

Southeastern College – Catalog Addenda

2020-2021 Catalog, December 2020, Volume XXXII, Edition No. 1

(Deletions denoted by strikethroughs. Revisions denoted by underscores)

Effective October 15, 2021

Programs Offered, p. 151

MEDICAL ASSISTING CERTIFICATE (NC)

Description

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

Students who have successfully met all educational *and* institutional requirements for a Certificate in Medical Assisting from Southeastern College are eligible to have their names submitted to the American Medical Technologists (AMT) to sit for the Registered Medical Assistant (RMA) examination or the American Association of Medical Assistants (AAMA) to sit for the Certified Medical Assisting (CMA) and the National Healthcareer Association to sit for the following certifications:

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

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

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

Objectives

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

Prerequisites

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

Course Outline

To receive a Certificate in Medical Assisting, students must complete 31.0 semester credit hours (1070 Clock Hours). This certificate program can be completed in 8 months for full-time students or in 14 months for part-time students. **Evening students will be required to complete the Externship portion of the program during the day.**

Courses: 31.0 credit hours

		Clock Hours	Credit Hours	Federal Student Aid
MEA 120	Clinical Procedures	3.5	125	3.33
MEA 123	Anatomy and Physiology for Medical Assistants	4.5	125	3.33
MEA 133	Medical Terminology	4.0	125	3.33
MEA 125	Lab Procedures I	4.0	125	3.33
MEA 126	Lab Procedures II	4.0	125	3.33
MEA 132	Medical Office Management with Billing and Coding	4.0	125	3.33
MEA 180	Externship I	3.5	160	4.27
MEA 181	Externship II	3.5	160	4.27

Course Delivery

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

Expectations of Students in Distance Education:

It is important to understand what online classes are and what they are not. Online classes are not easy substitutes for on-campus classes. In fact, students find online classes as rigorous and demanding as on-campus classes. Students are expected to attend their virtual classrooms a specified number of times per week. All attendance is monitored. Times are flexible and dictated by students' personal schedules; nonetheless, their presence is required and recorded and counts toward final grades.

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

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

Requirements for Distance Education:

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

Learning Resource System:

All students, whether distance or residential, have access to the electronic learning resource system available at any time through any computer with Internet access. Expected learning outcomes, graduation requirements and student services requirements remain the same for all students, regardless of course delivery method.

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

Effective September 21, 2021

Addendum to the Catalog dated August 18, 2021

Programs Offered, p. 110

Bachelor of Science

- Early Childhood Development

Addendum to the Catalog dated August 2, 2021

Programs Offered, Medical Office Basic X-Ray Technician Diploma p. 170

Core Courses: 44.5 credit hours

		Credit Hours	Clock Hours	Federal Student Aid
MEA 1206C	Clinical Procedures	3.5	<u>100</u>	<u>3.33</u>
MEA 1236C	Anatomy and Physiology	6.0	<u>100</u>	<u>3.33</u>
MEA 1238	Medical Terminology	1.5	<u>25</u>	<u>0.83</u>
MEA 1265C	Lab Procedures I	4.0	<u>100</u>	<u>3.33</u>
MEA 1290C	Radiography	6.0	<u>100</u>	<u>3.33</u>
MEA 1292C	Radiography II	4.0	<u>100</u>	<u>3.33</u>
MEA 1294C	Radiography III	2.0	<u>50</u>	<u>1.66</u>
MEA 1295	Radiography Licensure Review	2.0	<u>50</u>	<u>1.66</u>
MEA 1300C	Introduction to Medical Billing and Coding	3.5	<u>100</u>	<u>3.33</u>
MEA1304C	Medical Office Management	4.5	<u>75</u>	<u>2.5</u>
MEA1346C	Electronic Health Records	4.0	<u>100</u>	<u>3.33</u>
MEA 1814	Externship	3.5	<u>160</u>	<u>3.5</u>

Effective September 14, 2021

State Authorization Disclosure Hybrid Programs, p. 20

PROGRAM-SPECIFIC ADMISSIONS REQUIREMENTS

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

STATE AUTHORIZATION DISCLOSURE HYBRID PROGRAMS

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

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

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

Programs Offered, p. 154

MEDICAL ASSISTING CERTIFICATE (SC)

Description

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

Students who have successfully met all educational *and* institutional requirements for a Certificate in Medical Assisting from Southeastern College are eligible to have their names submitted to the American Medical Technologists (AMT) to sit for the Registered Medical Assistant (RMA) examination or the American Association of Medical Assistants (AAMA) to sit for the Certified Medical Assisting (CMA) and the National Healthcareer Association to sit for the following certifications:

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

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

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

Objectives

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

Prerequisites

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

Course Outline

To receive a Certificate in Medical Assisting, students must complete 36.0 semester credit hours (1220 Clock Hours). This certificate program can be completed in 8 months for full-time students or in 14 months for part-time students. **Evening students will be required to complete the Externship portion of the program during the day.**

Courses: 36.0 credit hours

		Clock Hours	Credit Hours	Federal Student Aid
MEA 141	Anatomy and Physiology for Medical Assistants	5.0	150	4.0
MEA 142	Medical Office Management with Billing and Coding	4.5	150	4.0
MEA 143	Medical Terminology	5.0	150	4.0
MEA 144	Clinical Procedures	4.5	150	4.0
MEA 145	Lab Procedures I	5.0	150	4.0
MEA 146	Lab Procedures II	5.0	150	4.0
MEA 180	Externship I	3.5	160	4.27
MEA 181	Externship II	3.5	160	4.27

Course Delivery

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

Expectations of Students in Distance Education:

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

substitutes for on-campus classes. In fact, students find online classes as rigorous and demanding as on-campus classes. Students are expected to attend their virtual classrooms a specified number of times per week. All attendance is monitored. Times are flexible and dictated by students' personal schedules; nonetheless, their presence is required and recorded and counts toward final grades.

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Requirements for Distance Education:

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

Learning Resource System:

All students, whether distance or residential, have access to the electronic learning resource system available at any time through any computer with Internet access. Expected learning outcomes, graduation requirements and student services requirements remain the same for all students, regardless of course delivery method.

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Effective August 27, 2021

General Admissions Requirements, p. 19

Charlotte Campus

Wonderlic Benchmark Score		
Score	Certificate	
		Major
13	C	Professional Clinical Massage Therapy
13	C	Medical Assisting
13	C	Pharmacy Technology
13	C	Medical Office Basic X-Ray Technician
10	C	Phlebotomy
13	C	Hospitality
13	C	Electronic Medical Billing and Coding Specialist

18-17	C	Surgical Technology
20	C	Diagnostic Medical Sonography

Addendum to the Catalog dated August 2, 2021

Tuition, Fees and Other Costs, p. 38 – Effective August 30, 2021

FL - Tuition for Students attending Full Time: \$10,148.00 per semester/*pay period (not all programs offered at all locations)

NC & SC - Tuition for Students attending Full Time: \$9,760.00 per semester/*pay period (not all programs offered at all locations)

Charlotte NC, and Columbia, SC., Miami Lakes and West Palm Beach FL. - Tuition for Students attending the 740 clock hour PCMT Program: \$8,024.00 per semester/*pay period (not all programs offered at all locations)

Programs Offered, p. 110

WEST PALM BEACH MAIN CAMPUS

Diploma

- Early Childhood ~~Development~~ Education

Associate of Science

- Early Childhood ~~Development~~ Education

Bachelor of Science

- Early Childhood ~~Development~~ Education

MIAMI LAKES AREA BRANCH CAMPUS

Diploma

- Early Childhood ~~Development~~ Education

Associate of Science

- Early Childhood ~~Development~~ Education

Bachelor of Science

- Early Childhood ~~Development~~ Education

Course Descriptions Early Childhood ~~Development~~ Education Program, p. 225

Effective August 18, 2021

Education Fee per Semester/*Pay Period, p.39 – Effective August 30, 2021

Hospitality	\$600.00
Surgical Technology (FL)	\$600.00
Surgical Technology (NC)	\$800.00
Technology Fee	\$100.00
Program Fee	\$100.00
Student Services Fee	\$300.00
Lab Fee	\$100.00

All Other Programs	\$800.00 <u>\$900.00</u>
Technology Fee	\$200.00 <u>\$300.00</u>

Program Fee	\$200.00
Student Services Fee	\$300.00
Lab Fee	\$100.00

Programs Offered, p. 110

WEST PALM BEACH MAIN CAMPUS

Diploma

- Business Administration
- Cloud and Information Technologies
- Early Childhood Development
- Electronic Medical Billing and Coding Specialist
- Medical Assisting
- Medical Office Basic X-Ray Technician
- Pharmacy Technology
- Phlebotomy
- Practical Nurse
- Professional Clinical Massage Therapy

Associate of Science

- Business Administration
- Cloud and Information Technologies
- Diagnostic Medical Sonography
- Early Childhood Development
- Emergency Medical Services
- Medical Assisting
- *Medical Office Basic X-Ray Technician*
- Nursing
- Pharmacy Technology
- Surgical Technology

Bachelor of Science

- Early Childhood Development

MIAMI LAKES AREA BRANCH CAMPUS

Diploma

- Business Administration
- Cloud and Information Technologies
- Early Childhood Development
- Electronic Medical Billing and Coding Specialist
- Medical Assisting
- Medical Office Basic X-Ray Technician
- Pharmacy Technology
- Practical Nurse
- Professional Clinical Massage Therapy

Associate of Science

- Business Administration
- Cloud and Information Technologies
- Diagnostic Medical Sonography
- Early Childhood Development
- Emergency Medical Services
- Medical Assisting
- Medical Office Basic X-Ray Technician
- Nursing
- Pharmacy Technology
- Surgical Technology

Bachelor of Science

- Early Childhood Development
- RN to BSN

Programs Offered p. 136

EARLY CHILDHOOD EDUCATION DIPLOMA

Description

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

Objectives

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

Students will:

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

Prerequisites

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

Course Outline

To receive a Diploma in Early Childhood Education, students must complete 36.0 semester credit hours.

