

# Southeastern College – Catalog Addenda

**2017-2018 Catalog, April 2018, Volume XXVIX, Edition No. 2**

*(Deletions denoted by strikethroughs. Revisions denoted by underscores)*

**Effective May 7, 2019**

## **Programs Offered, p.87**

### **WEST PALM BEACH MAIN CAMPUS**

#### *Diploma*

- Cloud and Information Technologies
- Electronic Medical Billing and Coding Specialist
- Medical Assisting
- Pharmacy Technology
- Practical Nurse
- Professional Clinical Massage Therapy

#### *Associate of Science*

- Cloud and Information Technologies
- Diagnostic Medical Sonography Technology
- Emergency Medical Services
- Medical Assisting
- Nursing
- Pharmacy Technology
- Surgical Technology

**Effective May 6, 2019**

## **Tuition, Fees and Other Costs, p. 29**

### **Other Fees**

Withdrawal Fee \$ 100.00

Re-entry Fee \$ ~~150.00~~ \$25.00

Returned Check Fee \$ 25.00

Duplicate Diploma and Cover \$ 25.00

Duplicate Cover \$ 15.00

Duplicate Diploma \$ 10.00

## **Repeating Courses, p. 77**

### **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" 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. A repeated course along with the original attempt must be counted as attempted credits.

Regardless if a student is eligible or not eligible for Federal Financial Aid funding no course may be repeated more than two (2) times (three attempts in total) at Southeastern College. **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 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. A course in which a satisfactory letter grade (e.g., "A", "B", "C") has been earned may not be repeated for grade average purposes. No courses may be repeated for grade average purposes after graduation.

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

### **REPEATING COURSES**

~~A course in which a letter grade of "D", "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. Students may only receive federal financial aid funding for one repetition of a previously passed course. There is an exception for courses which require repeats (see examples below). Examples of repeated coursework that may, or may not, count for financial aid eligibility:~~

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

~~Not permissible: Student receives a "D" in a course which does not have a minimum grade requirement for the major and decides to repeat the course to improve his/her GPA. The student may repeat this passed course onetime, but if the student wants to repeat it a second time, the second repeat would not count for financial aid eligibility.~~

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

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

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

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

**Effective March 7, 2018~~9~~**

**Annual Security Report, p. 41**

## **ANNUAL SECURITY REPORT**

In compliance with the 34 CFR 668.41 and CFR 668.46 2008 federal regulation amendments, the following is the electronic address at which Southeastern College’s Annual Security Report is posted:

[www.sec.edu/safetyandsecurity/asr.htm](http://www.sec.edu/safetyandsecurity/asr.htm) <https://www.sec.edu/safety-and-security/>

**Effective February 27, 2019**

**Addendum to the Catalog Effective October 26, 2018**

**Catalog Cover**

**2017-2018 ~~2018-2019~~**



## **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 Campus

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

[www.sec.edu](http://www.sec.edu)

April, 2018

VOLUME ~~XXVIX~~ XXX

Edition No. ~~24~~

*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](http://www.sec.edu) or call their designated campus for specific information if desired.*

**Effective February 13, 2019**

**Programs Offered, Catalog Addendum from August 2, 2018**

### CLOUD AND INFORMATION TECHNOLOGIES ASSOCIATE OF SCIENCE DEGREE

#### **Description**

Companies all around us are migrating from localization to virtualization. The virtualization of systems and networks makes way for emerging technologies to handle and deliver media-rich data streams to people all around the world. Students that enroll in this program gain an understanding of virtualization through a hands-on approach of learning computer architecture, big data storage, and server-side operations. Students will design and build platforms focusing on grid computing to solve big data problems. A degree will be awarded upon successful completion of this program.

Students who successfully complete this program are eligible to sit for a variety of certifications, including the A+, Network+, Linux+, Security+, Microsoft MCSA (Microsoft Certified Solutions Associate), Cisco Certified Network Associate Routing and Switching (CCNA R/S) and Amazon Web Services (AWS) Certified Cloud Practitioner. and CWNA (Certified Wireless Network Administrator) exams. ~~Students will also have the opportunity to sit for Cisco Career Certifications such as the CCENT (Cisco Certified Entry Networking Technician) or the CCNA (Cisco Certified Network Associate).~~

#### **Objectives**

This program is designed to provide the student with the knowledge to manage a modern computer

network. The program will provide the student with an understanding of operating systems and network infrastructure for both single and multi-user environments. In addition, students will be introduced to technologies rapidly emerging in the information technology field. Students will be prepared for entry-level technical positions in the areas of network administration, server and client administration, big-data administration, and information security. A diploma/degree will provide the competitive edge and career opportunity useful in this growing field.

### 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 Cloud and Information Technologies, students must complete 36.0 credit hours in their major and 24.0 credit hours in the General Education courses for a total of 60.0 credit hours (1284 clock hours). This degree program can be completed in 20 months for full-time students or in 32 months for part-time students.

