Outcomes
        - Students will perform non-routine procedures
        - Students will competently perform image evaluation and analysis
        - Students will demonstrate radiation safety considerations
- Demonstrate professional and ethical behavior.
    - Student Learning Outcomes
        - Students will abide by professional policies
        - Students will exhibit ethical behavior
- Demonstrate clinical competency.

- Student Learning Outcomes
  - Students will demonstrate readiness for clinical practice
  - Students will achieve appropriate clinical competency level

The Radiologic Technology program includes clinical rotation experiences for the students. These clinical rotation experiences provide students an opportunity to apply theory learned in the classroom to a health care setting through practical hands-on experience. Students will have the opportunity to integrate clinical competence, radiation safety, professional and ethical behavior and communication skills in keeping with the radiologic technologist's scope of practice.

Upon completion of the program, students will have obtained the necessary knowledge and skills to demonstrate the proper techniques required for employment in the field of radiologic technology.

Prerequisites:

- Have a high school diploma or GED
- Pass the entrance exam
- Background check and drug screening, as applicable
- Successful completion of Natural Sciences, Mathematics, English and two additional pre-requisite general education courses with a minimum grade of "C" or higher
- Cumulative grade average of 3.0 on a 4.0 scale for all completed general education courses prior to entering the core portion of the program (RAD101)

Program Outline:

To receive an Associate in Applied Science Degree in Radiologic Technology, students must complete 61.0 semester credit hours in their major and 24.0 semester credit hours in general education courses for a total of 85.0 semester credit hours. This degree program can be completed in 24 months for full-time students.

Radiologic Technology Major Courses (61.0 credit hours)

RAD101	Intro to Radiologic Technology	4.0 credit hours
RAD102	Radiologic Imaging	4.0 credit hours

RAD103	Radiologic Science I	4.0 credit hours
RAD104	Radiologic Science II	4.0 credit hours
RAD105	Radiologic Procedures I	4.0 credit hours
RAD106	Radiologic Procedures II	4.0 credit hours
RAD107	Radiologic Procedures III	4.0 credit hours
RAD108	Radiologic Procedures IV	4.0 credit hours
RAD209	Advanced Radiologic Imaging	4.0 credit hours
RAD210	Advanced Pathophysiologic Imaging	4.0 credit hours
RAD111	Clinical Rotation I	3.5 credit hours
RAD112	Clinical Rotation II	3.5 credit hours
RAD113	Clinical Rotation III	3.5 credit hours
RAD114	Clinical Rotation IV	3.5 credit hours
RAD115	Clinical Rotation V	3.5 credit hours
RAD116	Clinical Rotation VI	3.5 credit hours

General Education Courses (24.0 credit hours)

Behavioral/Social Science (3.0 credit hours)

IDS110	Strategies for Success	3.0 credit hours
DEP204	Lifespan Development	3.0 credit hours
PSY101	Introduction to Psychology	3.0 credit hours

Communications (3.0 credit hours)

SPC101 Speech Communications 3.0 credit hours

Computers (3.0 credit hours)

CGS106 Introductionto Computers 3.0 credit hours

English (3.0 credit hours)

ENC101 English Composition I 3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML100 American Literature 3.0 credit hours

Mathematics (3.0 credit hours)

MAT103 Intermediate Algebra 3.0 credit hours

Natural Science (6.0 credit hours)

BSC205 Human Anatomy & Physiology 3.0 credit hours

Course Delivery

Radiologic Technology general education courses are available via distance education and residential delivery. Distance education courses are delivered through Southeastern College's online course delivery platform.

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.

Requirements for Distance Education:

Southeastern College has computers available with Internet access for student use at campuses. Southeastern College provides technical services and training through its online platform. Personal desktop or laptop computer with internet access is required for students in online programs. Students are required to have Microsoft office for all online classes.

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.

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

RADIOLOGIC TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE (FL)

Description

The Associate of Science in Radiologic Technology program prepares students for entry-level positions as radiologic technologists producing radiographic images in accordance with standardized practices and procedures. The program integrates didactic, laboratory and clinical experiential learning. The program's graduates are eligible to take the national certification examination administered by the American Registry of Radiologic Technologists (ARRT) and are eligible to sit for the Limited Radiography examination to receive a Basic X-Ray License in the State of Florida. An Associate of Science degree will be awarded upon successful completion. Outside work required.

Objectives:

This program is designed to provide instruction to prepare students in the routine, general and fluoroscopic procedures, special procedures, and use of specialized equipment and techniques. Graduates will be able to:

- Communicate within a healthcare setting.
    - Student Learning Outcomes
        - Students will communicate with patients
        - Students will demonstrate entry-level communication readiness
        - Students will communicate with members of the healthcare team
- Apply critical thinking skills.
    - Student Learning Outcomes
        - Students will perform non-routine procedures
        - Students will competently perform image evaluation and analysis
        - Students will demonstrate radiation safety considerations
- Demonstrate professional and ethical behavior.
    - Student Learning Outcomes
        - Students will abide by professional policies
        - Students will exhibit ethical behavior
- Demonstrate clinical competency.

- Student Learning Outcomes
  - Students will demonstrate readiness for clinical practice
  - Students will achieve appropriate clinical competency level

The Radiologic Technology program includes clinical rotation experiences for the students. These clinical rotation experiences provide students an opportunity to apply theory learned in the classroom to a health care setting through practical hands-on experience. Students will have the opportunity to integrate clinical competence, radiation safety, professional and ethical behavior and communication skills in keeping with the radiologic technologist's scope of practice.

Upon completion of the program, students will have obtained the necessary knowledge and skills to demonstrate the proper techniques required for employment in the field of radiologic technology.

Prerequisites:

- Have a high school diploma or GED
- Pass the entrance exam
- Background check and drug screening, as applicable
- Successful completion of Natural Sciences, Mathematics, English and two additional pre-requisite general education courses with a minimum grade of "C" or higher
- Cumulative grade average of 3.0 on a 4.0 scale for all completed general education courses prior to entering the core portion of the program (RAD1010)

Program Outline:

To receive an Associate of Science Degree in Radiologic Technology, students must complete 61.0 semester credit hours in their major and 24.0 semester credit hours in general education courses for a total of 85.0 semester credit hours. This degree program can be completed in 24 months for full-time students.

Radiologic Technology Major Courses (61.0 credit hours)

RAD1010	Intro to Radiologic Technology	4.0 credit hours
RAD1020	Radiologic Imaging	4.0 credit hours

RAD1030	Radiologic Science I	4.0 credit hours
RAD1040	Radiologic Science II	4.0 credit hours
RAD1050	Radiologic Procedures I	4.0 credit hours
RAD1060	Radiologic Procedures II	4.0 credit hours
RAD1070	Radiologic Procedures III	4.0 credit hours
RAD1080	Radiologic Procedures IV	4.0 credit hours
RAD2090	Advanced Radiologic Imaging	4.0 credit hours
RAD2100	Advanced Pathophysiologic Imaging	4.0 credit hours
RAD1110	Clinical Rotation I	3.5 credit hours
RAD1120	Clinical Rotation II	3.5 credit hours
RAD1130	Clinical Rotation III	3.5 credit hours
RAD1140	Clinical Rotation IV	3.5 credit hours
RAD1150	Clinical Rotation V	3.5 credit hours
RAD1160	Clinical Rotation VI	3.5 credit hours

General Education Courses (24.0 credit hours)

Behavioral/Social Science (3.0 credit hours)

PSY1012	Introduction to Psychology	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours

Communications (3.0 credit hours)

SPC1017	Speech Communications	3.0 credit hours

Computers (3.0 credit hours)

CGS1060	Introductionto Computers	3.0 credit hours

English (3.0 credit hours)

ENC1101	English Composition I	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML1100	American Literature	3.0 credit hours

Mathematics (3.0 credit hours)

MAT1033	Intermediate Algebra	3.0 credit hours

Natural Science (6.0 credit hours)

BSC2085	Human Anatomy & Physiology	3.0 credit hours

Course Delivery

Radiologic Technology general education courses are available via distance education and residential delivery. Distance education courses are delivered through Southeastern College's online course delivery platform.

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.

Requirements for Distance Education:

Southeastern College has computers available with Internet access for student use at campuses. Southeastern College provides technical services and training through its online platform. Personal desktop or laptop computer with internet access is required for students in online programs. Students are required to have Microsoft office for all online classes.

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.

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

RN TO BSN BACHELOR OF SCIENCE DEGREE (MIAMI LAKES)

Description

The Bachelor of Science in Nursing (BSN) degree program is for licensed registered nurses who possess an associate degree in nursing (ASN). Graduates of the BSN program will be prepared to provide compassionate, patient-centered, culturally competent nursing care to individuals, families, groups, communities, and populations in a variety of settings, using evidence-based knowledge and skills related to wellness, health promotion, illness, disease management, and end-of-life care to improve healthcare outcomes. They will practice in partnership with patients as members and leaders of interprofessional healthcare teams, utilizing the most current healthcare technologies. A Bachelor of Science degree will be awarded upon successful completion. Outside work required.

Objectives

The Bachelor of Science in Nursing program will enable students to provide evidence-based collaborative care to diverse patient populations in varied settings. The Programmatic Student Learning Outcomes are a culmination of measurable competencies, consistent with the American Association of Colleges of Nursing (2008) Essentials of Baccalaureate Education for Professional Nursing Practice (2008), which enables graduates to practice within a complex healthcare system.

Programmatic Student Learning Outcomes:

1. **CARE COORDINATION:** Utilizes effective leadership, communication and collaboration for shared decision making with the patient and multidisciplinary healthcare providers in the deliberate organization, design and management of safe, high quality and high value care for culturally and spiritually diverse patients across the continuum of healthcare environments.

2. **RESEARCH AND TRANSLATION:** Engages in scientific inquiry with a spirit of creativity, utilizes evidence-based nursing knowledge, and translates

data and information into nursing practice to address common clinical scenarios.

3. **INFORMATION MANAGEMENT:** Utilizes patient care technology and information systems to communicate, collaborate and support clinical decision-making in the delivery of quality patient care in a variety of healthcare settings.

4. **ADVOCACY AND POLICY:** Integrates professional nursing values, ethical, legal, and theoretical practice frameworks fundamental to the discipline of nursing to influence health promotion, disease prevention, healthcare policy, and regulation across the lifespan and practice environments.

Prerequisites

- Graduation from an associate degree of nursing program.
- Proof of current, active, and non-restricted professional licensure as a registered nurse in the United States (Advanced placement of 43.5 semester credit hours for RN licensure).
- Previous General Education Courses: 30.0 credit hours in the following areas or ability to complete with Southeastern:

    - Behavioral/Social Science (3.0 credit hours)
    - Communications (3.0 credit hours)
    - English (3.0 credit hours)
    - Humanities/Fine Arts (3.0 credit hours)
    - Mathematics (3.0 credit hours)
    - Natural Science (12.0 credit hours)
    - Computer (3.0 credit hours)

- The general education credits transferred in from the Southeastern College Nursing (AS) degree program include:

AML 1000	American Literature **OR** ENL1000 English Literature	3.0 credits
BSC 2085	Human Anatomy and Physiology I	3.0 credits
BSC 2085L	Human Anatomy and Physiology I Lab	1.0 credit
BSC 2086	Advanced Anatomy and Physiology	3.0 credits
BSC 2086L	Advanced Anatomy and Physiology Lab	1.0 credit

CGS 1060	Introduction to Computers	3.0 credits
DEP 2004	Lifespan Development	3.0 credits
ENC 1101	English Composition	3.0 credits
MAT 1033	Intermediate Algebra	3.0 credits
MCB 2010	Microbiology	3.0 credits
MCB 2010L	Microbiology Lab	1.0 credit
SPC 1017	Speech	3.0 credits

Course Outline

To receive a Bachelor of Science degree in Nursing, students must complete a total of 120.0 semester credit hours. This program is designed for graduates of associate degree programs in nursing who have satisfied the prerequisites of satisfactorily completing 30.0 semester credit hours of general education and 43.5 semester credit hours for RN licensure, totaling 73.5 semester credit hours. This degree completion program for registered nurses emphasizes critical thinking, leadership, management, research, physical assessment, and health prevention and promotion across a variety of healthcare settings. The curriculum accentuates cultural, political, economic, and social issues that affect patients and influence healthcare delivery through online and/or face-to-face classroom and clinical components. Students must complete all courses with a grade of "C" or higher to proceed successfully through the program. The program may be completed in approximately 12 months for full-time students.

Core Courses: 37.5 credit hours

		Credit Hours
NUR 3078C	Health Assessment, Promotion and Prevention	3.5
NUR 3139	Pathophysiology for BSN	4.0
NUR 3815	Nursing Role and Scope	3.0
NUR 4117	Global Trends in Nursing Practice	4.0
NUR 4118	Public Policy and Risk Management in Nursing	3.0
NUR 4176	Nursing Research	3.0
NUR 4646	Community Nursing	4.0
NUR 4880	Nursing Informatics	3.0
NUR 4898	Nursing Leadership in Systems of Healthcare	3.0

NUR 4940	Special Topics in Professional Nursing Practice l	3.5
NUR 4945	Special Topics in Professional Nursing Practice ll	3.5

Elective General Education Courses: 9.0 credit hours

STA 2023	Statistics	3.0
ENC 3213	Writing for Managers	3.0
General Education Elective		3.0

Advanced Placement Credit for RN Licensure: 43.5 credit hours

Course Delivery

RN to BSN courses are available via distance education and residential delivery. Distance education courses are delivered through Southeastern College's online course delivery platform.

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.

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 desktop or laptop computer with internet access is required for students in online programs. Students are required to have Microsoft office for all online classes.

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.

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

SURGICAL TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE DEGREE (SC & NC)

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. An Associate in Applied Science degree will be awarded upon successful completion. Outside work required.

The Surgical Technology Programs at the Columbia, North Charleston, and Charlotte campuses are seeking accreditation by the Accrediting Bureau of Health Education Schools (www.abhes.org) for its graduates to apply for the national certification examination to become Certified Surgical Technologists (CST), for those students who have successfully met all education and institutional requirements.

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; and demonstrate skills following established criteria, protocols and objectives in the cognitive, affective, and psychomotor domains.

Admissions Requirements

- Have a high school diploma, GED. or equivalent
- Pass the entrance examination

Prerequisites

- Background Check and Drug Screening where applicable

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

Course Outline

To receive an Associate in Applied 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. This degree program can be completed in 20 months (80 weeks) for full-time students or 28 months (112 weeks) for part- time students. **Evening students will be required to complete the Externship portion of the program during the day.**

Core Courses: 48.0 credit hours

The following courses are taken in the sequence listed below.

		Credit Hours
STS 1177C	Surgical Techniques and Procedures I	4.0
STS 1178C	Surgical Techniques and Procedures II	4.0
STS 1179C	Surgical Techniques and Procedures III	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
STS 1132C	Surgical Specialties II with Anatomy & Physiology	4.0
STS 1133C	Surgical Specialties III with Anatomy & Physiology	4.0
STS 1134C	Surgical Specialties IV with Anatomy & Physiology	4.0
STS 1135C	Surgical Specialties V with Anatomy & Physiology	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
STS 1941	Externship II	4.0
STS 1942	Externship III	4.0
STS 1943	Externship IV	4.0

General Education Courses (24.0 credit hours)

Credit hours in parenthesis indicate the required number of credit hours in each discipline. The courses listed are not all inclusive.

Behavioral/Social Science (3.0 credit hours)

IDS 110	Strategies and Success	3.0
PSY 101	Introduction to Psychology	3.0

Communications (3.0 credit hours)

SPC 101	Speech	3.0

Computers (3.0 credit hours)

CGS 106	Introduction to Computers	3.0

English (3.0 credit hours)

ENC 101	English Composition I	3.0

Humanities/Fine Arts (3.0 credit hours)

AML 100	American Literature	3.0

Mathematics (3.0 credit hours)

MAT 103	Intermediate Algebra	3.0

Natural Science (6.0 credit hours)

BSC 205	Human Anatomy and Physiology	3.0
BSC 206	Advanced Anatomy and Physiology	3.0

Course Delivery

Surgical Technology general education courses are available via distance education and residential delivery. Distance education courses are delivered through Southeastern College's online course delivery platform.