This Diploma program can be completed in 12 months for full-time students.

Core Courses: 36.0 credit hours

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

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

EARLY CHILDHOOD EDUCATION ASSOCIATE OF SCIENCE DEGREE

Description

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

Objectives

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

Students will:

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

Prerequisites

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

Course Outline

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

Core Courses: 36.0 credit hours

		<u>Credit Hours</u>
<u>ECD 1000</u>	<u>Secure and Nurturing Environments for Young Children w/CPR</u>	<u>3.0</u>
<u>ECD 1200</u>	<u>Infant and Toddler Care</u>	<u>3.0</u>
<u>ECD 1300</u>	<u>Early Childhood Development</u>	<u>3.0</u>
<u>ECD 2000</u>	<u>Assessment and Directional Learning in Early Childhood</u>	<u>3.0</u>
<u>ECD 2100</u>	<u>Foundations in Curriculum in Early Childhood Education</u>	<u>3.0</u>
<u>ECD 2200</u>	<u>Early Childhood Education Literacy</u>	<u>3.0</u>
<u>ECD 2400</u>	<u>Early Childhood Education Administration</u>	<u>3.0</u>
<u>ECD 2500</u>	<u>Early Childhood Development Practicum I</u>	<u>3.0</u>
<u>ECD 2600</u>	<u>Early Childhood Development Practicum II</u>	<u>3.0</u>
<u>ECD 2700</u>	<u>Early Childhood Development Practicum III</u>	<u>3.0</u>
<u>ECD 2800</u>	<u>Early Childhood Development Practicum IV</u>	<u>3.0</u>
<u>ECD 2900</u>	<u>Early Childhood Development Practicum V</u>	<u>3.0</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>IDS 1107</u>	<u>Strategies and Success</u>	<u>3.0</u>
<u>PSY 1012</u>	<u>Introduction to Psychology</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>AML 1000</u>	<u>American Literature</u>	<u>3.0</u>
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<u>ENL 1000</u>	<u>English Literature</u>	<u>3.0</u>
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Mathematics (3.0 credit hours)

<u>MAT 1033</u>	<u>Intermediate Algebra</u>	<u>3.0</u>
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<u>STA 2023</u>	<u>Statistics</u>	<u>3.0</u>
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Natural Science (6.0 credit hours)

<u>BSC 2085</u>	<u>Human Anatomy and Physiology I</u>	<u>3.0</u>
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<u>BSC 2086</u>	<u>Advanced Anatomy and Physiology</u>	<u>3.0</u>
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EARLY CHILDHOOD EDUCATION BACHELOR OF SCIENCE DEGREE

Description

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

Objectives

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

Students will:

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

Prerequisites

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

Course Outline

To receive a Bachelor of Science Degree in Early Childhood Education, students must complete 81.0

semester credit hours in their core courses and 39.0 semester credit hours in general education courses for a total of 120.0 semester credit hours. This Bachelor of Science Degree program can be completed in 40 months for full-time students.

Core Courses: 81.0 credit hours

		<u>Credit Hours</u>
<u>ECD 1000</u>	<u>Secure and Nurturing Environments for Young Children w/CPR</u>	<u>3.0</u>
<u>ECD 1200</u>	<u>Infant and Toddler Care</u>	<u>3.0</u>
<u>ECD 1300</u>	<u>Early Childhood Development</u>	<u>3.0</u>
<u>ECD 2000</u>	<u>Assessment and Directional Learning in Early Childhood</u>	<u>3.0</u>
<u>ECD 2100</u>	<u>Foundations in Curriculum in Early Childhood Education</u>	<u>3.0</u>
<u>ECD 2200</u>	<u>Early Childhood Education Literacy</u>	<u>3.0</u>
<u>ECD 2400</u>	<u>Early Childhood Education Administration</u>	<u>3.0</u>
<u>ECD 2500</u>	<u>Early Childhood Development Practicum I</u>	<u>3.0</u>
<u>ECD 2600</u>	<u>Early Childhood Development Practicum II</u>	<u>3.0</u>
<u>ECD 2700</u>	<u>Early Childhood Development Practicum III</u>	<u>3.0</u>
<u>ECD 2800</u>	<u>Early Childhood Development Practicum IV</u>	<u>3.0</u>
<u>ECD 2900</u>	<u>Early Childhood Development Practicum V</u>	<u>3.0</u>
<u>ECD 3100</u>	<u>Early Childhood Foundations of Language</u>	<u>3.0</u>
<u>ECD 3200</u>	<u>Physical Learning Environments in Early Childhood</u>	<u>3.0</u>
<u>ECD 3300</u>	<u>Teaching Foundations</u>	<u>3.0</u>
<u>ECD 3400</u>	<u>Mentoring to Improve Quality in Early Childhood Education</u>	<u>3.0</u>
<u>ECD 3500</u>	<u>Community Engagement in Early Childhood Education</u>	<u>3.0</u>
<u>ECD 3600</u>	<u>Exceptional Children: Approaches and Support</u>	<u>3.0</u>
<u>ECD 3700</u>	<u>Cultural Diversity in the Classroom</u>	<u>3.0</u>
<u>ECD 3800</u>	<u>Early Childhood Social Development</u>	<u>3.0</u>
<u>ECD 4100</u>	<u>Curriculum in Early Childhood Education</u>	<u>3.0</u>
<u>ECD 4200</u>	<u>Practicum Rotation – Infants</u>	<u>3.0</u>
<u>ECD 4300</u>	<u>Practicum Rotation – Toddlers</u>	<u>3.0</u>
<u>ECD 4400</u>	<u>Practicum Rotation – Pre-school</u>	<u>3.0</u>
<u>ECD 4500</u>	<u>Practicum Rotation – Pre-Kindergarten</u>	<u>3.0</u>
<u>ECD 4600</u>	<u>Practicum Rotation – Kindergarten</u>	<u>3.0</u>
<u>ECD 4700</u>	<u>Practicum Rotation – After School Care</u>	<u>3.0</u>

General Education Courses (39.0 credit hours)

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

Behavioral/Social Science (9.0 credit hours)

<u>IDS 1107</u>	<u>Strategies and Success</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 (6.0 credit hours)

<u>ENC 1101</u>	<u>English Composition I</u>	<u>3.0</u>
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<u>ENC 2102</u>	<u>English Composition II</u>	<u>3.0</u>
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Humanities/Fine Arts (6.0 credit hours)

<u>AML 1000</u>	<u>American Literature</u>	<u>3.0</u>
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<u>ENL 1000</u>	<u>English Literature</u>	<u>3.0</u>
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Mathematics (6.0 credit hours)

<u>MAT 1033</u>	<u>Intermediate Algebra</u>	<u>3.0</u>
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<u>STA 2023</u>	<u>Statistics</u>	<u>3.0</u>
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Natural Science (6.0 credit hours)

<u>BSC 2085</u>	<u>Human Anatomy and Physiology I</u>	<u>3.0</u>
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<u>BSC 2086</u>	<u>Advanced Anatomy and Physiology</u>	<u>3.0</u>
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For information on graduation rates, student debt levels, and other disclosures, visit

www.SEC.edu/ConsumerInfo

Course Descriptions Early Childhood Development Program, p. 225

ECD 1000 Secure and Nurturing Environments for Young Children w/CPR: 3.0 credit hours

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

ECD 1200 Infant and Toddler Care: 3.0 credit hours

This course covers the cognitive development and learning of infants and toddlers; reviewing topics such as meeting intimacy needs, emotional learning and development, motor development, importance of routines, and social development/learning. The course introduces the student to a practicum site to observe areas in practice. Outside work required. (Prerequisite: ECD 1000)

ECD 1300 Early Childhood Development: 3.0 credit hours

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

ECD 2000 Assessment and Directional Learning in Early Childhood: 3.0 credit hours

This course combines knowledge and skills, in the classroom and in an early childhood education environment. Supervised learning is demonstrated in topics such as: working with

culturally/linguistically/ability diverse young children and families, ethical behavior, appropriate adult/child interactions, basic curriculum planning, and program routines. Outside work required. (Prerequisite: ECD 1000)

ECD 2100 Foundations in Curriculum in Early Childhood Education: 3.0 credit hours

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

ECD 2200 Early Childhood Education Literacy: 3.0 credit hours

Students learn skills required for enhancing language development in young children including phonological development, growth in children's semantic knowledge, pragmatic development, identifying factors influencing language development, strategies for enhancing linguistic diversity, supporting dual language learners, communicative disorders, and establishing school-home connections. Outside work required. (Prerequisite: ECD 1000)

