



**Catalog Addendum No. 3 to the
2025 Catalog, Volume XXXVI, Edition No. 1**
(Deletions denoted by strikethroughs. Additions/revisions denoted by underscores)
June 11 2025

Medical Assisting Certificate (NC), Program Outline, p. 162

Program 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

		Credit	Clock	Federal
		Hours	Hours	Student
				Aid
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 & Coding	5.0	115	3.5
MEA 190	Externship	3.5	160	3.5

**Catalog Addendum No. 2 to the
2025 Catalog, Volume XXXVI, Edition No. 1**
(Deletions denoted by strikethroughs. Additions/revisions denoted by underscores)
March 18, 2025

Licensure & Accreditation, p. 11

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~~ 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 2081452-4929. ACOTE's telephone number, c/o AOTA, is 301-652-~~6611~~ 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>.

**Cancellation and Refund Policy, Cancellation / Withdrawal Calculation
(Charlotte, NC), p. 61**

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.

Medical Assisting Diploma (FL), Description, p. 175

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.~~

Medical Assisting Associate of Science Degree (FL), Description, p. 191

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.~~

Occupational Therapy Assistant Associate in Applied Science Degree (SC), Description, p. 226

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~~ 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814-5249. ACOTE's telephone number, c/o AOTA, is 301-652-~~6611~~4929 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>.

**Catalog Addendum No. 1 to the
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February 25, 2025

Graduation Requirements, p. 132

- **Diagnostic Medical Sonography AS**
 - ~~Miami Lakes and Boynton 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.~~
 - **Miami Lakes and Boynton Beach Campuses: Students must register for the first Specialty Exam (OB/GYN or Abdomen) portion of the ARDMS, a national credentialing agency, within the first week of SON2854 Clinical Rotation VI. Students must sit and pass the first specialty exam (OB/GYN or Abdomen) within SON2854 Clinical Rotation VI for them to meet the prerequisite requirements of SON2834 Clinical Rotation IV.**
 - **Miami Lakes and Boynton Beach Campus: Students must sit for the remaining second specialty Exam (OB/GYN or Abdomen) portion of the ARDMS, a national credentialing agency, during the SON2834 Clinical Rotation IV course as a requirement to be considered a graduate of the program.**
- **Diagnostic Medical Sonography AAS**
 - 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 to be considered a graduate. ~~If the student fails the ARRT(s) exam, it must be retaken and passed to be considered for graduation from the program.~~ **It is recommended that**

testing is completed within 90 days of completion of 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.

~~○ Medical Assisting, AAS, and AS~~

- ~~▪ The student will be required to sit for 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 for 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 Office Basic X-Ray Technician, Certificate, and AS~~

- ~~▪ The student will be required to sit for the AART(S) awarded by the American Registry of Radiologic Technologists to be considered a graduate of the Medical Office Basic X-Ray Technician 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 register and sit ~~take~~ for 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

- The students in the OTA program will be required ~~are eligible~~ to register and sit for the National Board for Certification in Occupational Therapy (NBCOT) certification exam.

○ Practical Nurse/Practical Nursing, Diploma

- The student will be required to register and ~~sit take~~ for 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.

Medical Assisting Certificate (NC), Program Outline, p. 164

Courses: 36.0 credit hours

		Credit Hours	Clock Hours	Federal Student Aid
MEA 122	Clinical Procedure	4.5	115	4.0 <u>3.83</u>
MEA 224	Anatomy & Physiology for Medical Assistants	5.0	115	4.0 <u>3.83</u>
MEA 127C	Lab Procedures I	4.0	110	4.0 <u>3.67</u>
MEA 128C	Lab Procedures II	4.0	110	4.0 <u>3.67</u>
MEA 139	Medical Terminology	5.0	115	4.0 <u>3.83</u>
MEA 140	Electronic Health Records	5.0	115	4.0 <u>3.83</u>
MEA 152	Medical Office Management with Billing & Coding	5.0	115	3.5 <u>3.83</u>
MEA 190	Externship	3.5	160	3.5 <u>3.50</u>

Medical Assisting Certificate (North Charleston, SC), Program Outline, p. 172

Courses: 36.0 credit hours

		<u>Clock</u> <u>Credit</u> <u>Hours</u>	<u>Credit</u> <u>Hours</u>	<u>Federal</u> <u>Student</u> <u>Aid</u>
MEA 141	Anatomy and Physiology for Medical Assistants	5.0	120	4.0
MEA 142	Medical Office Management with Billing and Coding	4.5	120	4.0
MEA 143	Medical Terminology	5.0	120	4.0
MEA 144	Clinical Procedures	4.5	120	4.0
MEA 145	Lab Procedures I	5.0	120	4.0
MEA 146	Lab Procedures II	5.0	120	4.0
MEA 180	Externship I	3.5	160	3.5
MEA 181	Externship II	3.5	160	3.5

Surgical Technology Associate in Applied Science Degree (SC & NC), Program Outline, p. 258

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

STS 1960	Externship I	3.0
STS 1961	Externship II	3.0
STS 1962	Externship III	3.0
STS 1963	Externship IV	3.0

