



**A United Methodist Church-Related College**

***2004 Centennial Anniversary***

**2004-2006  
College Catalog**

**640 Dr. Mary McLeod Bethune Boulevard  
Daytona Beach, FL 32114-3099  
(386) 481-2000  
[www.bethune.cookman.edu](http://www.bethune.cookman.edu)**

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The Mary McLeod Bethune Performing Center  
International Speedway Boulevard  
Dedicated: September 2003

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## **ACCREDITATION AND AFFILIATION STATUS**

### **ACCREDITATIONS**

Bethune-Cookman College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award the Bachelor of Arts and Bachelor of Science degrees.

National League for Nursing Accrediting Commission, Inc., 61 Broadway, 33rd Floor, NYNY, telephone: 212-363-5555

Accreditation Commission for Programs in Hospitality Administration

Florida State Board of Nursing (approved)

Florida State Department of Education for Special Programs

National Council for Accreditation of Teacher Education

University Senate of the United Methodist Church

### **AFFILIATIONS**

American Association of Colleges of Nursing

American Association of Collegiate Registrars and Admissions Officers

American Association of Colleges for Teacher Education

American Assembly of Collegiate Schools of Business

American Association of Higher Education

American Council on Education

American Library Association

American Management Association

Association of American Colleges

Association of Church-Related Institutions of Higher Education

Association for Continuing Higher Education

Association of Governing Boards of Universities and Colleges

Association of Institutional Research

Central Florida Library Consortium (CFLC)

College Entrance Examination Board

Council for Advancement and Support of Education

Council for Christian Colleges & Universities

Council on Hotel, Restaurant and Institutional Education

Council of Independent Colleges

Florida Association of Colleges and Universities

Florida Association for Private College and University Admissions

Florida Association of Institutional Research

Florida Chamber of Commerce

Florida Council on Aging

Florida Department of Education, School of Colleges & Universities

Florida Library Association

Florida Public Relations Association

Independent Colleges and Universities of Florida

National Association of College Admissions Counselors

National Association of College Auxiliary Services

National Association of College Deans, Registrars and Admissions Officers  
National Association of Colleges and Universities  
National Association of College and University Business Officers  
National Association of Student Financial Aid Administrators  
National Association for Equal Opportunity in Higher Education  
National Association of Independent Colleges and Universities  
National Association of Purchasing Management  
National Association of United Methodist Colleges  
National Collegiate Athletics Association (NCAA), Football 1-AA, All Other Sports 1A  
NCAA - Mid-Atlantic Athletic Conference (MEAC)  
National Minority Supplier Development Council of Florida  
Public Relations Society of America  
Southern Association of College Admissions Counselors  
Southern Association of Institutional Research  
Southern Building Code Congress International  
Southeastern Library Network (SOLINET)  
Southern Regional Education Board  
United Negro College Fund (UNCF)  
University Continuing Education Association  
Volusia County Public Schools  
Volusia Manufacturers' Association

## COMMUNICATIONS DIRECTORY

Address for all areas: Bethune-Cookman College  
640 Dr. Mary McLeod Bethune Boulevard  
Daytona Beach, Florida 32114-3099, USA

Campus telephone number: 386-481-2000

E-Mail Addresses: College Website URL [www.bethune.cookman.edu](http://www.bethune.cookman.edu)

With some exceptions depending upon persons' names, E-mail addresses must give the person's last name and first initial followed by @cookman.edu.

Also see Faculty/Staff Directory under separate cover.

Off-campus callers, please dial 386-481-(xxxx)

**Academic Advisement/Freshman Resource Center:** 2305; FAX 2313

**Academic Affairs Office:** 2060; FAX 2066

### Academic Schools

**Arts and Humanities:** 2706; FAX 2701

**Business:** 2800; FAX 2802

**Education:** 2361; FAX 2355

**General Studies:** 2304; FAX 2301/2302

**Nursing:** 2100; FAX 2102

**Science, Engineering, and Mathematics:** 2660; FAX 2662

**Social Sciences:** 2450; FAX 2442

**Admissions Office:** 2600; FAX 2601

**Alumni Relations:** 2970; FAX 2973

## **6 Bethune-Cookman**

**Bethune Foundation:** 2121; FAX 2120

**Band:** 2743; FAX 2777

**Bookstore:** 2146; FAX 386-255-0149

**Career Placement & Counseling:** 2141; FAX 2139

**College Advancement Office:** 2963/FAX 2973

**Continuing Education Program Office (campus):** 2341; FAX 2380

**Continuing Education Site locations:**

**Belle Glade, Mrs. Lois Lewis**

(561) 996-7010 Home

(561) 992-9505 ext 154 Office

**Bradenton, Dr. Mona Jain**

(941) 758-5005 Home

**Fort Pierce, Mr. Charles Hayling**

(772) 461-9943 Home

(772) 489-9087 FAX

**Gainesville, Mr. Scherwin Henry**

(352) 377-5235 Home

**Lake Wales, Ms. Margaret Daniel**

(863) 676-5960 Home

(863) 678-4211 Office

(863) 678-4217 FAX

**Sanford, Mr. Edward Blacksheare**

(407) 321-5475 Home

(407) 320-5750 Office

**Spuds, Mr. Edward Singleton, Jr.**

(904) 692-1247 Home

(904) 692-2214 Office; (904) 692-1001 FAX

**West Palm Beach, Mr. Norman Walker**

(561) 655-4173 Home

(561) 802-2135 FAX

**Cultural Affairs:** 2770; FAX 2771

**Faculty Development Center:** 2130; FAX 2131

**Financial Aid, Scholarships, Loans, Grants, and Part-time On-Campus Employment:**  
2626; FAX 2621

**Fiscal Affairs:** 2030; FAX 2034

**Gerontology Center:** 2453; FAX (386) 255-4257

**Honors Program:** 2340

**Housing:**

**Male Students:** 2424; FAX 2426

**Female Students:** 2400; FAX 2401

**Human Resources Office:** 2048/2049; FAX 2046

**Infirmary:** 2920; FAX 2924

**Information Technology:** 2022; FAX 2027/2028

**Institutional Research:** 2042; FAX 2038

**International Students:** 2136

**Library:** 2196/2181; FAX 2182

**Library Computer Lab:** 2192; FAX 2027

**Mail Services:** 2585; FAX 2577

**Music Area:** 2741; FAX 2777

**Planning and Sponsored Programs:** 2040; FAX 2044

**President's Office:** 2001/2004; FAX 2010

**Procurement:** 2580; FAX 2577

**Public Relations:** 2980/2990; FAX 2981

**Photographer:** 2988; FAX 2981

**Receiving:** 2578/2582; FAX 2577

**Registrar & Transcripts:** 2082/2520; FAX 2550

**ROTC:** 2545; FAX 2552

**Safety and Security:** 2900; FAX 2909

**Saturday Classes:** (See Continuing Education Program Office, above)

**Director of Security:** 2901

**Sports Information:** 2206; FAX 2219

**Student Affairs and Activities:** 2170; FAX 2166

**Student Technical Services:** 2190

**Summer School:** 2517/2520

**Talent Search:** 2480

**Testing Office:** 2306; FAX 2302

**WBCC Radio Station:** 2160

**BETHUNE-COOKMAN COLLEGE**  
**COLLEGE CALENDAR — 2004-2005 / 2005-2006**  
**TENTATIVE**

**FALL SEMESTER 2004****FALL SEMESTER 2005****AUGUST**

2-6	Registration at Extension Sites	1-7
18	Faculty Report for Duty	17
21	Weekend Classes Begin	20
21-22	Residence Halls Open for Freshmen & New Students	20-21
23	Classes Begin at Extension Sites	22
23-27	Orientation/Registration - New Students	22-26
24-27	Registration by Alphabet for Returning Students	23-26
30	All Classes Begin/Late Registration/Program Changes	29

**SEPTEMBER**

3	Last Day for Registration/Program Change	2
3	Last Day for 100% Tuition Refund (Room/Board Assessed)	2
3	Deadline: CLAST Registration for October	2
6	Labor Day Holiday	5
13	President's Assembly	12
15	Receiving Nursing Applications	16
17	Census Day	16

**OCTOBER**

2	College Level Academic Skills Test (CLAST)	1
4	Founder's Centennial Opening Program	—
—	Founder's Day Observance	3
8	Last Day to Remove "I" Grades Earned Last Semester	7
9	Homecoming	—
11-15	Midterm Examinations - Extension Sites	10-14
14-15	Midterm Examinations - On Campus	13-14
15	Faculty Deadline: Submit Removal of "I" Grades to Registrar's Office	14
15	Deadline: Nursing Applications	14
28-29	Board of Trustees Meeting	20-21
29	Deadline: Applications for Spring Graduation	28
—	Homecoming	29
—	Last Day to Drop Classes	31
—	Registration for Spring Semester	31-Nov. 4

**NOVEMBER**

1	Last Day to Drop Classes	—
1-5	Registration Period for Spring Semester	—
12	Last Day to Voluntarily Withdraw from College	11
24	Thanksgiving Holiday Begins After Last Class	23
29	Classes Resume	28
29-Dec. 3	Registration for Extension Sites	28-Dec. 2
29-Dec. 3	Final Exams for Extension Sites	28-Dec. 2

**DECEMBER**

2-4	General Studies Final Exams	1-3
4	Final Exams for Weekend Classes	3
6	Reading Day	5
7-9	Final Examinations - On Campus	6-8
10	Residence Halls Close for Christmas Holiday	9
13	Final Grades Due in Computer	12
14	Final Grades Due in Registrar's Office	13
20-Jan. 2	Christmas Holidays for Staff According to Work Responsibilities	19-Jan. 2

**SPRING SEMESTER 2005**

**SPRING SEMESTER 2006**

**JANUARY**

1	New Year's Day	1
3	Residence Halls Open	2
3	Faculty/Staff Report to Duty	3
3-5	Orientation for New Students	3-5
5	Registration Begins on Main Campus	5
10	All Classes Begin/Late Registration/Program Changes	9
14	Last Day for Registration/Program Changes	13
14	Last Day for 100% Tuition Refund (Room & Board Assessed)	13
14	Deadline: CLAST Registration for February	13
17	Martin Luther King, Jr. (Federal Holiday)	16
21	Census Day	20
24	President's Assembly	23

**FEBRUARY**

4	Deadline: Upcoming Year Student Teacher Application	3
12	College Level Academic Skills Test (CLAST)	11
18	Last Day to Remove "I" Grades Earned Last Semester	17
21	President's Day	20
22-23	Mid-Semester Exams	21-22
25	Faculty Deadline: Submit Removal of "I" Grades to Registrar's Office	24
28-Mar. 4	Spring Break	—

**MARCH**

7	Classes Resume	—
—	Spring Vacation	6-10
—	Classes Resume	13
14-18	Fall/Summer Registration	13-17
16	Last Day to Drop Classes	15
17-18	Board of Trustees Meeting	20-21
25	Good Friday Observance	—
—	Last Day to Voluntarily Withdraw from College	31

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### APRIL

1	Last Day to Voluntarily Withdraw from College	—
8	Deadline: Summer Graduation Applications	7
11-15	Summer Session Registration - Extension Sites	10-14
—	Good Friday	14
18-19	Examinations for Graduating Seniors	18-19
18-22	Final Examinations for Extension Sites	18-19
21	Final Grades Due in Computer	20
21-23	General Studies Final Exams	20-22
22	Final Grades for Graduates Due in Registrar's Office	21
25	Reading Day	24
26-28	Final Exams on Campus	25-27
27	Senior Consecration	26
29	Residence Halls close for Undergraduates	28
30	Weekend Classes Begin	29
—	Baccalaureate	30

### SUMMER 2005

### SUMMER 2006

#### MAY

1	Baccalaureate	—
2	Commencement	1
2	Classes Begin - Extension Sites	1
3	Final Grades Due in Computer	2
4	Final Grades Due in Registrar's Office	3
6	Deadline: CLAST Registration for June	5
9	Registration for Summer Session	8
10	Classes Begin/Late Registration/Program Changes	9
13	Last Day for Registration/Program Changes	12
30	Memorial Day Holiday	29

#### JUNE

4	CLAST Examination	3
14-15	Final Examinations - Graduating Seniors	15-16
—	Final Exams for Weekend Classes	17
16	Final Grades Due in Computer	19
17	Final Grades for Graduates Due in Registrar's Office	20
18	Final Exams for Weekend Classes	—
20-24	Final Exams - Extension Sites	19-23
24	Summer Session Ends - Extension Sites	23
24	Final Examinations - On-Campus	23
25	Commencement	24
25	Residence Halls close by 5:00 p.m.	24
27	Final Grades Due in Computer	26
28	Final Grades Due in Registrar's Office	27

#### JULY

4	Independence Day	4
10	Founder's Birthday Observance	10

**Note: Calendar dates are subject to change.**

Source: Office of the Executive Assistant to the President for Planning February 2004

## THE COLLEGE CATALOG

This Bethune-Cookman College Catalog provides current information concerning academic programs and requirements. Schedules of classes, derived partly from information in this catalog and any changes thereto, announce courses offered each semester and summer session. Announcements of final examinations and graduation activities derive from this document. The College reserves the right, however, to change this publication, to include course requirements, which supersede those herein, without direct notice to individual students.

The College will attempt to advise students of changes pertaining to matters herein. Such information will be available in the offices of the vice president for academic affairs, school deans, department heads, and office directors.