### Core Courses: 36.0 credit hours

		Credit Hours
CET 1201C	IT Essentials	3.0
<del>CET 1202C</del>	<del>IT Essentials II</del>	<del>3.0</del>
CET 1203C	Cisco Networking Essentials	3.0
CTS 1204C	Cisco Internetworking Technologies	3.0
CTS 1205C	Linux	3.0
CTS 1206C	Implementing Directory Services	3.0
CTS 1207C	Cloud Server Management <u>Operating Systems</u>	3.0
CTS 1208C	<u>Introduction to Cloud Security Fundamentals</u>	3.0
CTS 1209C	Implementing a Network Infrastructure	3.0
CGS 1210C	Big Data Management	3.0
<del>COP 1211C</del>	<del>Introduction to Java</del>	<del>3.0</del>
COP 1212C	Web Systems	3.0
<u>CTS 1213C</u>	<u>Cloud Systems</u>	<u>3.0</u>
<u>CTS 1215C</u>	<u>Cisco Advanced Routing Technology</u>	<u>3.0</u>

### General Education Courses (24.0 credit hours)

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

### Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0
AMH1020	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)**

AML1000 American Literature 3.0

ENL 1000 English Literature 3.0

**Mathematics (3.0 credit hours)**

MAC2105 College Algebra 3.0

MAT1033 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

OCB1010 General Marine Biology 3.0

**The following Natural Science Lab Courses are also available:**

BSC2085L Human Anatomy & Physiology I Lab 1.0

BSC2086L Advanced Anatomy & Physiology Lab 1.0

**Cloud and Information Technologies**

**Course Descriptions**

**CET 1201C IT Essentials** 3.0 credit hours

This course covers basic computer service and support concepts with a concentration on hardware and software. Students will learn the parts of a computer including: processor types, memory types, disk system architectures, peripheral devices, and printers. Students will also be exposed to customer service concepts, trouble shoot techniques using diagnostic tools and basic operating systems.

~~**CET 1202C 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.~~

- CET 1203C**      **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.
- CTS 1204C**      **Cisco Internetworking Technologies**      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.
- CTS 1205C**      **Linux**      3.0 credit hours  
This course provides students with a comprehensive overview of the Linux operating system. Students will be familiar with the Linux command-line environment, utilities, and applications, as well as the graphical user interface environment.
- CTS 1206C**      **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 2016 environment.
- CTS 1207C**      **Cloud Server Management Operating Systems**      3.0 credit hours  
Introduces systems administration or systems engineering for Microsoft networks. Topics include knowledge and skills required to manage accounts and resources, maintain server resources, monitor server performance and safeguard data in a Microsoft Windows server environment.
- CTS 1208C**      **Introduction to Cloud Security Fundamentals**      3.0 credit hours  
The goal of this course is to provide students with a fundamental understanding of network security principles and implementation. Students learn about the technologies used and principles involved in creating a secure computer networking environment. In addition, students learn about the authentication, the types of attacks and malicious code that may be used against your network, the threats and countermeasures for e-mail, Web applications, remote access, and file and print services. A variety of security topologies are discussed as well as technologies and concepts used for providing secure communications channels, secure internetworking devices, and network medium. In addition, security policies, disaster recovery, and computer forensics are covered. Aside from learning the technologies involved in security, students get to understand the daily tasks involved with managing and troubleshooting those technologies. Students have a variety of hands-on and case project assignments that reinforce the concepts taught.
- CTS 1209C**      **Implementing a Network Infrastructure**      3.0 credit hours  
Presents the knowledge and skills necessary to implement, manage and maintain a contemporary network infrastructure. Topics include implementing, managing and maintaining server network technologies. These tasks include implementing, managing and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System and Windows Internet Name Service (WINS); securing Internet Protocol traffic with Internet Protocol security and certificates; implementing a network access infrastructure by configuring connections for remote access clients and managing and monitoring network access.

**CGS 1210C      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.

~~**COP 1211C      Introduction to Java      3.0 credit hours**~~

~~This course will provide an introduction to algorithms and object-oriented programming. Topics include control constructs, looping constructs, parameter passing and arrays. Emphasis will be placed on developing fundamental programming skills and software engineering principles in the context of an object-oriented language so solve complex programs in a secure and robust manner.~~

**COP 1212C      Web Systems      3.0 credit hours**

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.

**CTS 1213C      Cloud Systems      3.0 credit hours**

This course introduces fundamental Cloud concepts, Microsoft Cloud services, and Amazon Web Services (AWS) Cloud. Topics include knowledge and skills required to deploy and manage cloud systems, implement cloud security, administer Office 365, Microsoft Intune, and Amazon Web Services (AWS) Cloud Foundation.

**CTS 1215C      Cisco Advanced Routing Technology      3.0 credit hours**

This course covers advanced concepts and applications of network routing. Topics include router configurations, principles of switching, and the evolution of intelligent networks.

For information on graduation rates, student debt levels, and other disclosures, visit [www.SEC.edu/ConsumerInfo](http://www.SEC.edu/ConsumerInfo)

**CLOUD AND INFORMATION TECHNOLOGIES DIPLOMA**

**Description**

Companies all around us are migrating from localization to virtualization. The virtualization of systems and networks makes way for emerging technologies to handle and deliver media-rich data streams to people all around the world. Students that enroll in this program gain an understanding of virtualization through a hands-on approach of learning computer architecture, big data storage, and server-side operations. Students will design and build platforms focusing on grid computing to solve big data problems. A diploma will be awarded upon successful completion of this program.