ECD 2400 Early Childhood Education Administration: 3.0 credit hours

This course is designed to provide the student with an entry-level knowledge base to formulate and demonstrate how to construct early childhood program frameworks, operationalize early childhood programs, and implement programs. Concepts include program administration, effective program management techniques, developing vision/mission statements, understanding regulations/accreditation, the Quality Rating and Improvement System (QRIS) approach, creating quality learning environments, and planning programs. Outside work required. (Prerequisite: ECD 1000)

ECD 2500 Early Childhood Development Practicum I: 3.0 credit hours

This course is designed to offer students the opportunity to apply the practical knowledge and skills in a supervised practicum site and earn professional work experience hours needed in a center-based environment. There is an emphasis on ethical responsibilities to young children, professional behaviors, building successful professional relationships, building/maintaining productive relationships with families, management of physical spaces/program operations, oversight/administration, the importance of routines, supporting developmentally appropriate practice, engagement in creative/arts/music/movement-based learning, and the development of a teaching support system. Outside work required. (Prerequisites: ECD 1000, ECD 1200, ECD 1300, ECD 2000, ECD 2100, ECD2200, and ECD2400)

ECD 2600 Early Childhood Development Practicum II: 3.0 credit hours

This course is designed to offer students the opportunity to apply the practical knowledge and skills in a supervised practicum site and earn professional work experience hours needed in a center-based environment. There is an emphasis on ethical responsibilities to young children, professional behaviors, building successful professional relationships, building/maintaining productive relationships with families, management of physical spaces/program operations, oversight/administration, the importance of routines, supporting developmentally appropriate practice, engagement in creative/arts/music/movement-based learning, and the development of a

teaching support system. Outside work required. (Prerequisite: ECD 2500)

ECD 2700 Early Childhood Development Practicum III: 3.0 credit hours

This course is designed to offer students the opportunity to apply the practical knowledge and skills in a supervised practicum site and earn professional work experience hours needed in a center-based environment. There is an emphasis on ethical responsibilities to young children, professional behaviors, building successful professional relationships, building/maintaining productive relationships with families, management of physical spaces/program operations, oversight/administration, the importance of routines, supporting developmentally appropriate practice, engagement in creative/arts/music/movement-based learning, and the development of a teaching support system. Outside work required. Outside work required. (Prerequisite: ECD 2600)

ECD 2800 Early Childhood Development Practicum IV: 3.0 credit hours

This course is designed to offer students the opportunity to apply the practical knowledge and skills in a supervised practicum site and earn professional work experience hours needed in a center-based environment. There is an emphasis on ethical responsibilities to young children, professional behaviors, building successful professional relationships, building/maintaining productive relationships with families, management of physical spaces/program operations, oversight/administration, the importance of routines, supporting developmentally appropriate practice, engagement in creative/arts/music/movement-based learning, and the development of a teaching support system. Outside work required. (Prerequisite: ECD 2700)

ECD 2900 Early Childhood Development Practicum V: 3.0 credit hours

This course is designed to offer students the opportunity to apply the practical knowledge and skills in a supervised practicum site and earn professional work experience hours needed in a center-based environment. There is an emphasis on ethical responsibilities to young children, professional behaviors, building successful professional relationships, building/maintaining productive relationships with families, management of physical spaces/program operations, oversight/administration, the importance of routines, supporting developmentally appropriate practice, engagement in creative/arts/music/movement-based learning, and the development of a teaching support system. Outside work required. (Prerequisite: ECD 2800)

ECD 3100 Early Childhood Foundations of Language: 3.0 credit hours

This course focuses on fundamentals of language competencies needed by children. Students will learn theoretical perspectives of language development, language variation, language acquisition, receptive/expressive language, phonological development, interaction strategies and connection between vocabulary development and literacy development. Outside work required. (Prerequisite: ECD 2900)

ECD 3200 Physical Learning Environments in Early Childhood: 3.0 credit hours

This course focuses primarily on supporting play as a fundamental, physical part of learning. Topics covered are: the impact of play, cognitive/social and emotional/communication/physical benefits of play, types of play, movement development, play-based environments, organizing high-quality play environments, play-based assessment systems, and assessment for an outdoor environments. Outside work required. (Prerequisite: ECD 2900)

ECD 3300 Teaching Foundations: 3.0 credit hours

This course examines the foundation of teaching, while reviewing the history, governance, and ethical issues within the profession. Topics covered are: teaching professionalism, educational philosophies, historical foundations, educational governance, learning communities, ethical/legal issues, liability, Piaget's theory, Kohlberg's theory, learning goals, rubrics, and classroom management. Outside work required. (Prerequisite: ECD 2900)

ECD 3400 Mentoring to Improve Quality in Early Childhood Education: 3.0 credit hours

This course focuses primarily on mentoring and coaching for professional development to improve quality in early childhood education. Areas explored are: instructor modeling, relationship based professional development, collaborative mentoring, educational professional mentoring relationships, co-learning relationships, and mentor competencies. Students will comprehend the terms, objectives, roles, and purposes of early childhood educators. They will recognize the need for ground rules and policies in the learning relationship and learn to engage in a cycle of mentoring communication strategies. Outside work required. (Prerequisite: ECD 2900)

ECD 3500 Community Engagement in Early Childhood Education: 3.0 credit hours

This course covers subjects such as ecology in relation to child development, intentional and unintentional socialization, chronosystem influences, and mesosystem influences. Concepts include: nonparental child care, basic parenting styles, five aims of socialization, leadership styles in teaching, peer groups, effects of multimedia use on young children, self-efficacy, and the five functions of a community. Outside work required. (Prerequisite: ECD 2900)

ECD 3600 Exceptional Children: Approaches and Support: 3.0 credit hours

This course is an overview of teaching young children with and without exceptionalities. Topics include: Individuals with Disabilities Education Act (IDEA), Individualized Education Program (IEP), the progression of disability rights, partnership principles, nondiscriminatory evaluation, historic models of special education, high-leverage practices related to collaboration, assessment, social/emotional/behavioral support/instruction, gifted/talented children, and integrated three-tiered systems (Ci3T). Outside work required. (Prerequisite: ECD 2900)

ECD 3700 Cultural Diversity in the Classroom: 3.0 credit hours

This course addresses concepts and fundamentals of multicultural education, cultural pluralism, and global connections. Students will broaden their grasp of culturally responsive teaching through various topics such as: ethical foundations, universal human rights, social contact theory, multicultural curriculums, historical roots of cultural diversity, linguistically diverse classrooms, the importance of creating positive school/family connections, the impact of poverty on childhood development, and teaching/learning in a multicultural society. Outside work required. (Prerequisite: ECD 2900)

ECD 3800 Early Childhood Social Development: 3.0 credit hours

This course presents concepts and theories in guiding children's social development and social learning. It includes the study of social competence, social environments, relationship building, self-regulation, verbal/non-verbal communication, emotional development, resilience, peer relationships, ethical judgements, and prosocial behavior. Outside work required. (Prerequisite: ECD 2900)

ECD 4100 Curriculum in Early Childhood Education: 3.0 credit hours

This course is designed to instruct students on the latest methods, historical development, program models, frameworks, conditions, developmentally appropriate, and effective practices for learning.

This course will cover topics related to early childhood education experiences, the role of teachers, professional behavior, uses of classroom time and materials, curriculum development, curricular procedures, effective home-school partnerships, and professional development. Outside work required. (Prerequisite: ECD 2900)

ECD 4200 Practicum Rotation – Infants: 3.0 credit hours

This course is designed to provide students the ability to apply practical knowledge and expertise, learned throughout the early childhood education program, in a supervised practicum site. Outside work required. (Prerequisite: ECD3100, ECD 3200, ECD3300, ECD 3400, ECD 3500, ECD 3600, ECD 3700, ECD 3800, and ECD 4100)

ECD 4300 Practicum Rotation – Toddlers: 3.0 credit hours

This course is designed to provide students the ability to apply practical knowledge and expertise, learned throughout the early childhood education program, in a supervised practicum site. Outside work required. (Prerequisite: ECD 4200)

ECD 4400 Practicum Rotation – Pre-school: 3.0 credit hours

This course is designed to provide students the ability to apply practical knowledge and expertise, learned throughout the early childhood education program, in a supervised practicum site. Outside work required. (Prerequisite: ECD 4300)

ECD 4500 Practicum Rotation – Pre-Kindergarten: 3.0 credit hours

This course is designed to provide students the ability to apply practical knowledge and expertise, learned throughout the early childhood education program, in a supervised practicum site. Outside work required. (Prerequisite: ECD 4400)

ECD 4600 Practicum Rotation – Kindergarten: 3.0 credit hours

This course is designed to provide students the ability to apply practical knowledge and expertise, learned throughout the early childhood education program, in a supervised practicum site. Outside work required. (Prerequisite: ECD 4500)

ECD 4700 Practicum Rotation – After School Care: 3.0 credit hours

This course is designed to provide students the ability to apply practical knowledge and expertise, learned throughout the early childhood education program, in a supervised practicum site. Outside work required. (Prerequisite: ECD 4600)

Effective August 2, 2021

Licensure and Accreditation, p. 9

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

Descriptions of Facilities and Equipment, p. 17

The Southeastern College's North Charleston Campus is located at 2431 Aviation Avenue, Suite 703, North Charleston, SC 29406. The school is conveniently located in the Aviation Business Park

in the heart of N. Charleston in close proximity to Charleston International Airport, I-526 and I-26. The school encompasses approximately ~~19,809~~ 24,268 square feet of air conditioned/heated and well-lit classrooms, laboratories, media center, student lounge and offices providing students with a modern and comfortable learning environment. In addition, the school provides ample free parking. All equipment used at the school is compatible with industry standards and effectively meets the objectives of the programs.