The student is expected to become familiar with program and degree requirements pertaining to one's field of study, and with regulations governing academic work and progress, as well as remain alert for announcements of change. Further, it is the responsibility of the student to remain informed of current graduation requirements for one's degree program. Minimum hours for graduation, for instance, are stated in this catalog for each major area. Lack of knowledge of written requirements will not be accepted as justification for noncompliance.

To graduate from the College, the student is responsible for completing general education, major and minor area requirements, the College-Level Academic Skills Test (CLAST), the senior thesis, the comprehensive exit examination, and any other requirements specified herein or by announcement. Faculty members are responsible for providing instruction and advisement to assist students in successfully completing requirements.

Many steps from admission through graduation require approval by specified college officials. In its sole judgment that the student has or has not satisfactorily met all requirements, the College reserves the right to refuse college credit or refuse an academic degree.



**Dr. Mary McLeod Bethune (1875-1955)  
Founder and President (1904-1942; 1946-1947)**

### **LAST WILL AND TESTAMENT**

Dr. Mary McLeod Bethune left a heritage in the college she founded. She also left her Last Will and Testament, an everlasting and priceless document of challenge, hope, and responsibility for African-Americans and other people, which states the following:

...I leave you love. Love builds. It is positive and helpful. It is more beneficial than hate.

...I leave you hope. The Negroes' growth will be great in the years to come. There will be a better world. This I believe with all my heart.

...I leave you the challenge of developing confidence in one another. As long as Negroes are hemmed into racial blocks by prejudice and pressure, it will be necessary for them to band together for economic betterment.

...I leave you a thirst for education. Knowledge is the prime need of the hour....If we continue in this trend, we will be able to rear increasing numbers of strong, purposeful men and women, equipped with vision, mental clarity, health and education.

...I leave you a respect for the uses of power. We live in a world, which respects power above all things. Power, intelligently directed, can lead to more freedom.

...I leave you faith. Faith is the first factor in a life devoted to service. Without faith, nothing is possible. With it, nothing is impossible.

...I leave you racial dignity. I want Negroes to maintain their human dignity at all costs. We, as Negroes, must recognize that we are the custodians as well as the heirs of a great civilization.

...I leave you a desire to live harmoniously with our fellow men. The problem of color is world-wide. It is found in Africa and Asia. Europe and South America. I appeal to American Negroes – North, South, East and West – to recognize their common problems and unite to solve them.

...I leave you finally a responsibility to our young people. The world around us really belongs to youth, for youth will take over its future management. Our children must never lose their zeal for building a better world.

...If I have a legacy to leave my people, it is my philosophy of living and serving. As I face tomorrow, I am content, for I think I have spent my life well. I pray now that my philosophy may be helpful to those who share my vision of a world of Peace, Progress, Brotherhood and Love.

## **THE MARY MCLEOD BETHUNE FOUNDATION: A NATIONAL HISTORIC LANDMARK**

The Mary McLeod Bethune Foundation, built about 1914 on the Bethune-Cookman College campus, is the home in which Dr. Bethune lived as founder and president and in which she died. The Foundation was designated a National Historic Landmark by the National Park Service of the U.S. Department of the Interior in 1975. On July 10, 1977, her 102nd birthday, a second marker was erected at the home by the Association for the Study of Afro-American Life and History in cooperation with the Amoco Foundation. Thousands of visitors who tour the Foundation each year are able to capture the greatness of this remarkable woman and to receive inspiration from the legacy she willed to the American public.



The Bethune Foundation

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Inside the Foundation



## THE PRESIDENT'S STATEMENT OF PHILOSOPHY

Education is power, hope, and faith in a better tomorrow. Regardless of economic and social background, every person deserves an opportunity to pursue higher education. Furthermore, it is my opinion that in the absence of spiritual growth, intellectual stimulation is meaningless. Providing an effective learning environment that will enhance spirituality and citizenship, while strengthening linkages to the African American community remains a crucial goal of all historic African American colleges. A distinctive educational program characterizes opportunities for students to compete internationally as they learn the values of globalization, negotiation, and cultural synergistic problem solving.



Dr. Trudie Kibbe Reed  
President

**Learning should be fun, empowering, and life changing. To learn is to unearth new meaning, to make a difference, to find one's voice, to develop new ideas, to engage in self discovery, and to re-examine prior beliefs.** Institutions of higher learning that are truly **student centered** will offer choices and challenges as well as the ability to listen and to be heard. Unique experiences and opportunities within such a learning community will enable students to realize their dreams. Colleges that are **esteem builders** facilitate greater consensus and team building among the entire learning community. Team building is essential for the development of a shared mission that can be owned and articulated with excitement!

Through academic excellence, innovative programming, and effective marketing, national and global visibility can be attained leading to increased enrollment and outstanding scholarship. While education builds citizenship, students prepare for this important role through cultural and community service. Therefore, learning cannot be separated from the community or society at large. A liberal arts education will continue to foster a deeper exploration of human knowledge in diverse subjects that will facilitate inquiry into meaning while building a solid foundation in lifelong learning.

Traditional African American United Methodist Colleges are entrusted with building a future for the youth in our nation. In essence, they offer a map and compass to direct the African American community, impacting the nation at-large. Historic African American colleges transmit history and preserve legacies of truth and knowledge. They pave the way for generations to journey through history armed with faith, the capacity for hard work, and a quest to learn. For many, African American colleges continue to provide the greatest gift: a supportive community for the pursuit of learning. Education becomes power, a liberating force that offers justice, equity, and hope for the African American community for generations to come.

## THE CAMPUS

Bethune-Cookman College is located in Daytona Beach (Volusia County), Florida, an Atlantic coast city with a metropolitan area population of 170,000. The Atlantic Ocean is less than 2 miles from the campus.

The campus includes administrative and academic buildings, technology centers, student residence halls, student center, infirmary, athletic facilities and a performing arts auditorium. The address to the college is 640 Mary McLeod Bethune Boulevard, the site of the main administration building. The college is bounded by George W. Engram, Sr., Boulevard, Lincoln Street, International Speedway Boulevard, and Dr. Martin Luther King, Jr. Boulevard. There is easy access to business centers, churches, theaters, museums, recreational facilities, bus and air terminals. Located within 100 miles of the city are areas of interest including St. Augustine, Florida; Orlando, Florida; and the John F. Kennedy Space Center.



## GENERAL INFORMATION



## HISTORY OF THE COLLEGE

The year was 1904 when a very determined young black woman, Mary McLeod Bethune, opened the Daytona Educational and Industrial Training School for Negro Girls in Daytona Beach, Florida. It has undergone many stages of growth and development through the years. In 1923, it became a co-ed high school as a result of a merger with Cookman Institute of Jacksonville, Florida. A year later, the school became affiliated with the United Methodist Church. Evolving into a junior college by 1931, it was renamed Bethune-Cookman College.

In 1941, the Florida State Department of Education approved a four-year baccalaureate program offering liberal arts and teacher education. Mrs. Bethune retired in 1942 at which time James E. Colston became president until 1946 when Mrs. Bethune resumed the presidency for a year.

Richard V. Moore, Sr., Ph.D., became president in 1947. Under his tenure the College was accredited by the Southern Association of Colleges and Schools in 1960, joined the United Negro College Fund and other academic and professional organizations. By 1974, the curriculum expanded to 12 degree-granting fields, student enrollment increased and new buildings were constructed for residential housing and classrooms.

Appointed to the presidency in 1975 by the Board of Trustees, an alumnus, Oswald P. Bronson, Sr., Ph.D., continued the development and expansion of the College. During his tenure, a steadily increasing student body resulted in the renovation and expansion of the physical plant including new residence halls, new classroom buildings, performing arts center and acquisition of land for future construction. Presently, there are 37 academic degree-granting fields. In addition, continuing education sites throughout the state provide opportunities for students not attending the main campus location. Traditionally, the College has maintained intercollegiate athletics programs, instrumental and choral groups, which have all achieved national recognition.

Since 1943 the College has graduated more than 12,600 students who have provided support to the College. Many alumni have distinguished themselves in fields of education, medicine, business, politics, technology, science, religion and athletics.

Dr. Bronson retired in August 2004, after 29 years of leadership, passing the torch of leadership to Dr. Trudie Kibbe Reed as the fifth president of Bethune-Cookman College.

## BETHUNE-COOKMAN COLLEGE MISSION

Founded by Dr. Mary McLeod Bethune in 1904, Bethune-Cookman College is an historically Black, United Methodist Church-related college offering baccalaureate degrees. The mission is to serve in the Christian tradition the educational, social, and cultural needs of its students—traditional and nontraditional—and to develop in them the desire and capacity for continuous intellectual and professional growth, leadership, and service to others. Institutional priorities in the mission of the College are teaching, research, community service and commitment to moral and personal values.

The College enrolls promising secondary school graduates and adult learners from diverse social, economic and educational backgrounds. Most of the students come from Florida; however, the College actively recruits students from the national and international communities. To enhance student life, the College provides well-rounded activities for all students in areas, such as, service and social organizations, religious programs, honor societies, major area clubs, intercollegiate athletics, and an intramural athletics program.

Bethune-Cookman College accomplishes its mission by providing excellent facilities, instruction, current technology, and support services for liberal arts, career oriented and continuing education programs. The College emphasizes teaching by continually adapting techniques to meet student needs and by providing support programs for faculty development.

Research is conducted and encouraged in order to enhance knowledge and to meet the challenges of a changing world. The College has deep roots in the social history of America and continues to provide services to the broader community through its on-and-off campus outreach programs.

(Approved by the full Board of Trustees, 9/06/2001)

## COLLEGE STATEMENT ON ETHICS AND VALUES

**Bethune-Cookman College** seeks to develop graduates who are **honorable, democratic** citizens capable of making worthwhile contributions to society. The College expects its students to uphold the **highest moral and ethical standards** by practicing **self-discipline**. Students are held **accountable** for their behavior. The College believes that **commitment, perseverance, and high regard** for the value and quality of work should be demonstrated with pride as tasks are completed with accuracy and timeliness. Bethune-Cookman College further affirms that students should **respect the environment**—including the College's property, grounds, and buildings.

### Competence

**Bethune-Cookman College** seeks to develop graduates who demonstrate **academic excellence**. Graduates are expected to show competence in their academic careers and vocations through mastery of both **verbal and written communication skills, research, scholarly** pursuit of **knowledge**, and major areas of study. Bethune-Cookman College believes that competent individuals will enter the future with **confidence and self-esteem**.

### Human Worth and Dignity

Based on the premise that all human beings are worthy of **respect, honor, and dignity**, **Bethune-Cookman College** propounds the concept of human worth that is deeply embodied in its founding and purpose. In communicating this fundamental belief, the College seeks to define those characteristics that reflect **honesty, tolerance, and genuine sincerity** in all phases of **human relations**. The College strives to instill within each student the value of **human worth** and to show **justice, compassion, and equality** toward all.

### Spiritual Growth and Development

**Bethune-Cookman College**, founded in the **Christian tradition**, strives to instill **spiritual growth** by nurturing a continuous understanding and appreciation of the ecumenical tradition and heritage of our school. The study and acceptance of other religious cultures is shown with tolerance, understanding, acceptance, and love toward others. Students will be able to make **wholesome decisions** for themselves and **contributions** to their communities.

(Approved by Bethune-Cookman College Board of Trustees, October 16, 1992)

## EMERGENCY DISMISSAL POLICY

For violation of one (1) offense, a student **may** be sent home. For violation of two (2) or more offenses, a student **will** be sent home:

1. Excessive class absences. Six (6) absences are considered excessive. Students should also note that a letter will be sent to parents of those students who have six (6) or more absences from a class.
2. Receiving failures or "F" grades in three (3) courses, at mid semester.
3. Disruptive classroom or campus behavior.
4. Excessive absences from mandatory tutorial classes. Four (4) absences are considered excessive.

## STATEMENT ON HAZING

Bethune-Cookman College has always renounced acts of brutality and hazing during the pledge and initiation process, and this statement serves to reaffirm that long-standing commitment . . . **HAZING IS STRICTLY FORBIDDEN!**

For the guidance of all campus chapters authorized to conduct intake periods, the definition of hazing is as follows:

**"HAZING: The word HAZING"** - is any action taken or situation created, however communicated, involving or resulting in abusive physical contact or mental harassment to a pledge, whether on or off campus, designed to or the result of which is to produce mental or physical discomfort, embarrassment, or harassment. Such activities and situations include, but are not limited to, paddling in any form; creation of excessive fatigue; physical and psychological shocks; morally degrading or humiliating activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with policies of Bethune-Cookman College or which violate state or federal laws are expressly forbidden. Members or chapters violating this policy may be subject to disciplinary action via the Bethune-Cookman College student handbook.

Cognizance and understanding of the above definition and the use of common sense in the carrying out of intake activities should be sufficient to guide campus chapters to avoid hazing violations. A good rule of thumb is: **"IF IN DOUBT, LEAVE IT OUT."**

Chapters, members and advisers are responsible to see that the intake process follows steps prescribed by their respective national office, within Bethune-Cookman College guidelines. No chapter or member is **"above the law."**

All participants should be urged to remember that the intake process is designed to prepare new "sisters" and "brothers", and hazing has no part in this important process.

## SEXUAL HARASSMENT

Bethune-Cookman College is committed to maintaining an educational and working environment free from sexual harassment. Sexual harassment by any employee or student is prohibited and will not be tolerated. Persons violating this policy will be subject to disciplinary action, which may include, but is not necessarily limited to, written warning, demotion, transfer, suspension, expulsion, dismissal, or termination. Also see the Bethune-Cookman College booklet entitled *INVESTIGATING SEXUAL HARASSMENT*.

