

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.

<u>Credit-Granting Scores Examinations</u>	<u>Credit</u>	<u>Score</u>	<u>Score Replaces</u>
<u>English Composition (with or without essay) Humanities</u>	<u>6</u>	<u>50</u>	<u>ENC1101 English Composition I</u> <u>ENC2101 English Composition II</u> <u>AML1000 American Literature</u> <u>ENL1000 English Literature</u>
<u>Mathematics</u>	<u>6</u>	<u>50</u>	<u>MAT1033 Intermediate Algebra</u> <u>MAC2105 College Algebra</u>
<u>Natural Sciences</u>	<u>6</u>	<u>50</u>	<u>BSC1005 General Biology</u> <u>BSC2006 Advanced Biology</u> <u>BSC1050 Environmental Science</u>

<u>Social Sciences/History</u>	<u>6</u>	<u>50</u>	<u>AMH1010 American History Pre 1876</u> <u>AMH1020 American History Since 1876</u> <u>POS1041 Political Science</u>
<u>Business</u>			
<u>Information Systems and Computer Applications</u>	<u>3</u>	<u>50</u>	<u>CGS1060 Introduction to Computers</u>
<u>Principles of Management</u>	<u>3</u>	<u>50</u>	<u>MAN1100 Principles of Management</u>
<u>Principles of Accounting</u>	<u>6</u>	<u>50</u>	<u>ACG1200 Accounting Principles I</u> <u>ACG2200 Accounting Principles II</u>
<u>Introduction to Business Law</u>	<u>3</u>	<u>50</u>	<u>BUL1100 Business Law</u>
<u>Principles of Marketing</u>	<u>3</u>	<u>50</u>	<u>MAR1200 Introduction to Marketing</u>
<u>Composition and Literature</u>			
<u>American Literature</u>	<u>3</u>	<u>50</u>	<u>AML1000 American Literature</u>
<u>English Literature</u>	<u>3</u>	<u>50</u>	<u>ENL1000 English Literature</u>
<u>Computers</u>			
<u>Introduction to Computers</u>	<u>3</u>	<u>50</u>	<u>CGS1060 Introduction to Computers</u>
<u>History and Social Sciences</u>			
<u>American History I: Early Colonization to 1877</u>	<u>3</u>	<u>50</u>	<u>AMH1010 American History Pre 1876</u>
<u>History of the United States II: 1865 to Present</u>	<u>3</u>	<u>50</u>	<u>AMH1020 American History Since 1876</u>
<u>Principles of Macroeconomics</u>	<u>3</u>	<u>50</u>	<u>ECO2100 Macroeconomics</u>
<u>Principles of Microeconomics</u>	<u>3</u>	<u>50</u>	<u>ECO1100 Microeconomics</u>
<u>Introductory Psychology</u>	<u>3</u>	<u>50</u>	<u>PSY1012 Introduction to Psychology</u>
<u>Introductory Sociology</u>	<u>3</u>	<u>50</u>	<u>SYG1001 Sociology</u>
<u>Science and Mathematics</u>			
<u>Algebra</u>	<u>3</u>	<u>50</u>	<u>MAT1033 Intermediate Algebra</u>

<u>General Biology</u>	<u>3</u>	<u>50</u>	<u>BSC1005 General Biology</u> <u>BSC1005L General Biology Lab</u>
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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 ~~AFAW~~ AFAW is lifted.

Graduation Requirements p. 122

- **Radiologic Technology AS and AAS**
 - Register and take the ARRT(~~SR~~) 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

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

For information on graduation rates, student debt levels, and other disclosures, visit 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	<u>Federal Student Aid</u>
EBC 1101	Orientation to Healthcare	4.0	105	<u>3.50</u>
EBC 1224	Electronic Coding for Systems: Integumentary, skeletal, muscular, auditory, and	4.0	106	<u>3.53</u>
EBC 1225	Electronic Coding for Systems: Reproductive, urinary, and nervous	4.0	106	<u>3.53</u>
EBC 1226	Electronic Coding for Systems: Cardiovascular, blood, and lymphatic	4.0	106	<u>3.53</u>
EBC 1227	Electronic Coding for Systems: Endocrine, digestive, and respiratory	4.0	106	<u>3.53</u>
EBC 1220	Medical Terminology	4.0	106	<u>3.53</u>
EBC 1221	Electronic Healthcare Billing	4.0	128	<u>4.0</u>
EBC 2100	Capstone	3.5	119	<u>3.5</u>

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	<u>3.5</u>
EBC 1224	Electronic Coding for Systems: Integumentary, skeletal, muscular, auditory, and	4.0	106	<u>3.53</u>
EBC 1225	Electronic Coding for Systems: Reproductive, urinary, and nervous	4.0	106	<u>3.53</u>
EBC 1226	Electronic Coding for Systems: Cardiovascular, blood, and lymphatic	4.0	106	<u>3.53</u>
EBC 1227	Electronic Coding for Systems: Endocrine, digestive, and respiratory	4.0	106	<u>3.53</u>
EBC 1220	Medical Terminology	4.0	106	<u>3.53</u>
EBC 1221	Electronic Healthcare Billing	4.0	128	<u>3.50</u>
EBC 2100	Capstone	3.5	119	<u>3.50</u>

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	Clinical Procedures	3.5	100
MEA 1236C	Anatomy and Physiology	6.0	100
MEA 1238	Medical Terminology	1.5	25
MEA 1265C	Lab Procedures I	4.0	100
MEA 1290C	Radiography	6.0	100

MEA 1292C	Radiography II	4.0	100
MEA 1294C	Radiography III	2.0	50
MEA 1295	Radiography Licensure Review	2.0	50
MEA 1300C	Introduction to Medical Billing and Coding	3.5	100
MEA1304C	Medical Office Management	4.5	75
MEA1346C	Electronic Health Records	4.0	100
MEA 1804	Externship	3.5	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 applicable

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.