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.

Requirements for Distance Education:
Southeastern College has computers available with Internet access for student use at campuses. Southeastern College provides technical services and training through its online platform. Personal desktop or laptop computer with internet access is required for students in online programs. Students are required to have Microsoft office for all online classes.

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

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

SURGICAL TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE (FL)

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. An Associate of Science degree will be awarded upon successful completion. 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; and demonstrate skills following established criteria, protocols and objectives in the cognitive, affective, and psychomotor domains.

Admissions Requirements

- Have a high school diploma, GED. or equivalent
- Pass the entrance examination

Prerequisites

- Background Check and Drug Screening where applicable

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

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. This degree program can be completed in 20 months (80 weeks) for full-time students or 28 months (112 weeks) for part- time students. **Evening students will be required to complete the Externship portion of the program during the day.**

Core Courses: 48.0 credit hours

The following courses are taken in the sequence listed below.

		Credit Hours
STS 1177C	Surgical Techniques and Procedures I	4.0
STS 1178C	Surgical Techniques and Procedures II	4.0
STS 1179C	Surgical Techniques and Procedures III	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
STS 1132C	Surgical Specialties II with Anatomy & Physiology	4.0
STS 1133C	Surgical Specialties III with Anatomy & Physiology	4.0
STS 1134C	Surgical Specialties IV with Anatomy & Physiology	4.0
STS 1135C	Surgical Specialties V with Anatomy & Physiology	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
STS 1941	Externship II	4.0
STS 1942	Externship III	4.0
STS 1943	Externship IV	4.0

General Education Courses (24.0 credit hours)

Credit hours in parenthesis indicate the required number of credit hours in each discipline. The courses listed are not all inclusive.

Behavioral/Social Science (3.0 credit hours)

DEP 2004	Lifespan Development	3.0
IDS 1107	Strategies and Success	3.0
PSY 1012	Introduction to Psychology	3.0

Communications (3.0 credit hours)

SPC 1017	Speech	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

Humanities/Fine Arts (3.0 credit hours)

AML 1000	American Literature	3.0

Mathematics (3.0 credit hours)

MAC 2105	College Algebra	3.0
MAT 1033	Intermediate Algebra	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

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

Course Delivery

Surgical Technology general education courses are available via distance education and residential delivery. Distance education courses are delivered through Southeastern College's online course delivery platform.

Expectations of Students in Distance Education:

It is important to understand what online classes are and what they are not.

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Requirements for Distance Education:
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COURSE DESCRIPTIONS

Business Administration Program

ACG 101 Accounting Principles I: 3.0 credit hours

Defines the objectives of accounting and their relationship to organizations through fundamental concepts and principles. Topics include ethical conduct, use of debits and credits, classification of accounts, journalizing, preparation of financial statements and use of a trial balance. Accrual method accounting procedures are discussed with end-of- year procedures and financial statements. Outside work required.

ACG 102 Accounting Principles II: 3.0 credit hours

Expands on accounting concepts, techniques, standards, and principles. Topics include an expansion of ethical behavior, account classifications, measuring and journalizing transactions and events, and the preparation of financial statements including the statement of cash flows. Financial statement ratio analysis is introduced. Outside work required. Prerequisite: ACG101

ACG 103 Accounting Information for Business Decisions: 3.0 credit hours

Identifies how accounting information is used in making organizational decisions. Students enhance their ethical knowledge and also their computer skills using spreadsheet software to solve accounting problems. Outside work required. Prerequisite: ACG102

ACG 104 Integrated Accounting: 3.0 credit hours

Integrates traditional accounting concepts and ethics with computerized accounting procedures. Software will be used to enter transactions and events to complete an accounting cycle for an organization. Outside work required. Prerequisite: ACG102

ACG 1200 Accounting Principles I: 3.0 credit hours

Defines the objectives of accounting and their relationship to organizations through fundamental concepts and principles. Topics include ethical conduct, use of debits and credits, classification of accounts, journalizing, preparation of financial statements and use of a trial balance. Accrual method accounting procedures are discussed with end-of-year procedures and financial statements. Outside work required.

ACG 2200 Accounting Principles II: 3.0 credit hours

Expands on accounting concepts, techniques, standards, and principles. Topics include an expansion of ethical behavior, account classifications, measuring and journalizing transactions and events, and the preparation of financial statements including the statement of cash flows. Financial statement ratio analysis is introduced. Outside work required. Prerequisite: ACG 1200

ACG 2300 Accounting Information for Business Decisions: 3.0 credit hours

Identifies how accounting information is used in making organizational decisions. Students enhance their ethical knowledge and also their computer skills using spreadsheet software to solve accounting problems. Outside work required. Prerequisite: ACG 2200

ACG 2400 Integrated Accounting: 3.0 credit hours

Integrates traditional accounting concepts and ethics with computerized accounting procedures. Software will be used to enter transactions and events to complete an accounting cycle for an organization. Outside work required. Prerequisite: ACG 2200

BUL 124 Business Law: 3.0 credit hours

Presents fundamental principles of law applicable to business transactions. Topics include contracts, sales contracts (UCC Codes), government regulations, commercial paper, property bailments, agency, debtor-creditor relations, real property and insurance. Outside work required.

BUL 1100 Business Law: 3.0 credit hours

Presents fundamental principles of law applicable to business transactions. Topics include contracts, sales contracts (UCC Codes), government regulations, commercial paper, property bailments, agency, debtor-creditor relations, real property and insurance. Outside work required.

ECO 102 Microeconomics: 3.0 credit hours

Presents microeconomics theories. Topics include theory and application of supply and demand elasticity, theory of consumer demand, utility, and indifference curve analysis, law of diminishing returns in production ranging from pure competition to pure monopoly, production theory and the theory of income distribution, comparative advantage, trade policies, exchange rates and balance of payments. Outside work required.

ECO 103 Macroeconomics: 3.0 credit hours

Presents basic economic concepts emphasizing the part the United States plays in a global economy. Foundations of economic theory are presented, using topics from television news and mass media. Topics include GDP, National Income Accounting, United States fiscal policy and economic growth. Outside work required.

ECO 1100 Microeconomics: 3.0 credit hours

Presents microeconomics theories. Topics include theory and application of supply and demand elasticity, theory of consumer demand, utility, and indifference curve analysis, law of diminishing returns in production ranging from pure competition to pure monopoly, production theory and the theory of income distribution, comparative advantage, trade policies, exchange rates and balance of payments. Outside work required.

ECO 2100 Macroeconomics: 3.0 credit hours

Presents basic economic concepts emphasizing the part the United States plays in a global economy. Foundations of economic theory are presented, using topics from television news and mass media. Topics include GDP, National Income Accounting, United States fiscal policy and economic growth. Outside work required.

FIN 201 Financial Management: 3.0 credit hours

Examines corporate finances through organizational structure, practices and policies. Topics include ratio analysis, leverage, cash budgeting, capital structure, NPV, the CAPM, valuation concepts and analysis of financial statements. Outside work required. Prerequisite: ACG102

FIN 2100 Financial Management: 3.0 credit hours

Examines corporate finances through organizational structure, practices and policies. Topics include ratio analysis, leverage, cash budgeting, capital structure, NPV, the CAPM, valuation concepts and analysis of financial statements. Outside work required. Prerequisite: ACG 2200

GEB 112 Entrepreneurship: 3.0 credit hours

Introduces development of business and the role of an entrepreneur in today's economy. Topics include general theories, principles, concepts and practices of entrepreneurship. Heavy emphasis is placed on lectures, readings, case studies and group projects. Outside work required.

GEB 1200 Entrepreneurship: 3.0 credit hours

Introduces development of business and the role of an entrepreneur in today's economy. Topics include general theories, principles, concepts and practices of entrepreneurship. Heavy emphasis is placed on lectures, readings, case studies and group projects. Outside work required.

MAN 102 Principles of Management: 3.0 credit hours

Presents a combination of current and traditional views of management organized around a functional and process approach. Topics include basic management principles and theory and analysis of management functions in planning, organizing, staffing, directing and controlling. Outside work required.

MAN 230 Human Resource Management: 3.0 credit hours

Presents current theories and research regarding the development of individual managers and business organizations. Cases illustrating developmental methods are utilized. Outside work required.

MAN 1100 Principles of Management: 3.0 credit hours

Presents a combination of current and traditional views of management organized around a functional and process approach. Topics include basic management principles and theory and analysis of management functions in planning, organizing, staffing, directing and controlling. Outside work required.

MAN 2600 Human Resource Management: 3.0 credit hours

Presents current theories and research regarding the development of individual managers and business organizations. Cases illustrating developmental methods are utilized. Outside work required.

MAR 101 Introduction to Marketing: 3.0 credit hours

Discusses the principles and functions of marketing and its role in a business environment. Utilization of guiding principles of relationship building to establish and maintain trust and confidence in a firm's products and/or services is taught. Outside work required.

MAR 1200 Introduction to Marketing: 3.0 credit hours

Discusses the principles and functions of marketing and its role in a business environment. Utilization of guiding principles of relationship building to establish and maintain trust and confidence in a firm's products and/or services is taught. Outside work required.

TAX 201 Principles of Taxation: 3.0 credit hours

Presents an overview of US federal income taxes. Topics include applicable tax codes, ethical conduct, income and deductions, and an overview of tax forms and schedules. Outside work required. Prerequisite: ACG102

TAX 2300 Principles of Taxation: 3.0 credit hours

Presents an overview of US federal income taxes. Topics include applicable tax codes, ethical conduct, income and deductions, and an overview of tax forms and schedules. Outside work required. Prerequisite: ACG 2200

Cosmetology Program

COS 1100 Introduction to Cosmetology: 125 clock hours
This course provides an overview of cosmetology as a career and business. Students receive training in salon ecology and trichology and begin developing the skills necessary to offer basic hair care services such as draping, shampooing, and scalp massage, as well as covering South Carolina rules & regulations. Professionalism, safety, and sanitation protocols are required to be followed at all times. Outside work required.

COS 1200 Introduction to Design w/Anatomy and Physiology: 125 clock hours
This course introduces the scope of design principles by teaching students how to combine fundamental hair cutting philosophy and realistic methods with design principles. The course studies the concepts, principles, and adaptability guidelines in hair design. Additionally, students integrate the study of anatomy and physiology concepts as they relate to the field of professional cosmetology. Professionalism, safety, and sanitation protocols are required to be followed at all times. Outside work required.

COS 1300 Fundamentals of Design: 125 clock hours
This course enhances the design principles learned in Introduction to Design, with a focus on hair cutting philosophy in practice. It continues to build upon practical methods acquired with design principles. Students will begin to apply professional guest relations, and technical knowledge in a student salon environment under the supervision of a licensed cosmetology instructor as they perform services on guests. Professionalism, safety, and sanitation protocols are required to be followed at all times. Outside work required.

COS 1400 Fundamentals of Nail and Skin Care w/Intermediate Design: 125 clock hours

This course combines knowledge and skills, in the classroom and in the salon environment. Students are trained in fundamental nail and skin care philosophy and receive instruction in natural nail care, skin care, cosmetics, and hair removal techniques. Supervised learning is demonstrated in topics such as: specialized nail and skin procedures, including artificial nails, nail art, and makeup application. Students will continue to apply professional guest relations, and technical knowledge in a student salon environment under the supervision of a licensed cosmetology instructor as they perform services on guests. Professionalism, safety, and sanitation protocols are required to be followed at all times. Outside work required.

COS 1500 Fundamentals of Color and Style: 125 clock hours

This course is designed to instruct students on how to incorporate chemical and non-chemical hair texturizing methods for hair color and styling components. Additionally, students will continue the study of chemistry topics as they apply to professional cosmetology. Students will continue to apply professional guest relations, and technical knowledge in a student salon environment under the supervision of a licensed cosmetology instructor as they perform services on guests. Professionalism, safety, and sanitation protocols are required to be followed at all times. Outside work required.

COS 1600 Fundamentals of Masculine Design and Style: 125 clock hours

In this course students learn skills targeted for masculine styles, including sculpting, color, and design, clipper cutting and beard techniques. Students will continue to apply professional guest relations, and technical knowledge in a student salon environment under the supervision of a licensed cosmetology instructor as they perform services on guests. Professionalism, safety, and sanitation protocols are required to be followed at all times. Outside work required.

COS 2100 The Cosmetology Professional: 125 clock hours

This course delves further into the fundamentals of cosmetology. It is designed to provide the student with knowledge of the procedures required for the establishment as well as the day-to-day operation of a salon. Professional ethical principles, public relations, social media, salesmanship, psychology, and goal setting are discussed, as is salon service, safety topics, and record keeping. Students will continue to apply professional guest relations, and technical knowledge in a student salon environment under the supervision of a licensed cosmetology instructor as they perform services on guests. Professionalism, safety, and sanitation protocols are required to be followed at all times. Outside work required. (Prerequisite: COS 1100, COS 1200, COS 1300, COS 1400, COS 1500, COS 1600)

COS 2200 Advanced Design: 125 clock hours

This course broadens the scope of advanced hair design experience by emphasizing wigs, hair additions, and advanced long hair design techniques. Students should be able to apply these concepts safely and competently in a salon setting. Students will continue to apply professional guest relations, and technical knowledge in a student salon environment under the supervision of a licensed cosmetology instructor as they perform services on guests. Professionalism, safety, and sanitation protocols are required to be followed at all times. Outside work required. (Prerequisite: COS 1100, COS 1200, COS 1300, COS 1400, COS 1500, COS 1600)

COS 2300 Advanced Color and Style: 125 clock hours

This course enhances advanced technique practices by teaching students how to blend color, sculpting, and texture on a single form. Students should be able to apply these concepts safely and competently in a salon setting. Students will continue to apply professional guest relations, and technical knowledge in a student salon environment under the supervision of a licensed cosmetology instructor as they perform services on guests. Professionalism, safety, and sanitation protocols are required to be followed at all times. Outside work required. (Prerequisite: COS 1100, COS 1200, COS 1300, COS 1400, COS 1500, COS 1600)

COS 2400 Color and Style Practicum I: 125 clock hours

This course is designed to offer students the opportunity to apply practical knowledge and skills in the student salon environment. All aspects/subjects of the sculpting and design concepts/techniques explored since the beginning of the program shall be assessed. Students will continue to apply professional guest relations, and technical knowledge in a student salon environment under the supervision of a licensed cosmetology instructor as they perform services on guests. Professionalism, safety, and sanitation protocols are required to be followed at all times. Outside work required. (Prerequisite: COS 1100, COS 1200, COS 1300, COS 1400, COS 1500, COS 1600, COS2100, COS 2200, COS 2300)

COS 2500 Color and Style Practicum II: 125 clock hours

This course is designed to offer students the opportunity to apply practical knowledge and skills in the student salon environment. All aspects/subjects of the sculpting and design concepts/techniques explored since the beginning of the program shall be assessed. Students will continue to apply professional guest relations, and technical knowledge in a student salon environment under the supervision of a licensed cosmetology instructor as they perform services on guests. Professionalism, safety, and sanitation protocols are required to be followed at all times. Outside work required. (Prerequisite: COS 1100, COS 1200, COS 1300, COS 1400, COS 1500, COS 1600, COS2100, COS 2200, COS 2300)

COS 2600 Early Color and Style Practicum III w/ Exam Prep: 125 clock hours

Introduces the role This course is designed to offer students the opportunity to apply practical knowledge and skills in the student salon environment. All aspects/subjects of the sculpting and design concepts/techniques explored since the beginning of the program shall be assessed. The course also prepares students for the written and practical examination of the State Board. Students will include a thorough analysis and examination of all content reviewed in prior courses, in addition to State Board rules and regulations. Students will continue to apply professional guest relations, and technical knowledge in a student salon environment under the supervision of a licensed cosmetology instructor as they perform services on guests. Professionalism, safety, and sanitation protocols are required to be followed at all times. Outside work required.