## POLICY ON INFANTS AND CHILDREN ON CAMPUS

Enrolled students of Bethune-Cookman College are not permitted to bring infants and/or children into classrooms, classroom buildings or other facilities, including the library and dormitories. Further, if children are on the campus for any purpose, they must always be supervised by an adult. Appropriate disciplinary measures will apply if this policy is not followed.

## COLLEGE POLICY ON APPROPRIATE DRESS

The right of students to include in their wardrobes a broad array of various types, styles, colors, and expressions is fully recognized. All students, however, have a vested interest in the image of Bethune-Cookman College, in that certain types of clothing tend to reflect negatively upon the College and tend to disrupt the educational process.

The following types of clothing and other items, therefore, shall not be allowed in classrooms, at college sponsored activities, in any College buildings including the cafeteria, or on the College campus grounds:

**Clothing or accessories that contain obscene or profane expressions or condone or sanction violence; jewelry in the form or shape of drugs or drug paraphernalia; clothing, jewelry or other accessories with pictures of drugs or drug paraphernalia, or with expressions that condone or sanction the use of drugs; clothing which is sexually explicit or suggestive; clothing which expresses any form of ethnic degradation; and clothing, jewelry, and so forth, which tends to disrupt the educational process.**

Faculty members may exclude from class persons who dress in a manner not consistent with this policy. Persons in authority may exclude from college sponsored events persons who dress in a manner not consistent with the policy. Persons in authority may exclude from campus buildings and grounds persons who dress in a manner not consistent with the policy.

Persons who continually dress in a manner not consistent with the policy as stated above may be subjected to disciplinary measures as expressed in the student handbook. (As of February 16, 1994)

## QUALIFIED DISABLED PERSONS

Bethune-Cookman College provides equal opportunity to qualified disabled persons in accordance with the requirements of Americans with Disabilities Act (ADA).

ADA and section 504 of the Rehabilitation Act of 1973 serve to ensure that individuals with current disabling conditions are provided reasonable accommodations to enable them to enjoy the programs, activities, services, and employment opportunities offered by colleges and universities.

As these laws only apply to individuals with known disabilities, it is required by Bethune-Cookman College that individuals provide recent documentation to establish their eligibility under these laws and to document their specific accommodation needs.

Individuals with a verifiable learning or physical disability affecting academic studies must submit documentation of a professional diagnostic evaluation (not older than three years) of their disability to the School of General Studies located in Faith Hall, Room #1.

All others with disabilities as defined by the ADA must contact the Student Affairs Office in the student center regarding living and dietary accommodations and the Testing Office in Faith Hall regarding the CLAST exam and other standardized testing.

## **EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITIES**

Bethune-Cookman College is committed to the principles of equal employment opportunity in all phases of the employment relationship including advertising, hiring, compensation and other terms and conditions of employment without regard to race, color, religion, sex, national origin, age, disability, veteran's status, or marital status. The College is also committed to the principles of nondiscrimination in its educational programs and activities. No person shall, on the grounds of race, color, religion, national origin, marital status, age, disability or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity of the College. Any employee or student who has a complaint regarding the College's compliance with these standards should contact the College's EEO Coordinator in the Office of Human Resources Management.



Carl S. Swisher Library/Learning Resources Center

# ADMISSIONS



Welcome to the Campus

## 24 Bethune-Cookman

Bethune-Cookman College seeks to enroll students with the potential and desire to further their intellectual, spiritual and social development. Each applicant is evaluated individually. Academic performance at the secondary education level is extremely important, and the College also considers the applicant's character and personality as well as an eagerness to achieve a college education.

Students seeking admission to Bethune-Cookman College must have satisfactorily completed or earned a standard diploma from an accredited high school, earning a minimum cumulative grade point average of 2.25 or better on a 4.0 scale. Strength of the academic course selection is carefully considered.

Because high school programs and graduating systems vary widely, the secondary school program cannot be rigidly prescribed. However, the Admissions Committee is most interested in the student with solid achievement in college preparatory courses each of the four years of high school. This curriculum includes: four units of college preparatory English, three units of college preparatory mathematics, three units of natural science (at least one laboratory), three units of social science and history, and six academic electives. Two units of foreign language and one computer literacy course are strongly recommended but are not required. The General Education Diploma (GED) may be considered in lieu of a complete high school record.

All entering freshmen must take either the SAT I: Reasoning Test, or the ACT Assessment Test. It is advisable for the student to take either test in the junior year and again early in the fall of the senior year. Information concerning the SAT or ACT can be obtained from the high school guidance counselor or directly from the College Entrance Examination Board, Box 592, Princeton, NJ 08540, or ACT Assessment, Box 451, Iowa City, IA 52240. Register online or receive additional information at <http://www.collegeboard.com> and <http://www.act.org>. Bethune-Cookman's CEEB code number is 5061; the ACT code number is 0720.

### APPLICATION PROCEDURES

The student seeking admission to Bethune-Cookman College should apply in the first semester of the high school senior year. An Application for Admission can be obtained by writing the Director of Admissions, Bethune-Cookman College, 640 Dr. Mary McLeod Bethune Boulevard, Daytona Beach, FL 32114-3099, or by calling the Office of Admissions at 800-448-0228. You may apply on-line at <http://www.bethune.cookman.edu>.

The following credentials must be received by the June 30 deadline for fall semester admission. Priority deadline for spring semester admission is November 30.

- A completed Application for Admission — a parent's signature is required if the applicant is under 18 years of age;
- A \$25.00 nonrefundable application fee or official fee waiver form obtained from the guidance counselor;
- Official copies of transcript(s) including all high school academic experiences;
- Standardized test results — either the ACT or SAT I forwarded directly to the college; and
- Counselor's recommendation.

## TRANSFER STUDENTS

A candidate for admission is considered a transfer student at Bethune-Cookman if he/she has at least six transferable hours from an accredited college or university, earned while not concurrently enrolled in high school.

A minimum cumulative grade point average of 2.25 on a 4.0 scale on all college level academic work is required. If the candidate has less than 24 transferable semester hours (1 full year) of credit from an accredited college, all requirements for a first year student must also be met.

The following credentials must be received by the June 30 deadline for fall semester admission. Priority deadline for spring semester admission is November 30.

- A completed Application for Admission;
- A \$25.00 nonrefundable application fee or official fee waiver form obtained from the guidance counselor;
- Official copies of transcript(s) for all college work attempted;
- Final official high school transcript; and
- Standardized test results. This credential may be exempted if the candidate completed high school at least 10 years before date of transfer application to Bethune-Cookman College.

### Transfer Students with Associate of Arts Degrees

All Associate of Arts (A.A.) recipients will be fully admitted, providing they satisfy other requirements as specified below:

1. Students holding A.A. degrees from community colleges in Florida will be accepted as upper level transfer students. Students must, however, meet admission requirements for specific majors. There is a 10-year restriction on accepting previously earned credits. Nursing and Clinical Laboratory Science departments will not accept courses over five (5) years old.
2. Students transferring from Florida community colleges holding A.A. degrees, and who have had one (1) or more CLAST subtests waived or exempted by a Florida community college, may use one (1) and only one of the waivers or exemptions and must pass the other remaining subtest(s). Teacher Education candidates, however, must pass all four (4) subtests of the CLAST or the state approved examination which replaces CLAST. For students who transfer from a Florida private college, any CLAST waiver(s) or exemption(s) given by the college will not be honored at Bethune-Cookman College and the student must pass all four (4) subtests of the CLAST to satisfy the requirement at Bethune-Cookman.
3. Students accepted with an A.A. degree and passing scores on the CLAST will be admitted to the upper level, but must satisfy the "C" grade requirements for English, mathematics, reading, and speech. A.A. degree students without a CLAST score must take the CLAST examination on the next available date. If the student takes the examination and does not pass one or more of the subtests, he/she must enroll in the course which corresponds with the failed subtest. Passing scores on the CLAST are a graduation requirement for all students.

4. Transfer students with 30 or more credits will be exempt from Freshman Seminar.
5. Six semester hours credit is required in Religion and/or Philosophy courses.

A transfer student must complete at least 30 semester hours of coursework in residence to receive a degree from Bethune-Cookman College. Of this minimum amount of work, the last semester must be taken at the College. Additionally, 30 percent of the student's work in his major field must be completed at Bethune-Cookman College. The Office of the Registrar determines the amount of transfer course credits that will be accepted. Transfer grades are not included in computing a student's average at Bethune-Cookman College.

### **Transfer Students with Associate of Science Degrees**

An official transcript from all Associate of Science recipients will be reviewed to determine if courses previously earned qualify the students for full admissions as upper level transfer status. The transfer students must also satisfy any other requirements unique to the selected Bethune-Cookman College academic school.

### **CONDITIONAL ADMISSION**

Historically Bethune-Cookman College has invested in the human potential of students labeled as academic risks. Many of these students have graduated and are now productive and contributing members of their communities and vocations.

In determining the potential of a prospective student, the strength of course selection and the cumulative academic record is given primary consideration. However, the Admissions Committee shall have the authority to consider other documented indicators in applicants considered as academic risks, and admit, on a probationary basis, a percentage of these applicants who have not met the academic requirement of 2.25 cumulative grade point average. These students will be required to take prescribed courses with a predetermined number of credit hours in order for designated faculty advisors to monitor their academic performance during their probationary status.

### **EARLY ADMISSIONS**

Students who have demonstrated exceptional academic ability may be permitted to enroll at Bethune-Cookman College after completion of their junior year in high school. Early admission applicants must have the following:

1. Test scores in the top 15th percentile statewide or nationally (SAT-1100 or above, ACT 24 or above).
2. "A"- "B" grades in high school.
3. A recommendation from the student's high school counselor.
4. An interview with college officials.
5. Letters of recommendation from parents and the student's high school principal, stating that the students will be awarded a high school diploma after satisfactorily completing the first year of college work.

## **APPLICANTS WITH LIMITATIONS**

Upon acceptance it is the responsibility of the applicant to inform the College of any documented physical or learning disabilities, which might affect their matriculation. Official notification must be included from the high school or from a professional agency or medical facility. This documentation will be forwarded to the offices of the School of General Studies, Testing, and Student Affairs.

## **INTERNATIONAL STUDENTS**

This school is authorized under Federal law to enroll nonimmigrant students. International students must file the Application for Admission and meet all applicable requirements for admission – freshman or transfer. The application process includes a \$25.00 nonrefundable application fee, certified or official final secondary school records and/or university transcripts. These credentials must be verified by an accredited credential agency.

In addition all freshman applicants must submit ACT or SAT I scores. If English is not the students' native language or language of instruction, TOEFL scores must also be submitted. A score of 550 paper based or 213 computer based is expected for academic success without special language assistance. Transfer applicants whose native language or language of instruction is not English must also submit TOEFL scores.

The international applicant must also submit a statement of financial resource and supporting financial documentation indicating sources of available adequate funds to attend Bethune-Cookman College. Students will receive the United States Department of Immigration Form (I-20) only after they have been accepted to the college and have submitted the personal financial resources form.

## **CONTINUING EDUCATION (ADULT LEARNER) CANDIDATES**

Bethune-Cookman College welcomes applications from entering adult learners (AL), 24 years of age and older, as degree-seeking students. The adult learner must pursue the admissions process well in advance of registering for any particular course. To meet requirements for admission as a continuing education student, the candidate must have satisfactorily completed high school or have earned a score of 225 on the GED examination. The SAT or ACT requirement is exempted if the candidate completed high school at least 10 years prior to applying for admission to Bethune-Cookman College. Candidates must present evidence of consistent employment and good citizenship in lieu of the required grade point average and/or the required six transferable credit hours from an accredited college.

Adult learners who wish to enter as transfer students must have satisfactorily completed six transferable semester hours of college level work from an accredited college with a cumulative grade point average of 2.25 on a 4.0 scale. Acceptance into an academic department is a separate process from admission to the College. The student must be admitted to the College to be eligible to enroll in Continuing Education Program courses.

## **RE-ADMISSION OF FORMER STUDENTS**

An Application for Re-Admission, obtainable from the Office of the Registrar, must be submitted by July 30 for the fall semester or by November 30 for the spring semester. The non-refundable application fee is \$25.00. The student will be informed in writing of the decision

by the Admissions Committee. Former students whose college education has been interrupted for five or more years must complete the most recent curriculum in the major as shown in the current College catalog.

Before proceeding in the major area, students re-entering after 10 years or more will be required to demonstrate proficiency, through examination, in courses previously taken at Bethune-Cookman College.

## **ADMISSION OF VETERANS**

Bethune-Cookman College is approved for benefits for the education of veterans, active duty service personnel, disabled veterans, and qualified dependents (widows, war orphans, etc.). Veterans who seek admission should follow the regular admissions policies and should contact the veterans affairs coordinator in the Office of the Registrar in order to be qualified for benefits under the rules and regulations of the Veterans Administration.

Veteran students whose cumulative grade point average fall below the minimum acceptable standing for two consecutive semesters will have their benefits terminated for failure to achieve satisfactory progress. Their benefits may be reinstated upon achieving the minimum acceptable cumulative grade point average.

## **ADVANCED PLACEMENT**

Bethune-Cookman College is a participant in the Advanced Placement Program and the International Baccalaureate Diploma Program. If the student meets the criteria set forth by each academic area, then the student may receive college credit for courses covering similar material. Students must apply through the Testing Office in the School of General Studies during the first six weeks of their first semester enrolled at Bethune-Cookman College.