Tuition, Fees and Other Costs, p. 38 – Effective August 30, 2021

FL - Tuition for Students attending Full Time: ~~\$9,664.00~~ \$10,148.00 per semester/*pay period (not all programs offered at all locations)

NC & SC - Tuition for Students attending Full Time: ~~\$9,296.00~~ \$9,760.00 per semester/*pay period (not all programs offered at all locations)

Charlotte and Columbia, SC. - Tuition for Students attending the 740 clock hour PCMT Program: ~~\$7,640.00~~ \$8,024.00 per semester/*pay period (not all programs offered at all locations)

Education Fee per Semester/*Pay Period, p.39 – Effective August 30, 2021

Cloud and Information Technologies, Diagnostic Medical Sonography, Practical Nurse, Nursing,

Occupational Therapy Assistant, Radiologic Technology \$1,200.00

Technology Fee \$300.00

Program Fee \$300.00

Student Services Fee \$300.00

Lab Fee \$300.00

AAS Information Technology and Network Systems \$900.00

~~AAS Occupational Therapy Assistant~~ \$900.00

Technology Fee \$200.00

Program Fee \$300.00

Student Services Fee \$300.00

Lab Fee \$100.00

Tuition for Non-Title IV Programs, p. 42 – Effective August 30, 2021

Pharmacy Technology - ~~\$4,600.00~~ \$4,830.00 tuition

- Tuition includes Application, Registration and all Education fees, including: Scrubs, Textbooks, Exam Prep materials, one attempt at the Pharmacy Technician Certification Exam, and State Licensure fee.

Phlebotomy - ~~\$1,550.00~~ \$1,600.00 tuition

- Tuition includes Application, Registration and all Education fees, including: Coursework, Textbooks, Supplies, BLS certification (CPR) and one attempt at the Certified Phlebotomy Technician certification exam. Students are responsible for purchasing their own scrubs in either solid black or solid tan, along with white, closed toe shoes.

Cancellation and Refund Policy, p. 43

Return of Title IV Funds (R2T4)

The requirements for Federal Student Aid (FSA) when a student withdraws is different from the Institutional

Refund Policy. As such a student may still owe a balance to the college for unpaid institutional charges. Federal regulations specify the amount of FSA funds the student is eligible to retain for the semester/payment period.

~~For students who withdraw during the semester/payment period, the College will perform a Return to Title IV calculation (R2T4) to determine the amount of FSA funds the student has earned at the time of withdrawal. This is calculated based on the total number of calendar days completed divided by the total number of calendar days in the semester/payment period.~~

~~For example, if the R2T4 calculation showed the student had completed 30% of his/her semester/payment period, they will have earned 30% of the eligible FSA funds received/scheduled to receive for that semester/payment period. Once a student has completed more than 60% of the semester/payment period he/she has earned 100% of the FSA funds for that period with the exception of the Pell Grant which is pro-rated based on credit hours attempted prior to the R2T4 calculation being completed. Anytime a student begins attendance in at least one course, but does not begin attendance in all the courses he/she was scheduled to attend, the college must review to see if it is necessary to recalculate the student's eligibility for funding received based on a revised enrollment status and cost of education.~~

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

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

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

The Order of the Return of FSA Funds, p. 44

The return of FSA funds under the Federal refund policy, follows a specific order.

(1) Unsubsidized Direct Loan – (2) Subsidized Direct Stafford Loan – (3) ~~Perkins Loan~~ Direct Plus – (4) ~~Direct PLUS~~ Pell Grant– (5) ~~Pell Grant~~ Iraq and Afghanistan Service Grants – (6) FSEOG – (7) - Other Title IV

Clock Hour/Credit Hour Conversion, p. 78

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

- ~~37.5~~ 30.0 clock hours = 1 semester credit hour

Schedule Gap, p.84

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

Grading Policy, p.94

Occupational Therapy Assistant Program

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

Registry and Licensure Examinations, p.104

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

Programs Offered, p. 110

WEST PALM BEACH MAIN CAMPUS

Diploma

- Business Administration
- Cloud and Information Technologies
- Electronic Medical Billing and Coding Specialist
- Medical Assisting
- Medical Office Basic X-Ray Technician
- Pharmacy Technology
- Phlebotomy
- Practical Nurse
- Professional Clinical Massage Therapy

Associate of Science

- Business Administration
- Cloud and Information Technologies
- Diagnostic Medical Sonography
- Emergency Medical Services
- Medical Assisting
- Medical Office Basic X-Ray Technician

- Nursing
- Pharmacy Technology
- Surgical Technology

MIAMI LAKES AREA BRANCH CAMPUS

Diploma

- Business Administration
- Cloud and Information Technologies
- Electronic Medical Billing and Coding Specialist
- Medical Assisting
- Medical Office Basic X-Ray Technician
- Pharmacy Technology
- Practical Nurse
- Professional Clinical Massage Therapy

Associate of Science

- Business Administration
- Cloud and Information Technologies
- Diagnostic Medical Sonography
- Emergency Medical Services
- Medical Assisting
- Medical Office Basic X-Ray Technician
- Nursing
- Pharmacy Technology
- Surgical Technology

Programs Offered, Business Administration Diploma p. 114

Core Courses: 15.0 credit hours

		Credit Hours
ACG 1200	Accounting Principles I	3.0
ACG 12 200	Accounting Principles II	3.0
BUL 1100	Business Law	3.0
FIN 2100	Financial Management	3.0
MAR 1200	Introduction to Marketing	3.0

Programs Offered, Business Administration Associate of Science Degree p. 119

Core Courses: 21.0 credit hours

		Credit Hours
ACG 1200	Accounting Principles I	3.0
ACG 12 200	Accounting Principles II	3.0
BUL 1100	Business Law	3.0
FIN 2100	Financial Management	3.0
MAR 1200	Introduction to Marketing	3.0
ECO 1100	Microeconomics	3.0

ECO 2100 Macroeconomics 3.0

Programs Offered, Diagnostic Medical Sonography Certificate p. 128

Diagnostic Medical Sonography Major Courses (61.0 credit hours)

The following courses are taken in the sequence listed below:

		Credit Hours	Clock Hours	Federal Student Aid
SON 1000C	Introduction to Diagnostic Medical Sonography	4.0	113	3.01 <u>3.33</u>
SON 1614C	Acoustic Physics & Instrumentation	4.0	113	3.01 <u>3.33</u>
SON 1113C	Cross-Sectional Anatomy	4.0	113	3.01 <u>3.33</u>
SON 2111C	Abdominal Sonography	4.0	113	3.01 <u>3.33</u>
SON 1100C	Practical Aspects of Sonography	4.0	113	3.01 <u>3.33</u>
SON 1804	Clinical Rotation I	3.5	160	4.27 <u>3.5</u>
SON 1814	Clinical Rotation II	3.5	160	4.27 <u>3.5</u>
SON 2120C	OB/GYN Sonography I	4.0	113	3.01 <u>3.33</u>
SON 2122C	OB/GYN Sonography II	4.0	113	3.01 <u>3.33</u>
SON 1824	Clinical Rotation III	3.5	160	4.27 <u>3.5</u>
SON 2009	Diagnostic Medical Sonography Review	2.0	50	1.33 <u>1.67</u>
SON 2864	Clinical Rotation VII	2.0	100	2.67 <u>2.0</u>
SON 2844	Clinical Rotation V	3.5	160	4.27 <u>3.5</u>

The following courses may be taken in any order however SON 2854 Clinical Rotation VI must be taken prior to SON 2834 Clinical Rotation IV.

SON 2154C	Superficial Structures and Neonatal Brain	4.0	113	3.01 <u>3.33</u>
SON 2171C	Vascular Sonography	4.0	113	3.01 <u>3.33</u>
SON 2854	Clinical Rotation VI	3.5	160	4.27 <u>3.5</u>
SON 2834	Clinical Rotation IV	3.5	160	4.27 <u>3.5</u>

General Education Courses (12.0 credit hours)

English (3.0 credit hours)

ENC 101	English Composition I	3.0	144	3.84 <u>1.6</u>
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Mathematics (3.0 credit hours)

MAT 103	Intermediate Algebra	3.0	144	3.84 <u>1.6</u>
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Natural Sciences (6.0 credit hours)

BSC 205	Human Anatomy & Physiology	3.0	144	3.84 <u>1.6</u>
PHY 210	General Physics	3.0	144	3.84 <u>1.6</u>

Programs Offered, Electronic Medical Billing and Coding Specialist Certificate p. 136

Courses: 31.5 credit hours

Credit Hours	Clock Hours	Federal Student Aid
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EBC 1101	Orientation to Healthcare	4.0	118	3.15 <u>3.5</u>
EBC 1224	Electronic Coding for Systems: Integumentary, skeletal, muscular, auditory and ophthalmic	4.0	119	3.17 <u>3.53</u>
EBC 1225	Electronic Coding for Systems: Reproductive, urinary, and nervous	4.0	119	3.17 <u>3.53</u>
EBC 1226	Electronic Coding for Systems: Cardiovascular, blood, and lymphatic	4.0	119	3.17 <u>3.53</u>
EBC 1227	Electronic Coding for Systems: Endocrine, digestive, and respiratory	4.0	119	3.17 <u>3.53</u>
EBC 1220	Medical Terminology	4.0	119	3.17 <u>3.53</u>
EBC 1221	Electronic Healthcare Billing	4.0	118	3.15 <u>3.5</u>
EBC 2000	Externship	3.5	160	4.27 <u>3.5</u>