Prerequisite: COS 1100, COS 1200, COS 1300, COS 1400, COS 1500, COS 1600, COS2100, COS 2200, COS 2300)

Diagnostic Medical Sonography 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 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 ultra-sound and quality assurance methods. Outside work required. Prerequisite: SON 1000C

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 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 1113C

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 2019

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 2111C and SON 2154C

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 1100C (Practical Aspects of Sonography) and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite: SON 1804

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 examination and laboratory findings. Outside work required. Prerequisite: SON 1814

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 2120C

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 2122C

SON 2019 Diagnostic Medical Sonography Review: 4.0 credit hours
Addresses issues that facilitate a graduate's entry into the career of sonography. Topics include résumé writing and job interviewing, test taking strategies, registry examination preparation and comprehensive review of content specific to registry examinations. Outside work required. Prerequisite: Must have passed the ARDMS-SPI Exam

SON 2844 Clinical Rotation V: 3.5 credit hours
Continues SON 1824 Clinical Rotation III by providing students with opportunities to apply knowledge and skills learned in SON 1824 Clinical Rotation III and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite: SON 1824; Must have passed the ARDMS-SPI Exam

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 2844 (Clinical Rotation V) and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite: SON 2844 and SON 2019

SON 2154C 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 2111C

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 2844

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 2154C (Superficial Structures and Neonatal Brain) and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite: SON 2854 and SON 2019

Electronic Medical Billing and Coding Specialist Program

EBC 1101 Orientation to Healthcare Systems: 4.0 credit hours
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. Didactic portions of this course may be available via distance education delivery methods. Outside work required.

EBC 1224 Electronic Coding for Systems: Integumentary, skeletal, muscular, auditory and ophthalmic: 4.0 credit hours
This course combines the knowledge and skill learned in medical terminology and applies it to human anatomy. This course focuses on the integumentary, skeletal, muscular, auditory and ophthalmic systems; and the diseases associated with each system. Pharmacology and Radiology, as they relate to

each system will also be discussed. In addition, this course takes a systematic approach to hospital and ambulatory care coding emphasizing specific and correct coding procedures and techniques. The course provides an in- depth study of the ICD-9-CM and ICD-10-CM (Internal Classification of Diseases) for the systems listed. In addition, CPT4 (Current Procedural Terminology) and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Evaluation and management coding pertaining to each system will also be covered. Didactic portions of this course may be available via distance education delivery methods. Outside work required.

EBC 1225 Electronic Coding for Systems: Reproductive, urinary, and nervous: 4.0 credit hours

This course combines the knowledge and skill learned in medical terminology and applies it to human anatomy. This course focuses on the male/female reproductive, urinary and nervous 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 and ambulatory care coding emphasizing specific and correct coding procedures and techniques. The course provides an in-depth study of the ICD-9-CM and ICD- 10-CM (Internal Classification of Diseases) for the systems listed. In addition, CPT4 (Current Procedural Terminology) and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Evaluation and management coding pertaining to each system will also be covered. Didactic portions of this course may be available via distance education delivery methods. Outside work required.

EBC 1226 Electronic Coding for Systems: Cardiovascular, blood, and lymphatic: 4.0 credit hours

This course combines the knowledge and skill learned in medical terminology and applies it to human anatomy. This course focuses on the cardiovascular, blood and lymphatic 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 and ambulatory care coding emphasizing specific and correct coding procedures and techniques. The course

provides an in-depth study of the ICD-9-CM and ICD-10- CM (Internal Classification of Diseases) for the systems listed. In addition, CPT4 (Current Procedural Terminology), medicine procedural coding, and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Didactic portions of this course may be available via distance education delivery methods. Outside work required.

EBC 1227 Electronic Coding for Systems: Endocrine, digestive, and respiratory: 4.0 credit hours

This course combines the knowledge and skill learned in medical terminology and applies it to human anatomy. This course focuses on the endocrine, digestive, and respiratory systems and the diseases associated with each system. Oncology 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 and ambulatory care coding emphasizing specific and correct coding procedures and techniques. This course provides an in- depth study of the ICD-9-CM and ICD-10-CM (Internal Classification of Diseases) for the systems listed. In addition, CPT4 (Current Procedural Terminology), anesthesia procedural coding, and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Didactic portions of this course may be available via distance education delivery methods. Outside work required.

EBC 1220 Medical Terminology: 4.0 credit hours

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. Didactic portions of this course may be available via distance education delivery methods. Outside work required.

EBC 1221 Electronic Healthcare Billing: 4.0 credit hours

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. Didactic portions of this course may be available via distance education delivery methods. Outside work required.

EBC 2000 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: EBC 1101, EBC 1224, EBC 1225, EBC 1226, EBC 1227, EBC 1220, EBC 1221

Early Childhood Education Program

ECD 1000 Secure and Nurturing Environments for Young Children w/CPR: 3.0 credit hours
This course covers subjects such as key childhood developmental factors, family functioning, heredity, and environment, creating safe/healthy/respectful/supportive learning environments, CPR, safe sleep policy, maternal influences on prenatal development, good parenthood transition, learning capacities of children, complex motor growth processes in the first two years, and primary language developments in the first two years. Outside work required.

ECD 1200 Infant and Toddler Care: 3.0 credit hours
This course covers the cognitive development and learning of infants and toddlers; reviewing topics such as meeting intimacy needs, emotional learning

and development, motor development, importance of routines, and social development/learning. The course introduces the student to a practicum site to observe areas in practice. Outside work required. (Prerequisite: ECD 1000)

ECD 1300 Early Childhood Development: 3.0 credit hours
This course provides tools for the principles and practice in the field of early childhood education. The course, in classroom and at a practicum site, covers such topics as: professionality, observation, assessment, theoretical foundations, applications of theory, practice standards, appropriate use of technology, and learning in a diverse society. Outside work required. (Prerequisite: ECD 1200)

ECD 2000 Assessment and Directional Learning in Early Childhood: 3.0 credit hours
This course combines knowledge and skills, in the classroom and in an early childhood education environment. Supervised learning is demonstrated in topics such as: working with culturally/linguistically/ability diverse young children and families, ethical behavior, appropriate adult/child interactions, basic curriculum planning, and program routines. Outside work required. (Prerequisite: ECD 1000)

ECD 2100 Foundations in Curriculum in Early Childhood Education: 3.0 credit hours
This course is designed to examine the roles and responsibilities of being an educator in the field of early childhood education. Topics covered are prevailing educational theories that have been translated into practice, historical tends/events in childhood education, professional practices, classroom/program assessment tools, essential elements of diversity/culturally competent practice, and best practices/foundations in curriculum/assessment. Outside work required. (Prerequisite: ECD 1000)

ECD 2200 Early Childhood Education Literacy: 3.0 credit hours
Students learn skills required for enhancing language development in young children including phonological development, growth in children's semantic

knowledge, pragmatic development, identifying factors influencing language development, strategies for enhancing linguistic diversity, supporting dual language learners, communicative disorders, and establishing school-home connections. Outside work required. (Prerequisite: ECD 1000)

ECD 2400 Early Childhood Education Administration: 3.0 credit hours
This course is designed to provide the student with an entry-level knowledge base to formulate and demonstrate how to construct early childhood program frameworks, operationalize early childhood programs, and implement programs. Concepts include program administration, effective program management techniques, developing vision/mission statements, understanding regulations/accreditation, the Quality Rating and Improvement System (QRIS) approach, creating quality learning environments, and planning programs. Outside work required. (Prerequisite: ECD 1000)

ECD 2500 Early Childhood Development Practicum I: 3.0 credit hours
This course is designed to offer students the opportunity to apply the practical knowledge and skills in a supervised practicum site and earn professional work experience hours needed in a center-based environment. There is an emphasis on ethical responsibilities to young children, professional behaviors, building successful professional relationships, building/maintaining productive relationships with families, management of physical spaces/program operations, oversight/administration, the importance of routines, supporting developmentally appropriate practice, engagement in creative/arts/music/movement-based learning, and the development of a teaching support system. Outside work required. (Prerequisites: ECD 1000, ECD 1200, ECD 1300, ECD 2000, ECD 2100, ECD2200, and ECD2400)

ECD 2600 Early Childhood Development Practicum II: 3.0 credit hours
This course is designed to offer students the opportunity to apply the practical knowledge and skills in a supervised practicum site and earn professional work experience hours needed in a center-based environment. There is an emphasis on ethical responsibilities to young children, professional behaviors, building successful professional relationships, building/maintaining productive

relationships with families, management of physical spaces/program operations, oversight/administration, the importance of routines, supporting developmentally appropriate practice, engagement in creative/arts/music/movement-based learning, and the development of a teaching support system. Outside work required. (Prerequisite: ECD 2500)

ECD 2700 Early Childhood Development Practicum III: 3.0 credit hours
This course is designed to offer students the opportunity to apply the practical knowledge and skills in a supervised practicum site and earn professional work experience hours needed in a center-based environment. There is an emphasis on ethical responsibilities to young children, professional behaviors, building successful professional relationships, building/maintaining productive relationships with families, management of physical spaces/program operations, oversight/administration, the importance of routines, supporting developmentally appropriate practice, engagement in creative/arts/music/movement-based learning, and the development of a teaching support system. Outside work required. Outside work required. (Prerequisite: ECD 2600)

ECD 2800 Early Childhood Development Practicum IV: 3.0 credit hours
This course is designed to offer students the opportunity to apply the practical knowledge and skills in a supervised practicum site and earn professional work experience hours needed in a center-based environment. There is an emphasis on ethical responsibilities to young children, professional behaviors, building successful professional relationships, building/maintaining productive relationships with families, management of physical spaces/program operations, oversight/administration, the importance of routines, supporting developmentally appropriate practice, engagement in creative/arts/music/movement-based learning, and the development of a teaching support system. Outside work required. (Prerequisite: ECD 2700)

ECD 2900 Early Childhood Development Practicum V: 3.0 credit hours
This course is designed to offer students the opportunity to apply the practical knowledge and skills in a supervised practicum site and earn professional work

experience hours needed in a center-based environment. There is an emphasis on ethical responsibilities to young children, professional behaviors, building successful professional relationships, building/maintaining productive relationships with families, management of physical spaces/program operations, oversight/administration, the importance of routines, supporting developmentally appropriate practice, engagement in creative/arts/music/movement-based learning, and the development of a teaching support system. Outside work required. (Prerequisite: ECD 2800)

ECD 3100 Early Childhood Foundations of Language: 3.0 credit hours
This course focuses on fundamentals of language competencies needed by children. Students will learn theoretical perspectives of language development, language variation, language acquisition, receptive/expressive language, phonological development, interaction strategies and connection between vocabulary development and literacy development. Outside work required. (Prerequisite: ECD 2900)

ECD 3200 Physical Learning Environments in Early Childhood: 3.0 credit hours
This course focuses primarily on supporting play as a fundamental, physical part of learning. Topics covered are: the impact of play, cognitive/social and emotional/communication/physical benefits of play, types of play, movement development, play-based environments, organizing high-quality play environments, play-based assessment systems, and assessment for an outdoor environments. Outside work required. (Prerequisite: ECD 2900)

ECD 3300 Teaching Foundations: 3.0 credit hours
This course examines the foundation of teaching, while reviewing the history, governance, and ethical issues within the profession. Topics covered are: teaching professionalism, educational philosophies, historical foundations, educational governance, learning communities, ethical/legal issues, liability, Piaget's theory, Kohlberg's theory, learning goals, rubrics, and classroom management. Outside work required. (Prerequisite: ECD 2900)

ECD 3400 Mentoring to Improve Quality in Early Childhood Education: 3.0 credit hours

This course focuses primarily on mentoring and coaching for professional development to improve quality in early childhood education. Areas explored are: instructor modeling, relationship based professional development, collaborative mentoring, educational professional mentoring relationships, co-learning relationships, and mentor competencies. Students will comprehend the terms, objectives, roles, and purposes of early childhood educators. They will recognize the need for ground rules and policies in the learning relationship and learn to engage in a cycle of mentoring communication strategies. Outside work required. (Prerequisite: ECD 2900)

ECD 3500 Community Engagement in Early Childhood Education: 3.0 credit hours

This course covers subjects such as ecology in relation to child development, intentional and unintentional socialization, chronosystem influences, and mesosystem influences. Concepts include: nonparental childcare, basic parenting styles, five aims of socialization, leadership styles in teaching, peer groups, effects of multimedia use on young children, self-efficacy, and the five functions of a community. Outside work required. (Prerequisite: ECD 2900)

ECD 3600 Exceptional Children: Approaches and Support: 3.0 credit hours

This course is an overview of teaching young children with and without exceptionalities. Topics include: Individuals with Disabilities Education Act (IDEA), Individualized Education Program (IEP), the progression of disability rights, partnership principles, nondiscriminatory evaluation, historic models of special education, high-leverage practices related to collaboration, assessment, social/emotional/behavioral support/instruction, gifted/talented children, and integrated three-tiered systems (Ci3T). Outside work required. (Prerequisite: ECD 2900)

ECD 3700 Cultural Diversity in the Classroom: 3.0 credit hours

This course addresses concepts and fundamentals of multicultural education, cultural pluralism, and global connections. Students will broaden their grasp of culturally responsive teaching though various topics such as: ethical foundations, universal human rights, social contact theory, multicultural curriculums, historical roots of cultural diversity, linguistically diverse classrooms, the importance of creating positive school/family connections, the impact of poverty on childhood development, and teaching/learning in a multicultural society. Outside work required. (Prerequisite: ECD 2900)

ECD 3800 Early Childhood Social Development: 3.0 credit hours

This course presents concepts and theories in guiding children's social development and social learning. It includes the study of social competence, social environments, relationship building, self-regulation, verbal/non-verbal communication, emotional development, resilience, peer relationships, ethical judgements, and prosocial behavior. Outside work required. (Prerequisite: ECD 2900)

ECD 4100 Curriculum in Early Childhood Education: 3.0 credit hours

This course is designed to instruct students on the latest methods, historical development, program models, frameworks, conditions, developmentally appropriate, and effective practices for learning. This course will cover topics related to early childhood education experiences, the role of teachers, professional behavior, uses of classroom time and materials, curriculum development, curricular procedures, effective home-school partnerships, and professional development. Outside work required. (Prerequisite: ECD 2900)

ECD 4200 Practicum Rotation – Infants: 3.0 credit hours

This course is designed to provide students the ability to apply practical knowledge and expertise, learned throughout the early childhood education program, in a supervised practicum site. Outside work required. (Prerequisite: ECD3100, ECD 3200, ECD3300, ECD 3400, ECD 3500, ECD 3600, ECD 3700, ECD 3800, and ECD 4100)

ECD 4300 Practicum Rotation – Toddlers: 3.0 credit hours

This course is designed to provide students the ability to apply practical knowledge and expertise, learned throughout the early childhood education program, in a supervised practicum site. Outside work required. (Prerequisite: ECD 4200)

ECD 4400 Practicum Rotation – Pre-school: 3.0 credit hours
This course is designed to provide students the ability to apply practical knowledge and expertise, learned throughout the early childhood education program, in a supervised practicum site. Outside work required. (Prerequisite: ECD 4300)

ECD 4500 Practicum Rotation – Pre-Kindergarten: 3.0 credit hours
This course is designed to provide students the ability to apply practical knowledge and expertise, learned throughout the early childhood education program, in a supervised practicum site. Outside work required. (Prerequisite: ECD 4400)

ECD 4600 Practicum Rotation – Kindergarten: 3.0 credit hours
This course is designed to provide students the ability to apply practical knowledge and expertise, learned throughout the early childhood education program, in a supervised practicum site. Outside work required. (Prerequisite: ECD 4500)

ECD 4700 Practicum Rotation – After School Care: 3.0 credit hours
This course is designed to provide students the ability to apply practical knowledge and expertise, learned throughout the early childhood education program, in a supervised practicum site. Outside work required. (Prerequisite: ECD 4600)

Information Technology and Network Systems Program

ITN101 IT Essentials I: 3.0 credit hours
This course covers basic computer service and support concepts with a

concentration on hardware. Students will learn the parts of a computer including: processor types, memory types, disk system architecture, peripheral devices and printers. Students will also be exposed to customer service concepts, trouble shoot techniques using diagnostic tools and basic operating systems. Outside work required.