## **SPECIAL NONDEGREE STUDENTS**

Special students may be admitted by the College Admissions Committee. Application for admission as a special student must include records of previous educational experience (high school or college transcript), a statement of studies to be pursued, and evidence of ability to pursue studies as may be prescribed by the Admissions Committee.

A regular undergraduate student enrolled at another accredited collegiate institution may be permitted to enroll at Bethune-Cookman College as a special student in order to complete work for transfer to the parent institution. No evaluation of previous work completed will be made, and it is the student's responsibility to secure such approval as the parent institution may require.

Credit earned in a special non-degree status is not automatically applicable to a Bethune-Cookman College degree should the student later be admitted as a regular student. Admittance as a special nondegree student in no way implies future admission as a regular student to Bethune-Cookman College.

## **COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)**

CLEP examinations may be taken by students to measure their comparative competence in five general education areas. Credit may be obtained through the following criteria:

1. Not more than six semester hours of credit may be earned in any one area.
2. Not more than 30 semester hours of credit may be earned by examination.
3. Transfer credits based on CLEP scores will be accepted if the scores meet Bethune-Cookman College standards.

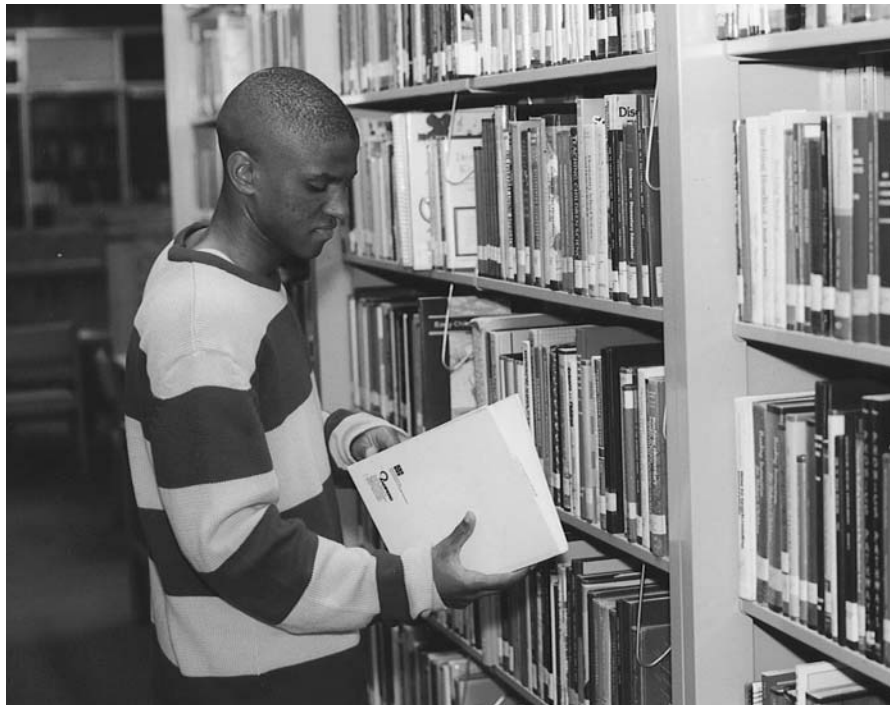
For more information on registration and test fees, contact the Testing Office in Faith Hall.

## AUDITING COURSES

Students must register to audit a course during the time of registration and must pay the current fee per semester hour. Audit courses require no examination, and no credit is given.

## REGISTRATION

Registration procedures are printed each semester, the official registration dates are listed on the Bethune-Cookman College Academic Calendar. A fee of \$100.00 is charged for failure to pre-register during the assigned period of any semester for the upcoming fall or spring semester. An additional late fee of \$100 is charged for registration after the assigned registration period in any semester or summer session. For just reason, and upon approval of the Office of the Registrar, these fees *may* be waived.





Wildcat Pride

## FINANCIAL INFORMATION



**TUITION, DORMITORY AND BOARD CHARGES**

(The 2004-05 academic year)

	Fall	Spring	Total
Tuition & Fees*	\$5,305.00	\$5,305.00	\$10,610.00
Room & Board**	\$3,187.00	\$3,187.00	\$ 6,374.00
<b>TOTAL</b>	<b>\$8,492.00</b>	<b>\$8,492.00</b>	<b>\$16,984.00</b>

\*Tuition and Fees are based on a student enrolling for 12 to 17 credit hours per semester; the actual cost per student is based on the total hours enrolled. Students pay extra for any semester hours above 17 at the current per hour rates. **Tuition and Fees are subject to change at any time by action of the Board of Trustees of Bethune-Cookman College.**

\*\*Room and Food/Board charges for a student living on-campus will depend on the student's dormitory assignment. **A student should obtain a current schedule of fees** from the Student Accounts Office.

**REFUND POLICY**

Withdrawals from courses after the drop/add period may be subject to full fee refunds for the following reasons:

1. Student's involuntary call to active military duty.
2. Death of the student or member of his/her immediate family (parent, spouse, child, sibling).
3. Illness of the student of such severity or duration, as confirmed by a physician, that completion of the semester is precluded.
4. Cancellation of the course(s) by the College.
5. Exceptional circumstances, upon approval of the College president or his/her designee.

Refunds will be calculated as follows:

1. 100 percent of tuition charges if the student withdraws on or before the first day of classes.
2. Up to 90 percent of tuition charges if the student withdraws within two weeks after the first day of classes.
3. Up to 50 percent of tuition charges if the student withdraws the third or fourth week of classes.
4. Up to 25 percent of tuition charges if the student withdraws between the fourth week and the end of the eighth week of classes.

First-time students are eligible to receive a prorata refund if they withdraw on or before the 10th week of classes.

Refunds will be processed if written notice of withdrawal of enrollment from the College is received from the student and approved prior to the end of the eighth week of classes for full semesters, or a proportionately shorter period of time for the summer term(s). Such written notice by mail or in person must be received by the Student Accounts Office prior to the end of the eighth week of classes or by an announced date for the summer session. There will be no refund of institutional paid or waived charges; or late registration and late payment fees.

Refunds must be requested at the Student Accounts Office. Proper documentation must be presented when a refund is requested. A waiting period for processing may be required. Refunds will be applied against any college debts.

Once it has been determined through the College's refund policy that a student is eligible for a refund and the student is a recipient of Title IV financial aid, the refund priority policy applies in this order:

1. Federal SLS Loan
2. Unsubsidized Federal Stafford Loan
3. Subsidized Federal Stafford Loan
4. Federal PLUS Loan
5. Unsubsidized Federal Direct Stafford Loan
6. Subsidized Federal Direct Stafford Loan
7. Federal Direct PLUS Loan
8. Federal Perkins Loan
9. Federal Pell Grant
10. FSEOG
11. Other Title IV Aid Programs
12. Other Federal, State, Private, or Institutional Aid
13. The Student

When a student is required to withdraw for disciplinary action, he forfeits his legal rights and privileges as a member of the college family, as well as fees paid toward assessed charges. There will be no reimbursement of tuition, fees, charges, or any other payments made to the College in the event the operation of the College is suspended at any time as a result of any act of God, strike, riot, disruption, or for any other reason beyond the control of the College.

## **FINANCIAL AID INFORMATION**

Financial Aid is awarded according to individual financial need and/or academic potential, in the form of loans, grants, scholarships or part-time on campus employment to be used solely for school related expenses. The College expects students and parents to assume the primary responsibility for financing college costs. Students whose family resources are insufficient to meet the cost of attending the College are encouraged to apply for aid from the College and from federal/state-supported programs administered by the Financial Aid Office.

### **How Soon to Apply for Financial Aid**

Applications are available beginning January 1 each year, and families are encouraged to apply early for financial aid. Some programs handled by the Financial Aid Office have very early priority dates. Students applying on or before these dates are given top consideration for the program. Those who apply after these dates are late and are considered on a first-come, first-served basis if there is still money left in that particular program after early applicants have been awarded aid.

### **Basis on Which Aid Is Granted**

Based on the information provided to the appropriate processor by the student and parents, the processor will analyze the family's financial situation and transmit that information to the Financial Aid Office, enabling it to determine the student's financial need. Financial aid depends on the amount of federal, state, and institutional funds available at Bethune-Cookman College. To be awarded financial aid, an applicant must (1) show financial need, (2) be accepted or enrolled as a full-time student in an eligible program, (3) be a U.S. citizen or permanent resident, (4) be capable of maintaining a satisfactory academic standing and normal progress toward a degree, (5) be registered with the Selective Service if required to do so, and (6) have not defaulted on any previous aid.

### **Evaluation and Awarding Process**

Personnel of the Student Financial Aid Office will determine the student's allowable educational expenses and the expected family resources. The difference between the two is the demonstrated need. Bethune-Cookman College will try to provide financial aid for all or a portion of the demonstrated need in the form of an award package consisting of loans, grants, scholarships, and/or part-time employment. Selection of students, as well as the types of aid awarded, depends on one or a combination of the following: the demonstrated financial need, the student's class level, academic promise, available funds, and the date a student's forms are received by the awarding agencies and the Financial Aid Office.

### **Award Period**

Awards are generally granted for an academic year of two semesters, fall and spring. The summer session comes after the regular academic year. Aid for the summer session is applied for separately by those who expect to enroll for at least six hours. Awards are made as funds permit. Students who attend the full academic year may be able to receive assistance from the Federal Direct Stafford Loan or Parent PLUS Loan for the summer session.

### **Awards Announcements**

For students whose financial aid forms are processed before March 1, efforts will be made to notify them of their financial aid awards beginning April.

### **Satisfactory Performance Standards**

If you receive Federal Title IV student financial assistance, you must demonstrate satisfactory academic progress. Federal Title IV funding includes: Federal Stafford/Direct Student Loans, Federal PLUS Loans (Parent's Loan), Federal Work-Study Program, Federal Perkins Loans, Federal Supplemental Educational Opportunity Grants (SEOG), Federal Pell Grants, and State Grants.

Satisfactory academic progress is defined as meeting or exceeding the minimal yearly semester hours necessary for the timely completion of the program of study which you are pursuing. The minimum number of semester hours per academic year is 21 semester hours for the Federal programs, and 24 semester hours for Florida programs—Florida Student Assistance Grant (FSAG) and Florida Resident Access Grant (FTVF/FRAG) Programs. Additionally, a minimum cumulative grade point average (GPA) of 1.85 for freshmen and 2.0 for all others must be maintained for the Federal programs. For the Florida programs, all students must maintain a 2.0 cumulative GPA.

Your academic record will be reviewed on an annual basis at the end of the academic year. If you do not achieve satisfactory academic progress, you will be notified. An information sheet outlining the satisfactory academic progress standards is available from the Financial Aid Office.

**Transfer Students**

Students who have previously attended other colleges and post-secondary institutions must submit financial aid transcripts from those schools to the Financial Aid Office.

**Eligible NonCitizens**

Eligible noncitizens or U.S. permanent residents must provide copies of their Alien Registration ID cards to the Financial Aid Office.

**Withdrawals**

Financial Aid is to be used first for direct educational costs—tuition and fees, and room and board if the student is in college housing. Students on financial aid who withdraw from the College and are due a refund of their fees will therefore not receive fee refunds until funds representing financial aid awards have been applied to the respective accounts. Normally the fee refunds are returned to the financial aid programs on a prorated basis and according to the components of a financial aid package.

**Transferability of Financial Aid Awards**

Awards such as the Federal Supplemental Grant (SEOG), Federal College Work Study (CWSP), Perkins Loan, and others cannot be transferred from one college to another. A separate application must be made to each college. Federal Pell Grant and Florida Student Assistance Grant (FSAG) awards are transferable, but the amount of the award may be different.

**International Students**

The federal and state financial aid programs are for United States citizens or for permanent residents of the United States. International students are not eligible for federal and state aid. They may, however, qualify for college scholarships and may participate in the College Work Aid (CWA) Program. International students are warned that in many instances these programs provide only enough financial aid to cover some of the college expenses. The burden of financial responsibility will be on the student and his family to pay the costs of attending college.

**TYPES OF AID AVAILABLE****GRANTS**

The following grant programs are available only to undergraduate students—those working towards their first bachelor's degrees. These grants do not have to be paid back by the student and generally require exceptional financial need.

**Federal Supplemental Educational Opportunity Grant (SEOG)**

A very limited number of SEOG awards are made to those with exceptional financial need who are also Pell Grant recipients (see Federal Pell Grant Program following). A typical award ranges from \$100 up to \$1500 per academic year.

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**To apply** for this program, a student must complete the Free Application for Federal Student Aid (FAFSA). This form can be obtained from the Financial Aid Office.

### **Federal Pell Grant Program**

This federally sponsored program provides financial aid to those who need it to attend approved colleges. Awards range from \$200 to \$4050 per academic year depending on a family's financial situation.

**To apply** for this program, a student must complete the Free Application for Federal Student Aid (FAFSA) from the U.S. Department of Education. This form can be obtained from the Financial Aid Office. Since there is no priority date for this program, the form should be completed and sent to the appropriate agency as soon as possible prior to the academic year.

### **Florida Student Assistance Grant Program (FSAG)**

**Priority Date: April 15.** This program is available only to full-time students with high financial need. Students and the parents of dependent students must also be Florida residents for at least one year prior to the beginning of classes. Awards range from \$200 to \$1300 per academic year.