Programs Offered, Electronic Medical Billing and Coding Specialist Diploma p. 140

Courses: 31.5 credit hours

		Credit Hours	Clock Hours	Federal Student Aid
EBC 1101	Orientation to Healthcare	4.0	118	3.15 <u>3.5</u>
EBC 1224	Electronic Coding for Systems: Integumentary, skeletal, muscular, auditory and ophthalmic	4.0	119	3.17 <u>3.53</u>
EBC 1225	Electronic Coding for Systems: Reproductive, urinary, and nervous	4.0	119	3.17 <u>3.53</u>
EBC 1226	Electronic Coding for Systems: Cardiovascular, blood, and lymphatic	4.0	119	3.17 <u>3.53</u>
EBC 1227	Electronic Coding for Systems: Endocrine, digestive, and respiratory	4.0	119	3.17 <u>3.53</u>
EBC 1220	Medical Terminology	4.0	119	3.17 <u>3.53</u>
EBC 1221	Electronic Healthcare Billing	4.0	118	3.15 <u>3.5</u>
EBC 2000	Externship	3.5	160	4.27 <u>3.5</u>

Programs Offered, Hospitality Certificate p. 128

Courses: 31.0 credit hours

		Credit Hours	Clock Hours	Federal Student Aid
HFT 1101	Introduction to Hospitality Industry	4.0	113	3.02 <u>3.33</u>
HFT 1102	Supervision in Hospitality Industry	4.0	113	3.01 <u>3.33</u>
HFT 1103	Front Desk Administration	4.0	113	3.01 <u>3.33</u>
HFT 1104	Food and Beverage Management	4.0	113	3.01 <u>3.33</u>
HFT 1105	Hospitality Marketing, Sales & Promotion	4.0	113	3.01 <u>3.33</u>
HFT 1106	Selected Topics in Hospitality Management	4.0	113	3.01 <u>3.33</u>
HFT 1107	Hospitality Externship I	3.5	160	4.27 <u>3.5</u>
HFT 1108	Hospitality Externship II	3.5	160	4.27 <u>3.5</u>

Programs Offered, Medical Assisting Certificate p. 136*Courses: 31.0 credit hours*

		<i>Credit Hours</i>	<i>Clock Hours</i>	<i>Federal Student Aid</i>
MEA 120	Clinical Procedures	3.5	125	3.33
MEA 123	Anatomy and Physiology for Medical Assistants	4.5	125	3.33
MEA 133	Medical Terminology	4.0	125	3.33
MEA 125	Lab Procedures I	4.0	125	3.33
MEA 126	Lab Procedures II	4.0	125	3.33
MEA 132	Medical Office Management with Billing and Coding	4.0	125	3.33
MEA 180	Externship I	3.5	160	4.27 <u>3.5</u>
MEA 181	Externship II	3.5	160	4.27 <u>3.5</u>

Programs Offered, Medical Office Basic X-Ray Technician Certificate p. 167*Core Courses: 43.5 credit hours*

		Credit Hours	Clock Hours	Federal Student Aid
MEA 120	Clinical Procedures	3.5	125	3.33
MEA 123	Anatomy and Physiology for Medical Assistants	4.5	125	3.33
MEA 125	Lab Procedures I	4.0	125	3.33
MEA 126	Lab Procedures II	4.0	125	3.33
MEA 132	Medical Office Management with Billing and Coding	4.0	125	3.33
MEA 133	Medical Terminology	4.0	125	3.33
MEA 147	Radiography I	4.5	125	3.33
MEA 148	Radiography II	4.0	125	3.33
MEA 149	Radiography III	4.0	125	3.33
MEA 180	Externship I	3.5	160	4.27 <u>3.5</u>
MEA 189	Externship II	3.5	160	4.27 <u>3.5</u>

Programs Offered, Medical Office Basic X-Ray Technician Diploma p. 170**MEDICAL OFFICE BASIC X-RAY TECHNICIAN DIPLOMA****Description**

This program trains students to become multi-skilled professionals who assist physicians. Students will learn to perform duties under the direction of a physician in all areas of medical practice. In addition to learning the clinical aspects of the career including a focus on radiography, students will learn how to function in an

administrative capacity at the medical office. A certificate will be awarded upon successful completion of this program. Outside work required.

Students who have also successfully met all educational and institutional requirements for a Diploma in Medical Office Basic X-Ray Technician from Southeastern College are eligible to have their names submitted to the American Registry for Radiologic Technologists (ARRT), which is the agency authorized to determine if the applicant qualifies to sit for the Limited Radiography examination to receive a Basic X-Ray License in the State of Florida.

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

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

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

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

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

Objectives

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

Admissions Requirements

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

Pass the entrance examination

Prerequisites

Background check and drug screening where applicable

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

Course Outline

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

Core Courses: 44.5 credit hours

Credit

		<u>Hours</u>
<u>MEA 1206C</u>	<u>Clinical Procedures</u>	<u>3.5</u>
<u>MEA 1236C</u>	<u>Anatomy and Physiology</u>	<u>6.0</u>
<u>MEA 1238</u>	<u>Medical Terminology</u>	<u>1.5</u>
<u>MEA 1265C</u>	<u>Lab Procedures I</u>	<u>4.0</u>
<u>MEA 1290C</u>	<u>Radiography</u>	<u>6.0</u>
<u>MEA1292C</u>	<u>Radiography II</u>	<u>4.0</u>
<u>MEA1294C</u>	<u>Radiography III</u>	<u>2.0</u>
<u>MEA1295</u>	<u>Radiography Licensure Review</u>	<u>2.0</u>
<u>MEA 1300C</u>	<u>Introduction to Medical Billing and Coding</u>	<u>3.5</u>
<u>MEA 1304C</u>	<u>Medical Office Management</u>	<u>4.5</u>
<u>MEA 1346C</u>	<u>Electronic Health Records</u>	<u>4.0</u>
<u>MEA 1814</u>	<u>Externship</u>	<u>3.5</u>

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

Programs Offered, Medical Office Basic X-Ray Technician AS Degree p. 170

MEDICAL OFFICE BASIC X-RAY TECHNICIAN ASSOCIATE OF SCIENCE DEGREE

Description

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

Students who have also successfully met all educational and institutional requirements for an Associate of Science Degree in Medical Office Basic X-Ray Technician from Southeastern College are eligible to have their names submitted to the American Registry for Radiologic Technologists (ARRT), which is the agency authorized to determine if the applicant qualifies to sit for the Limited Radiography examination to receive a Basic X-Ray License in the State of Florida.

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

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

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

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

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

Objectives

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

Admissions Requirements

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

Pass the entrance examination

Prerequisites

Background check and drug screening where applicable

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

Course Outline

To receive an Associate of Science Degree in Medical Office Basic X-Ray Technician, students must complete 44.5 credit hours in their major and 24.0 credit hours in the General Education courses for a total of 68.5 credit hours (2907 clock hours). This degree program can be completed in 18 months (72 weeks) for full-time students or in 27 months (108 weeks) for part-time students. Evening students will be required to complete the externship portion of the program during the day.

Core Courses: 44.5 credit hours

		<u>Credit Hours</u>
<u>MEA 1206C</u>	<u>Clinical Procedures</u>	<u>3.5</u>
<u>MEA 1236C</u>	<u>Anatomy and Physiology</u>	<u>6.0</u>
<u>MEA 1238</u>	<u>Medical Terminology</u>	<u>1.5</u>
<u>MEA 1265C</u>	<u>Lab Procedures I</u>	<u>4.0</u>
<u>MEA 1290C</u>	<u>Radiography</u>	<u>6.0</u>
<u>MEA1292C</u>	<u>Radiography II</u>	<u>4.0</u>
<u>MEA1294C</u>	<u>Radiography III</u>	<u>2.0</u>
<u>MEA1295</u>	<u>Radiography Licensure Review</u>	<u>2.0</u>
<u>MEA 1300C</u>	<u>Introduction to Medical Billing and Coding</u>	<u>3.5</u>
<u>MEA 1304C</u>	<u>Medical Office Management</u>	<u>4.5</u>
<u>MEA 1346C</u>	<u>Electronic Health Records</u>	<u>4.0</u>
<u>MEA 1814</u>	<u>Externship</u>	<u>3.5</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>
<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>AML 1000</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>MAC 2105</u>	<u>College Algebra</u>	<u>3.0</u>
<u>MAT 1033</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>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>

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Programs Offered, Pharmacy Technology Certificate, p.180

Core Courses: 39.0 credit hours

				Federal
		Credit	Clock	Student
		Hours	Hours	Aid
PTN 1700C	Introduction to Pharmacy Technology	4.0	113	3.33
PTN 1701C	Pharmaceutical Calculations	4.0	113	3.33
PTN 1720C	Body Systems and Drug Therapy I	4.0	113	3.33
PTN 1730C	Pharmacy Operations	4.0	113	3.33
PTN 1731C	Sterile Products	4.0	113	3.33