ITN102 IT Essentials II: 3.0 credit hours
This course covers basic computer service and support concepts with a concentration on software. Students will also be exposed to customer service concepts, trouble shoot techniques using diagnostic tools and basic operating systems. Outside work required.

ITN103 Cisco Networking Essentials: 3.0 credit hours
This course is designed to serve as a general introduction for students to acquire a foundation in current network technologies for Local Area Networks, Wide Area Networks, and the Internet. The course provides an introduction to the hardware, software, terminology, components, design, and connections of a network, as well as the topologies and protocols for LANs. It covers LAN-user concepts and the basic functions of system administration and operation. Outside work required.

ITN104 Cisco Internetworking Technologies: 3.0 credit hours
This course provides an objective assessment of skills and certification of students' networking accomplishments. The course introduces underlying concepts of data networking, such as the Open Systems Interconnection (OSI) reference model and protocols that operate at various model layers. Outside work required.

ITN201 Implementing a Network Infrastructure: 3.0 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 clients. Outside work required.

ITN202 Big Data Management: 3.0 credit hours
The objective of this course is to help the student understand how to conceptualize and implement databases and use query languages to manipulate databases to obtain information that can influence decisions. This course will also train students on typical activities performed by a database administrator (DBA) and on issues important to efficient performance of a database. Topics will include basic database design, tuning, backup and recovery procedures, database security, and an introduction into SQL. Outside work required.

ITN105 Introduction to Linux: 3.0 credit hours
This course provides students with an introduction of the Linux operating system. Students will gain knowledge of the Linux command-line environment, utilities, and applications, as well as the graphical user interface environment. Outside work required.

ITN106 Introduction to Programming: 3.0 credit hours
Provides an objective assessment of skills and certification of students' networking accomplishments. The course introduces underlying concepts of data networking, such as the Open Systems Interconnection (OSI) reference model and protocols that operate at various model layers. Outside work required.

ITN107 Implementing Directory Services: 3.0 credit hours
This course will provide students with the knowledge and skills to design a Microsoft Active Directory service and network infrastructure for a Microsoft Windows Server 2008 environment. Outside work required.

ITN203 Server Management: 3.0 credit hours
This course provides an introduction on how information is stored and managed on a server. Topics include security, management of user permissions, file and storage services within a server environment. Outside work required.

ITN108 Introduction to Network Security: 3.0 credit hours

This course provides an introduction to the fundamental understanding of network security principles and implementation. Topics include technologies used in creating secure network environments, possible threats, access controls, authentication measures and protection. Outside work required.

ITN204 Web Systems: 3.0 credit hours
This course provides an introduction to web development and database management in an online environment. Topics include programming, database management and manipulation, database access, data storage, object-oriented development and debugging. Outside work required.

Medical Assisting Program

MEA 120 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. Outside work required.

MEA 121 Clinical Procedures: 4.0 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. Outside work required.

MEA 122 Clinical Procedures: 4.5 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. Outside work required.

MEA 123 Anatomy and Physiology for Medical Assistants: 4.5 credit hours This course provides an 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. Outside work required.

MEA 125 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. Outside work required.

MEA 126 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. Outside work required.

MEA 127C 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. Outside work required.

MEA 128C 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. Outside work required.

MEA 132 Medical Office Management with Billing and Coding: 4.0 credit hours
This course provides instruction in the fundamental operations and maintenance of a medical office. Instruction will include the use of electronic health records (EHR) software to manage the daily functions of the medical practice as well as to perform procedural and diagnostic coding. Students will learn to apply bookkeeping principles to record transactions, deposits, and file financial information as needed. Topics covered will include medical ethics, legal concepts and liabilities, professionalism and effective communication skills. Students will learn the importance of how to use different coding references to bill insurance companies for physician services. In addition, students will learn how to obtain payment for services provided. This course is an overview of the billing and coding responsibilities of the medical assistant. Outside work required.

MEA 133 Medical Terminology: 4.0 credit hours
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. Outside work required.

MEA 139 Medical Terminology: 5.0 credit hour
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. Outside work required.

MEA 140 Electronic Health Records: 5.0 credit hours

The course introduces the student to computerized medical office management using a current industry standard application such as Medisoft or Medical Manager. The student will learn how to set up support files and maintain patient information. The course includes instruction in accounting, communications, insurance claims processing, practice management, office management, appointments, clinical histories, billing and report generating. Didactic portions of this course may be available via distance education delivery methods. Outside work required

MEA 141 Anatomy and Physiology for Medical Assistants: 5.0 credit hours This course provides an 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. Outside work required.

MEA 142 Medical Office Management with Billing and Coding: 4.5 credit hours

This course provides instruction in the fundamental operations and maintenance of a medical office. Instruction will include the use of electronic health records (EHR) software to manage the daily functions of the medical practice as well as to perform procedural and diagnostic coding. Students will learn to apply bookkeeping principles to record transactions, deposits, and file financial information as needed. Topics covered will include medical ethics, legal concepts and liabilities, professionalism and effective communication skills. Students will learn the importance of how to use different coding references to bill insurance companies for physician services. In addition, students will learn how to obtain payment for services provided. This course is an overview of the billing and coding responsibilities of the medical assistant. Outside work required.

MEA 143 Medical Terminology: 5.0 credit hours

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. Outside work required.

MEA 144 Clinical Procedures: 4.5 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. Outside work required.

MEA 145 Lab Procedures I: 5.0 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. Outside work required.

MEA 146 Lab Procedures II: 5.0 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. Outside work required.

MEA 152 Medical Office Management with Billing and Coding: 5.0 credit hours
This course provides instruction in the fundamental operations and maintenance of a medical office. Instruction will include the use of electronic health record (EHR) software to manage the daily functions of the medical practice as well as to perform procedural and diagnostic coding. Students will

learn to apply bookkeeping principles to record transactions, deposits, and file financial information as needed. Topics covered will include medical ethics, legal concepts and liabilities, professionalism, and effective communication skills. Students will learn the importance of how to use different coding references to bill insurance companies for physician services. In addition, students will learn how to obtain payment for services provided. This course is an overview of the billing and coding responsibilities of the medical assistant. Outside work required.

MEA 180 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. (Pre-requisites: MEA 120, MEA 123, MEA 125, MEA 126, MEA 132, MEA 133 OR MEA 141, MEA 142, MEA 143, MEA 144, MEA 145, MEA 146)

MEA 181 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. (Pre-requisite: MEA 180)

MEA 188 Externship: 4.5 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. (Pre- requisites: MEA121, MEA132, MEA123, MEA150, MEA125, MEA126, MEA151)

MEA 190 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. (Pre- requisites: MEA122, MEA224, MEA127C, MEA128C, MEA139, MEA140, MEA152)

MEA 224 Anatomy and Physiology for Medical Assistants: 5.0 credit hours
This course provides an 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. Outside work required.

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. Didactic portions of this course may be available via distance education delivery methods. Outside work required

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. Didactic portions of this course may be available via distance education delivery methods. Outside work required.

MEA 1238 Medical Terminology: 1.5 credit hours

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. Didactic portions of this course may be available via distance education delivery methods. Outside work required. (Co-requisite: MEA 1304C)

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. Didactic portions of this course may be available via distance education delivery methods. Outside work required.

MEA 1290C Radiography: 6.0 credit hours

This course provides instruction in positioning of patients, principals of digital radiography and how to handle radiological equipment. Students will learn patient preparation, and the use of ancillary equipment. The identification of safety hazards and relevant precautionary measures will be addressed. Didactic portions of this course may be available via distance education delivery methods. Outside work required.

MEA 1300C Introduction to Medical Billing and Coding: 3.5 credit hours

This course will introduce students to the medical billing and coding practices from beginning to end in the healthcare industry and provide an overview of insurance technology. To introduce students to time and quality Medical Billing and Coding Specialist practice requirements and skills. Students will be introduced and develop a broad understanding of ICD-10, CPT, & HCPCS II coding with manuals and health information and medical records management including the claims process. Students will also develop an understanding of wellness and disease concepts. Didactic portions of this course may be available

via distance education delivery methods. Outside work required.

MEA 1304C Medical Office Management: 4.5 credit hours
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. Didactic portions of this course may be available via distance education delivery methods. Outside work required. Co-requisite: MEA 1238

MEA 1346C Electronic Health Records: 4.0 credit hours
The course introduces the student to computerized medical office management using a current industry standard application such as Medisoft or Medical Manager. The student will learn how to set up support files and maintain patient information. The course includes instruction in accounting, communications, insurance claims processing, practice management, office management, appointments, clinical histories, billing and report generating. Didactic portions of this course may be available via distance education delivery methods. Outside work required.

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 1346C

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 Billing and Coding Specialist Program

EBC 1101 Orientation to Healthcare Systems: 4.0 credit hours
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. Outside work required.

EBC 1224 Electronic Coding for Systems: Integumentary, skeletal, muscular, auditory and ophthalmic: 4.0 credit hours
This course combines the knowledge and skill learned in medical terminology and applies it to human anatomy. This course focuses on the integumentary, skeletal, muscular, auditory and ophthalmic systems; and the diseases associated with each system. Pharmacology and Radiology, as they relate to each system will also be discussed. In addition, this course takes a systematic approach to hospital and ambulatory care coding emphasizing specific and correct coding procedures and techniques. The course provides an in- depth study of the ICD-9-CM and ICD-10-CM (Internal Classification of Diseases) for the systems listed. In addition, CPT4 (Current Procedural Terminology) and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Evaluation and management coding pertaining to each system will also be covered. Outside work required.

EBC 1225 Electronic Coding for Systems: Reproductive, urinary, and nervous: 4.0 credit hours

This course combines the knowledge and skill learned in medical terminology and applies it to human anatomy. This course focuses on the male/female reproductive, urinary and nervous 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 and ambulatory care coding emphasizing specific and correct coding procedures and techniques. The course provides an in-depth study of the ICD-9-CM and ICD- 10-CM (Internal Classification of Diseases) for the systems listed. In addition, CPT4 (Current Procedural Terminology) and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Evaluation and management coding pertaining to each system will also be covered. Outside work required.

EBC 1226 Electronic Coding for Systems: Cardiovascular, blood, and lymphatic: 4.0 credit hours

This course combines the knowledge and skill learned in medical terminology and applies it to human anatomy. This course focuses on the cardiovascular, blood and lymphatic 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 and ambulatory care coding emphasizing specific and correct coding procedures and techniques. The course provides an in-depth study of the ICD-9-CM and ICD-10- CM (Internal Classification of Diseases) for the systems listed. In addition, CPT4 (Current Procedural Terminology), medicine procedural coding, and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Outside work required.

EBC 1227 Electronic Coding for Systems: Endocrine, digestive, and respiratory: 4.0 credit hours

This course combines the knowledge and skill learned in medical terminology and applies it to human anatomy. This course focuses on the endocrine, digestive, and respiratory systems and the diseases associated with each system. Oncology 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 and ambulatory care coding emphasizing specific and correct coding procedures and techniques. This course provides an in- depth study of the ICD-9-CM and ICD-10-CM (Internal Classification of Diseases) for the systems listed. In addition, CPT4 (Current Procedural

Terminology), anesthesia procedural coding, and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Outside work required.

EBC 1220 Medical Terminology: 4.0 credit hours
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. Outside work required.

EBC 1221 Electronic Healthcare Billing: 4.0 credit hours
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.

EBC 2100 Capstone: 3.5 credit hours
This course is designed to simulate the working environment of a medical billing and coding specialist. Students will apply their understanding of insurance billing principles while expanding their coding abilities. They will also demonstrate competency in all aspects of medical billing and coding in a supervised simulated setting. Outside work required. Prerequisites: EBC 1101, EBC 1224, EBC 1225, EBC 1226, EBC 1227, EBC 1220, EBC 1221

Medical Office Basic X-Ray Technician Program

MEA 120 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. Outside work required.

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. Didactic portions of this course may be available via distance education delivery methods. Outside work required

MEA 123 Anatomy and Physiology for Medical Assistants: 4.5 credit hours

This course provides an 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. Outside work required.

MEA 125 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. Outside work required.

MEA 126 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. Outside work required.

MEA 132 Medical Office Management with Billing and Coding: 4.0 credit hours
This course provides instruction in the fundamental operations and maintenance of a medical office. Instruction will include the use of electronic health record (EHR) software to manage the daily functions of the medical practice as well as to perform procedural and diagnostic coding. Students will learn to apply bookkeeping principles to record transactions, deposits, and file financial information as needed. Topics covered will include medical ethics, legal concepts and liabilities, professionalism and effective communication skills. Students will learn the importance of how to use different coding references to bill insurance companies for physician services. In addition, students will learn how to obtain payment for services provided. This course is an overview of the billing and coding responsibilities of the medical assistant. Outside work required.

MEA 133 Medical Terminology: 4.0 credit hours
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. Outside work required.

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. Didactic portions of this course may be available via distance education delivery methods. Outside work required.

MEA 1238 Medical Terminology: 1.5 credit hours

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. Didactic portions of this course may be available via distance education delivery methods. Outside work required. (Co-requisite: MEA 1304C)

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. Didactic portions of this course may be available via distance education delivery methods. Outside work required.

MEA 1290C Radiography: 6.0 credit hours

This course provides instruction in positioning of patients, principals of digital radiography and how to handle radiological equipment. Students will learn patient preparation, and the use of ancillary equipment. The identification of safety hazards and relevant precautionary measures will be addressed. Didactic portions of this course may be available via distance education delivery methods. Outside work required.

MEA 1292C Radiography II: 4.0 credit hours

This course provides a review of skeletal anatomy, pathology and radiographic procedures related to upper extremities, lower extremities and spine. Principals of digital radiography and how to handle radiological equipment. Students will learn patient preparation, and the use of ancillary equipment. The identification of safety hazards and relevant precautionary measures will be addressed. Outside work required. Pre-requisite: MEA 1290C

MEA 1294C Radiography III: 2.0 credit hours

This course provides a review of skeletal anatomy, pathology and radiographic procedures related to the bony thorax, chest, and abdomen. Principals of digital

radiography and how to handle radiological equipment. Students will learn patient preparation, and the use of ancillary equipment. The identification of safety hazards and relevant precautionary measures will be addressed. Outside work required. Pre-requisite: MEA 1292C; Co-requisite MEA 1295

MEA 1295 Radiography Licensure Review: 2.0 credit hours
This course provides a comprehensive review of the program learning objectives to prepare the students to take and pass the Basic X-Ray Machine Operator exam. Outside work required. Co-requisite: MEA 1294C

MEA 1300C Introduction to Medical Billing and Coding: 3.5 credit hours
This course will introduce students to the medical billing and coding practices from beginning to end in the healthcare industry and provide an overview of insurance technology. To introduce students to time and quality Medical Billing and Coding Specialist practice requirements and skills. Students will be introduced and develop a broad understanding of ICD-10, CPT, & HCPCS II coding with manuals and health information and medical records management including the claims process. Students will also develop an understanding of wellness and disease concepts. Didactic portions of this course may be available via distance education delivery methods. Outside work required.