**To apply** for this program, a student must complete the Free Application for Federal Student Aid (FAFSA). This form can be obtained from the Financial Aid Office. To be given top consideration, the FAFSA must be received by the processor on or before the priority date of April 15.

### **Florida Resident Access Grant (FRAG)**

This program is available to full-time students who have been Florida residents for at least one year prior to the beginning of classes. This one-year Florida residency is also required for the parents of dependent students. Transfer students and renewals must have a 2.0 cumulative GPA on all previous college work. Awards may range up to \$2800 per academic year depending on state funding.

**To apply** for this program, a student must complete the Florida Resident Access Grant Application available at the Financial Aid Office. Since there is no priority date for this program, the FRAG application should be received by the Financial Aid Office as soon as possible prior to the academic year.

### **Florida Academic Scholars Award, Florida Merit Scholars Award, and Florida Gold Seal Vocational Scholars Award**

These scholarships are part of the Florida Bright Futures Program. They reward outstanding Florida public high school graduates for their academic and vocational achievements. The awards range up to \$3200 per year if sufficient funds are available to make full awards. Contact your public high school guidance office for information on eligibility criteria or visit the Florida Bright Futures Program website at <http://www.firn.edu/doe/brfutures>.

### **Rosewood Family Scholarship Fund**

A need-based scholarship for a maximum of 25 minority students per year to attend state universities, public community colleges, or public postsecondary vocational-technical schools

in Florida. Annual award amount is the amount of tuition and fees for up to the 30 credit hours not to exceed \$4000. If funds are insufficient to make full awards to 25 eligible applicants, awards will be prorated.

Applications are available from the Florida Department of Education, Office of Student Financial Assistance and must be postmarked by April 1. Also, Florida residents must submit the "Free Application for Federal Student Aid" (FAFSA) in time to be processed by May 15. Non-Florida residents must submit the FAFSA in time to receive the "Student Aid Report" (SAR) and submit it to the Office of Student Financial Assistance postmarked by May 15.

### **Florida Teacher Scholarship and Forgivable Loan Program**

A scholarship and loan program available to capable and promising students and teachers to pursue careers in teaching in Florida. A \$1500 "Chappie" James Most Promising Teacher Scholarship is available for the freshman and sophomore years of undergraduate study. Two year Critical Teacher Shortage (CTS) Forgivable Loans are available to upper School undergraduate and graduate students who declare their intent to teach in CTS subject areas in Florida. Up to \$4000 per year for undergraduate study and \$8000 per year for graduate study. Loans must be repaid by teaching in a Florida public school or in cash.

Scholarship applications must be submitted to the high school principal by March 1. High school principals must submit applications for nominees to the Florida Department of Education, Office of Student Financial Assistance by April 1. Students must submit loan applications to the dean or director of the institution's School of Education by March 15. The dean or director must submit applications to the Florida Department of Education by April 1. Applications are available from high schools, the College's School of Education, and the Florida Department of Education, Office of Student Financial Assistance.

### **Florida Mary McLeod Bethune Scholarship Fund**

This program offered by the state of Florida provides financial assistance initially to Florida high school seniors with a cumulative grade point average of 3.0 or above. An applicant must be a Florida resident and demonstrate financial need. Awards range up to \$3000 annually depending on available funds.

**To apply** for this program a student must complete the Free Application for Federal Student Aid (FAFSA). The form must be received by the processor no later than April 15. A student must also submit an application for this program to the Financial Aid Office, post-marked by April 30 of the senior year of high school.

### **Air Force ROTC and Army ROTC**

ROTC academic scholarships are offered to students who meet specific requirements. These scholarships cover the cost of the College's tuition and books plus provide the student a tax free subsistence allowance per month. For more information on ROTC scholarships, refer to pages 237-245.

## **COLLEGE SCHOLARSHIPS & GRANTS**

The Bethune-Cookman College scholarships recognize academic excellence. Their major purpose is to encourage outstanding students and assist them along the path to leadership and service to humanity.

### Who Can Apply

Since most scholarship awards are merit awards, many require specific grade point averages as well as proof of financial need. When students obtain the brochure listing the scholarships, they should be able to tell which scholarship requirements they meet. Other details will be provided when they request and/or submit an application. They may be eligible for more than one scholarship, depending on their achievements and/or financial need. However, the total scholarship amount cannot exceed their financial need. In most cases, the specific requirements are set by the donors who provide the scholarship funds. Many of the scholarships are renewable over four years if students continue to maintain the required grade point average.

### Categories of Scholarships

Most scholarships are awarded in one of five categories:

- Academic merit
- General scholarships
- Scholarships for specific major areas
- Scholarships for students from specific geographical areas
- Specific employer and labor union scholarships

### How to Apply

Scholarship applications and brochures can be obtained from the Financial Aid Office or the Office of College Advancement. For information on performing arts awards—band, concert chorale, etc.—students should contact the Music Department. Those interested in athletic awards should contact the Athletics Department.

## ACADEMIC SCHOLARSHIPS

Bethune-Cookman College recognizes outstanding achievement in prospective students by offering a range of scholarship programs to both freshmen and transfer students. For incoming students, scholarship consideration is based on credentials submitted with the student's Application for Admission. The College also encourages high performance levels in our enrolled students by recognizing and rewarding continuing academic achievement.

The current academic criteria for each award are included in the Application for Admission. The criteria may also be obtained from the Office of Admissions and the Office of the Vice President for Academic Affairs.

### PRESIDENTIAL SCHOLARSHIP

The Presidential Scholarship is offered to high school graduates who will enter college for the first time. The award covers college expenses (full-time tuition, room, board, and books) not covered by federal and/or state financial aid and other noninstitutional scholarships. Upon enrollment, students must register for at least 12 semester hours (college credit courses) and maintain a 3.50 cumulative grade point average to renew the awards. Awards may be renewed for a maximum of 8 semesters of study.

## EXCELSIOR SCHOLARSHIP

The Excelsior Scholarship is offered to high school graduates who will enter college for the first time. The award **only** covers the cost of full-time tuition that is not covered by federal and/or state financial aid and other noninstitutional scholarships. The award **does not** cover room and board or books. After enrollment, students must register for at least 12 semester hours (college credit courses) and maintain a 3.40 cumulative grade point average to renew the awards. Awards may be renewed for a maximum of 8 semesters of study.

## ACADEMIC MERIT AWARD PLAN

Under this plan Bethune-Cookman College will provide scholarship aid for a) high school graduates entering college for the first time, b) transfer students with 24 college-credit hours, and 3) matriculating students who have been enrolled at Bethune-Cookman College for at least one academic year. The Academic Merit Award is granted on an annual basis, and students must reapply each year. The Academic Merit Award Plan and application forms may be obtained from the Office of the Vice President for Academic Affairs.

### Academic Merit Award for New Freshmen

The Academic Merit Award is offered to high school graduates who will enter college for the first time. The award amount is determined by the student's total academic profile. Students must enroll full time and earn a 3.25 cumulative grade point average to renew the award. The Academic Merit Award is granted on an annual basis. **Students must reapply annually.**

### Academic Merit Award for New Transfer Students

The Academic Merit Award is offered to students who are transferring to Bethune-Cookman College from another college or university. The applicant must have earned at least 24 college credit hours at the previous institution. The award amount is determined by the student's total academic profile. Students must enroll full time and earn a 3.25 cumulative grade point average to renew the award. The Academic Merit Award is granted on an annual basis. **Students must reapply annually.**

### Academic Merit Award for Enrolled Students

The Academic Merit Award is offered to students who have been enrolled for at least one academic year. The applicant must have earned a minimum of 3.25 cumulative grade point average and at least 24 college credit hours. **The Financial Aid Office will determine the award amount based on the applicant's cumulative grade point average and financial need.** The Academic Merit Award is granted on an annual basis. **Students must reapply annually.**

## STUDENT EMPLOYMENT PROGRAMS

### Federal Work Study Program (FWS)

This program provides jobs for a very limited number of students with financial need who must earn a part of their educational expenses. The Financial Aid Office arranges jobs on campus or off campus with public or private nonprofit agencies. Students work from 10 to 15

hours per week, scheduled in a way that will not conflict with their classes. An average award is about \$1600 per academic year. Paychecks are processed once a month for the hours actually worked.

**To apply** for this program, a student must complete the Free Application for Federal Student Aid (FAFSA). On the FAFSA, a student must indicate his or her interest in a "part-time job" or "work-study." This form can be obtained from the Financial Aid Office.

### **College Work Aid Program (CWA)**

College departments may employ student workers who do not qualify for the Federal Work Study Program. The general policy is for College departments to hire student workers independently. The Student Financial Aid Office assists in processing the paper work after the student has been hired by a department.

## **LOAN PROGRAMS**

To apply for the following programs, a student must complete the Free Application for Federal Student Aid (FAFSA). This form can be obtained from the Financial Aid Office.

### **Federal Direct/Stafford Loan—Subsidized**

This is a low-interest loan made to students by the federal government "directly" or by a private lender (bank, credit union, etc.). Eligibility for a "subsidized" Federal Direct/Stafford Loan is based on financial need as determined by a federally mandated formula. "Subsidized" means that the federal government will pay the interest on the loan while a student is in school and during specified deferments.

Eligible freshmen may borrow up to \$2,625 per year, sophomores up to \$3,500; and juniors and seniors may borrow up to \$5,500 per year. The maximum allowable undergraduate indebtedness over five years is \$23,000.

The interest rate for Federal Direct/Stafford Loans varies annually (a new rate is effective each July 1), and the rate is based on the 90-Day U.S. Treasury Bill rate plus 3.10 percent, not to exceed 8.25 percent.

Federal Direct/Stafford Loans are disbursed in two installments: one in the fall semester and one in the spring semester, after enrollment for each semester. When the loan is disbursed, a federally required origination fee of 3 percent (which is used to offset administrative costs of the program) is deducted from the loan by the government or bank, along with a nonrefundable insurance fee of up to 1 percent of the principal amount of the loan. A loan of \$2,625 is therefore disbursed in two installments of \$1,260 each, totaling \$2,520.

Repayment begins six months after the borrower's last enrollment on at least a half-time basis.

### **Federal Direct/Stafford Unsubsidized Loan**

The Higher Education Amendments of 1992 created a new program offering "unsubsidized" Federal Direct/Stafford Loans to students who do not qualify in whole or in part for "subsidized" Federal Direct/Stafford Loans.

A Federal Direct/Stafford Unsubsidized Loan is a low interest loan made to students by the federal government "directly" or by a private lender (bank, credit union, etc.). Under this pro-

gram, the student borrower (and not the federal government) pays the interest that accrues on the loan while the student is in school. Eligibility for a Federal Direct/Stafford Unsubsidized Loan is determined by the Financial Aid Office using a federally mandated formula.

Eligible dependent freshmen may borrow up to \$2,625 per year; sophomores up to \$3,500; juniors and seniors may borrow up to \$5,500 per year, less any amount of subsidized Direct/Stafford Loan eligibility. A student who shows need for only part of an annual subsidized Federal Direct/Stafford Loan may borrow the remainder through an unsubsidized loan. The maximum allowable loan undergraduate indebtedness over five years is \$23,000. Annual and aggregate loan limits for independent students are different.

The interest rate for Federal Direct/Stafford Unsubsidized Loans varies annually (a new rate is effective each July 1), and the rate is based on the 91-Day U.S. Treasury Bill rate plus 3.10 percent, not to exceed 8.25 percent.

Federal Direct/Stafford Unsubsidized Loans are disbursed in two installments: one in the fall semester and one in the spring semester, after enrollment for each semester. When the loan is disbursed, a federally required origination fee of 3 percent (which is used to offset administrative costs of the program) is deducted from the loan by the government or bank, along with a nonrefundable insurance fee of up to 1 percent of the principal amount of the loan. A loan of \$2,625 is therefore disbursed in two installments of \$1,260 each, totaling \$2,520.

### **Federal PLUS Loan or Federal Direct PLUS Loan (Parent's Loan)**

The Federal PLUS Loan is a federally insured loan made by private lenders or "directly" by the federal government. Repayment of principal and interest begins 60 days after the loan proceeds have been disbursed. Eligibility for this loan is based on credit-worthiness as determined by the Lender.

The interest rate for the Federal PLUS Loan varies annually (a new rate is effective each July 1), and the rate is based on the 52-week U.S. Treasury Bill rate plus 3.10 percent not to exceed 9 percent.

Federal PLUS Loans are disbursed to the college in two installments: one in the fall semester and one in the spring semester, after enrollment for each semester. When the loan is disbursed, a federally required origination fee of 3 percent (which is used to offset administrative costs of the program) is deducted from the loan by the government or bank, along with a nonrefundable insurance fee of up to 1 percent of the principal amount of the loan.

Parents of dependent students may borrow up to the cost of education minus any financial aid. These loans, in combination with all other aid (including loans) may not exceed the educational cost. Financial need is not an eligibility factor.

### **Perkins Loan Program (formerly NDSL)**

This program arranges for an undergraduate student to borrow money if funds are available. Repayment begins six months after graduation, withdrawal, or leaving school for other reasons. A student is allowed up to 10 years to pay back the loan. During the repayment period, 5 percent interest is charged on the unpaid balance of the loan principal. Payments are not required for up to three years for those temporarily or totally disabled, and for those serving

in the Armed Forces, Public Health Services Corps, VISTA and similar volunteer organizations. Loan cancellation benefits are also available for borrowers who go into certain types of teaching institutions and other specified duties.