Students who successfully complete this program are eligible to sit for a variety of certifications, including the A+, Network+, Linux+, Security+, Microsoft MCSA (Microsoft Certified Solutions Associate), Cisco



Certified Network Associate Routing and Switching (CCNA R/S) and Amazon Web Services (AWS) Certified Cloud Practitioner. and ~~CWNA (Certified Wireless Network Administrator) exams.~~ Students will also have the opportunity to sit for Cisco Career Certifications such as the CCENT (Cisco Certified Entry Networking Technician) or the CCNA (Cisco Certified Network Associate).

### Objectives

This program is designed to provide the student with the knowledge to manage a modern computer network. The program will provide the student with an understanding of operating systems and network infrastructure for both single and multi-user environments. In addition, students will be introduced to technologies rapidly emerging in the information technology field. Students will be prepared for entry-level technical positions in the areas of network administration, server and client administration, big-data administration, and information security. A diploma/degree will provide the competitive edge and career opportunity useful in this growing field.

### Prerequisites

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

### Course Outline

To receive a Diploma in Cloud and Information Technologies, students must complete 36.0 credit hours in their major for a total of 36.0 credit hours (1056 clock hours). This degree program can be completed in 12 months for full-time students or in 24 months for part-time students.

### Core Courses: 36.0 credit hours

		Credit Hours
CET 1201C	IT Essentials	3.0
<del>CET 1202C</del>	<del>IT Essentials II</del>	<del>3.0</del>
CET 1203C	<del>Cisco Networking Essentials</del>	3.0
CTS 1204C	Cisco Internetworking Technologies	3.0
CTS 1205C	Linux	3.0
CTS 1206C	Implementing Directory Services	3.0
CTS 1207C	<del>Cloud Server Management</del> <u>Operating Systems</u>	3.0
CTS 1208C	<del>Introduction to Cloud Security</del> <u>Fundamentals</u>	3.0
CTS 1209C	Implementing a Network Infrastructure	3.0
CGS 1210C	Big Data Management	3.0
<del>COP 1211C</del>	<del>Introduction to Java</del>	<del>3.0</del>
COP 1212C	Web Systems	3.0
<u>CTS 1213C</u>	<u>Cloud Systems</u>	<u>3.0</u>
<u>CTS 1215C</u>	<u>Cisco Advanced Routing Technology</u>	<u>3.0</u>

## Cloud and Information Technologies Course Descriptions

**CET 1201C IT Essentials** 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 architectures, peripheral devices, and printers. Students will also be exposed to customer service concepts, trouble shoot techniques using diagnostic tools and basic operating systems.

~~**CET 1202C 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.~~

**CET 1203C 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.

**CTS 1204C Cisco Internetworking Technologies** 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.

**CTS 1205C Linux** 3.0 credit hours

This course provides students with a comprehensive overview of the Linux operating system. Students will be familiar with the Linux command-line environment, utilities, and applications, as well as the graphical user interface environment.

**CTS 1206C 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 2016 environment.

**CTS 1207C ~~Cloud Server Management~~ Operating Systems** 3.0 credit hours

Introduces systems administration or systems engineering for Microsoft networks. Topics include knowledge and skills required to manage accounts and resources, maintain server resources, monitor server performance and safeguard data in a Microsoft Windows server environment.

**CTS 1208C ~~Introduction to Cloud Security~~ Fundamentals** 3.0 credit hours

The goal of this course is to provide students with a fundamental understanding of network security principles and implementation. Students learn about the technologies used and principles involved in creating a secure computer networking environment. In addition, students learn about the authentication, the types of attacks and malicious code that may be used against your network, the threats and countermeasures for e-mail, Web applications, remote access, and file and print services. A variety of security topologies are discussed as well as technologies and concepts used for providing secure communications channels, secure internetworking devices, and network medium. In addition, security policies, disaster recovery, and computer forensics are covered. Aside



**Grading Policy, p. 76**

W	Withdrawal (prior up to 50% completion)	Not Computed
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**Programs Offered, p. 89**

*Diagnostic Medical Sonography Technology Associate of Science Degree*

*General Education Courses (26.0 credit hours)*

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

**Programs Offered, p. 93**

*Emergency Medical Services Associate of Science Degree*

*General Education Courses (24.0 credit hours)*

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

**Programs Offered, p. 98**

*Information Technology Network Administration Associate of Science Degree*

*General Education Courses (24.0 credit hours)*

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

**Programs Offered, p. 104**

*Medical Assisting Associate of Science Degree*

*General Education Courses (24.0 credit hours)*

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

**Programs Offered, p. 108**

*Nursing Associate of Science Degree*

*General Education Courses (30.0 credit hours)*

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

**Programs Offered, p. 112**

*Pharmacy Technology Associate of Science Degree*

*General Education Courses (24.0 credit hours)*

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

**Programs Offered, p. 119**

*Surgical Technology Associate of Science Degree*

*General Education Courses (24.0 credit hours)*

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

**Effective January 22, 2019**

**Course Descriptions, p, 132**

**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 1209C Transition to Professional Nursing: 4.5 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/clients 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 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 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 2421C; Prerequisite: NUR 1023C, NUR 1209C, NUR 1140C)

**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 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: NUR1211C; Prerequisite: NUR 1023C, NUR 1209C, NUR 1140C)

**NUR2230C 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, 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 2310C; Prerequisite: NUR 1211, NUR 2421C).