MEA 1304C Medical Office Management: 4.5 credit hours
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. Didactic portions of this course may be available via distance education delivery methods. Outside work required. Co-requisite: MEA 1238

MEA 1346C Electronic Health Records: 4.0 credit hours
The course introduces the student to computerized medical office management using a current industry standard application such as Medisoft or Medical

Manager. The student will learn how to set up support files and maintain patient information. The course includes instruction in accounting, communications, insurance claims processing, practice management, office management, appointments, clinical histories, billing and report generating. Didactic portions of this course may be available via distance education delivery methods. Outside work required.

MEA 147 Radiography I: 4.0 credit hours

This course provides instruction in positioning of patients, principals of digital radiography and how to handle radiological equipment. Students will learn patient preparation, and the use of ancillary equipment. The identification of safety hazards and relevant precautionary measures will be addressed. Outside work required.

MEA 148 Radiography II: 4.0 credit hours

This course provides a review of skeletal anatomy, pathology and radiographic procedures related to upper extremities, lower extremities and spine. Principals of digital radiography and how to handle radiological equipment. Students will learn patient preparation, and the use of ancillary equipment. The identification of safety hazards and relevant precautionary measures will be addressed. Outside work required. (Pre-requisites: MEA147)

MEA 149 Radiography III: 4.0 credit hours

This course provides a review of skeletal anatomy, pathology and radiographic procedures related to the bony thorax, chest, and abdomen. Principals of digital radiography and how to handle radiological equipment. Students will learn patient preparation, and the use of ancillary equipment. The identification of safety hazards and relevant precautionary measures will be addressed. Outside work required. (Pre-requisites: MEA148)

MEA 180 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. (Pre- requisites: MEA120, MEA123, MEA125, MEA126, MEA132, MEA133)

MEA 1804 Externship: 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 1292C, MEA1294C, MEA1295C, MEA 1300C, MEA 1346C)

MEA 189 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. (Pre- requisite: MEA147, MEA148, MEA149, MEA180)

Nursing Program

NUR 1023C Fundamentals of Nursing: 5.0 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, legal aspects of practice, and concepts basic to nursing that are applied throughout the curriculum. This course will provide theoretical instruction and clinical application in personal, family and community health concepts; nutrition, human growth and development throughout the life span, body structure and function; interpersonal relationship skills, health teaching and counseling skills. 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. Laboratory components include practice in basic nursing assessment skills, such as completion of health history, physical assessment techniques and common nursing skills that support basic human needs. 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. Clinical settings may include but are not limited to acute care, long-term care and community settings. Outside work required. Co-requisite: NUR 1140C; Prerequisite: All Required General Education Courses

NUR 1123C Fundamentals of Nursing: 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, legal aspects of practice, and concepts basic to nursing that are applied throughout the curriculum. This course will provide theoretical instruction and clinical application in personal, family and community health concepts; nutrition, human growth and development throughout the life span, body structure and function; interpersonal relationship skills, health teaching and counseling skills. 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. Laboratory components include practice in basic nursing assessment skills, such as completion of health history, physical assessment techniques and common nursing skills that support basic human needs. 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. Clinical settings may include but are not limited to acute care, long-term care and community settings. Outside work required. (Co-requisite: NUR 2410C; Prerequisite: All Required General Education Courses)

NUR 1140C Nursing Pharmacology: 4.0 credit hours

This course presents essential concepts and principles of pharmacology as applied to nursing practice. Emphasis is on fundamental application of the nursing process to the care of patients/clients 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 related to dosage calculation and medication administration that must be performed without error to achieve a passing grade for the course. Outside work required. Co-requisite: NUR 1023C, NUR 1209C; Prerequisite: All Required General Education Courses

NUR 1240C Nursing Pharmacology: 4.0 credit hours

This course presents essential concepts and principles of pharmacology as applied to nursing practice. Emphasis is on fundamental application of the nursing process to the care of patients/clients 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 related to dosage calculation and medication administration that must be performed without error to achieve a passing grade for the course. Outside work required. (Co-requisite: NUR 1123C, NUR 1309C; Prerequisite: All Required General Education Courses)

NUR 1209C Transition to Professional Nursing: 4.0 credit hours

This course focuses primarily on basic medical-surgical nursing care of adults who are acutely or chronically ill. The course builds upon learned concepts and skills introduced in prerequisite nursing and general education courses. This course will provide theoretical instruction and clinical application in personal, family and community health concepts; nutrition, human growth and development throughout the life span, body structure and function; interpersonal relationships, health teaching and counseling skills. A continuation of dosage calculations is evident. The pathophysiological basis for diseases along with the patient's/client's adaptive responses are explored and discussed. Secondary/acute care settings, particularly hospitals, are utilized in this course. Outside work required. Co-requisite: NUR 1140C; Prerequisite: NUR 1023C, All Required General Education Course

NUR 1309C Transition to Professional Nursing: 4.0 credit hours

This course focuses primarily on basic medical-surgical nursing care of adults who are acutely or chronically ill. The course builds upon learned concepts and skills introduced in prerequisite nursing and general education courses. This course will provide theoretical instruction and clinical application in personal, family and community health concepts; nutrition, human growth and development throughout the life span, body structure and function; interpersonal relationship skills, health teaching and counseling skills. A continuation of dosage calculations is evident. The pathophysiological basis for diseases along with the patient's/client's adaptive responses are explored and discussed. Secondary/acute care settings, particularly hospitals, are utilized in this course. Outside work required. (Co-requisite: NUR 2410C; Prerequisite: NUR 1123C, All Required General Education Course)

NUR 1211C Basic Adult Healthcare: 8.0 credit hours

This course focuses primarily on basic medical-surgical nursing care of adults who are acutely or chronically ill. The course builds upon learned concepts and skills introduced in prerequisite nursing and general education courses. This course will provide theoretical instruction and clinical application in personal, family and community health concepts; nutrition, human growth and development throughout the life span, body structure and function; interpersonal relationships, health teaching and counseling skills. A continuation of pharmacology and administration of medications is evident. The pathophysiologic basis for diseases along with the patient's/client's adaptive responses are explored and discussed. Didactic and clinical content related to complex concepts and skills associated with medical-surgical nursing are presented within the framework of the nursing process. Secondary and tertiary care settings are primarily utilized for clinical experiences, including general/acute care hospitals, psychiatric hospitals and community mental health centers. Outside work required. Co-requisite: NUR 2421C; Prerequisite: NUR 1023C, NUR 1209C, NUR 1140C

NUR 1311C Basic Adult Healthcare: 8.0 credit hours

This course focuses primarily on basic medical-surgical nursing care of adults who are acutely or chronically ill. The course builds upon learned concepts and skills introduced in prerequisite nursing and general education courses. This course will provide theoretical instruction and clinical application in personal, family and community health concepts; nutrition, human growth and development throughout the life span, body structure and function; interpersonal relationship skills, health teaching and counseling skills. A continuation of pharmacology and administration of medications is evident. The pathophysiologic basis for diseases along with the patient's/clients adaptive responses are explored and discussed. Didactic and clinical content related to complex concepts and skills associated with medical-surgical nursing are presented within the framework of the nursing process. Secondary and tertiary care settings are primarily utilized for clinical experiences, including general/acute care hospitals, psychiatric hospitals and community mental health centers. Outside work required. (Co-requisite: NUR 2521C; Prerequisite: NUR 1123C, NUR 1309C, NUR 2410C)

NUR 2421C Maternity Nursing Care: 4.0 credit hours

This course focuses primarily on maternity nursing care, with exposure to common problems associated with the health of mother, newborn and family. Concepts and skills learned in previous courses are integral to this course, with emphasis on developmental theories relating to the care of the family unit. Dosage calculations related to maternity care are emphasized. This course will provide theoretical instruction and clinical application in personal, family and community health concepts; nutrition, human growth and development throughout the life span, body structure and function; interpersonal relationships, health teaching and counseling skills. Primary, secondary and tertiary care settings may be utilized for clinical experiences, including outpatient care and hospitals. Outside work required. Co-requisite: NUR1211C; Prerequisite: NUR 1023C, NUR 1209C, NUR 1140C

NUR 2521C Maternity Nursing Care: 4.0 credit hours

This course focuses primarily on maternity nursing care, with exposure to common problems associated with the health of mother, newborn and family.

Concepts and skills learned in previous courses are integral to this course, with emphasis on developmental theories relating to the care of the family unit. Dosage calculations related to maternity care are emphasized. This course will provide theoretical instruction and clinical application in personal, family and women health concepts; nutrition, human growth and development throughout the life span, interpersonal relationship skills, health teaching and counseling skills. Primary, secondary and tertiary care settings may be utilized for clinical experiences, including outpatient care and hospitals. Outside work required. (Co-requisite: NUR1311C; Prerequisite: NUR 1123C, NUR 1309C, NUR 1240C)

NUR 2230C Advanced Adult Healthcare: 8.0 credit hours

This course continues medical/surgical content from NUR1211C (Basic Adult Health Care). It builds upon the knowledge and skills acquired in this course, including continued integration of the concepts central to the practice of nursing. This course will provide theoretical instruction and clinical application in personal, family and community health concepts; nutrition, human growth and development throughout the life span, body structure and function; interpersonal relationships, health teaching and counseling skills. A continuation of pharmacology and administration of medications is evident. A continuation of dosage calculation is emphasized. Didactic and clinical content related to complex concepts and skills associated with medical-surgical nursing and mental health nursing are presented within the framework of the nursing process. Mental health nursing components include the further development of student communication skills, and conceptual abilities as related to the dynamics of human behavior and therapeutic responses. Didactic and clinical content related to the critical care setting are reviewed. Secondary and tertiary care settings are primarily utilized for clinical experiences, including general/acute care hospitals; psychiatric hospitals and community mental health centers. Outside work required. Co-requisite: NUR 2310C; Prerequisite: NUR 1211, NUR 2421C

NUR 2330C Advanced Adult Healthcare: 8.0 credit hours

This course continues medical/surgical content from NUR1311C (Basic Adult Health Care). It builds upon the knowledge and skills acquired in this course,

including continued integration of the concepts central to the practice of nursing. This course will provide theoretical instruction and clinical application in personal, family and community health concepts; nutrition, mental health concepts; interpersonal relationship skills, health teaching and counseling skills. A continuation of pharmacology and administration of medications is evident. Didactic and clinical content related to complex concepts and skills associated with medical-surgical nursing and mental health nursing are presented within the framework of the nursing process. Mental health nursing components include the further development of student communication skills, and conceptual abilities as related to the dynamics of human behavior and therapeutic responses. Didactic and clinical content related to the critical care setting are reviewed. Secondary and tertiary care settings are primarily utilized for clinical experiences, including general/acute care hospitals; psychiatric hospitals and community mental health centers. Outside work required. (Co-requisite: NUR 2410C; Prerequisite: NUR 1311C, NUR 2521C).

NUR 2310C Pediatric Nursing: 4.0 credit hours

This course focuses primarily on the interrelated dynamics of pediatric families; with exposure to common recurring and complex problems associated with the health of the pediatric patient/client within the family unit. Concepts and skills as presented in previous courses are integral to this course, with emphasis on developmental theories relating to the care of children. This course will provide theoretical instruction and clinical application in personal, family and community health concepts; nutrition, human growth and development throughout the life span, body structure and function; interpersonal relationships, health teaching and counseling skills. Dosage calculations related to pediatric patients / clients are emphasized. Primary, secondary and tertiary care settings may be utilized for clinical experiences, including outpatient care, hospitals and pediatric programs (which may include outpatient, inpatient and community care). Outside work required. Co-requisite: NUR 2230C; Prerequisite: NUR 1211C, NUR 2421C

NUR 2410C Pediatric Nursing: 4.0 credit hours

This course focuses primarily on the interrelated dynamics of pediatric families; with exposure to common recurring and complex problems associated with the health of the pediatric patient/client within the family unit. Concepts and skills as presented in previous courses are integral to this course, with emphasis on developmental theories relating to the care of children. This course will provide theoretical instruction and clinical application in personal, family and community health concepts; nutrition, human growth and development throughout the life span, body structure and function; interpersonal relationship skills, health teaching and counseling skills. Dosage calculations related to pediatric patients / clients are emphasized. Primary, secondary and tertiary care settings may be utilized for clinical experiences, including outpatient care, hospitals and pediatric programs (which may include outpatient, inpatient and community care). Outside work required. (Co-requisite: NUR 2230C; Prerequisite: NUR 1311C, NUR 2521C)

NUR 2817C Nursing Roles Practicum: 6.0 credit hours

This course requires students to utilize previously learned skills, attitudes and behaviors. Didactic and clinical content include but are not limited to the development of: leadership and delegation concepts, time management, collaboration, prioritization, principles of legal responsibilities and ethical decision-making. Classroom content also includes preparation for success on the NCLEX-RN licensure examination. The clinical component is designed for students to demonstrate readiness to assume the role of a safe, entry-level, professional registered nurse. This course will provide clinical application in personal, family and community health concepts; interpersonal relationship skills, health teaching and counseling skills. A continuation of pharmacology and administration of medications is evident. Clinical oversight may include experiences with faculty and/or an approved RN preceptor in an affiliated facility. Facilities may include but are not limited to acute care, skilled nursing, and community settings. A continuation of dosage calculation mastery is expected. Outside work required. Prerequisite: NUR 2230C, NUR 2310C

NUR 2917C Nursing Roles Practicum: 6.0 credit hours

This course requires students to utilize previously learned skills, attitudes, and behaviors. Didactic and clinical content include but are not limited to the development of leadership and delegation concepts, time management, collaboration, prioritization, principles of legal responsibilities, and ethical decision-making. Classroom content also includes preparation for success on the NCLEX-RN licensure examination. The clinical component is designed for students to demonstrate readiness to assume the role of a safe, entry-level, professional registered nurse. This course will provide clinical application in personal, family and community health concepts, interpersonal relationship skills, health teaching and counseling skills. A continuation of pharmacology and administration of medications is evident. Clinical oversight may include experiences with faculty and/or an approved RN preceptor in an affiliated facility. Facilities may include but are not limited to acute care, skilled nursing, and community settings. A continuation of dosage calculation mastery is expected. Outside work required. (Prerequisite: NUR 2230C, NUR 2410C)

Occupational Therapy Assistant Program

OTH 107 Introduction to Occupational Therapy: 4.0 credit hours
This course provides general knowledge about the field of occupational therapy through a study of its history, philosophy and scope of practice. Foundations of professional development include AOTA Standards of Practice, AOTA Code of Ethics, NBCOT certification, licensure laws and healthcare regulations. Topics include theoretical models of intervention, occupation-centered and evidence-based practice along the healthcare continuum. Outside work will be required. Prerequisites: all general education courses.