A Time to Socialize

## STUDENT LIFE AND SUPPORT SERVICES



## THE OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs, under the direction of the Vice President for Student Affairs, seeks to maintain comfortable and satisfactory living conditions for the students in the college community. It is responsible for supervision for students' living arrangements and for direction of student organizations, activities and social life.

The main purpose of this office is to produce a dynamic college campus, which has an ideal locale and atmosphere in which students can engage in a wide variety of experiences. These experiences can contribute to the promoting of personal intellectual growth, the deepening of values, the achieving of a balanced emotional life, and the developing of a concern and responsiveness to the needs of others. It is the student, ultimately, who must choose from the opportunities available and enter into the life of the campus to a greater or lesser degree.

## GENERAL REGULATIONS

### STUDENT RESPONSIBILITY

In accepting admission to Bethune-Cookman College, the student subscribes to the standards of personal conduct which the College considers fundamental to group living. It is assumed that the student will take advantage of the opportunities offered to learn how to make wise decisions regarding conduct. Policies and practices governing students and student life are found in the student handbook.

### ON-CAMPUS HOUSING

Bethune-Cookman College housing staff will make every effort to accommodate those students wishing to reside in on-campus housing. Therefore, effective Spring Semester 2005, all campus housing will be based on a first-come, first-served basis. Students may reserve a room by submitting a **nonrefundable \$200.00** room reservation fee to the Fiscal Affairs Office or the Admissions Office. Once reservation fees are received, the student will be assured a room within one of the College's residential facilities. This **nonrefundable** room reservation fee will be assessed on a semester basis.

The administration realizes that some students may wish to specify his/her roommate. Therefore, every attempt will be made to accommodate those students wishing to do so, based on space availability. Students should submit their requests through the Dean of Men or Dean of Women within 60 days prior to the end of any given semester.

Effective Spring Semester 2005, every attempt will be made by the administration to house all freshmen on the campus.

All reserved rooms will be held until the close of business on the last day of regular registration. After that time, all available space will be released on a first-come, first-served basis.

Persons who apply after dormitory spaces have been depleted will be informed that on-campus housing is not available. When all available spaces on campus have been occupied, students will be provided with lists of apartment complexes and private homes in the area where Bethune-Cookman College students have secured housing in the past. These lists shall be available in the offices of the Dean of Men, the Dean of Women, and the Vice President for Student Affairs. Any arrangements made shall be the responsibility of the students and their

parents. The College assumes no responsibility for payment of rent or lease agreements. Students and their parents are responsible for securing off-campus housing and making all legal and financial arrangements with landlords or real estate agencies.

NOTE: Our Housing Management Team will make every effort to house those students desiring to reside on campus. However, there may be times that students may have to be re-assigned rooms, dormitories or even be removed from housing. The Vice President for Student Affairs reserves the right to act in the best interest of the College and its residents.

## **OFF-CAMPUS HOUSING**

Freshman students are required to live on campus except for the following:

1. married students
2. residents of Daytona Beach who live with their parents or a close relative
3. students who live within a 100-mile radius and commute daily
4. students unable to secure on-campus housing because it is unavailable.

## **DORMITORY LIFE**

Resident students are under the supervision of the respective Dean of Men or Dean of Women and Housing Management Team. Rules governing dormitory life are provided in the student handbook.

Dormitory rooms are furnished; however, students may wish to personalize their rooms with their own curtains, rugs, bedspreads, and other similar items. Items strictly prohibited in the dormitories include air conditioners, space heaters, hot plates, and other cooking utensils. However, all students should bring the following items:

4 sheets	4 pillowcases
2 bedspreads	1 blanket
2 towels	2 wash cloths

The Dean of Men or Dean of Women may recommend removal from campus housing of any student who is destructive, noncooperative, insubordinate, disruptive, or persistent in violating dormitory policies and practices, including disregarding the rights of others. The student will be given a minimum notice of 24 hours to move off campus. Parents will be notified as soon as possible by a telephone call or a letter, of any such decisions or actions.

## **DISCIPLINE**

Bethune-Cookman College seeks to safeguard the integrity of all students. It is expected that individual students will refrain from participation in acts which are considered irregular. Students are subject to disciplinary action who persist in violating any of the privileges, standards, and policies of the College; who are consistently delinquent in academic responsibility; and/or who continuously neglect their financial obligations; or who embarrass the College in any manner. The College reserves the right to dismiss a student for unbecoming social behavior. The possession of firearms and the use and possession of alcoholic beverages and narcotics by Bethune-Cookman College students are strictly forbidden on the campus or when a student represents the College.

The College reserves the right to notify civil authorities whenever a student is guilty of, or charged with, violation(s) of civil law.

## **FRESHMEN AND NEW STUDENT ORIENTATION**

All freshmen and new students are required to participate in the orientation sessions at the commencement of the first semester of student enrollment. Orientation serves to assist students in adjusting to college life. During orientation week, freshmen and new students are made aware of the history of the institution, facilities, personnel, and services available at the College. Counseling is an essential activity during orientation week; peer counselors are also used extensively. Placement tests are required and administered to all freshmen and new students at this time. Each freshman and new student are assigned an academic advisor.

## **RELIGIOUS EXPERIENCES**

In its relationship to the Board of Higher Education and Ministry of the United Methodist Church, Bethune-Cookman College has a great and cherished religious tradition. The religious outreach of the College is ecumenical, and the Religious Life Fellowship, the PreSeminarian Club and the Fellowship of Christian Athletes chaired by the College Chaplain, are comprised of student faculty and staff members from a wide variety of religious denominations.

The Office of the College Chaplain is located on the second floor of the Charles C. Parlin Student Center and is open to all who have need for spiritual counseling and guidance. This office also serves as the center for religious activities, as it coordinates and promotes programs of spiritual enrichment on the campus.

Religious activities include Bible study, annual spiritual outreach celebrations, midweek prayer services, outdoor celebration services, and spiritual awareness sessions in the dormitories. The College employs a full-time ordained chaplain to administer these activities.

## **HEALTH SERVICES**

The College maintains a health service under the direction of a practicing physician and a nursing staff. The Department of Health Services attempts to direct the thinking and action of students toward more healthful living. The college physician is available at the college infirmary for consultation Monday through Friday at 3 p.m. and remains until all student cases have been checked.

Students who need the services of a hospital should be cleared or referred by the college nurse. All students seeking the services of personal physicians other than the college physician are responsible for payment of fees to said physicians.

## **INTERCOLLEGIATE ACTIVITIES**

Bethune-Cookman College considers intercollegiate athletics and its student athletes an integral part of the College. The total involvement of the coaches, faculty, staff, alumni and friends provides an opportunity to share in the life of the collegiate community.

The College and the athletics department expect all student athletes to strive toward and earn a college degree, as other members of the student body. The program is committed to high standards of academic scholarship, sportsmanship, leadership, and equal opportunities

for men and women when participating in amateur athletic competition. Student athletes are recruited, coached, taught and assisted by dedicated coaches, faculty, athletic support staff, academic support staff and medical staff.

The College's intercollegiate sports program is affiliated with the following governing bodies: Mid-Eastern Athletic Conference (MEAC) and National Collegiate Athletic Association (NCAA).

All varsity programs for men and women are in NCAA Division I except football, which is in Division IAA. The College sponsors 17 sanctioned sports under NCAA and MEAC rules and regulations. Currently men's sports are football, basketball, baseball, outdoor track and field, cross country, tennis and golf; women's sports are basketball, volleyball, tennis, indoor track, outdoor track, cross country, golf, bowling, and softball. The College officially observes NCAA standards for student athlete eligibility and participation in the program.

### **Department of Intercollegiate Athletics Mission Statement**

The primary function of the Bethune-Cookman College Department of Intercollegiate Athletics is to work to fulfill the educational mission of the College. The role of the College is to prepare students in the Christian tradition for careers by developing their abilities to think clearly, make sound judgments and communicate effectively, as well as to utilize specifically developed academic skills and practices within their chosen career. The College is further committed to developing in students and employees a desire to sustain lifelong learning by gaining an appreciation of self and of others and their views, and an awareness of the ethical and aesthetic choices that life presents. The role of the Department of Athletics is to provide mechanisms by which to meet the needs of each student athlete with these educational, athletic, social and moral experiences. Policies and procedures are established that will promote gender equity and cultural diversity so that each student and employee may be afforded the best opportunities for a positive experience in an academic setting. The College and Department of Athletics are responsible for providing the best possible environment for its student athletes to compete against quality opponents within the rules of the institution, Mid-Eastern Athletic Conference and the National Collegiate Athletic Association.

### **Mid-Eastern Athletic Conference (MEAC) Philosophy**

The members of this conference subscribe to the principle that intercollegiate athletics is a vital part of higher education, and is regarded as an integral part of the educational program, and shall be administered and conducted with the highest degree of integrity, and in a manner consistent with the institution's educational policies.

Fundamental to the successful application of intercollegiate athletics is the mission to educate student athletes. It is the mission of the MEAC to promote student athletes' academic and athletic success. Further, the members of this conference are obligated to ensure that the academic and athletic mission is achieved ethically.

It is the function of the MEAC to encourage intercollegiate athletics on an amateur basis with the highest degree of institutional control. To reinforce these principles, the MEAC believes in and subscribes to the fundamental principles governing the conduct of intercollegiate athletics as adopted by the National Collegiate Athletic Association (NCAA) with respect to the principles governing:

Amateurism and student participation

Institutional control and responsibility  
Sound academic standards  
Financial aid  
Recruiting  
Ethical conduct  
Competition in post-season and intercollegiate sponsored contests  
Playing and practice seasons  
Eligibility of student athletes  
Personnel and squad limitations  
Football television  
Basketball television

## STUDENT ORGANIZATIONS

Any student who seeks membership in fraternities, sororities, clubs, and other organized groups on the campus must meet the scholastic standards of the College before approval and admission into such organizations. The College encourages participation in such activities as those listed below:

### 1. GENERAL ORGANIZATIONS

Clubs, activities and organizations in which the membership is not restricted because of registration in a particular department are considered general organizations. Participation in these groups is voluntary. Programs may be national or local in scope.

- a. The Student Government Association at Bethune-Cookman College is the student governing body in matters pertaining to the common interests of the students.
- b. *Voice of the Wildcat* newspaper is the school's publication, which reflects the college life and activities of the students.
- c. *The B-Cean* is the College's annual yearbook to which students have an opportunity to contribute.
- d. Performing groups include the (a) marching, stage, and concert bands, (b) Concert Chorale, (c) Tra-Co-Dram, (d) Orchesis Dance Ensemble, (e) Inspirational Gospel Choir, (f) cheerleaders, and (g) steel drum band.

### 2. MAJOR AREA CLUBS

Major area clubs are organizations designed to give students an opportunity to help interpret the broader educational implications in a given field of study and to gain professional perspectives. Some of these clubs are affiliated with national organizations.

### 3. RELIGIOUS ORGANIZATIONS

The Religious Life Fellowship is an organization charged with the creation and promotion of all religious activities on the campus, and is drawn from both students and faculty-staff members who represent a cross section of denominations and faiths. Other religious organizations include the PreSeminarian Club, the YMCA, and the YWCA.

### 4. FRATERNAL ORGANIZATIONS

The fraternal organizations are international Greek letter organizations, which have established chapters on the campus of Bethune-Cookman College:

Alpha Kappa Alpha Sorority, Inc., Gamma Tau Chapter  
Alpha Phi Alpha Fraternity, Inc., Delta Beta Chapter  
Delta Sigma Theta Sorority, Inc., Delta Alpha Chapter  
Iota Phi Theta Fraternity, Inc., Beta Chi Chapter  
Kappa Alpha Psi Fraternity, Inc., Gamma Theta Chapter  
Omega Psi Phi Fraternity, Inc., Omicron Epsilon Chapter  
Phi Beta Sigma Fraternity, Inc., Beta Upsilon Chapter  
Sigma Gamma Rho Sorority, Inc., Beta Eta Chapter  
Zeta Phi Beta Sorority, Inc., Mu Beta Chapter

5. **HONOR SOCIETIES**

Honor Societies are those whose memberships are determined on the basis of merit and scholastic achievement. The names of honor societies of the College are listed under the Honors Program in this Bulletin.

6. **SERVICE AND SOCIAL ORGANIZATIONS**

These organizations are those whose memberships are determined on the basis of service.

Gamma Sigma Sigma National Service Sorority  
Kappa Kappa Psi National Band Fraternity  
Phi Mu Alpha Sinfonia  
Sigma Alpha Iota International Music Fraternity  
Tau Beta Sigma Band Sorority

A grade point average of 2.5 is required to participate in service and social organizations. Honor societies have their own regulations; however, to be pledged to a fraternity or sorority, a student must have a cumulative grade point average of 2.8 as established under rules of the Greek Letter Advisory Council of the College. Pledging and initiation may take place only at prescribed times during the school year.

Each student organization and activity must be registered in the Office of the Vice President for Student Affairs with a copy of the charter and a list of the names of the current officers on file. Permission must be obtained from the administration of the College to start a new organization on the campus. Organizations must select three members of the faculty and/or staff from which the administration of the College appoints the official sponsors. Each organization must have at least two sponsors.

To participate in extracurricular activities or performing groups representing Bethune-Cookman College, students must maintain a cumulative grade point average of 2.0 or above and a minimum course load of 12 semester hours.