PTN 1721C	Body Systems and Drug Therapy II	4.0	<u>113</u>	<u>3.33</u>
PTN 1722C	Body Systems and Drug Therapy III	4.0	<u>113</u>	<u>3.33</u>
PTN 1723C	Body Systems and Drug Therapy IV	4.0	<u>113</u>	<u>3.33</u>
PTN 1945	Pharmacy Technology Externship I	3.5	<u>160</u>	<u>3.5</u>
PTN 1946	Pharmacy Technology Externship II	3.5	<u>160</u>	<u>3.5</u>

Programs Offered, Practical Nurse Diploma p. 189

Core Courses: 43.0 credit hours

The following courses are taken in the sequence listed below:

		Credit Hours	Clock Hours	Federal Student Aid
PRN 0004C	Practical Nursing I	17.5	526	14.03 <u>15.0</u>
PRN 0120C	Practical Nursing II	14.0	484	12.90 <u>14.0</u>
PRN 0306	Practical Nursing III	11.5	468	12.48 <u>11.5</u>

Programs Offered, Surgical Technology Certificate p. 210

Courses: 48 credit hours

		Credit Hours	Clock Hours	Federal Student Aid
STS 1177C	Surgical Techniques and Procedures I	4.0	113	3.01 <u>3.33</u>
STS 1178C	Surgical Techniques and Procedures II	4.0	113	3.01 <u>3.33</u>
STS 1179C	Surgical Techniques and Procedures III	4.0	113	3.01 <u>3.33</u>

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	117	3.12 <u>3.33</u>
STS 1132C	Surgical Specialties II with Anatomy & Physiology	4.0	117	3.12 <u>3.33</u>
STS 1133C	Surgical Specialties III with Anatomy & Physiology	4.0	117	3.12 <u>3.33</u>
STS 1134C	Surgical Specialties IV with Anatomy & Physiology	4.0	114	3.04 <u>3.33</u>
STS 1135C	Surgical Specialties V with Anatomy & Physiology	4.0	113	3.01 <u>3.33</u>

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

STS 1940	Externship I	4.0	160	4.27 <u>4.0</u>
STS 1941	Externship II	4.0	160	4.27 <u>4.0</u>
STS 1942	Externship III	4.0	160	4.27 <u>4.0</u>

Course Descriptions Business Administration Program, p. 217**FIN 201 Financial Management: 3.0 credit hours**

Examines corporate finances through organizational structure, practices and policies. Topics include ratio analysis, leverage, cash budgeting, capital structure, NPV, the CAPM, valuation concepts and analysis of financial statements. Outside work required. Prerequisite: ACG2011102

Course Descriptions Medical Office Basic X-Ray Technician, p. 238**MEA 1206C Clinical Procedures: 3.5 credit hours**

This course will provide skills and knowledge for the student to assist the practitioner with all aspects of the clinical practice. These skills will include patient care and preparation for examinations, procedures and treatments. Where appropriate, students will perform diagnostic testing. In addition, students will gain and apply principles of aseptic technique and infection control in the medical office. Equipment use, care and routine maintenance will be covered. Course appropriate pharmacology will be presented. Didactic portions of this course may be available via distance education delivery methods. Outside work required

MEA 1236C Anatomy and Physiology: 6.0 credit hours

This course provides and introduction to the various systems of the body and principles of human physiology. The course will include the study of the skeletal, muscular, nervous, circulatory, digestive, respiratory, urinary, endocrine, and reproductive systems, integumentary and lymphatic systems. Didactic portions of this course may be available via distance education delivery methods. Outside work required.

MEA 1238 Medical Terminology: 1.5 credit hours

This course provides instruction on the basic structure of medical words, including prefixes, suffixes, roots and combining forms and plurals. In addition, the student will learn the correct pronunciation, spelling and the definition of medical terms. Didactic portions of this course may be available via distance education delivery methods. Outside work required. (Co-requisite: MEA 1304C)

MEA 1265C Lab Procedures I: 4.0 credit hours

This course constitutes an introduction to clinical chemistry, equipment and basic laboratory diagnostic testing on urine and serum. The student will learn through laboratory experience and lecture the physical, chemical and microscopic examination of urine. The student will learn proper techniques of collection of specimens for laboratory testing. Pharmacology appropriate to the module will be presented. Didactic portions of this course may be available via distance education delivery methods. Outside work required.

MEA 1290C Radiography: 6.0 credit hours

This course provides instruction in positioning of patients, principals of digital radiography and how to handle radiological equipment. Students will learn patient preparation, and the use of ancillary equipment. The identification of safety hazards and relevant precautionary measures will be addressed. Didactic portions of this course may be available via distance education delivery methods. Outside work required.

MEA 1292C Radiography II: 4.0 credit hours

This course provides a review of skeletal anatomy, pathology and radiographic procedures related to upper extremities, lower extremities and spine. Principals of digital radiography and how to handle

radiological equipment. Students will learn patient preparation, and the use of ancillary equipment. The identification of safety hazards and relevant precautionary measures will be addressed. Outside work required. Pre-requisite: MEA 1290C

MEA 1294C Radiography III: 2.0 credit hours

This course provides a review of skeletal anatomy, pathology and radiographic procedures related to the bony thorax, chest and abdomen. Principals of digital radiography and how to handle radiological equipment. Students will learn patient preparation, and the use of ancillary equipment. The identification of safety hazards and relevant precautionary measures will be addressed. Outside work required. Pre-requisite: MEA 1292C; Co-requisite MEA 1295

MEA 1295 Radiography Licensure Review: 2.0 credit hours

This course provides a comprehensive review of the program learning objectives to prepare the students to take and pass the Basic X-Ray Machine Operator exam. Outside work required. Co-requisite: MEA 1294C

MEA 1300C Introduction to Medical Billing and Coding: 3.5 credit hours

This course will introduce students to the medical billing and coding practices from beginning to end in the healthcare industry and provide an overview of insurance technology. To introduce students to time and quality Medical Billing and Coding Specialist practice requirements and skills. Students will be introduced and develop a broad understanding of ICD-10, CPT, & HCPCS II coding with manuals and health information and medical records management including the claims process. Students will also develop an understanding of wellness and disease concepts. Didactic portions of this course may be available via distance education delivery methods. Outside work required.

MEA 1304C Medical Office Management: 4.5 credit hours

This course provides instruction in the fundamentals of the operation and maintenance of a medical office. This instruction will include use of computerized software for a medical office. Students will learn to apply bookkeeping principles, perform procedural and diagnostic coding, document and maintain accounting and banking records. Medical ethics, legal concepts and liabilities, professionalism and communication skills will also be covered. Didactic portions of this course may be available via distance education delivery methods. Outside work required. Co-requisite: MEA 1238

MEA 1346C Electronic Health Records: 4.0 credit hours

The course introduces the student to computerized medical office management using a current industry standard application such as Medisoft or Medical Manager. The student will learn how to set up support files and maintain patient information. The course includes instruction in accounting, communications, insurance claims processing, practice management, office management, appointments, clinical histories, billing and report generating. Didactic portions of this course may be available via distance education delivery methods. Outside work required.

MEA 1814 Externship: 3.5 credit hours

This course is designed to simulate the working environment of a health care facility as closely as possible. The student will be placed in a physician's office, clinic, or other suitable facility to practice and enhance their clinical and administrative skills. The student will be supervised by the physician or other qualified health care practitioner and will experience all aspects of the medical facility. Prerequisites: MEA 1236C, MEA 1238, MEA 1290C, MEA 1304C, MEA 1206, MEA 1265C, MEA 1292C, MEA1294C, MEA1295C, MEA

1300C, MEA 1346C

Catalog Addendum:

State Authorization, Licensure, and Certification p. 108

These programs are regulated occupations in **North Carolina**.

- The Diagnostic Medical Sonography program offered by Southeastern College prepares graduates for the for the American Registry of Radiologic Technologists (AARRT) examination.

State Authorization, Licensure, and Certification p. 108

These programs are regulated occupations in **South Carolina**.

- The Diagnostic Medical Sonography program offered by Southeastern College prepares graduates for the for the American Registry of Radiologic Technologists (AARRT) examination. **State licensure is required to work in the state of South Carolina.**
- The Occupational Therapy ~~Assisting Assistant~~ program offered by Southeastern College prepares graduates for the National Board for Certification in Occupational Therapy (NBCOT) Certified Occupational Therapy Assistant (COTA) examination. **State licensure is required to work in the state of South Carolina.**

Effective June 7, 2021

Grievance Procedures, p.73

West Palm Beach and Miami Lakes Campuses:

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

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

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

Out-of-state distance education students participating under SARA (State Authorization Reciprocity Agreement), who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non-instructional complaints to the FL-SARA PRDEC Council. For additional information on the complaint process, please visit the FL-SARA 95 Complaint Process page at <http://www.fldoe.org/sara/complaint-process.stml>

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

Programs Offered, p.180

Pharmacy Technology Certificate (North Charleston, SC)

Description

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

Course Outline

To receive a Diploma Certificate in Pharmacy Technology, students must complete 39.0 credit hours (1224 Clock Hours). This diploma certificate program can be completed in 10 months for full-time students or in 18 months for part-time students.

Surgical Technology Certificate, p. 210

Description

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

Students who successfully met all educational and institutional requirements for the Certificate in Surgical Technology from Southeastern College are eligible to sit for the TS-C certification exam offered by National Center for Competency Testing (NCCT).