**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 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 1211C, NUR 2421C)

**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)

**Tuition, Fees and Other Costs, p. 29**

**Education Fee per Semester/\*Pay Period:**

Practical Nurse, Nursing, <del>Diagnostic Medical Sonography,</del> <u>Diploma Cloud Information Technology</u>	<b>\$1,200.00</b>
Diagnostic Medical Sonography, <u>AS in Cloud Information Technology</u>	<b>\$900.00</b>
Surgical Technology	<b>\$600.00</b>
All Other Programs	<b>\$800.00</b>

**ACADEMIC CALENDAR 2019**

*Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.*

**Semester I**

<b>1/1/2019</b>	<b>New Year's Day</b>
01/07/19-04/28/19	Winter Semester
01/07/19-02/03/19	Term A Classes Begin
<b>1/21/2019</b>	<b>Martin Luther King Jr. Day</b>
1/22/2019	Return
02/04/19-03/03/19	Term B Classes Begin
<b>2/18/2019</b>	<b>President's Day</b>
2/19/2019	Return
03/04/19-03/31/19	Term C Classes Begin
04/01/19-04/28/19	Term D Classes Begin
<b>04/19/19-04/22/19</b>	<b>Easter Break</b>
4/ <del>22</del> 23/2019	Return
<b>04/29/19-05/05/19</b>	<b>Spring Break</b>



Effective January 4, 2019

## ACADEMIC CALENDAR 2019

*Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.*

### **Semester I**

**1/1/2019**

01/07/19-04/28/19

01/07/19-02/03/19

**1/21/2019**

1/22/2019

02/04/19-03/03/19

**2/18/2019**

2/19/2019

03/04/19-03/31/19

04/01/19-04/28/19

**04/19/19-04/22/19**

4/22/2019

**04/29/19-05/05/19**

**New Year's Day**

Winter Semester

Term A Classes Begin

**Martin Luther King Jr. Day**

Return

Term B Classes Begin

**President's Day**

Return

Term C Classes Begin

Term D Classes Begin

**Easter Break**

Return

**Spring Break**

### **Semester II**

05/06/19-08/25/19

05/06/19-06/02/19

**5/27/2019**

5/28/2019

06/03/19-06/30/19

07/01/19-07/28/19

**7/4/2019**

7/5/2019

07/29/19-08/25/19

**08/26/19-09/01/19**

Summer Semester

Term A Classes Begin

**Memorial Day**

Return

Term B Classes Begin

Term C Classes Begin

**Independence Day**

Return

Term D Classes Begin

**Summer Break**

### **Semester III**

09/02/19-12/22/19

09/02/19-09/29/19

**9/2/2019**

9/3/2019

09/30/19-10/27/19

10/28/19-11/24/19

**11/11/2019**

11/25/19-12/22/19

**11/28/19-12/01/19**

12/02/2019

**12/23/19-01/12/20**

Fall Semester

Term A Classes Begin

**Labor Day**

Return

Term B Classes Begin

Term C Classes Begin

**Veterans Day**

Term D Classes Begin

**Thanksgiving Break**

Return

**Holiday**

## ACADEMIC CALENDAR 2020

*Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.*

### **Semester I**

<b>1/1/2020</b>	<b>New Year's Day</b>
01/13/20-05/03/20	Winter Semester
01/13/20-02/09/20	Term A Classes Begin
<b>1/20/2020</b>	<b>Martin Luther King Jr. Day</b>
1/21/2020	Return
02/10/20-03/08/20	Term B Classes Begin
<b>2/17/2020</b>	<b>President's Day</b>
2/18/2020	Return
03/09/20-04/05/20	Term C Classes Begin
04/06/20-05/03/20	Term D Classes Begin
<b>04/10/20-04/13/20</b>	<b>Easter Break</b>
4/13/2020	Return
<b>05/04/20-05/10/20</b>	<b>Spring Break</b>

### **Semester II**

05/11/20-08/30/20	Summer Semester
05/11/20-06/07/20	Term A Classes Begin
<b>5/25/2020</b>	<b>Memorial Day</b>
5/28/2020	Return
06/08/20-07/05/20	Term B Classes Begin
<b>7/3/2020</b>	<b>Independence Day (Observed)</b>
7/6/2020	Return
07/06/20-08/02/20	Term C Classes Begin
08/03/20-08/30/20	Term D Classes Begin
<b>NONE</b>	<b>Summer Break</b>

### **Semester III**

08/31/20-12/20/20	Fall Semester
08/31/20-09/27/20	Term A Classes Begin
<b>9/7/2020</b>	<b>Labor Day</b>
9/8/2020	Return
09/28/20-10/25/20	Term B Classes Begin
10/26/20-11/22/20	Term C Classes Begin
<b>11/11/2020</b>	<b>Veterans Day</b>
11/23/20-12/20/20	Term D Classes Begin
<b>11/26/20-11/29/20</b>	<b>Thanksgiving Break</b>
11/30/2020	Return
<b>12/21/20-01/10/21</b>	<b>Holiday</b>

**Effective November 19, 2018**

### **Nursing Associate of Science Degree: Additional Prerequisites to the Nursing Core Classes, p.107**

- A cumulative GPA of 3.00 in the pre-requisite general education courses is required to enter the core Nursing program courses. A 3.0 GPA for Intermediate Algebra and all science classes (Human Anatomy and Physiology I, Advanced Human Anatomy, and Microbiology courses and labs) must be achieved as well. If a candidate transfers a general education courses(s), those courses and grades earned will be used to calculate the CGPA. The College will use the credit value and grade scale for current Southeastern College general education courses in the computation of the CGPA. The credit

values at a minimum must be equivalent to current Southeastern College general education courses. The student may elect not to transfer in any general education courses.