## **CULTURAL AFFAIRS**

To supplement classroom education, Bethune-Cookman College offers a well-rounded program of cultural attractions including such activities as plays, lectures, and musical performances by outstanding individuals and groups. Many of these programs are free for all students upon presentation of Bethune-Cookman College identification cards; others are offered for a reasonable fee.

## CAREER PLACEMENT AND COUNSELING SERVICES

The Career Development and Counseling Office provides several services for students, staff and faculty. The office is designed to assist students with the opportunity to explore and understand themselves and the world of work.

Professionally trained counselors and peer counselors provide individual and group counseling sessions to assist students in developing good interpersonal, social and decision making skills.

### **The following Services are available:**

Career Counseling

Career Information Library

Campus Recruitment Program

Career Related Work Experience

Computerized Career Guidance Program (SIGI)

Graduate School Advisement

Interpersonal/Group Counseling

Peer Counseling

Full-time, Part-time/Summer Employment

Professional Development Seminars

Special Career Programs (Career Fair, Teacher Recruitment Fair, Graduate School Information Fair)

Student Credential Files

## CAREER RELATED WORK EXPERIENCE

The career related work experiential program applies to all work experience placements at Bethune-Cookman College, with the exception of teaching, nursing and clinical laboratory science. The program involves students, faculty and employers and is designed to coordinate classroom studies with related job experiences in business, government and other industries. The work experience placement may or may not be related to a student's major.

The goals of the career related work experience program are the following:

1. to insure that experimental activities or productive work are at the core of the college experience for all students;
2. to assist students in finding meaning in their studies;
3. to assist students in coordinating classroom study with related on-the-job experiences;
4. to assist students in developing and improving working and life skills related to employment; and
5. to enhance students' opportunities for employment.

### **Types of Career Related Work Experience are the following:**

1. **Field Experience:** A supervised learning situation that may be related to a student's major and/or vocational interest. A student may seek preferred field experience. However, it must be approved by the career counselor and department head. Field expe-

rience will be offered in all academic areas during regular semesters and summer. The final grade will be awarded by the instructor and department head based upon site visits, written reports by the students, and evaluations by the immediate supervisor. All students participating in the field experience program must have and must maintain a cumulative grade point average of 2.0 or above. All field experience courses will be numbered 290, 390 and 490. A student may or may not be paid for a field experience, depending upon the employer.

2. **Internship:** A supervised practical experience related to the student's major, which generally occurs at the end of the student's academic work prior to graduation. It is primarily involved with skills application. Internships can be optional in the degree program and vary as to whether they are or are not paid experiences. Internship credit can be earned, during regular semesters or summer. All internships must be approved by the department head and career counselor. The final grade will be awarded by the instructor or department head based upon site visits, written reports by students, and evaluations by the immediate supervisor. All students applying for internships must have and must maintain a cumulative grade point average of 2.0 or higher.
3. **Cooperative Education:** An educational strategy that formally integrates education and work experience on an alternating or parallel basis in an area related to the student's career goal and/or major. It is a program in which student participation in work experience is considered a regular part of the degree program. Cooperative education assignments are generally paid positions. All students applying for cooperative education work experience must have and maintain a grade point average of 2.0

Cooperative education courses are offered in all Schools of the College. A student can earn six credit hours for each cooperative education course. A maximum of 18 credit hours of cooperative education courses is allowed for each student. The final grade is awarded by the instructor or department head based on the on-site visits, written reports and employer evaluations. Students are permitted to take courses at other institutions with the approval of the department head or registrar while "Co-oping."

## PRIVACY RIGHTS OF PARENTS AND STUDENTS

The Family Educational Rights and Privacy Act of 1974 was passed by Congress as part of Public Law 93-380, Section 438. This act concerns the protection of rights and privacy of parents and students. It has become known as the Buckley Amendment. The regulations are directed to any public or private agency or institution which is the recipient of funds from the Department of Education.

The act states that institutions must provide students or their parents access to official records directly related to them and must provide them an opportunity for a hearing to challenge such records if they are inaccurate or misleading. It also describes the types of consent students, parents, or guardians must give before data is released and the ways they must be notified of their privacy rights.

The purposes of the act are (a) to assure parents of students and students themselves, if they are over the age of 18 or attending an institution of postsecondary education, access to their education records and (b) to protect such individual's rights to privacy by limiting the transferability of their records without their consent.

The Buckley Amendment specifically provides that a college may provide "directory information" such as, name, address, and telephone number. At times, Bethune-Cookman College may provide that information for a campus directory. If any student objects, he or she should notify the Office of the Registrar's at once so that his or her name may be removed.

Bethune-Cookman College is complying fully with the act and, in so doing, is notifying students and parents of the College's policy and procedure for release of student information.

## **THE CARL S. SWISHER LIBRARY/LEARNING RESOURCES CENTER**

The library collection contains over 173,000 books in addition to periodicals, audio and video tapes, microforms and other materials. An online Public Access Catalog (OPAC) provides access to the library collection via the Internet. The collection is housed in open stacks except for special collections.

The library features a Local Area Network (LAN) with access to the Internet and subscribed online databases that include ProQuest, Britannica Online, First Search, ERIC, SIRS, Newsbank, InfoTrac, JStor and others.

As a member of the Florida Library Network (FLIN), Central Florida Library Consortium (CFLC), and the Southeastern Library Network (SOLINET), the Swisher Library has access to other resources and collections in Florida and around the country through inter-library loan programs.

The Carl S. Swisher Library/LRC also houses a number of conference rooms for group study; an exhibition area; a nonprint media room for class presentations; a computer center; a graphics department; and the college archives. Special collections included are the Mary McLeod Bethune, the Joseph M. Taylor, the Thelma Harris Livingston, the Florence L. Roane, the Attica Collection, and the Negro Collection of books by and about Blacks. The archival area is the repository for documentary, photographic and other materials of historic value to the College.

The Swisher Library/Learning Resources Center thus serves as a major focus for improving learning, teaching and research. It addresses academic, administrative and cultural needs of the College through the provision of resources identified above as well as through the offering of consultative services to faculty, staff, students and visitors in maximizing the use of services and facilities.

# GENERAL ACADEMIC INFORMATION



Dr. Ann Taylor Green  
Provost/Vice President for Academic Affairs  
and UNCF/Toyota Scholars

The procedures, policies, and regulations stated in this section are designed to assist the Bethune-Cookman College student during matriculation.

Each student is assigned an advisor at the time of **admittance to the College according to the major including undecided**. The advisor will give advice on appropriate courses and other pertinent academic information. **It is the responsibility of the student to review his or her progress each semester with the advisor and to keep informed of changes, procedures, and regulations which may affect successful pursuit of a college degree.**

## ACADEMIC REGULATIONS

Before making a final choice of courses, all students should consult the assigned advisor and, in the case of doubt, the instructor in charge of a particular course. Electives should be chosen in accordance with the program of the major field and in keeping with the interests of the student.

Special attention should be given to the following regulations.

**COMPULSORY CLASS ATTENDANCE:** Class attendance is compulsory for freshmen, sophomores, juniors, seniors, and special students. Absences will result in lower grades earned.

**UNEXCUSED ABSENCES:** No student will be permitted unexcused absences.

**EXCUSED ABSENCES:** Excused absences include those incurred by the student's participation in college or class sponsored activities. Examples of excused absences include band, chorale, gospel choir, athletic teams, field trips, proof of illness or other documented reasons.

**IMPENDING ABSENCES:** Every student is responsible for informing teacher(s) of impending absence(s) from class if the student has such information.

**NO EXCUSES FROM THE ACADEMIC AFFAIRS OFFICE:** No excuses for absence(s) are issued from the Office of Academic Affairs.

**SYLLABUS/OUTLINE:** **The course syllabus/outline is an agreement between the teacher and the student.**

**RIGHT TO APPEAL ACADEMIC DECISIONS:** Every student has the right to appeal the academic decision of an instructor. Steps in the appeal process are outlined in "Student Grade Appeal."

**FOURTEEN (14) HOUR RESTRICTION:** Students entering Bethune-Cookman College as of August of 1999 and thereafter who must enroll in **any two developmental courses are restricted to not more than 15** semester hours credit.

**LIMITATION OF CREDIT ON PROBATION:** Students on academic probation are limited to a maximum load of 14 hours credit per semester. (See Academic Probation and Dismissal.)

**OVERLOAD REQUIREMENTS:** The academic requirements for taking an overload, 19-23 semester hours, is a minimum grade point average of 3.0 during the semester/immediately preceding the one in which the student wishes to carry the overload. This permission for overload **does include summer sessions with a load of nine hours or more.**

**FINAL EXAM TIME SCHEDULES FIRM:** Final examinations are to be taken at the time scheduled by the Office of the Registrar. Students must be cleared by the Office of Fiscal Affairs/Student Accounts Office. Only students with balances at the time of the exams will be issued an exam permit to take their final examinations. Students with zero balances prior to the beginning of the final exam periods will not need an exam permit to take finals.

**ISSUANCE OF "I" (INCOMPLETE) GRADES:** Only students who have balances (unless approved by the Fiscal Affairs/Student Accounts Office at the end of the semester, and/or students who have not completed work for the semester and there is a possibility that the students will pass, should be given "I's"/Incomplete grades. Note: Students, who are coded with balances at the end of the semester and there is no possibility that the student will pass the course, should not be given "I" grades.

**REMOVAL OF "I" GRADES:** Students receiving one or more "I" grades are required to report to the instructor(s) who issued the grade(s), within the first week of classes of their next semester of enrollment. Students must, thereby, initiate action to remove the "I" grade(s). The requirements to remove the "I" grade(s) must be completed within the first six weeks of that semester of reenrollment. Failure to do so will cause the I's to automatically be changed to F's.

**NO GRADE CHANGE AFTER ONE YEAR:** No grade change is permitted after one year.

**NO GRADE CHANGE AFTER GRADUATION:** After graduation, a student's academic record is closed against grade changes at any time.

**TO ADD SUMMER CLASSES:** Summer school students will be permitted to add classes through the fifth day of classes, with consideration also given to those who must drop/add because one or more classes have been cancelled.

**TO DROP SUMMER CLASSES:** Summer school students will be permitted to drop classes through the end of the first full week of the session.

**LATE ATTENDANCE IN SUMMER CLASSES:** Summer students who have not yet attended class by the end of the first full week of the session will be dropped from the class roll.

**MAXIMUM CREDIT IN SUMMER SESSION:** Summer students may register for no more than a maximum of 12 semester hours credit, without special permission of the Vice President for Academic Affairs.

**MAXIMUM CREDIT IN WEEKEND CLASSES IN SUMMER SESSION:** The maximum number of semester hours credit permissible for students solely in Weekend Classes during Summer Session is six (6), without special permission of the Vice President for Academic Affairs.

**OVER THIRTY (30) YEARS OF AGE:** Students over 30 years of age at the beginning of matriculation at the College may be exempt from physical education activity courses upon approval of his/her department head.

**TRANSFER GRADES NOT COMPUTED IN "GPA":** Student grades from other institutions acceptable to Bethune-Cookman College will, nevertheless, not be computed in that student's cumulative grade point average.

**COMMUNITY COLLEGE GRADES DO NOT QUALIFY AS UPPER SCHOOL:**

No courses completed at a community or junior college will be accepted by Bethune-Cookman College as upper School (300-400) credit. This restriction, however, does not preclude consideration of courses offered by a university or four-year institution given on a community or junior college campus.

**RESTRICTION ON PREVIOUS GRADES:** There is a 10-year restriction on accepting previously earned credits. Nursing and Clinical Lab Science departments, however, will not accept courses over five (5) years old.

**INDIVIDUAL "D" GRADES NOT ACCEPTED FOR TRANSFER:** This institution does not accept transfer of individual "D" grades, but does accept them if they are a part of a previously earned degree from another college or university.

**DEVELOPMENTAL COURSES NOT TRANSFERABLE:** Although Bethune-Cookman College accepts courses transferred from other institutions that lead to a college degree at this institution, it does not accept developmental/remedial courses from another institution.

**THE CATALOG REQUIRED:** Students are required to complete their graduation requirements under the catalog in which they first entered, unless he/she leaves the college for five years or more. When a student returns to the college after five years, he/she must follow the current catalog. See RESTRICTION ON PREVIOUS GRADES (above).

**CONFERENCES WITH ADVISOR:** The student is expected to arrange necessary conference (s) with the academic advisor according to the advisor's posted schedule. Mandatory conference(s) required before registering for each semester and applying for graduation.

**REPEAT ARTICULATION:** A student may repeat a course in which the student receives a D or F grade, and only the hours earned from the higher grade are computed in the grade point average (GPA). If a student makes the same grade in the repeated course in this situation, only one grade is calculated in the GPA.

**GRADES ON PERMANENT RECORD:** All grades, courses, and hours attempted and earned remain a part of the student's permanent record. (Also see academic regulation on GRADE FORGIVENESS.)

**GRADE FORGIVENESS:** When students change their major from one School to another, a maximum of eight failed course hours (or two courses of D or F grades) in one former major may be forgiven; i.e., not calculated in the cumulative grade point average. It is the responsibility of the student to initiate the process of the "forgiveness policy" through the Office of the Registrar after having officially changed the major and spent at least one grading period in the new major (taking at least **and successfully passing** one course required for that new major).

**NONFORGIVENESS OF GRADES:** Grades will not be forgiven for a student who registered for 12 semester hours or more for the sole purpose of receiving financial aid.