OTH 120 Human Occupation and Development Across the Life Span: 4.0 credit hours
This course presents the physical, cognitive, and socio-emotional components of normal human development over the course of a life span. Topics include developmental theories, stages in the lifespan, awareness of socio-cultural factors in human development, and application of observation skills. Outside work will be required. Prerequisite: OTH 107

OTH 110 Kinesiology for Occupational Therapy Assistants: 4.0 credit hours
This course provides the basic knowledge of the muscular and skeletal systems of the human body and principles of human movement physiology. Topics include analysis of movement during activity, kinesiology, body mechanics and concepts of ergonomics. Outside work will be required. Prerequisite: OTH120

OTH 144 Musculoskeletal Disorders/Assessment and Treatment Strategies: 4.0 credit hours
This course presents the etiology, typical course of symptoms, treatment, and prognoses of various disabling musculoskeletal conditions commonly treated in occupational therapy settings. Topics include assessment of muscle function and treatments such as transfer training, adaptive equipment, assistive devices, wheelchair adaptation, ergonomic modifications, safety, and accessibility factors. Outside work will be required. Prerequisite: OTH110

OTH 143 Neurological Disorders/Assessment and Treatment Strategies: 4.0 credit hours
This course presents an advanced overview of the development and function of the central nervous system. Topics include etiology, signs, symptoms, and prognoses of conditions involving the central nervous system. Additional topics include assessments of neurological function, appropriate treatment/intervention and documentation. Outside work will be required. Prerequisite: OTH144

OTH 230 Psychiatric Disorders/Assessment and Treatment Strategies: 4.0 credit hours
This course addresses mental disorders and appropriate occupational therapy treatment techniques. Topics include recognizing needs of an individual with a mental disorder regarding performance of self-care, play/leisure, and work with knowledge of the influences of individual, family, cultural and community values. Familiarity with diagnostic criteria, according to the DSM-IV and medication side effects is developed. Outside work will be required. Prerequisite: OTH143

OTH 202 Group Dynamics: 1.5 credit hours

This course focuses on fundamentals of dynamic interactive processes, communication, development of observational skills and group techniques. Topics include the role and responsibilities of an OTA as a group leader, developmental stages of group treatment, self-awareness in relation to one's own behaviors and other professional skills. Outside work will be required. Prerequisite: OTH230

OTH 212 Therapeutic Media: 1.5 credit hours

This course focuses on media appropriate to occupational therapy treatment. Purposeful activities are those of leisure/play, creative and expressive arts, and other tasks and activities which may be used as evaluation and treatment techniques. Emphasis is on activity analysis and adaptation and gradation of media to meet patient needs. Cultural diversity, individual values, interests and needs are incorporated in the selection of appropriate media for treatment/intervention. Outside work will be required. Prerequisite: OTH202

OTH 280 Fieldwork I: 2.0 credit hours

This course will initially provide students with exposure to clinical practice. Students observe the practical application of theoretical foundations learned in class. Program management and scope of practice issues are also observed. A fieldwork education site provides observational opportunities, hands-on experience as appropriate, feedback to students and learning tasks. Prerequisite: OTH212

OTH 242 Occupational Therapy for Physically Disabled: 4.0 credit hours

This course provides principles and practice of occupational therapy treatment techniques for individuals with physical disabilities. Topics include selection of appropriate occupational therapy interventions for the physically disabled, use of adaptive equipment, task/environmental adaptation and principles of splinting. Students are introduced to treatment strategies of NDT and PNF. Simulated treatments and role-playing are essential aspects of this applications course. Outside work will be required. Prerequisite: OTH280

OTH 252 Pediatric Occupational Therapy: 4.0 credit hours

This course presents specific issues in the practice of pediatric occupational therapy. Students learn their role is the assessment of needs regarding client performance of self-care and play/leisure activities, with emphasis on a school environment. In order to achieve treatment goals in this specialty area, common pediatric disorders, their etiology, prognoses, and appropriate occupational therapy treatment/intervention are explored, stressing the incorporation of activity analysis gradation, use of assistive technologies and adaptation of task/environment within a child's family setting. Outside work will be required. Prerequisite: OTH242

OTH 260 Aging and Performance Skills: 3.5 credit hours

This course presents the consideration of sensorimotor, cognitive, and emotional skills experienced through senescence, death and dying. Special emphasis is placed on the aging process and the effects of community, culture, and family environment on an aging individual. Students are instructed in the pathological disease processes which commonly occur in an aging population. Maximizing patient function and wellness promotion as well as balanced lifestyles specific to the geriatric patient are explored. Outside work will be required. Prerequisite: OTH252

OTH 201 OT Preclinical Practicum: 3.5 credit hours

Students learn skills required for entry-level professional practice including preparation for fieldwork experience, passage of national boards and state licensure. Professional behaviors and management skills are polished. Case studies will be used to practice competencies to support patient achievement of functional independence and performance in daily living skills task completion. Outside work will be required. Prerequisite: OTH260

OTH 281 Fieldwork II: 12.0 credit hours

Level II fieldwork involves the attainment of academic, professional, technical and clinical skills for a period of two, eight-week rotations under the supervision of a licensed occupational therapy practitioner. Fieldwork II is scheduled

immediately following completion of academic coursework. All Fieldwork II coursework must be completed within 12 months of a student's completion of academic courses. Prerequisite: OTH201

Practical Nurse Program

PRN 0004C Practical Nursing I: 17.5 credit hours

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 hour

The principles of pharmacology are introduced, and the student is prepared to administer medications utilizing the six 'rights' of medication 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

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 pro- gram. 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

Practical Nursing Program

PRN 101 Practical Nursing I: 8.0 credit hours

This course introduces the student to the role of the practical nurse in the healthcare delivery system. Legal and ethical considerations affecting nurses are presented. The North Carolina Nurse Practice Act is reviewed. Critical thinking, the nursing process, and clinical judgement are described. Professionalism, accountability, and responsibility are discussed. Computer and library skills are developed. The concepts of wellness and illness are presented. Holistic healthcare and the influence of culture and spirituality on health seeking behaviors are explored. Health promotion and maintenance strategies are introduced. The advantages of concept mapping are demonstrated.

Included in this course are the basic math skills needed for metric conversions and non-parenteral medication dosage calculations; and the normal structure and function of the human cell and body systems (integumentary, musculoskeletal, sensory, neurological, and endocrine). The principles of nutrition are presented. Medical terminology is integrated throughout the course.

In the skills lab portion of the course, safety, infection control, and basic care and comfort measures are demonstrated. Foundational assessment skills and client care procedures are practiced.

PRN 102 Practical Nursing II: 7.5 credit hours

This course presents the structure and function of several body systems including the respiratory, cardiovascular, renal/genitourinary, gastrointestinal, immune systems, an overview of the components of blood, and common laboratory values. The concept of family is presented. The body changes during pregnancy and delivery are detailed along with fetal development. High risk pregnancy and newborn complications are reviewed. The principles of pharmacology are introduced, and dose calculation methods are continued. Growth and development across the lifespan are described including physical norms and the theories of psychosocial, cognitive, and moral development, and Maslow's Hierarchy of Needs. Medical terminology is integrated throughout the course. In the nursing skills lab assessment skills specific to the systems being studied are developed and refined. Non-parenteral medication preparation and administration are practiced.

PRN 103 Practical Nursing III: 7.5 credit hours

Risk factors, etiology, manifestations, and basic pathophysiology are presented for common conditions of the integumentary, musculoskeletal, sensory, neurological, and endocrine systems. Treatment modalities, pharmacotherapeutics, nursing considerations, and health promotion and maintenance strategies are discussed. Concept mapping of conditions within each system enables the students to identify commonalities and provide a focus for nursing prioritization and intervention.

Calculation of IV drip rates, preparation, and administration of IV piggyback medications are demonstrated and applied. Medical terminology is integrated throughout the course.

PRN 104 Practical Nursing IV: 8.5 credit hours

This course continues to explore the risk factors, etiology, manifestations and pathophysiology, treatment modalities, pharmacotherapeutics, nursing considerations, and health promotion and maintenance of common disorders of the respiratory, cardiovascular, renal, genitourinary, gastrointestinal, blood, and immune systems. Evidence-based nursing interventions are discussed. The results of implementing those interventions as determined by the formulation of desired patient/client objectives are introduced.

PRN 105 Practical Nursing V: 8.0 credit hours

The practical nurse's role in caring for clients with common mental health, behavioral, and/or developmental disorders is explored and applied in relevant clinical settings. Additionally, complex medical, surgical, and emergency situations are introduced and the practical nurse's contributions to the management of these issues are examined. End of life practices and procedures are discussed.

Emphasis continues to be placed on providing culturally congruent care, applying the nursing process, utilizing therapeutic communication, and working collaboratively to ensure optimal client objectives. Psychosocial concerns are incorporated in the discussions. Client safety and privacy are integrated throughout the course.

Students will be exposed to a variety of clinical experiences to introduce the student to acute and rehabilitative facilities, and community resources.

PRN 106 Practical Nursing VI: 6.0 credit hours

This course prepares the student to transition to practice as a Graduate Practical Nurse and to successfully complete the NCLEX-PN exam. The clinical portion of the course affords the opportunity for students to demonstrate their ability to apply their clinical judgement skills while providing safe, effective, culturally sensitive nursing care to multiple clients/patients
Outside work required.

PMT 102 Orientation to Massage Therapy: 100 hours

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.

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.

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.

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.

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.

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 joint 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.

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.

PMT 170 Orientation to Massage Therapy: 80 hours

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 171 Massage and Neuromuscular Therapy I: 80 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.

PMT 172 Massage and Neuromuscular Therapy II: 80 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.

PMT 173 Massage and Neuromuscular Therapy III: 80 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.

PMT 174 Massage and Neuromuscular Therapy IV: 80 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.

PMT 175 Massage and Neuromuscular Therapy V: 80 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.

PMT 176 Massage and Neuromuscular Therapy VI: 80 hours

In this course, students will broaden their grasp of the Swedish massage therapy techniques. Also included will the demonstration and practice of joint 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.

PMT 177 Massage and Neuromuscular Therapy VII: 80 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.

PMT 180 Orientation to Swedish and Spa Modalities: 80 hours

This course focuses on Swedish and Spa modalities. Orientation to Swedish and Spa Modalities will introduce the students to the basic anatomy of the human body. This will include basic cells and tissues, fundamentals and draping techniques. Other topics explored are body mechanics, basic introduction to chair massage, charting procedures, hydrotherapy, aromatherapy structural bony landmarks, joints, and draping techniques. The degenerative processes, basic kinesiology, 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 181 Massage and Neuromuscular Therapy I: 80 hours
Students will learn more in-depth practice of the Swedish massage routine during this course. Students will examine basic structures, functions, and pathologies of the Nervous System. Students will analyze basic concepts and benefits of Cranial Sacral Therapy and Therapeutic Touch. In addition, students will identify dysfunctions that cause distortions of the muscles of the neck and head and massage therapy protocols for those dysfunctions.

PMT 182 Massage and Neuromuscular Therapy II: 80 hours
In this course, students will learn to develop a more in-depth practice of the Swedish massage routine. The students will learn the history of traditional westernized massage theory and discuss the history and creation of touch therapies. In addition, students will learn the basic structures, functions, and pathologies of the Integumentary and Skeletal Systems. This course includes assessment of dysfunctions that cause distortions of the muscles of the arm and hand. 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.

PMT 183 Massage and Neuromuscular Therapy III: 80 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, and Breath work. Students will also explore assessment of dysfunctions that cause distortions of the muscles of the shoulder, chest and upper back and massage therapy protocols for those dysfunctions. Students will discuss the history of and prevention of HIV/AIDS.

PMT 184 Massage and Neuromuscular Therapy IV: 80 hours
This course will broaden the Principles & Practice massage repertoire. Students will learn additional techniques to enhance already existing knowledge and

practice abdominal massage techniques. Students will learn more in-depth study of Structural Integration and, identify key elements of Polarity Therapy. 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.

PMT 185 Massage and Neuromuscular Therapy V: 80 hours

Students will learn a more in-depth practice of the Swedish massage routine. This course will include the indications, contraindications, strokes and positions of massage a pregnant client, and massage protocols for geriatric clients. Students will examine basic structures, functions, and pathologies of the Reproductive system. This course will also include discussion on the history of massage, assessment of dysfunctions of the muscles of the hip, and students will design a massage therapy protocol for treating those distortions. Students will expand their knowledge of basic medical terminology, including the meaning of common roots, prefixes, and suffixes. They will define commonly used medical terms relating to diseases and dysfunctions. Students will examine various classes of medications and their effects. Discuss the psychosocial aspects of touch as it pertains to the geriatric and special populations in massage therapy. Demonstrate knowledge of the Massage Therapy licensing process.

PMT 186 Massage and Neuromuscular Therapy VI: 80 hours

In this course, students will broaden their grasp of Swedish massage therapy techniques. Students will also be able to demonstration and practice joint mobilization and range of motion techniques. Students will examine basic structures, functions, and pathologies of the Muscular System. Students will learn more in-depth study of Thai Massage and PNF stretching. The student will also learn the basics of Oncology massage. This course will also include assessment of dysfunctions that cause distortions of the muscles of the thigh and knee.

PMT 187 Massage and Neuromuscular Therapy VII: 80 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.

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. 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. Students will not be compensated for services to clients. Prerequisite: PMT 910

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. Students will not be compensated for services to clients. Prerequisites: PMT 911

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. Students will not be compensated for services to clients. Prerequisites: PMT 912

PMT 950 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. Students will not be compensated for services to clients.

PMT 951 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. Students will not be compensated for services to clients. (Prerequisite: PMT 950)

PMT 952 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. Students will not be compensated for services to clients. (Prerequisites: PMT 951)

PMT 953 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. Students will not be compensated for services to clients. (Prerequisites: PMT 952)

PMT 960 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. Students will not be compensated for services to clients.

PMT 961 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. Students will not be compensated for services to clients. (Prerequisite: PMT 960)

PMT 962 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. Students will not be compensated for services to clients. (Prerequisites: PMT 961)

PMT 963 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. Students will not be compensated for services to clients. (Prerequisites: PMT 962)

Professional Clinical Massage Therapy (650 CH) Program

PMT 191 Massage and Neuromuscular Therapy I: 92 Hours
This course will introduce the students to basic human cells and tissues, fundamentals, Principles & Practices of a full body Swedish massage, Clinical Neuromuscular Therapy and CPR. Other topics explored are draping techniques, proper body mechanics, chair massage basics, charting procedures, an introduction to Eastern Theory, structural bony landmarks, joints, attachment sites of muscles, soft tissue pain and degenerative processes, kinesiology, various neuromuscular laws as they apply to soft tissue, client assessment skills, Hydrotherapy and Aromatherapy. This course will include discussions on professional ethical boundaries, business practices, Medical Errors, HIV/AIDS, proper hygiene for massage therapists, directional and applicable medical terminology, how to assess postural distortions, and basic massage indications, contraindications, and endangerment sites.

PMT 192 Massage and Neuromuscular Therapy II: 91.5 Hours

Students will learn a more in-depth practice of Swedish massage routines on clients with special needs during this course. 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. This course will include more discussion on professional ethics and business practices. Students will learn a more in-depth study of Eastern Theory. In addition, students will identify dysfunctions that cause distortions of the muscles and joints of the head, neck and face with massage therapy protocols for those dysfunctions.

PMT 193 Massage and Neuromuscular Therapy III: 91.5 Hours

Students will learn a more in-depth practice of the Swedish massage session. Also covered will be the basic structures, functions, and pathologies of the Cardiovascular, Lymphatic, and Respiratory Systems. This course includes an introduction to Manual Lymphatic Drainage (MLD), and Breath work. Students will learn attachment, actions, and dysfunctions of shoulder, chest & upper back muscles to include massage therapy protocols for those dysfunctions. Massage ethics and business practices will be covered as well.

PMT 194 Massage and Neuromuscular Therapy IV: 91.5 Hours

Students will learn a more in-depth practice of the Swedish massage routine. This course will include t5he indications, contraindications, strokes, and positioning for massaging a pregnant client, and massage protocols for infants and geriatric clients. Students will add to their study of Eastern Theory by analyzing basic concepts and benefits of Ayurvedic Medicine. Students will examine basic structures, functions, and pathologies of the Reproductive, Urinary, and Digestive systems. This course will also include discussion on the history of massage, assessment of dysfunctions of the muscles of the hip, and students will design a massage therapy protocol for treating those distortions. Students will examine various classes of medications and their effects.

PMT 195 Massage and Neuromuscular Therapy V: 91.5 Hours

In this course, students will broaden their grasp of Swedish massage therapy techniques. This course will explore the legal and professional aspect of

business practices of a massage therapist. Also included will be demonstration and practice of joint mobilization and range of motion techniques. Students will examine basic structures, functions, and pathologies of the Muscular System. Students will analyze basic concepts and benefits of Structural Integration and Proprioceptive Neuromuscular Facilitation techniques. 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.

PMT 196 Massage and Neuromuscular Therapy VI: 92 Hours

This course will include further practice to improve the students' Swedish massage routine. Students will be assisted in creating an up-to-date résumé; and learn appropriate methods to make the client feel comfortable and safe during an emotional release. Students will examine basic structures, functions, and pathologies of the Skeletal and Integumentary systems. Students will analyze basic concepts and benefits of Reflexology, Shiatsu, and Integrative Therapies. 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.