**Effective October 26, 2018**

**Catalog Cover**

~~2017-2018~~ 2018-2019



## 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 Campus

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

[www.sec.edu](http://www.sec.edu)

April, 2018

VOLUME ~~XXVIX~~ XXX

Edition No. 2-1

*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](http://www.sec.edu) or call their designated campus for specific information if desired.*

## Grading Policy, p.75

### *Diagnostic Medical Sonography Technology Program*

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

## Programs Offered, p.87

### *Associate of Science*

- Diagnostic Medical Sonography Technology
- Emergency Medical Services
- Medical Assisting
- Pharmacy Technology
- Nursing
- Surgical Technology

## DIAGNOSTIC MEDICAL SONOGRAPHY TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

### *Description*

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

## Course Descriptions, p. 121

### COURSE DESCRIPTIONS

#### *Diagnostic Medical Sonography Technology Program*

## Administration, Faculty and Staff, p. 156

### *FACULTY*

#### **Diagnostic Medical Sonography Technology**

## Addendum to Catalog Effective September 25, 2018

### Programs Offered West Palm Beach Main Campus

#### *Associate of Science*

- Cloud and Information Technologies
- Diagnostic Medical Sonography Technology
- Emergency Medical Services
- Medical Assisting
- Pharmacy Technology
- Surgical Technology

## Effective – September 25, 2018

### Licensure & Accreditation, p.2

Southeastern College's Associate of Science in Nursing program at the Miami Lakes Area Branch Campus ~~holds candidacy status~~ is accredited with the Accreditation Commission for Education in Nursing (ACEN), effective ~~September 2016 – September 2018~~ February 2018, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, Phone (404) 975-5000, Fax (404) 975-5020.

### Tuition, Fees and Other Costs, p. 28

#### Initial Fees

Application Fee (one-time charge)	\$ 50
Registration Fee (one-time charge)	\$ 95
Transcript Fee	\$ 5
Subscription Tracking Fee	\$ 36
<del>(Surgical Technology/Practical Nurse/Nursing, other programs as applicable)</del>	
Background Check	\$ 75
Drug Screening	\$ 65
Fingerprinting	\$ 88
Clinical Rotation Tracking	\$ 10
<del>(Practical Nurse/Nursing, other programs as applicable)</del>	

#### **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: ~~\$9,112.00~~ \$9,472.00 per semester/\*pay period  
(not all programs offered at all locations)

<u>Diploma Programs</u>	<u>Semester/Period</u>
Medical Assisting	2
<u>Cloud and Information Technologies</u>	<u>3</u>
Electronic Medical Billing and Coding Specialist	2
Pharmacy Technology	2.5
Practical Nurse	3
*Professional Clinical Massage Therapy	2**

<u>Associate of Science Degree</u>	<u>Semesters/Period</u>
<u>Cloud and Information Technologies</u>	<u>5</u>
Diagnostic Medical Sonography	6
Emergency Medical Services	2
Medical Assisting	4
Pharmacy Technology	4.5
Nursing	5.75
Surgical Technology	5

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

#### Education Fee per Semester/\*Pay Period:

<del>Diagnostic Medical Sonography, Practical Nurse and</del>	<del>\$770.00</del>
<del>Nursing Programs</del>	
All Other Programs	\$400.00

<u>Practical Nurse, Nursing, Diagnostic Medical Sonography</u>	<u>\$1,200.00</u>
<u>Diagnostic Medical Sonography</u>	<u>\$900.00</u>
<u>Surgical Technology</u>	<u>\$600.00</u>
<u>All Other Programs</u>	<u>\$800.00</u>

**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
Re-entry Fee	\$ 150.00
Returned Check Fee	\$ 25.00
Duplicate Diploma and Cover	\$ 25.00
Duplicate Cover	\$ 15.00
Duplicate Diploma	\$ 10.00

**Programs Offered, p.87**

**WEST PALM BEACH MAIN CAMPUS**

*Diploma*

- Cloud and Information Technologies
- Electronic Medical Billing and Coding Specialist
- Medical Assisting
- Pharmacy Technology
- Practical Nurse
- Professional Clinical Massage Therapy

*Associate of Science*

- Cloud and Information Technologies
- Diagnostic Medical Sonography Technology
- Emergency Medical Services
- Medical Assisting
- Pharmacy Technology
- Surgical Technology

**Nursing Associate of Science Degree, p. 105**

*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 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 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 maybe 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 make any necessary accommodations to their schedule as needed.*

#### **Admissions Requirements**

- Submit Application
- Have a high school diploma, G.E.D. , or equivalent
- Pass Nursing Pre-Entrance Exam by obtaining the minimum proficiency level score of 58.7 on the TEAS
- Submit written essay

Interview with Nursing Program Director and/or Panel

#### *Course Outline*

To receive an Associate of Science Degree in the Nursing program, students must complete ~~38.5~~ 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 (1913 clock hours). This Associate of Science Degree program can be completed in 23 months for all full-time students.

