**Southeastern College – Catalog Addendum No. 1 to the**

##### 2023 Catalog, Volume XXXIV, Edition No. 1

*(Deletions denoted by strikethroughs. Additions/revisions denoted by underscores)*

###### April 13, 2023

**College Level Examination (CLEP) Policy, p. 28**

COLLEGE LEVEL EXAMINATION (CLEP) POLICY

Since many college students are adults without an opportunity to enter an advanced-placement program but have broad and varied backgrounds, Southeastern College will consider the results of the CLEP for credit by examination. This program, as described in CLEP's descriptive brochure, was developed "to provide a national program of examinations that can be used to evaluate nontraditional college-level education, specifically including independent study and correspondence work."

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Credit-Granting Scores Examinations** | **Credit** | **Score** | **Score Replaces** |
| **English Composition** (with or without essay) **Humanities** | 6 | 50 | ENC1101 English Composition I  ENC2101 English Composition II  AML1000 American Literature  ENL1000 English Literature |
| **Mathematics** | 6 | 50 | MAT1033 Intermediate Algebra  MAC2105 College Algebra |
| **Natural Sciences** | 6 | 50 | BSC1005 General Biology  BSC2006 Advanced Biology  BSC1050 Environmental Science |
| **Social Sciences/History** | 6 | 50 | AMH1010 American History Pre 1876  AMH1020 American History Since 1876  POS1041 Political Science |
| **Business**  Information Systems and Computer Applications | 3 | 50 | CGS1060 Introduction to Computers |
| Principles of Management | 3 | 50 | MAN1100 Principles of Management |
| Principles of Accounting | 6 | 50 | ACG1200 Accounting Principles I  ACG2200 Accounting Principles II |
| Introduction to Business Law | 3 | 50 | BUL1100 Business Law |
| Principles of Marketing | 3 | 50 | MAR1200 Introduction to Marketing |
| **Composition and Literature** |  |  |  |
| American Literature | 3 | 50 | AML1000 American Literature |
| English Literature | 3 | 50 | ENL1000 English Literature |
| **Computers** |  |  |  |
| Introduction to Computers | 3 | 50 | CGS1060 Introduction to Computers |
| **History and Social Sciences** |  |  |  |
| American History I: Early Colonization to 1877 | 3 | 50 | AMH1010 American History Pre 1876 |
| History of the United States II: 1865 to Present | 3 | 50 | AMH1020 American History Since 1876 |
| Principles of Macroeconomics | 3 | 50 | ECO2100 Macroeconomics |
| Principles of Microeconomics | 3 | 50 | ECO1100 Microeconomics |
| Introductory Psychology | 3 | 50 | PSY1012 Introduction to Psychology |
| Introductory Sociology | 3 | 50 | SYG1001 Sociology |
| **Science and Mathematics** |  |  |  |
| Algebra | 3 | 50 | MAT1033 Intermediate Algebra |
| General Biology | 3 | 50 | BSC1005 General Biology  BSC1005L General Biology Lab |

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

**Satisfactory Academic Progress p. 111**

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

**Graduation Requirements p. 122**

* + **Radiologic Technology AS and AAS**
    - Register and take the ARRT(~~S~~R) exam 90 days of completing their final course to be considered a graduate of the program.

**Programs Offered,** **Satisfactory Academic Progress p. 124**

**WEST PALM BEACH MAIN CAMPUS**

#### Diploma

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

#### Associate of Science

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

***Bachelor of Science***

* Early Childhood Education

**MIAMI LAKES BRANCH CAMPUS**

#### Diploma

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

#### Associate of Science

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

***Bachelor of Science***

* Early Childhood Education
* RN to BSN

**Programs Offered,** **Business Administration Associate in Applied Science Degree (SC & NC) p. 130**

Business Administration ASSOCIATE IN Applied SCIENCE DEGREE (SC ~~& NC~~)