PMT 914 Student Clinic I: 10 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 two of the Massage Principles and Neuromuscular Therapy courses. Students will not be compensated for services to clients. This course serves as the foundation of the overall therapeutic massage experience. Students will focus on the application and effects of the 6 basic and complimentary strokes used in Swedish massage. The course also includes knowledge and practice of 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 anatomical terminology. Bones and muscles are presented.

PMT 915 Student Clinic II: 30 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. Students will not be compensated for services to clients. Prerequisite: PMT 914

PMT 916 Student Clinic III: 30 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. Students will not be compensated for services to clients. Prerequisites: PMT 915

PMT 917 Student Clinic IV: 30 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. Students will not be compensated for services to clients. Prerequisites: PMT 916

Radiologic Technology Program

RAD101 Intro to Radiologic Technology: 4.0 credit hours

This course addresses concepts and fundamentals of imaging standards. Topics include electricity and electromagnetism, X-ray generators and circuitry, fluoroscopic and digital imaging systems, imaging artifacts, image processing, and quality management. Radiographic imaging with related accessories will be discussed. Demonstrations and student experimentation will be included in the application of the theory. Outside work required.

RAD1010 Intro to Radiologic Technology: 4.0 credit hours

This course addresses concepts and fundamentals of imaging standards. Topics include electricity and electromagnetism, X-ray generators and circuitry, fluoroscopic and digital imaging systems, imaging artifacts, image processing,

and quality management. Radiographic imaging with related accessories will be discussed. Demonstrations and student experimentation will be included in the application of the theory. Outside work required.

RAD102 Radiologic Imaging: 4.0 credit hours
This course is designed to provide the student with the entry-level knowledge base to formulate the applicable factors that influence the production of radiographs. Radiographic imaging with related accessories will be discussed. Demonstrations and student experimentation will be included in the application of the theory. Outside work required. (Prerequisite: RAD101)

RAD1020 Radiologic Imaging: 4.0 credit hours
This course is designed to provide the student with the entry-level knowledge base to formulate the applicable factors that influence the production of radiographs. Radiographic imaging with related accessories will be discussed. Demonstrations and student experimentation will be included in the application of the theory. Outside work required. (Prerequisite: RAD1010)

RAD103 Radiologic Science I: 4.0 credit hours
This course addresses concepts and fundamentals of imaging standards. Topics include electricity and electromagnetism, X-ray generators and circuitry, fluoroscopic and digital imaging systems, imaging artifacts, image processing, and quality management. Radiographic imaging with related accessories will be discussed. Demonstrations and student experimentation will be included in the application of the theory. Outside work required. (Prerequisite: RAD111)

RAD1030 Radiologic Science I: 4.0 credit hours
This course addresses concepts and fundamentals of imaging standards. Topics include electricity and electromagnetism, X-ray generators and circuitry, fluoroscopic and digital imaging systems, imaging artifacts, image processing, and quality management. Radiographic imaging with related accessories will be discussed. Demonstrations and student experimentation will be included in the application of the theory. Outside work required. (Prerequisite: RAD1110)

RAD104 Radiologic Science II: 4.0 credit hours
This course presents a comprehensive review of topics in radiologic sciences. Topics include a review of image production, radiographic physics, imaging procedures, patient care in radiography, radiation biology, radiation protection, and radiographic equipment. This course will also prepare the student for employment opportunities in the community and students will participate in online testing as part of the preparation for the ARRT Registry Exam. (Prerequisite: RAD113)

RAD1040 Radiologic Science II: 4.0 credit hours
This course presents a comprehensive review of topics in radiologic sciences. Topics include a review of image production, radiographic physics, imaging procedures, patient care in radiography, radiation biology, radiation protection, and radiographic equipment. This course will also prepare the student for employment opportunities in the community and students will participate in online testing as part of the preparation for the ARRT Registry Exam. (Prerequisite: RAD1130)

RAD105 Radiologic Procedures I: 4.0 credit hours
This course presents principles of radiation protection, radiographic terminology, radiographic and fluoroscopic equipment. Topics include anatomy, positioning and implementation of critical thinking scenarios related to chest, abdomen, upper and lower gastrointestinal systems, biliary system and urinary system. Fluoroscopic procedures and contrast media are emphasized with related radiographic pathology. Outside work required. (Prerequisite: RAD102)

RAD1050 Radiologic Procedures I: 4.0 credit hours
This course presents principles of radiation protection, radiographic terminology, radiographic and fluoroscopic equipment. Topics include anatomy, positioning and implementation of critical thinking scenarios related to chest, abdomen, upper and lower gastrointestinal systems, biliary system and urinary system. Fluoroscopic procedures and contrast media are emphasized with related radiographic pathology. Outside work required. (Prerequisite: RAD1020)

RAD106 Radiologic Procedures II: 4.0 credit hours
Topics include principles of radiation protection, radiographic terminology, radiographic and fluoroscopic procedures. Topics include anatomy, positioning and implementation of critical thinking scenarios related to upper extremities, shoulder girdle, acromioclavicular joints, lower extremities, and pelvis. Patient care, image evaluation, and technique formulation are emphasized. The course introduces mobile and operating room procedures pertinent to extremities and related radiographic pathology. Outside work required. (Prerequisite: RAD105)

RAD1060 Radiologic Procedures II: 4.0 credit hours
Topics include principles of radiation protection, radiographic terminology, radiographic and fluoroscopic procedures. Topics include anatomy, positioning and implementation of critical thinking scenarios related to upper extremities, shoulder girdle, acromioclavicular joints, lower extremities, and pelvis. Patient care, image evaluation, and technique formulation are emphasized. The course introduces mobile and operating room procedures pertinent to extremities and related radiographic pathology. Outside work required. (Prerequisite: RAD1050)

RAD107 Radiologic Procedures III: 4.0 credit hours
This course continues topics from RAD106 (Radiologic Procedures II). Topics include anatomy, positioning and implementation of critical thinking scenarios related to bony- thorax, cervical spine, thoracic and lumbar spine, sacrum and coccyx. Patient care, ethics and medical legal issues are examined. Students continue to study image production, technique formulation and related radiographic pathology. Outside work required. (Prerequisite: RAD210)

RAD1070 Radiologic Procedures III: 4.0 credit hours
This course continues topics from RAD1060 (Radiologic Procedures II). Topics include anatomy, positioning and implementation of critical thinking scenarios related to bony- thorax, cervical spine, thoracic and lumbar spine, sacrum and coccyx. Patient care, ethics and medical legal issues are examined. Students continue to study image production, technique formulation and related radiographic pathology. Outside work required. (Prerequisite: RAD2100)

RAD108 Radiologic Procedures IV: 4.0 credit hours
This course continues topics from RAD107 (Radiologic Procedures III). Topics include anatomy, positioning and the implementation of critical thinking scenarios related to skull, facial bones, sinuses, orbits, nasal bones, zygomatic arches, TMJ's and mandible. Patient care, trauma radiography, mobile radiography, pediatric radiography, geriatric radiography and special skeletal procedures are emphasized. Radiography that includes internal/external devices such as tubes, catheters, lines and collection devices are examined. Students continue to study image production, technique formulation, and related radiographic pathology. Outside work required. (Prerequisite: RAD107)

RAD1080 Radiologic Procedures IV: 4.0 credit hours
This course continues topics from RAD1070 (Radiologic Procedures III). Topics include anatomy, positioning and the implementation of critical thinking scenarios related to skull, facial bones, sinuses, orbits, nasal bones, zygomatic arches, TMJ's and mandible. Patient care, trauma radiography, mobile radiography, pediatric radiography, geriatric radiography and special skeletal procedures are emphasized. Radiography that includes internal/external devices such as tubes, catheters, lines and collection devices are examined. Students continue to study image production, technique formulation, and related radiographic pathology. Outside work required. (Prerequisite: RAD1070)

RAD209 Advanced Radiologic Imaging: 4.0 credit hours
Expands on radiation safety principles used in medical imaging and how image production influences radiation exposure. The course introduces molecular and cellular biology and its response to radiation, radiation quantities and monitoring, early and late biological effects to radiation exposure, radioactive isotopes, and equipment design to reduce exposure to radiation. (Prerequisite: RAD112)

RAD2090 Advanced Radiologic Imaging: 4.0 credit hours
Expands on radiation safety principles used in medical imaging and how image production influences radiation exposure. The course introduces molecular and

cellular biology and its response to radiation, radiation quantities and monitoring, early and late biological effects to radiation exposure, radioactive isotopes, and equipment design to reduce exposure to radiation. (Prerequisite: RAD1120)

RAD210 Advanced Pathophysiologic Imaging 4.0 credit hours
This course provides the learner with an in-depth understanding of disease processes correlated with radiographic imaging including alternate modalities, computed tomography, and magnetic resonance images. Outside work required. (Prerequisite: RAD103)

RAD2100 Advanced Pathophysiologic Imaging 4.0 credit hours
This course provides the learner with an in-depth understanding of disease processes correlated with radiographic imaging including alternate modalities, computed tomography, and magnetic resonance images. Outside work required. (Prerequisite: RAD1030)

RAD111 Clinical Rotation I: 3.5 credit hours
This course provides students with actual clinical experience in fulfillment of qualification requirements for the National ARRT Certification Examination, applying academic and technical skills learned in courses. (Prerequisite: RAD106)

RAD1110 Clinical Rotation I: 3.5 credit hours
This course provides students with actual clinical experience in fulfillment of qualification requirements for the National ARRT Certification Examination, applying academic and technical skills learned in courses. (Prerequisite: RAD1060)

RAD112 Clinical Rotation II: 3.5 credit hours
This course provides students with actual clinical experience in fulfillment of qualification requirements for the National ARRT Certification Examination, applying academic and technical skills learned in courses. (Prerequisite: RAD106)

RAD1120 Clinical Rotation II: 3.5 credit hours
This course provides students with actual clinical experience in fulfillment of qualification requirements for the National ARRT Certification Examination, applying academic and technical skills learned in courses. (Prerequisite: RAD1060)

RAD113 Clinical Rotation III: 3.5 credit hours
This course provides students with actual clinical experience in fulfillment of qualification requirements for the National ARRT Certification Examination, applying academic and technical skills learned in courses. (Prerequisite: RAD112)

RAD1130 Clinical Rotation III: 3.5 credit hours
This course provides students with actual clinical experience in fulfillment of qualification requirements for the National ARRT Certification Examination, applying academic and technical skills learned in courses. (Prerequisite: RAD1120)

RAD114 Clinical Rotation IV: 3.5 credit hours
This course provides students with actual clinical experience in fulfillment of qualification requirements for the National ARRT Certification Examination, applying academic and technical skills learned in courses. (Prerequisite: RAD112)

RAD1140 Clinical Rotation IV: 3.5 credit hours
This course provides students with actual clinical experience in fulfillment of qualification requirements for the National ARRT Certification Examination, applying academic and technical skills learned in courses. (Prerequisite: RAD1120)

RAD115 Clinical Rotation V: 3.5 credit hours
This course provides students with actual clinical experience in fulfillment of qualification requirements for the National ARRT Certification Examination.

Students will apply previously learned academic and technical skills under the **direct supervision** of a qualified radiographer until competency of imaging procedures as defined within the scope of the course has occurred. After demonstrating imaging procedure competency, the student may perform the procedure under indirect supervision. This course also requires limited off-hours, advanced modalities observations, terminal competency evaluations and a final competency evaluation for ensuring entry-level profession readiness. (Prerequisite: RAD114)

RAD1150 Clinical Rotation V: 3.5 credit hours
This course provides students with actual clinical experience in fulfillment of qualification requirements for the National ARRT Certification Examination. Students will apply previously learned academic and technical skills under the **direct supervision** of a qualified radiographer until competency of imaging procedures as defined within the scope of the course has occurred. After demonstrating imaging procedure competency, the student may perform the procedure under indirect supervision. This course also requires limited off-hours, advanced modalities observations, terminal competency evaluations and a final competency evaluation for ensuring entry-level profession readiness. (Prerequisite: RAD1140)

RAD116 Clinical Rotation VI: 3.5 credit hours
This course provides students with actual clinical experience in fulfillment of qualification requirements for the National ARRT Certification Examination. Students will apply previously learned academic and technical skills under the **direct supervision** of a qualified radiographer until competency of imaging procedures as defined within the scope of the course has occurred. After demonstrating imaging procedure competency, the student may perform the procedure under indirect supervision. This course also requires limited off-hours, advanced modalities observations, terminal competency evaluations and a final competency evaluation for ensuring entry-level profession readiness. (Prerequisite: RAD114)

RAD1160 Clinical Rotation VI: 3.5 credit hours

This course provides students with actual clinical experience in fulfillment of qualification requirements for the National ARRT Certification Examination. Students will apply previously learned academic and technical skills under the **direct supervision** of a qualified radiographer until competency of imaging procedures as defined within the scope of the course has occurred. After demonstrating imaging procedure competency, the student may perform the procedure under indirect supervision. This course also requires limited off-hours, advanced modalities observations, terminal competency evaluations and a final competency evaluation for ensuring entry-level profession readiness. (Prerequisite: RAD1140)

RN to BSN Program

NUR 3078C Health Assessment, Promotion and Prevention: 3.5 credit hours
This course presents the knowledge and skills necessary to systematically and accurately assess the health status of diverse clients focusing on preventative and promotive health practices. Explores cultural and sociological influences on contemporary health initiatives aimed at promoting healthy populations and the elimination of health disparities. Topics include completion of a health database; communication skills; development of nursing diagnoses; and body systems assessment for children, adolescents, and adults. Didactic portions of this course may be available via distance education delivery methods.

NUR 3139 Pathophysiology for BSN: 4.0 credit hours
Pre-licensure BSN course: Pathophysiology related to human illness within a systems framework. Emphasis is placed on biological theories and principles that provide a basis for understanding pathophysiology as an alteration in the normal physiology functioning of subsystems from conception to end of life. Use of critical thinking skills to analyze diverse client presentations of pathophysiologic alterations in biological and psychological subsystems and their effects as they relate to diagnostic procedures and nursing care. Didactic portions of this course may be available via distance education delivery methods.

NUR 3805 Nursing Role and Scope: 3.0 credit hours

This course presents concepts and theories in nursing that have helped to shape the nursing profession since its inception. The emphasis is on professional values as a base of nursing practice. Didactic portions of this course may be available via distance education delivery methods.

NUR 4117 Global Trends in Nursing Practice: 4.0 credit hours

This course will introduce students to global health care systems and models. Healthcare disparities in the delivery of healthcare in the national and global settings will be highlighted. Cultural competence in professional nursing will be explored to provide a better understanding of how culture impacts the health of a person, family, community, nation and world. Didactic portions of this course may be available via distance education delivery methods.

NUR 4118 Public Policy and Risk Management in Nursing: 3.0 credit hours

Pre-licensure BSN course: Analysis of the impact of a dynamic social and political climate on professional regulation and health policy, the role of government in financing and maintaining quality healthcare, current health policy issues and their impact on nursing, patients, and healthcare delivery. Explores how nursing identifies, assesses, and reduces risk to patients, visitors, staff, and an institution's assets. Didactic portions of this course may be available via distance education delivery methods.

NUR 4176 Nursing Research: 3.0 credit hours

This course provides an examination of the history of nursing research; research methods and processes; and the relationship between theory development and research. Topics include analysis of research results; literature critique; and application of research in professional nursing practice. Didactic portions of this course may be available via distance education delivery methods.