**Effective – August 2, 2018**

**Programs Offered, p. 87**

## **WEST PALM BEACH MAIN CAMPUS**

### *Diploma*

- Cloud and Information Technologies
- Electronic Medical Billing and Coding Specialist
- Medical Assisting
- Pharmacy Technology
- Practical Nurse
- Professional Clinical Massage Therapy

### *Associate of Science*

- Cloud and Information Technologies
- Emergency Medical Services
- Medical Assisting
- Pharmacy Technology
- Surgical Technology

# MIAMI LAKES AREA BRANCH CAMPUS

## *Diploma*

- Cloud and Information Technologies
- Electronic Medical Billing and Coding Specialist
- Medical Assisting
- Pharmacy Technology
- Practical Nurse
- Professional Clinical Massage Therapy

## *Associate of Science*

- Cloud and Information Technologies
- Diagnostic Medical Sonography Technology
- Emergency Medical Services
- Medical Assisting
- Pharmacy Technology
- Nursing
- Surgical Technology

## CLOUD AND INFORMATION TECHNOLOGIES ASSOCIATE OF SCIENCE DEGREE

### **Description**

Companies all around us are migrating from localization to virtualization. The virtualization of systems and networks makes way for emerging technologies to handle and deliver media-rich data streams to people all around the world. Students that enroll in this program gain an understanding of virtualization through a hands-on approach of learning computer architecture, big data storage, and server-side operations. Students will design and build platforms focusing on grid computing to solve big data problems. A degree will be awarded upon successful completion of this program.

Students who successfully complete this program are eligible to sit for a variety of certifications, including the A+, Network+, Linux+, Security+, Microsoft MCSA (Microsoft Certified Solutions Associate), and CWNA (Certified Wireless Network Administrator) exams. Students will also have the opportunity to sit for Cisco Career Certifications such as the CCENT (Cisco Certified Entry Networking Technician) or the CCNA (Cisco Certified Network Associate).

### **Objectives**

This program is designed to provide the student with the knowledge to manage a modern computer network. The program will provide the student with an understanding of operating systems and network infrastructure for both single and multi-user environments. In addition, students will be introduced to technologies rapidly emerging in the information technology field. Students will be prepared for entry-level technical positions in the areas of network administration, server and client administration, big-data administration, and information security. A diploma/degree will provide the competitive edge and career opportunity useful in this growing field.

### **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 Cloud and Information Technologies, students must complete 36.0 credit hours in their major and 24.0 credit hours in the General Education courses for a total of 60.0 credit hours (1284 clock hours). This degree program can be completed in 20 months for full-time students or in 32 months for part-time students.

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

		<u>Credit Hours</u>
<u>CET 1201C</u>	<u>IT Essentials</u>	<u>3.0</u>
<u>CET 1202C</u>	<u>IT Essentials II</u>	<u>3.0</u>
<u>CET 1203C</u>	<u>Cisco Networking Essentials</u>	<u>3.0</u>
<u>CTS 1204C</u>	<u>Cisco Internetworking Technologies</u>	<u>3.0</u>
<u>CTS 1205C</u>	<u>Linux</u>	<u>3.0</u>
<u>CTS 1206C</u>	<u>Implementing Directory Services</u>	<u>3.0</u>
<u>CTS 1207C</u>	<u>Cloud Server Management</u>	<u>3.0</u>
<u>CTS 1208C</u>	<u>Introduction to Cloud Security</u>	<u>3.0</u>
<u>CTS 1209C</u>	<u>Implementing a Network Infrastructure</u>	<u>3.0</u>
<u>CGS 1210C</u>	<u>Big Data Management</u>	<u>3.0</u>
<u>COP 1211C</u>	<u>Introduction to Java</u>	<u>3.0</u>
<u>COP 1212C</u>	<u>Web Systems</u>	<u>3.0</u>

### **General Education Courses (24.0 credit hours)**

#### **Behavioral/Social Science (3.0 credit hours)**

<u>AMH1010</u>	<u>American History Pre 1876</u>	<u>3.0</u>
<u>AMH1020</u>	<u>American History Since 1876</u>	<u>3.0</u>
<u>DEP 2004</u>	<u>Lifespan Development</u>	<u>3.0</u>
<u>IDS 1107</u>	<u>Strategies and Success</u>	<u>3.0</u>
<u>POS 1041</u>	<u>Political Science</u>	<u>3.0</u>
<u>PSY 1012</u>	<u>Introduction to Psychology</u>	<u>3.0</u>
<u>SYG 1001</u>	<u>Sociology</u>	<u>3.0</u>

#### **Communications (3.0 credit hours)**

<u>SPC 1017</u>	<u>Speech</u>	<u>3.0</u>
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#### **Computers (3.0 credit hours)**

<u>CGS 1060</u>	<u>Introduction to Computers</u>	<u>3.0</u>
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#### **English (3.0 credit hours)**

<u>ENC 1101</u>	<u>English Composition I</u>	<u>3.0</u>
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#### **Humanities/Fine Arts (3.0 credit hours)**

<u>AML1000</u>	<u>American Literature</u>	<u>3.0</u>
<u>ENL 1000</u>	<u>English Literature</u>	<u>3.0</u>

#### **Mathematics (3.0 credit hours)**

<u>MAC2105</u>	<u>College Algebra</u>	<u>3.0</u>
<u>MAT1033</u>	<u>Intermediate Algebra</u>	<u>3.0</u>
<u>STA 2023</u>	<u>Statistics</u>	<u>3.0</u>

**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>OCB1010</u>	<u>General Marine Biology</u>	<u>3.0</u>

**The following Natural Science Lab Courses are also available:**

<u>BSC2085L</u>	<u>Human Anatomy &amp; Physiology I Lab</u>	<u>1.0</u>
<u>BSC2086L</u>	<u>Advanced Anatomy &amp; Physiology Lab</u>	<u>1.0</u>

**Cloud and Information Technologies****Course Descriptions****CET 1201C 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 architectures, peripheral devices, and printers. Students will also be exposed to customer service concepts, trouble shoot techniques using diagnostic tools and basic operating systems.