**Programs Offered,** **Diagnostic Medical Sonography Associate In Applied Science Degree (SC & NC) p. 146**

***Diagnostic Medical Sonography Major Courses*** *(61.0 credit hours)*

*The following courses are taken in the sequence listed below:*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Credit**  **Hours** | **~~Clock~~**  **~~Hours~~** |
| SON 1000C | Introduction to Diagnostic Medical Sonography | 4.0 | ~~100~~ |
| SON 1614C | Acoustic Physics & Instrumentation | 4.0 | ~~100~~ |
| SON 1113C | Cross-Sectional Anatomy | 4.0 | ~~100~~ |
| SON 2111C | Abdominal Sonography | 4.0 | ~~100~~ |
| SON 2154C | Superficial Structures and Neonatal Brain | 4.0 | ~~100~~ |
| SON 1804 | Clinical Rotation I | 3.5 | ~~160~~ |
| SON 1814 | Clinical Rotation II | 3.5 | ~~160~~ |
| SON 2120C | OB/GYN Sonography I | 4.0 | ~~100~~ |
| SON 2122C | OB/GYN Sonography II | 4.0 | ~~100~~ |
| SON 1824 | Clinical Rotation III | 3.5 | ~~160~~ |
| SON 2844 | Clinical Rotation V | 3.5 | ~~160~~ |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| \*SON 2171C | Vascular Sonography | | 4.0 | ~~100~~ |
| \*SON 1100C | Practical Aspects of Sonography | | 4.0 | ~~100~~ |
|  |  | |  |  |
| SON 2019C | | Diagnostic Medical Sonography Review | 4.0 | ~~100~~ |

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

|  |  |  |  |
| --- | --- | --- | --- |
| SON 2854 | Clinical Rotation VI | 3.5 | ~~160~~ |
| SON 2834 | Clinical Rotation IV | 3.5 | ~~160~~ |

**Programs Offered,** **Diagnostic Medical Sonography Associate In Applied Science Degree (FL) p. 143**

#### *Core Courses: 61.0 credit hours*

*The following courses are taken in the sequence listed below:*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Credit**  **Hours** | **~~Clock~~**  **~~Hours~~** |
| SON 1000C | Introduction to Diagnostic Medical Sonography | 4.0 | ~~100~~ |
| SON 1614C | Acoustic Physics & Instrumentation | 4.0 | ~~100~~ |
| SON 1113C | Cross-Sectional Anatomy | 4.0 | ~~100~~ |
| SON 2111C | Abdominal Sonography | 4.0 | ~~100~~ |
| SON 2154C | Superficial Structures and Neonatal Brain | 4.0 | ~~100~~ |
| SON 1804 | Clinical Rotation I | 3.5 | ~~160~~ |
| SON 1814 | Clinical Rotation II | 3.5 | ~~160~~ |
| SON 2120C | OB/GYN Sonography I | 4.0 | ~~100~~ |
| SON 2122C | OB/GYN Sonography II | 4.0 | ~~100~~ |
| SON 1824 | Clinical Rotation III | 3.5 | ~~160~~ |
| SON 2844 | Clinical Rotation V | 3.5 | ~~160~~ |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| \*SON 2171C | Vascular Sonography | | 4.0 | ~~100~~ |
| \*SON 1100C | Practical Aspects of Sonography | | 4.0 | ~~100~~ |
|  |  | |  |  |
| SON 2019C | | Diagnostic Medical Sonography Review | 4.0 | ~~100~~ |

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

|  |  |  |  |
| --- | --- | --- | --- |
| SON 2854 | Clinical Rotation VI | 3.5 | ~~160~~ |
| SON 2834 | Clinical Rotation IV | 3.5 | ~~160~~ |

**Programs Offered,** **Early Childhood Education Diploma (FL) p. 148**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Credit  Hours | Clock  Hours | Federal  Student  Aid |
| ECD 1000 | Secure and Nurturing Environments for Young Children w/CPR | 3.0 | 80 | 2.67 |
| ECD 1200 | Infant and Toddler Care | 3.0 | 80 | 2.67 |
| ECD 1300 | Early Childhood Development | 3.0 | 80 | 2.67 |
| ECD 2000 | Assessment and Directional Learning in Early Childhood | 3.0 | 80 | 2.67 |
| ECD 2100 | Foundations in Curriculum in Early Childhood Education | 3.0 | 80 | 2.67 |
| ECD 2200 | Early Childhood Education Literacy | 3.0 | 80 | 2.67 |
| ECD 2400 | Early Childhood Education Administration | 3.0 | 80 | 2.67 |
| ECD 2500 | Early Childhood Development Practicum I | 3.0 | 140 | 3.0 |
| ECD 2600 | Early Childhood Development Practicum II | 3.0 | 140 | 3.0 |
| ECD 2700 | Early Childhood Development Practicum III | 3.0 | 140 | 3.0 |
| ECD 2800 | Early Childhood Development Practicum IV | 3.0 | 140 | 3.0 |
| ECD 2900 | Early Childhood Development Practicum V | 3.0 | 140 | 3.0 |