NUR 4646 Community Nursing: 4.0 credit hours

This course is designed to teach adaptive responses of client groups. Students assess the community and its healthcare delivery systems. Research on community nursing and its application to selected groups of clients within the

community is presented. Historical, legal, ethical, and economic issues affecting adult and gerontology nursing is discussed. Students will learn epidemiology, biostatistics and social structures within a community, including family structures. The role of a nurse in dealing with family crises, gerontology problems, childbearing, child-rearing families, and medical-surgical conditions are covered. The course includes a clinical component that involves assignment to community settings with preceptor supervision. Major areas of emphasis in this course include the context for community health nursing; community health nursing and its theoretical foundation; processes used in community nursing. Forty-five (45) clinical hours are required in a clinical setting chosen by the student and approved by the Nursing Program Director. Didactic portions of this course may be available via distance education delivery methods.

NUR 4880 Nursing Informatics: 3.0 credit hours

Information management and patient care technology skills, including analysis of various applications of information systems within the context of the healthcare system. Elements covered include: theoretical models; data acquisition and data representation; standardized terminologies; nursing knowledge representation; standardized nursing language; healthcare information technology; healthcare policy; and consumer information technology. Didactic portions of this course may be available via distance education delivery methods.

NUR 4898 Nursing Leadership in Systems of Healthcare: 3.0 credit hours

This course focuses on concepts, principles, and theories of leadership, management, role development and administration in a variety of culturally diverse health care delivery systems at local, regional, national and global levels. Topics include leadership styles, decision making, planned change, conflict, conflict resolution strategies, communication and evaluation. Didactic portions of this course may be available via distance education delivery methods.

NUR 4940 Special Topics in Professional Nursing Practice I: 3.5 credit hours

This course focuses on current trends and issues in professional nursing and health care delivery. The topics will vary dependent on the current trends and

issues in nursing but may include genetics, genomics, disaster nursing, opioid addiction, mental health, cultural competence, sexual harassment, domestic violence, mass shootings and natural disasters. Didactic portions of this course may be available via distance education delivery methods.

NUR 4945 Special Topics in Professional Nursing Practice II: 3.5 credit hours
This course focuses on current trends and issues in professional nursing and health care delivery. The topics will vary dependent on the current trends and issues in nursing but may include genetics, genomics, disaster nursing, opioid addiction, mental health, cultural competence, sexual harassment, domestic violence, mass shootings and natural disasters. Didactic portions of this course may be available via distance education delivery methods.

Surgical Technology Program

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 Endocrine 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 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. 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.

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 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: STS 1941

STS 1943 Externship IV: 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, Externship II and Externship III and the surgical technology curriculum. Prerequisite: STS 1942

General Education Course Descriptions

(Course descriptions in this section include all cross listed courses)

AMH 1010 *(AMH 1020)* 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. This course may be available via distance education delivery methods. Outside work required.

AML 1000 ***(AML 100)*** **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. This course may be available via distance education delivery methods. Outside work required.

BSC 1005 ***(BSC105)*** **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. This course may be available via distance education delivery methods. Outside work required.

BSC 1050 *(BSC 150)* **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 evaluates current options to leading to environmental stability on the local, regional and global scales. This course may be available via distance education delivery methods. Outside work required.

BSC 2006 *(BSC 106)* **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. This course may be available via distance education delivery methods. Outside work required. Prerequisite: BSC 1005

BSC 2085 *(BSC 205)* 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. This course may be available via distance education delivery methods. Outside work required.

BSC 2085L *(BSC 205L)* Human Anatomy and Physiology I Lab: 1.0 credit hour
Laboratory experience includes microscopic observation, experimentation, study of anatomical models and dissection. This course may be available via distance education delivery methods. Outside work required. Co-requisite: BSC 2085

BSC 2085C *(BSC 205C)* 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. This course may be available via distance education delivery methods. Outside work required.

BSC 2086 *(BSC 206)* Advanced Anatomy and Physiology: 3.0 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. This course may be available via distance education delivery methods. Outside work required. Prerequisite: BSC 2085

BSC 2086L *(BSC 206L)* Advanced Anatomy and Physiology Lab: 1.0 credit hour
Laboratory experience includes microscopic observation, experimentation, study of anatomical models and dissection. This course may be available via distance education delivery methods. Outside work required. Co-requisite: BSC 2086/BSC 206 and Prerequisite: BSC 2085/BSC 205/BSC 2085C and BSC 2085L/BSC 205L.

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. This course may be available via distance education delivery methods. Outside work required. Prerequisite: BSC 2085/BSC 205/BSC 2085C and BSC 2085L/BSC 205L

CGS 1060 *(CGS 106)* 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. This course may be available via distance education delivery methods. Outside work required.

DEP 2004 *(DEP 204)* 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. This course may be available via distance education delivery methods. Outside work required.

ENC 1101 *(ENC 101)* 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. This course may be available via distance education delivery methods. Outside work required.

ENC 2101 *(ENG 102)* 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. This course may be available via distance education delivery methods. Outside work required. Prerequisite: ENC 1101

ENC 3213 Writing for Managers: 3.0 credit hours
Prepares students to write professionally in support of management objectives for audiences within and outside a corporation or non-profit enterprise. Proofreading skills stressed. This course may be available via distance education delivery methods. Outside work required. Prerequisite: ENC 1101

IDS 1107 *(IDS 110)* 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. This course may be available via distance education delivery methods. Outside work required.

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. This course may be available via distance education delivery methods. Outside work required. Prerequisite: MAT 1033

MAT 1033 ***(MAT 103)*** **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. This course may be available via distance education delivery methods. Outside work required.

MCB 2010 ***(MCB 201)*** **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. This course may be available via distance education delivery methods. Outside work required.

MCB 2010L ***(MCB 201L)*** **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. This course may be available via distance education delivery methods. Outside work required. (Co-requisite: MCB 2010)

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. This course may be available via distance education delivery methods. Outside work required.

PHY 2001 ***(PHY 210)*** **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. This course may be available via distance education delivery methods. 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. This course may be available via distance education delivery methods. Outside work required.

PSY 1012 ***(PSY 101)*** **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. This course may be available via distance education delivery methods. Outside work required.

SPC 1017 ***(SPC 101)*** **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. This course may be available via distance education delivery methods. Outside work required.

STA 2023 ***(STA 202)*** **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. This course may be available via distance education delivery methods. Outside work required. Prerequisite: MAT 1033

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. This course may be available via distance education delivery methods. Outside work required.

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Lisa VonDohlen, COTA
A.S. Trident Technical College

Professional Clinical Massage Therapy
Department Chair
Program Coordinator
Lucas Foote, LMT
B.A. Keiser University
Certificate, Technical College of the Rockies

Student Clinic Instructor
Adam Broxton, LMT
Certificate, Southeastern College

Jerome Snipe Jr., LMT
Certificate, Southeastern College

Radiological Technologist
Program Director
Julie Koehler, R.T.(R)(M)
PhD Keiser University
MHA University of Phoenix
B.S. Palm Beach Atlantic University
A.A.S. Sauk Valley Community College

Clinical Coordinator
Hannah Ethier, R.T.(R)(CT)(BD)
B.S. Northwest Missouri State University
Certification – St. Luke's College of Health Sciences

Surgical Technology
Program Director
Kathy LaRue, CST
B.A. South University
Certificate, Georgia Medical Institute

Clinical Coordinator
Candice Casey, CST, SFA
A.A.S. Miller-Motte College

WEST PALM BEACH MAIN CAMPUS

President
Patti Yakshe
MS. Indiana University of PA
BS. Point Park College

Dean of Academic Affairs
TBD

Director of Student Services
Latoya James
M.S. Keiser University
B.S. Everglades University

Associate Director of Student Services
Gurline Mera
M.A. Concordia University Irvine
B.S. Florida International University

Student Services Coordinator
Jennifer Juarez
B.S. University of South Florida

Director of Financial Aid
Roy Hutton
A.A. Broward College

Senior Financial Aid Officer
Angelina Jimenez Juan
Certificate, Florida Career College

Financial Aid Officer
Alanna Hurley
A.A. A.W. Dreyfoos School of the Arts

Director of Admissions
Patricia Toner
B.S. CW Post Long Island University

Associate Directors of Admissions

TBD

Senior Admissions Coordinator
Yolanda Morales

Admissions Coordinators
Seychelle Atkinson
A.A. Kenilworth Academy

Denise Edwards
M.A. Strayer University
B.S. City College

Lazina Johnson
B.S. Central Michigan University

Susan Morgan
A.A. Suffolk County Community College

Nahum St. Hilaire
B.A. Heritage Christian University
M.A. Heritage Christian University

Deniedra Williams
B.S. Savannah State University

Bursar
Tyrone Rhodes, Jr.
B.A. Lynn University

Registrar
Joevannie Barrett
MS. American Intercontinental University
BS. Florida Career College

Administrative Assistant
Fawn Orf
B.S. Florida Atlantic University

Receptionists
Faith Cepeda

Lyndia Etheart

FACULTY
Diagnostic Medical Sonography
Program Director
TBD

Clinical Coordinator
Valerie Acosta
B.S. Oregon Institute of Technology

Daryan Rivero
M.H.A. Florida Atlantic University
B.S. Nova Southeastern University

Darlene Valcin
M.S.N. South University
B.S.N. University of Phoenix
A.S.N. Miami Dade Community College

Melody Charles
B.S. Southeast Missouri State University

Early Childhood Education
TBD

Electronic Medical Billing and Coding Specialist/Medical Billing and Coding Specialist
Program Coordinator
Danielle Wood, NRCCS
A.S. Keiser University

Massage Therapy
Program Coordinator
TBD

Medical Assisting/Medical Office Basic X-Ray Technician

Program Director
Brian Dickens, RMA, CHI
M.B.A., B.S. University of Phoenix
A.S. Bryant & Stratton College

Nursing
Director of Nursing, Registered Nursing
Cheryl Thomas-Harcum
DNP University of Medicine and Dentistry
M.S., B.S. Lehman College

Program Director, Practical Nursing
Richard Archie, APRN, FNP-C, NRCME
M.S.N. Purdue University Global

Linda DeCarli, RN
M.S. University of South Florida
B.S. University of Central Florida
A.S. Central Florida Community College

Ginette Desrouleaux, RN
B.S. SUNY Downstate Medical Center

Euphemie Girault-Milceus, APRN, FNP-C
M.S.N. South University
B.S.N. Dominican College of Nursing

Francoise Knoeppel, RN
M.S.N. University of Phoenix
B.S.N. University of Rhode Island

Shameka Time
B.S.N. Capella University
A.S.N. Mercy Hospital College of Nursing

Denise Willoughby, RNC
M.S.N., B.S.N. Barry University
A.S. Palm Beach State College

LPN Faculty
Maryann Camejo
B.S.N. South University
A.S.N. Palm Beach State College

Daryan Garcia
M.H.A Florida Atlantic University
B.S. Nova Southeastern University

Katherine Gregory
A.S. Santa Fe College

Christine Luong
M.S.N. Herzing University
B.S.N. Florida Atlantic University

Ash Nordeen
M.S.N. University of Phoenix
B.S.N. South University

Preceptors
Charles Cowan
Diploma, New England Institute
Certified Surgical Technologist

Radiological Technology
Program Director
TBD

Gretchen Petty, AART RT
A.S. Palm Beach State College

Surgical Technology
Program Director
TBD

Yolanda Knox, CST
B.S. Catholic University of America
Diploma, Medvance Institute

Michelle Levigne, CST
A.S. Sanford Brown

ACADEMIC CALENDAR 2024

Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.

Semester I	
1/1/24	**New Year's Day**
01/08/24-04/28/24	Winter Semester
01/08/24-02/04/24	Term A Classes Begin
01/15/24	**Martin Luther King Jr. Day**
01/16/24	Return
02/05/24-03/03/24	Term B Classes Begin
02/19/24	**President's Day**
02/20/24	Return
03/04/24-03/31/24	Term C Classes Begin
04/01/24-04/28/24	Term D Classes Begin
03/29/24-04/01/24	**Easter Break**
04/02/24	Return
04/29/24-05/05/24	**Spring Break**
Semester II	
05/06/24-08/25/24	Summer Semester
05/06/24-06/02/24	Term A Classes Begin
05/27/24	**Memorial Day**
05/28/24	Return
06/03/24-06/30/24	Term B Classes Begin
06/19/24	**Juneteenth**
07/01/24-07/28/24	Term C Classes Begin
07/04/24	**Independence Day**
07/05/24	Return
07/29/24-08/25/24	Term D Classes Begin
08/26/24-09/01/24	**Summer Break**
Semester III	
09/02/24-12/22/24	Fall Semester
09/02/24/09/29/24	Term A Classes Begin
09/02/24	**Labor Day**
09/03/24	Return
09/30/24-10/27/24	Term B Classes Begin
10/28/24-11/24/24	Term C Classes Begin
11/11/24	**Veterans Day**
11/12/24	Return
11/25/24-12/22/24	Term D Classes Begin
11/28/24-12/1/24	**Thanksgiving Break**
12/02/24	Return
12/23/24-01/12/25	**Holiday**

ACADEMIC CALENDAR 2025

Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.

Semester I	
1/1/25	**New Year's Day**
01/13/25-05/04/25	Winter Semester
01/13/25-02/09/25	Term A Classes Begin
01/20/25	**Martin Luther King Jr. Day**
01/21/25	Return
02/10/25-03/09/25	Term B Classes Begin
02/17/25	**President's Day**
02/18/25	Return
03/10/25-04/06/25	Term C Classes Begin
04/07/25-05/04/25	Term D Classes Begin
04/18/25-04/21/25	**Easter Break**
04/22/25	Return
05/05/25-05/11/25	**Spring Break**
Semester II	
05/12/25-08/31/25	Summer Semester
05/12/25-06/08/25	Term A Classes Begin
05/26/25	**Memorial Day**
05/27/25	Return
06/09/25-07/06/25	Term B Classes Begin
06/19/25	**Juneteenth**
07/04/25	**Independence Day**
07/07/25	Return
07/07/25-08/03/25	Term C Classes Begin
08/04/25-08/31/25	Term D Classes Begin
Semester III	
09/01/25-12/21/25	Fall Semester
09/01/25/09/28/25	Term A Classes Begin
09/01/25	**Labor Day**
09/02/25	Return
09/29/25-10/26/25	Term B Classes Begin
10/27/25-11/23/25	Term C Classes Begin
11/11/25	**Veterans Day**
11/12/25	Return
11/24/25-12/21/25	Term D Classes Begin
11/27/25-11/30/25	**Thanksgiving Break**
12/01/25	Return
12/22/25-01/11/26	**Holiday**

ACADEMIC CALENDAR 2026

Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.

Semester I	
01/01/26	**New Year's Day**
01/12/26-05/03/26	Winter Semester
01/12/26-02/08/26	Term A Classes Begin
01/19/26	**Martin Luther King Jr. Day**
01/20/26	Return
02/9/26-03/08/26	Term B Classes Begin
02/16/26	**President's Day**
02/17/26	Return
03/09/26-04/05/26	Term C Classes Begin
04/06/26-05/03/26	Term D Classes Begin
04/03/26-04/06/26	**Easter Break**
04/07/26	Return
05/04/26-05/10/26	**Spring Break**
05/11/26	Return
Semester II	
05/11/26-08/30/26	Summer Semester
05/11/26-06/07/26	Term A Classes Begin
05/25/26	**Memorial Day**
05/26/26	Return
06/08/26-07/05/26	Term B Classes Begin
06/19/26	**Juneteenth**
07/06/26-08/02/26	Term C Classes Begin
07/03/26	**Independence Day (observed)**
07/06/26	Return
08/03/26-08/30/26	Term D Classes Begin
Semester III	
08/31/26-12/20/26	Fall Semester
08/31/26/09/27/26	Term A Classes Begin
09/07/26	**Labor Day**
09/08/26	Return
09/28/26-10/25/26	Term B Classes Begin
10/26/26-11/22/26	Term C Classes Begin
11/11/26	**Veterans Day**
11/12/26	Return
11/23/26-12/20/26	Term D Classes Begin
11/26/26-11/29/26	**Thanksgiving Break**
11/30/26	Return
12/21/26-01/10/27	**Holiday**