Effective May 19, 2021

Programs Offered, p.110

NORTH CHARLESTON and COLUMBIA SC CAMPUSES

Certificate

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

Effective May 18, 2021

State Authorization, Licensure, and Certification p. 108

These programs are regulated occupations in **South Carolina**.

- The Medical Assisting program offered by Southeastern College prepares graduates for the Registered Medical Assistant (RMA) and the Certified Medical Assistant (CMA) examination.

- The Electronic Medical Billing and Coding Specialist program offered by Southeastern College prepares graduates for the Certified Billing and Coding Specialist (CBCS) examination.
- The Pharmacy Technology program offered by Southeastern College prepares graduates for the Certified Pharmacy Technician examination (CPhT).
- The Professional Clinical Massage Therapy program offered by Southeastern College prepares graduates for the Massage and Bodywork Licensing Examination (MBLEx). **State licensure is required to work in the state of South Carolina.**
- The Occupational Therapy Assisting program offered by Southeastern College prepares graduates for the Certified Occupational Therapy Assistant (COTA) examination. **State licensure is required to work in the state of South Carolina.**
- The Radiologic Technology program offered by Southeastern College prepares graduates for the American Registry of Radiologic Technologists (AART) examination **State licensure is required to work in the state of South Carolina.**
- The Diagnostic Medical Sonography program offered by Southeastern College prepares graduates for the American Registry for Diagnostic Medical Sonography (ARDMS) examination.

Effective May 12, 2021

General Admissions Requirements, p. 19

Columbia Campus

Wonderlic Benchmark Score		
Score	Certificate Degree	Major
15	AAS	Business Administration
20	AAS	Diagnostic Medical Sonography
13	C	Electronic Medical Billing and Coding Specialist
15	AAS	Information Technology and Network System
13	C, AAS	Medical Assisting
18	AAS	Occupational Therapy Assistant
13	C	Professional Clinical Massage Therapy
18	AAS	Radiologic Technology

Effective May 5, 2021

Programs Offered, p.154

Diagnostic Medical Sonography Certificate

Program Outline:

To receive a Certificate in Diagnostic Medical Sonography, students must complete 61.0 core credit hours and ~~8.0~~ 12.0 credit hours in General Education courses for a total of ~~69.0~~ 73.0 credit hours (~~2367~~ 2703 clock hours). This Certificate program can be completed in 20 months for full-time students.

Diagnostic Medical Sonography Major Courses (61.0 credit hours)

The following courses are taken in the sequence listed below:

		Credit Hours	Clock Hours	Federal Student Aid
SON 1000C	Introduction to Diagnostic Medical Sonography	4.0	<u>113</u>	<u>3.01</u>
SON 1614C	Acoustic Physics & Instrumentation	4.0	<u>113</u>	<u>3.01</u>
SON 1113C	Cross-Sectional Anatomy	4.0	<u>113</u>	<u>3.01</u>
SON 2111C	Abdominal Sonography	4.0	<u>113</u>	<u>3.01</u>
SON 1100C	Practical Aspects of Sonography	4.0	<u>113</u>	<u>3.01</u>
SON 1804	Clinical Rotation I	3.5	<u>160</u>	<u>4.27</u>
SON 1814	Clinical Rotation II	3.5	<u>160</u>	<u>4.27</u>
SON 2120C	OB/GYN Sonography I	4.0	<u>113</u>	<u>3.01</u>
SON 2122C	OB/GYN Sonography II	4.0	<u>113</u>	<u>3.01</u>
SON 1824	Clinical Rotation III	3.5	<u>160</u>	<u>4.27</u>
SON 2009	Diagnostic Medical Sonography Review	2.0	<u>50</u>	<u>1.33</u>
SON 2864	Clinical Rotation VII	2.0	<u>100</u>	<u>2.67</u>
SON 2844	Clinical Rotation V	3.5	<u>160</u>	<u>4.27</u>

The following courses may be taken in any order however SON 2854 Clinical Rotation VI must be taken prior to SON 2834 Clinical Rotation IV.

SON 2154C	Superficial Structures and Neonatal Brain	4.0	<u>113</u>	<u>3.01</u>
SON 2171C	Vascular Sonography	4.0	<u>113</u>	<u>3.01</u>
SON 2854	Clinical Rotation VI	3.5	<u>160</u>	<u>4.27</u>
SON 2834	Clinical Rotation IV	3.5	<u>160</u>	<u>4.27</u>

General Education Courses (8.0 12.0 credit hours)

English (2.0 3.0 credit hours)

ENC 111 <u>101</u>	English Composition I	2.0 <u>3.0</u>	<u>144</u>	<u>3.84</u>
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Mathematics (2.0 3.0 credit hours)

MAT 113 <u>103</u>	Intermediate Algebra	2.0 <u>3.0</u>	<u>144</u>	<u>3.84</u>
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Natural Sciences (4.0 6.0 credit hours)

BSC 215 <u>205</u>	Human Anatomy & Physiology	2.0 <u>3.0</u>	<u>144</u>	<u>3.84</u>
PHY 220 <u>210</u>	General Physics	2.0 <u>3.0</u>	<u>144</u>	<u>3.84</u>

Course Descriptions, p. 274

General Education Course Descriptions

~~BSC 215 Human Anatomy & Physiology: 2.0 credit hours~~

~~This course provides basic structure, function and chemistry of the human body. Topics include terminology; chemistry; cell biology; tissues; cellular respiration and body systems including skeletal, muscular, respiratory, reproductive and integumentary. Outside work required.~~

~~ENC 111 English Composition I: 2.0 credit hours~~

~~This course is designed to develop students' writing skills in order to achieve professional life advancement and obtain skills for life long learning. These skills include writing clear, well developed paragraphs, essays, and research papers. This course teaches the principles of pre writing, organizing, drafting, revising, and~~

~~editing paragraphs and essays. It includes basic research and documentation methods. Outside work required.~~

MAT 113 Intermediate Algebra: 2.0 credit hours

~~This course covers topics such as factoring; operations with rational expressions, absolute value; exponents, radicals and roots; linear and quadratic equations and linear inequalities and graphs, all with applications. Outside work required.~~

PHY 220 General Physics: 2.0 credit hours

~~This course presents basic concepts and principles of physics, including practical examples that demonstrate the role of physics in other disciplines. Topics include motion, gravity, vectors, momentum, energy, vibrations, waves, heat, and thermodynamics. Outside work required.~~

Effective April 29, 2021

Programs Offered, p.154

Medical Assisting Certificate

		<i>Credit Hours</i>	<i>Clock Hours</i>	<i>Federal Student Aid</i>
MEA 141	Anatomy and Physiology for Medical Assistants	5.0	150	4.0
MEA 142	Medical Office Management with Billing and Coding	4.5	150	4.0
MEA 143	Medical Terminology	5.0	150	4.0
MEA 144	Clinical Procedures	4.5	150	4.0
MEA 145	Lab Procedures I	5.0	150	4.0
MEA 146	Lab Procedures II	5.0	150	4.0
MEA 180	Externship I	3.5	160	4.27
MEA 181	Externship II	3.5	160	4.27

Effective April 24, 2021

Education Fees per Semester/*Pay Period, p. 40

All Other Programs	\$800.00
Technology Fee	\$200.00
Program Fee	\$200.00*
Student Services Fee	\$300.00
Lab Fee	\$100.00

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

Attendance, p. 82

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

course.

Repeating Courses, p. 97

A course in which a letter grade “F”, or “F.” has been earned may be repeated for grade average purposes. Only the higher grade is used in computation of a cumulative grade point average (CGPA) at Southeastern College for students who received a letter grade of “F” or “F.”.

A course in which a letter grade of “D” or higher has been earned may be repeated for grade average purposes. Only the higher grade is used in computation of a cumulative grade point average (CGPA) at Southeastern College. Students may only receive federal financial aid funding for one repetition of a previously passed course. If a student attempts the class for a third time, they will not be eligible for Federal Financial Aid funding.

All repeated courses, including withdrawals from repeated courses, affect financial aid satisfactory academic progress calculations. 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 in which a failing grade has been earned (F, F.) may be repeated more than two (2) times (three attempts in total) at Southeastern College. Student attempting for the 3rd time must submit a written request to the Dean of Academic Affairs/Campus President for approval. If approved, the student will be eligible for Title IV funds. **Should a student wish to seek an exception and will not exceed the quantitative standard of the Satisfactory Academic Progress Policy, s/he must submit a written request to the Dean of Academic Affairs/Campus President for approval from the Executive Director. If approved, the student will not be eligible for Title IV funds.**

Students who repeat a course for which they have received a letter grade of “D” or “F” must notify the Registrar’s Office for recalculation of their cumulative GPA. ~~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 for repeating courses follow the same guidelines as Title IV outlined above 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.