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

**Programs Offered,** **Medical Billing and Coding Specialist Certificate (North Charleston & NC) p. 197**

***Courses: 31.5 credit hours***

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

***Course Delivery***

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

**Programs Offered,** **Medical Billing and Coding Specialist Certificate (FL) p. 200**

***Courses: 31.5 credit hours***

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

***Course Delivery***

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

**Programs Offered,** **Medical Office Basic X-Ray Technician Diploma (FL) p. 207**

***Core Courses: 44.5 credit hours***

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Credit**  **Hours** | **~~Clock~~**  **~~Hours~~** |
| MEA 1206C  MEA 1236C | Clinical Procedures  Anatomy and Physiology | 3.5  6.0 | ~~100~~  ~~100~~ |
| MEA 1238  MEA 1265C | Medical Terminology  Lab Procedures I | 1.5  4.0 | ~~25~~  ~~100~~ |
| MEA 1290C | Radiography | 6.0 | ~~100~~ |
| MEA 1292C  MEA 1294C  MEA 1295  MEA 1300C  MEA1304C  MEA1346C  MEA 1804 | Radiography II  Radiography III  Radiography Licensure Review  Introduction to Medical Billing and Coding  Medical Office Management  Electronic Health Records  Externship | 4.0  2.0  2.0  3.5  4.5  4.0  3.5 | ~~100~~  ~~50~~  ~~50~~  ~~100~~  ~~75~~  ~~100~~  ~~160~~ |

**Programs Offered,** **Phlebotomy Diploma (FL) p. 232**

~~PHLEBOTOMY DIPLOMA (FL)~~

**~~Description~~**

~~This program trains students to become a medical professional to perform the required skills as a phlebotomist. Students will learn to identify special phlebotomy procedures, demonstrate knowledge of waived tests, and review disease transmission and infection control. Students will also learn to perform the administrative duties needed in the profession. A Diploma will be awarded upon successful completion of this program. Outside work required.~~

**~~Objectives~~**

~~This program will prepare students for an entry level position as a phlebotomist.~~ ~~Students will develop the necessary skills to perform the required duties as a phlebotomist under the supervision of a medical professional.~~

**~~Prerequisites~~**

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

**~~Course Outline~~**

~~To receive a Diploma in Phlebotomy, students must complete 4.5 semester credit hours (110 instructional clock hours). This Diploma program can be completed in 7 weeks.~~

***~~Core Courses: 4.5 credit hours~~***

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **~~Credit~~**  **~~Hours~~** | **~~Clock Hours~~** |
| ~~PHL 150~~ | ~~Phlebotomy 101~~ | ~~4.5~~ | ~~110~~ |

**Programs Offered,** **Professional Clinical Massage Therapy Certificate -740 Clock Hour (NC) p. 241**

**Course Outline**

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

**Programs Offered,** **Professional Clinical Massage Therapy Certificate -740 Clock Hour (SC) p. 244**

**Course Outline**

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

**Course Descriptions, Diagnostic Medical Sonography Program p. 280**

SON 1100C Practical Aspects of Sonography: 4.0 credit hours Introduces ultrasound scanning principles and protocols. Topics include scanning criteria and standardization of image documentation for physician interpretation, as well as normal anatomy, physiology and sonographic appearance of the abdomen, OB/GYN and vascular structures. Outside work required. Prerequisite: SON ~~2111C~~ 2019

SON 1804 Clinical Rotation I: 3.5 credit hours Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON 2111C (Abdominal Sonography) and ~~SON 1100C (Practical Aspects of Sonography) and~~ SON 2154C (Superficial Structures and Neonatal Brain) and to acquire 282 other skills necessary to the profession of diagnostic medical sonography. Prerequisite: ~~SON 1100C~~ SON 2111C and SON 2154C

SON 2154C Superficial Structures and Neonatal Brain: 4.0 credit hours Presents normal and abnormal sonographic features of the neck, breast, prostate, scrotum and superficial structures. Topics include imaging of the neonatal brain, related cross-sectional anatomy, and the relationship of sonographic findings to patient history, physical examination and laboratory findings. Outside work required. Prerequisite: ~~SON 2844 and SON 2019~~ SON 2111C

SON 2171C Vascular Sonography: 4.0 credit hours Provides an introduction to vascular anatomy, vascular physics and instrumentation, hemodynamics and pathological patterns. Topics include Doppler scanning and all aspects of non-invasive physiologic vascular testing. Outside work required. Prerequisite: SON 2844 ~~and SON 2019~~

**Course Descriptions,** **Phlebotomy p. 323**

#### *~~Phlebotomy~~*

**~~PHL 150 Phlebotomy 101: 4.5 credit hours~~**

~~This course introduces the student to the origin of phlebotomy in the healthcare profession. The student will receive instruction on the importance and specific procedures of infection control and safety as it relates to the profession. Medical terminology will be introduced. The student will also receive instruction on the body systems and common laboratory tests that may be performed. The student will demonstrate the phlebotomy and capillary procedure. The student will receive instruction on the specific requirements for specimen handling. Special phlebotomy procedures and quality essentials will be discussed. Students will gain a basic understanding of waived test that are performed in the laboratory. In addition, students will gain knowledge in professionalism, resume writing, and complete a BLS course. Outside work required.~~