**CET 1202C 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.

**CET 1203C 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.

**CTS 1204C Cisco Internetworking Technologies** 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.

**CTS 1205C Linux** 3.0 credit hours

This course provides students with a comprehensive overview of the Linux operating system. Students will be familiar with the Linux command-line environment, utilities, and applications, as well as the graphical user interface environment.

**CTS 1206C 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.

**CTS 1207C Cloud Server Management** 3.0 credit hours

Introduces systems administration or systems engineering for Microsoft networks. Topics include knowledge and skills required to manage accounts and resources, maintain server resources,

monitor server performance and safeguard data in a Microsoft Windows server environment.

**CTS 1208C      Introduction to Cloud Security** 3.0 credit hours

The goal of this course is to provide students with a fundamental understanding of network security principles and implementation. Students learn about the technologies used and principles involved in creating a secure computer networking environment. In addition, students learn about the authentication, the types of attacks and malicious code that may be used against your network, the threats and countermeasures for e-mail, Web applications, remote access, and file and print services. A variety of security topologies are discussed as well as technologies and concepts used for providing secure communications channels, secure internetworking devices, and network medium. In addition, security policies, disaster recovery, and computer forensics are covered. Aside from learning the technologies involved in security, students get to understand the daily tasks involved with managing and troubleshooting those technologies. Students have a variety of hands-on and case project assignments that reinforce the concepts taught.

**CTS 1209C      Implementing a Network Infrastructure** 3.0 credit hours

Presents the knowledge and skills necessary to implement, manage and maintain a contemporary network infrastructure. Topics include implementing, managing and maintaining server network technologies. These tasks include implementing, managing and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System and Windows Internet Name Service (WINS); securing Internet Protocol traffic with Internet Protocol security and certificates; implementing a network access infrastructure by configuring connections for remote access clients and managing and monitoring network access.

**CGS 1210C      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.

**COP 1211C      Introduction to Java** 3.0 credit hours

This course will provide an introduction to algorithms and object-oriented programming. Topics include control constructs, looping constructs, parameter passing and arrays. Emphasis will be placed on developing fundamental programming skills and software engineering principles in the context of an object-oriented language so solve complex programs in a secure and robust manner.

**COP 1212C      Web Systems** 3.0 credit hours

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.

For information on graduation rates, student debt levels, and other disclosures, visit [www.SEC.edu/ConsumerInfo](http://www.SEC.edu/ConsumerInfo)

## CLOUD AND INFORMATION TECHNOLOGIES DIPLOMA

### **Description**

Companies all around us are migrating from localization to virtualization. The virtualization of systems and networks makes way for emerging technologies to handle and deliver media-rich data streams to people all around the world. Students that enroll in this program gain an understanding of virtualization through a hands-on approach of learning computer architecture, big data storage, and server-side operations. Students will design and build platforms focusing on grid computing to solve big data problems. A diploma will be awarded upon successful completion of this program.

Students who successfully complete this program are eligible to sit for a variety of certifications, including the A+, Network+, Linux+, Security+, Microsoft MCSA (Microsoft Certified Solutions Associate), and CWNA (Certified Wireless Network Administrator) exams. Students will also have the opportunity to sit for Cisco Career Certifications such as the CCENT (Cisco Certified Entry Networking Technician) or the CCNA (Cisco Certified Network Associate).

### **Objectives**

This program is designed to provide the student with the knowledge to manage a modern computer network. The program will provide the student with an understanding of operating systems and network infrastructure for both single and multi-user environments. In addition, students will be introduced to technologies rapidly emerging in the information technology field. Students will be prepared for entry-level technical positions in the areas of network administration, server and client administration, big-data administration, and information security. A diploma/degree will provide the competitive edge and career opportunity useful in this growing field.

### **Prerequisites**

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

### **Course Outline**

To receive a Diploma in Cloud and Information Technologies, students must complete 36.0 credit hours in their major for a total of 36.0 credit hours (1056 clock hours). This degree program can be completed in 12 months for full-time students or in 24 months for part-time students.