Program Offered, p. 152

Medical Assisting Certificate

		Clock Hours <u>Credit Hours</u> <u>Clock Hours</u>		Credit Hours Federal Student Aid
MEA 120	Clinical Procedures	3.5	125	3.33
MEA 123	Anatomy and Physiology for Medical Assistants	4.5	125	3.33
MEA 133	Medical Terminology	4.0	125	3.33
MEA 125	Lab Procedures I	4.0	125	3.33
MEA 126	Lab Procedures II	4.0	125	3.33

MEA 132	Medical Office Management with Billing and Coding	4.0	125	3.33
MEA 180	Externship I	3.5	160	4.27
MEA 181	Externship II	3.5	160	4.27

Programs Offered, p.154

Medical Assisting Certificate

		<i>Clock Hours</i> <i>Credit Hours</i>	<i>Credit Hours</i> <i>Clock Hours</i>	<i>Federal Student Aid</i>
MEA 141	Anatomy and Physiology for Medical Assistants	5.0	150	4.0
MEA 142	Medical Office Management with Billing and Coding	4.5	150	4.0
MEA 143	Medical Terminology	5.0	150	4.0
MEA 144	Clinical Procedures	4.5	150	4.0
MEA 145	Lab Procedures I	5.0	150	4.0
MEA 146	Lab Procedures II	5.0	150	4.0
MEA 180	Externship I	3.5	160	4.27
MEA 181	Externship II	3.5	160	4.27

Program Offered, p.171

Nursing Associate of Science Degree

Admissions Requirements

- Submit Application
- Have a high school diploma, G.E.D. , or equivalent
- Pass school entrance assessment ~~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~~

Prerequisites

- 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
- Provide documentation of health examination within 6 months prior to starting Nursing Program Core Courses
- Provide TB test within one year of starting Nursing Program Core Courses or Chest X-ray Documentation within two years of starting Nursing Program Core Courses. (Must be renewed if date expires at any point during the program)
- Provide Current Immunization Documentation as required by program and clinical sites
- Abuse registry clearance
- 10 Panel Drug Screen within 6 months prior to starting Nursing Program Core Courses
- Level II Background Check and fingerprints

- Possess a current eight hours American Heart Association CPR Certification prior to starting Nursing Core Courses for those entering with a valid, active, unrestricted Florida LPN license and prior to the Nursing program core courses for all other students
- Graduates of Southeastern College's Practical Nurse Program may provide proof of a valid, active, unrestricted Florida LPN license within 90 days from the start of his/her first general education course. Failure to provide a valid, active, unrestricted license within 90 days will result in withdrawal of the student from the school.
- Medical insurance is required prior to the first day of beginning general education courses.

Program Offered, p.189

Practical Nursing Diploma

Admissions Requirements

- Have a high school diploma or G.E.D. or equivalent
- Submit Application
- Pass school entrance assessment ~~Nursing pre-entrance exam~~
- Submit Written Essay
- Interview with the Practical Nurse Program Panel

Administration, Faculty and Staff, p. 283

Office of the Executive Director

Executive Director

~~Robert Keiser~~

~~M.B.A. The George Washington University~~

~~B.S. The George Washington University~~

Julia I. Corona

B.S. Franklin University

Operations Officer

Peter Crocitto

M.B.A. New York Institute of Technology

B.S. Ft. Lauderdale College

Administration, Faculty and Staff, p. 293

Miami Lakes Area Branch Campus

President

Julia I. Corona

B.S. Franklin University

Dr. Shawn L Humphrey

D.B.A. Capella University

M.B.A. University of Phoenix

B.S. University of Phoenix

Effective April 22, 2021

General Admissions Requirements, p. 19

Charlotte Campus

Wonderlic Benchmark Score		
Score	Certificate	Major
13	C	Professional Clinical Massage Therapy
13	C	Medical Assisting
13	C	Pharmacy Technology
13	C	Medical Office Basic X-Ray Technician
10	C	Phlebotomy
13	C	Hospitality
13	C	Electronic Medical Billing and Coding Specialist
18	C	Surgical Technology
20	C	Diagnostic Medical Sonography

State Authorization, Licensure, and Certification p. 108

These programs are regulated occupations in **North Carolina**.

- The Medical Assisting program offered by Southeastern College prepares graduates for the Registered Medical Assistant (RMA) and the Certified Medical Assistant (CMA) examination.
- The Medical Office Basic X-Ray Technician program offered by Southeastern College prepares graduates for the Registered Medical Assistant (RMA) examination.
- The Electronic Medical Billing and Coding Specialist program offered by Southeastern College prepares graduates for the Certified Billing and Coding Specialist (CBCS) examination.
- The Diagnostic Medical Sonography program offered by Southeastern College prepares graduates for the for the American Registry of Radiologic Technologists (AART) examination.
- The Pharmacy Technology program offered by Southeastern College prepares graduates for the Certified Pharmacy Technician examination (CPHT).
- The Professional Clinical Massage Therapy program offered by Southeastern College prepares graduates for the Massage and Bodywork Licensing Examination (MBLEx). State licensure is required to work in the state of North Carolina.
- The Phlebotomy program offered by Southeastern College prepares graduates to sit for the Certified Phlebotomy Technician (CPT) examination.
- The Surgical Technology program offered by Southeastern College prepares graduates for the TS-C certification exam (TS-C).

~~Successful passage of these licensure and certification examinations are required to work in North Carolina.~~

These programs are regulated occupations in **South Carolina**.

- The Medical Assisting program offered by Southeastern College prepares graduates for the Registered Medical Assistant (RMA) and the Certified Medical Assistant (CMA) examination.
- The Electronic Medical Billing and Coding Specialist program offered by Southeastern College prepares graduates for the Certified Billing and Coding Specialist (CBCS) examination.
- The Pharmacy Technology program offered by Southeastern College prepares graduates for the Certified Pharmacy Technician examination (CPHT).

- The Professional Clinical Massage Therapy program offered by Southeastern College prepares graduates for the Massage and Bodywork Licensing Examination (MBLEx). State licensure is required to work in the state of South Carolina.
- The Occupational Therapy Assisting program offered by Southeastern College prepares graduates for the Certified Occupational Therapy Assistant (COTA) examination.
- The Radiologic Technology program offered by Southeastern College prepares graduates for the American Registry of Radiologic Technologists (AART) examination State licensure is required to work in the state of South Carolina.
- The Diagnostic Medical Sonography program offered by Southeastern College prepares graduates for the American Registry for Diagnostic Medical Sonography (ARDMS) examination.

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

Effective April 21, 2021

General Admissions Requirements, p. 19

N. Charleston Campus

Wonderlic Benchmark Score		
Score	Certificate Degree	Major
13	C	Professional Clinical Massage Therapy
13	C, AAS	Medical Assisting
13	C	Pharmacy Technology
15	AAS	Information Technology and Network Systems
15	AAS	Business Administration
18	AAS	Radiologic Technology
13	C	Electronic Medical Billing and Coding Specialist
18	AAS	OTA
20	AAS	Diagnostic Medical Sonography

Grading Policy p. 93

Letter Grade	Interpretation	Numerical Value	Numeric Grade
A	Excellent	4.0	90.00-100.00%
B	Good	3.0	80.00-89.99%
C	Average	2.0	70.00-79.99%
D	Poor	1.0*	65.00-69.99%
F	Fail	0.0	0.00-64.99%
AU	Audit	Not Computed	
F.	Withdraw/Failing (after 50%)	0.0	

	completion)	
I	Incomplete	Not Computed**
P	Pass	Not Computed
T	Transfer Credit	Not Computed <u>for</u> <u>CGPA, computed</u> <u>for PACE</u>
W	Withdrawal (up to 50% completion)	Not Computed
WNA	Withdrawal/No Attendance	Not Computed
WM	Withdrawal/Military Deployment	Not Computed

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

Grading Policy for Nursing Programs, p. 96

The grading standards for the nursing Programs are as follows:

Letter Grade	Interpretation	Numerical Value	Numeric Grade
A	Excellent	4.0	90.00-100.00%
B	Good	3.0	80.00-89.99%
C	Average	2.0	75.00-79.99%
F	Fail	0.0	0.00-74.99%
AU	Audit	Not Computed	
F.	Withdraw/Failing (after 50% completion)	0.0	
I	Incomplete	Not Computed*	
P	Pass	Not Computed	
T	Transfer Credit	Not Computed <u>for</u> <u>CGPA, commuted</u> <u>for PACE</u>	
W	Withdrawal (up to 50% completion)	Not Computed	
WNA	Withdrawal/No Attendance	Not Computed	
WM	Withdrawal/Military Deployment	Not Computed	

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

Effective January 27, 2021

Tuition, Fees, and Other Costs, p. 38

Southeastern College wishes to eliminate possible areas of misunderstanding before students begin class. This allows the College to devote future efforts to support our student's education. At Southeastern College, tuition and fees are charged to the student by the semester/*pay period. Each semester is 16 weeks in duration for credit hour programs. Each pay period is 450 hours (900 clock hour program) & 370 hours (740 clock hour program) in duration for clock hour programs. Southeastern College students are not charged by the course or by credit hours. Southeastern College's student tuition and fees are subject to annual review and modification.

Diploma/Certificate Programs

Diagnostic Medical Sonography

Semester/Period

4-5

Programs Offered, p. 134 Diagnostic Medical Sonography Associate of Science Degree

This Associate of Science Degree program can be completed in 24 months for full-time students (Miami Lakes and West Palm Beach campuses) and 31 months for part-time students (Miami Lakes campus). The program consists of 8 months of General Education classes (Miami Lakes and West Palm Beach campuses) and 16 months of Diagnostic Medical Sonography core classes for full-time students (West Palm Beach and Miami Lakes campuses) and 23 months of core classes for part-time students (Miami Lakes campus).

Programs Offered, p. 172 Nursing Associate of Science Degree

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 student must receive a grade of "B" or higher for Intermediate Algebra and all science classes (Human Anatomy & Physiology I, Advanced Human Anatomy, and Microbiology courses and labs) ~~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.