STS 1952	CST Review I	1.0
STS 1953	CST Review II	1.0
STS 1954	CST Review III	1.0
STS 1955	CST Review IV	1.0

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
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Computers (3.0 credit hours)

CGS 106	Introduction to Computers	3.0
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English (3.0 credit hours)

ENC 101	English Composition I	3.0
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Humanities/Fine Arts (3.0 credit hours)

AML 100	American Literature	3.0
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Mathematics (3.0 credit hours)

MAT 103	Intermediate Algebra	3.0
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Natural Science (6.0 credit hours)

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

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
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Computers (3.0 credit hours)

CGS 1060	Introduction to Computers	3.0
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English (3.0 credit hours)

ENC 1101	English Composition I	3.0
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Humanities/Fine Arts (3.0 credit hours)

AML 1000	American Literature	3.0
ENL 1000	English Literature	3.0

Mathematics (3.0 credit hours)

MAC 2105	College Algebra	3.0
MAT 1033	Intermediate Algebra	3.0

<u>STA 2023</u>	<u>Statistics</u>	<u>3.0</u>
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Natural Science (6.0 credit hours)

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

The following Natural Science Lab Courses are also available:

<u>BSC 2085L</u>	<u>Human Anatomy & Physiology I Lab</u>	<u>1.0</u>
<u>BSC 2086L</u>	<u>Advanced Anatomy & Physiology Lab</u>	<u>1.0</u>

Surgical Technology Associate of Science Degree (FL), Program Outline, p. 262

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

<u>STS 1960</u>	<u>Externship I</u>	<u>3.0</u>
<u>STS 1961</u>	<u>Externship II</u>	<u>3.0</u>
<u>STS 1962</u>	<u>Externship III</u>	<u>3.0</u>
<u>STS 1963</u>	<u>Externship IV</u>	<u>3.0</u>

<u>STS 1952</u>	<u>CST Review I</u>	<u>1.0</u>
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<u>STS 1953</u>	<u>CST Review II</u>	<u>1.0</u>
<u>STS 1954</u>	<u>CST Review III</u>	<u>1.0</u>
<u>STS 1955</u>	<u>CST Review IV</u>	<u>1.0</u>

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)

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

Communications (3.0 credit hours)

SPC 1017	Speech	3.0
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Computers (3.0 credit hours)

CGS 1060	Introduction to Computers	3.0
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English (3.0 credit hours)

ENC 1101	English Composition I	3.0
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Humanities/Fine Arts (3.0 credit hours)

AML 1000	American Literature	3.0
<u>ENL 1000</u>	<u>English Literature</u>	<u>3.0</u>

Mathematics (3.0 credit hours)

MAC 2105	College Algebra	3.0
MAT 1033	Intermediate Algebra	3.0
<u>STA 2023</u>	<u>Statistics</u>	<u>3.0</u>

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
<u>OCB 1010</u>	<u>General Marine Biology</u>	<u>3.0</u>

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 Description, Diagnostic Medical Sonography Program, p. 276

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; Pass the SPI examination

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; Florida students must pass the first specialty ARDMS Exam (OB/GYN or Abdomen)

Course Description, Surgical Technology Program, p. 350

~~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~~

STS 1952 CST Review I: 1.0 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 the surgical technology curriculum and STS1940.

STS 1953 CST Review II: 1.0 credit hours

Addresses issues that facilitate a graduate's entry into the career of Surgical Technology. Topics include test taking strategies, registry examination preparation and comprehensive review of content specific to board certification. This course will encompass a didactic review that will focus on medical terminology, wound healing and surgical interventions in general surgery and obstetric and gynecological surgery. Additionally, this course will review operative medications, handling of medication, surgical medications intraoperatively, and complications from anesthetic. It will also review concepts of operating room equipment, robotics, hemostatic agents, pharmacology and wound healing. Outside work required.

STS 1954 CST Review III: 1.0 credit hours

Addresses issues that facilitate a graduate's entry into the career of Surgical Technology. Topics include test taking strategies, registry examination preparation and comprehensive review of content specific to board certification. Outside work required. This course will encompass a didactic review that will focus on medical terminology, anatomy and physiology as it relates orthopedics, neurosurgery, cardiothoracic and peripheral vascular.

STS 1955 CST Review IV: 1.0 credit hours

Addresses issues that facilitate a graduate's entry into the career of Surgical Technology. Topics include test taking strategies, registry examination preparation and comprehensive review of content specific to board certification. This course will encompass a didactic review that will focus on medical terminology, anatomy and physiology as it relates to ears, eyes, nose and throat, genitourinary and plastic surgery. Outside work required.

STS 1960 Externship I: 3.0 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 1961 Externship II: 3.0 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 1962 Externship III: 3.0 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 1963 Externship IV: 3.0 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)

Course Description, General Education, p. 354

ENL 1000 English Literature: 3.0 credit hours This course explores select English literary texts. Historical background and social forces, which shape literature, are emphasized. Literary genres and elements are explored. Outside work required.