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

		<u>Credit Hours</u>
<u>CET 1201C</u>	<u>IT Essentials</u>	<u>3.0</u>
<u>CET 1202C</u>	<u>IT Essentials II</u>	<u>3.0</u>
<u>CET 1203C</u>	<u>Cisco Networking Essentials</u>	<u>3.0</u>
<u>CTS 1204C</u>	<u>Cisco Internetworking Technologies</u>	<u>3.0</u>
<u>CTS 1205C</u>	<u>Linux</u>	<u>3.0</u>
<u>CTS 1206C</u>	<u>Implementing Directory Services</u>	<u>3.0</u>
<u>CTS 1207C</u>	<u>Cloud Server Management</u>	<u>3.0</u>
<u>CTS 1208C</u>	<u>Introduction to Cloud Security</u>	<u>3.0</u>
<u>CTS 1209C</u>	<u>Implementing a Network Infrastructure</u>	<u>3.0</u>
<u>CGS 1210C</u>	<u>Big Data Management</u>	<u>3.0</u>
<u>COP 1211C</u>	<u>Introduction to Java</u>	<u>3.0</u>
<u>COP 1212C</u>	<u>Web Systems</u>	<u>3.0</u>

**Cloud and Information Technologies**  
**Course Descriptions**

**CET 1201C      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 architectures, peripheral devices, and printers. Students will also be exposed to customer service concepts, trouble shoot techniques using diagnostic tools and basic operating systems.

**CET 1202C      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.

**CET 1203C      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.

**CTS1204C      Cisco Internetworking Technologies** **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.

**CTS 1205C      Linux** **3.0 credit hours**

This course provides students with a comprehensive overview of the Linux operating system. Students will be familiar with the Linux command-line environment, utilities, and applications, as well as the graphical user interface environment.

**CTS 1206C      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.

**CTS 1207C      Cloud Server Management** **3.0 credit hours**

Introduces systems administration or systems engineering for Microsoft networks. Topics include knowledge and skills required to manage accounts and resources, maintain server resources, monitor server performance and safeguard data in a Microsoft Windows server environment.

**CTS 1208C      Introduction to Cloud Security** **3.0 credit hours**

The goal of this course is to provide students with a fundamental understanding of network security principles and implementation. Students learn about the technologies used and principles involved in creating a secure computer networking environment. In addition, students learn about the authentication, the types of attacks and malicious code that may be used against your network, the threats and countermeasures for e-mail, Web applications, remote access, and file and print services. A variety of security topologies are discussed as well as technologies and concepts used for providing secure communications channels, secure internetworking devices, and network medium. In addition, security policies, disaster recovery, and computer forensics are covered. Aside from learning the technologies involved in security, students get to understand the daily tasks

involved with managing and troubleshooting those technologies. Students have a variety of hands-on and case project assignments that reinforce the concepts taught.

**CTS 1209C      Implementing a Network Infrastructure** 3.0 credit hours

Presents the knowledge and skills necessary to implement, manage and maintain a contemporary network infrastructure. Topics include implementing, managing and maintaining server network technologies. These tasks include implementing, managing and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System and Windows Internet Name Service (WINS); securing Internet Protocol traffic with Internet Protocol security and certificates; implementing a network access infrastructure by configuring connections for remote access clients and managing and monitoring network access.

**CGS 1210C      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.

**COP 1211C      Introduction to Java** 3.0 credit hours

This course will provide an introduction to algorithms and object-oriented programming. Topics include control constructs, looping constructs, parameter passing and arrays. Emphasis will be placed on developing fundamental programming skills and software engineering principles in the context of an object-oriented language so solve complex programs in a secure and robust manner.

**COP 1212C      Web Systems** 3.0 credit hours

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.

For information on graduation rates, student debt levels, and other disclosures, visit [www.SEC.edu/ConsumerInfo](http://www.SEC.edu/ConsumerInfo)

**Nursing Associate of Science Degree, p. 108**

To receive an Associate of Science Degree in the Nursing program, students must complete 38.5 semester credit hours in their major and 30.0 semester credit hours in general education courses for a total of ~~68.5~~ 73.5 semester credit hours (~~1822~~ 1913 clock hours). This Associate of Science Degree program can be completed in 23 months for all full-time students.

Core Courses: ~~38.5~~ 43.5 credit hours

		Credit Hours
NUR 1023C	Fundamentals of Nursing I*	5.0
NUR 1140C	Nursing Pharmacology	<del>3.0</del> <u>4.0</u>
NUR 1209C	Transition to Nursing	4.5
NUR 2421C	Maternity Nursing Care	<del>3.0</del> <u>4.0</u>
NUR 1211C	Basic Adult Healthcare	<del>7.5</del> <u>8.0</u>
NUR 2230C	Advanced Adult Healthcare	8.0
NUR 2310C	Pediatric Nursing	<del>3.0</del> <u>4.0</u>
NUR 2817	Nursing Roles Practicum	4.5 <u>6.0</u>

## Course Descriptions, p. 132

### *Nursing Program*

#### **NUR 1023C Fundamentals of Nursing: ~~5.0~~ 4.0 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 and concepts basic to nursing that are applied throughout the curriculum. Critical thinking as embodied in the nursing process is emphasized, including in-depth study in a classroom setting and application in skills laboratories and clinical settings. Normal functional health patterns are explored in the context of the physical, biological and social sciences. 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 1140C Nursing Pharmacology: ~~3.0~~ 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 1209C Transition to Professional Nursing: 4.5 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. 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 1211C Basic Adult Healthcare: ~~7.5~~ 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. 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. 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 2421C Maternity Nursing Care: ~~3.0~~ 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. 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 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. 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 2310C      Pediatric Nursing: ~~3.0~~ 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. 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 2817C      Nursing Roles Practicum: ~~4.5~~ 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. 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)