**REQUIRED REPEAT:** A student is required to repeat a course **and earn, at least, a grade of "C"** in the major field and in EN 131, EN 132, MA 131, MA 132, **MA 135, MA 136**, RE 260, SC 230 or equivalent when the grade of D or F is earned.

**CONTINUOUS ENROLLMENT IN CERTAIN GENERAL STUDIES COURSES:** Students must be continuously enrolled in general studies mathematics, **English, reading**, and freshman seminar courses each semester until satisfactory completion.

**BEFORE SENIOR SEMINAR:** Before students may enter senior seminar classes, they must first pass EN 131 & EN 132, the English subtest and the Essay subtest of the College-Level Academic Skills Test (CLAST) and one other subtest (A total of three subtests).

**"CLAST" REQUIRED:** All students must satisfy the Bethune-Cookman College requirement for passing CLAST — before graduation. The requirement may be satisfied by either passing the four subtests of the CLAST or by meeting the CLAST exemption requirements. Students transferring with a A.A. Degree from a Florida community college or equivalent credit hours from a Florida public university may use one (1) waiver or exemption granted by that college and **MUST** pass the other remaining subtests. Only one waiver of either subtest of the CLAST is permitted. This waiver must be approved by Bethune-Cookman, not another institution. **THE CLAST EXEMPTION POLICY, APPLICATION FOR EXEMPTION, AND APPLICATION FOR A WAIVER CAN BE OBTAINED IN THE TESTING OFFICE (FAITH HALL, #10).**

**GRADUATION REQUIREMENTS:** Only students who have completed all academic requirements for graduation, including CLAST, are allowed to participate in commencement exercises. Additionally, all official transcripts, which include transfer credits to be used to satisfy graduation requirements must be received in the Office of the Registrar **BEFORE** a student is allowed to participate in commencement exercises.

**LAST THIRTY (30) HOURS:** In order to graduate, the last 30 semester hours, of major area courses, must be completed in courses conducted by Bethune-Cookman College.

**SENIOR STUDENTS:** Senior students (those having 93 or more hours completed) may take up to 23 hours each semester during their senior year. Tuition charges will be assessed according to current policies of the Fiscal Affairs Office.

**TO WITHDRAW FROM BETHUNE-COOKMAN COLLEGE:** A student may withdraw from Bethune-Cookman College and receive the transcript notation "W" by completing a Withdrawal Form available in the guidance department in the Career Placement and Counseling Services—not later than 10 school days before the final examination period during the fall and spring semesters **and five school days before final examination period during the summer term.** Failure to withdraw properly will result in F grades for each course that semester or summer.

## STUDENT RECORDS AND INFORMATION

The Buckley Amendment to the General Education Provisions Act stipulates that students may have access to their official files and that no transcripts may be issued without written requests. The Family Rights and Privacy Act of 1974 gives the College the right to make public, at its discretion and without prior authorization from the student, the following information: name; class; home or college address and telephone number; major field; date and place of birth; dates of attendance at Bethune-Cookman College; degrees, honors and awards received; and previous school most recently attended. The law also gives students the right to place limitations on the release of any of this information. A student who wishes to do so must file a special form with the Office of the Registrar each year by September 15. In practice, the College does not indiscriminately release information about individual students.

Official transcripts of student academic records, for transfer to another institution or any other purpose, may be obtained from the Office of the Registrar upon written authorization

by the student. Transcripts are official only if the embossed seal of the College appears. Copies are available only to the student personally. As a safeguard against improper disclosure of academic information, no transcript request will be accepted by telephone. Two complimentary official copies of a transcript are issued at the time of graduation.

A charge of \$5.00 is made for all subsequent official copies and \$3.00 for unofficial copies. A transcript of a student's record received from another university or college becomes a permanent part of the student's file and is not forwarded to a third institution. The student must request a transcript from the original institution.

## COURSE INFORMATION

**Unit of Credit:** Bethune-Cookman College awards semester hour credits. One semester hour credit is normally given for a class that meets 60 minutes per week in lecture or recitation, or at least 120 minutes per week in laboratory practice, for approximately 16 weeks. Semester hour credits are also awarded for shorter than 16-week sessions, when longer class periods are used to permit the necessary total time required in lecture, recitation or laboratory.

Students will receive credit only for those courses for which they are officially registered in the computer, for which they pay the necessary tuition at the time of registration; and for which they earn satisfactory grades.

### Bethune-Cookman College Grading System:

<u>Grade</u>	<u>Interpretation</u>	<u>Point Value</u>
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failure	0
W	Official withdrawal from the college, no penalty	0
DR	Dropped course, no credit given	0
S	Passing grade in pre-college or developmental courses	0
NR	Failing grade in pre-college or developmental courses Used in the same manner as an "F" for repeating courses	0;
AU	Audit, no credit	0
NG	No grade assigned	0
I	Incomplete becomes "F" if requirements not satisfied by date stated on the College calendar	
R	Repeat articulation agreement	
FG	Forgiven grade of D or F; (See Grade Forgiveness)	

**Required Standardized Grading Scale:**

<u>Percent</u>	<u>Grade</u>
90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

**PreCollege Courses:** Grades in developmental or precollege courses are S (Satisfactory), NR (Needs to Repeat), or F (Failure). The grade of F indicates that the student had excessive absences and the F will be calculated in the cumulative grade point average until the course is repeated and a better grade earned.

**Full-Time Course Load:** For a student to be considered full-time, he or she must be registered for not less than 12 semester hours credit.

**Grade Point Average Calculation Example:**

If a student received "A" in three three-hour courses, "B" in two three-hour courses, and "C" in one one-hour course, the GPA would be computed by the following method:

	<u>Credit hours for Course</u>	<u>Quality Points per hour (A = 4, B = 3, C = 2, D = 1)</u>	<u>Quality points per course</u>
Course I	3	4 ("A" grade) =	12
Course II	3	4 ("A" grade) =	12
Course III	3	4 ("A" grade) =	12
Course IV	3	3 ("B" grade) =	9
Course V	3	3 ("B" grade) =	9
Course VI	<u>1</u>	2 ("C" grade) =	<u>2</u>
	16 total		56 total quality points

The total quality points (56) divided by the total hours attempted (16) yields the grade point average (3.50) ( $56 \div 16 = 3.50$ ).

**Course Number System:**

101-199 freshmen courses

200-299 sophomore courses

300-399 junior courses

400-499 senior courses

"(H)" when printed by course description indicates "Honors" courses.

**STUDENT GRADE APPEAL**

A student has the right to appeal decisions regarding the final grade(s) in a specific course. Before initiating a petition for appeal, the student should attempt to resolve the problem directly with the professor and/or area coordinator/department head.

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Steps in the grade appeal process are as follows:

1. The student submits a written statement to the professor's school dean **within six weeks** setting forth the complaint, efforts to resolve it, and supporting evidence or justification for the complaint. The dean, on receipt of this petition, should provide a copy of the complaint to the professor or person concerned.
2. The dean will appoint a committee\* to review the written statement from the student, secure additional information that the student may have, and to hear and examine evidence and information that the professor of the person concerned may have in support of his decision. Both the student and the professor shall each receive reasonable notice of the hearing before the faculty committee and be permitted to be present at the hearing. In addition, the parties shall have the right to present evidence and to examine any witnesses who should testify. The committee then makes a recommendation to the dean, along with all of the supporting data, and the dean renders a decision in the case, which is immediately communicated in writing to the student, the person(s) concerned, and the committee.
3. If the student or the person(s) concerned is dissatisfied with the decision of the professor's school dean, the student may appeal to the vice president for academic affairs. If this is done, the vice president for academic affairs will review all of the information and, if the vice president wishes, refer it to a committee\*\* to investigate the situation further and recommend action, and then render a decision in the case which is to be communicated to the student, the person(s) concerned, the dean, and the members of the committee participating in the case.

\*This committee may have representation from other (B-CC) schools as well as other professionals who have expertise in the particular discipline under discussion.

\*\*Composed of four faculty representatives and senior student(s).

**THE GRADE APPEAL MUST BE INITIATED WITHIN SIX (6) WEEKS OF THE DATE CLASSES END.**

### **THE GORDON RULE**

The Gordon Rule (State Rule 6A-10.30) applies to students who first enrolled in any college or university after October 1982. The rule requires students to complete 24,000 words of composition in four courses (12 semester hours) and to complete two courses (6 semester hours) of mathematics at the level of college algebra or higher. Each course must be completed with a grade of "C" or better. CLEP and other forms of credit by examination may not be used to satisfy the composition portion of the Gordon Rule Requirement.

Some B-CC courses, which are required by the General Education Program, may also be used to satisfy the Gordon Rule. The General Education Program courses may satisfy Gordon Rule requirements as follows:

#### **Gordon Rule Requirement:**

1. Six (6) hours of math at the level of college algebra or higher.

#### **GEP Courses Which Satisfy:**

- (1) College Algebra 131, College Mathematics 132 or equivalents
- (2) statistics or computer science

Any 300 level or above course in math, statistics or computer science may also be used toward fulfillment of the math portion of the Gordon Rule Requirement.

- |   |  |
|---|--|
| 2. Twelve (12) hours of course work in which the student must complete 24,000 words of composition. | (1) Six (6) hours of College English 131-132<br>(2) Six (6) hour sequence of History |
|---|--|

All literature and composition courses taught by the Department of English fulfill 6,000 words of the composition portion of the Gordon Rule Requirement. Additional specific upper level courses may also be used to meet the Gordon Rule composition requirements.

## ACADEMIC TERMS

- Fall Semester (14-15 weeks) August - December
- Spring Semester (14-15 weeks) January - April
- Summer Session (7 weeks) May and June

## ACADEMIC HONESTY

A student is required to maintain an honor code. Charges of cheating on tests or examinations, plagiarism in the production of written papers, other products or processes subjects the student to disciplinary action by the faculty and administration.

As members of an academic community, which places a high value on truth and the pursuit of knowledge, students are expected to be honest in every phase of their academic life and to present as their own work only that which is genuinely theirs. Students have the responsibility to maintain the highest standards of academic integrity and to refrain from cheating, plagiarism or any other form of academic dishonesty.

Students who are academically dishonest undermine the integrity of the College. If students receive recognition through academic dishonesty, the value of the degrees is diminished, and the reputations of the College and its graduates are jeopardized. Thus, academic dishonesty not only hurts the College, it is unfair to other students.

This information is intended to help students understand academic honesty and protect themselves from academic dishonesty. Consequently, students must maintain close communication with their instructors in order to clarify codes and conditions.

A complete definition of academic dishonesty and disciplinary procedures, followed when necessary, are found in the College's student handbook.

## CREDIT BY EXAMINATION

Matriculating students (enrolled students pursuing a degree in a specific major at Bethune-Cookman College) desiring credit for a course through examination must contact the coordinator of the area in the course offered. ALL COURSES ARE NOT AVAILABLE FOR CREDIT BY EXAMINATION.

Credit may be earned for no more than two courses through CREDIT BY EXAMINATION.

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If the course in question is available for credit by examination, as approved by the department head, the student makes arrangements to take the examination (date, time, place, who will be administering the exam) with the department head.

Student picks up Credit by Examination Form from the Office of the Registrar.

Student goes to Student Accounts Office to pay for the examination, which will be the cost of number of hours that the course carries.

Student takes the form and the receipt or statement, showing that the cost of the examination credit hours has been paid, to the department head or instructor administering the examination either on the exam date or before. **NO EXAM IS TO BE ADMINISTERED WITHOUT PROOF OF PAYMENT.**

Student takes examination and leaves all paperwork with instructor. **IF THE EXAMINATION IS FAILED, STUDENT LOSES MONEY.**

### **INDEPENDENT STUDY**

Independent study may be taken only by matriculating students who are in acceptable standing.

Independent study must be approved by the instructor, the department head, the school dean, and the Vice President for Academic Affairs.

Independent study may be taken only during the student's final two semesters and only if there is an absolute need for the course in order to satisfy major area requirements for graduation. Independent study may take place only when other alternatives have been exhausted.

Independent study may be administered only by full-time faculty.

Independent study courses are limited to one (1) in a student's major program of study.

A student will pay the normal course fee for an independent study course.

Independent study will not be granted if the course is being taught during the same semester at any Bethune-Cookman College location within a 60 mile radius of where the student normally attends class.

Under no circumstances will independent study be approved after two weeks of the start of a semester or after the first week of a summer session.

Independent study must be for a course listed in the College catalog.

This independent study policy applies also to special students (nondegree seeking) who enroll in certificate/special programs.

### **ADD-DROP POLICY**

**Add:** A course may be added only during the official "Change of Program" period from the first day of classes to the last day of the add period as defined in the College calendar and/or registration instructions. Approval of the student's academic advisor is necessary before any course change.

**Drop:** A course may be dropped from the first day of classes to the last day of the drop period as defined in the College calendar or registration instructions. Approval by the student's academic advisor is necessary. The teacher has the option to drop a student from the class **ros-**

**ter up to mid-term** (except for general education mathematics, English, reading and freshman seminar) for reasons of unexcused absences. The drop policy, therefore, does not apply to general education courses in mathematics, English, reading, and freshman seminar.

## WITHDRAWAL

"W" (withdrawal) is given only when a student has withdrawn from the College by filing the proper forms which may be obtained from the guidance department in Career Placement and Counseling Services and turned in to Office of the Registrar upon obtaining proper signatures. Continuing Education Site coordinators are responsible for students withdrawing at sites, through the Office of the Registrar. If a student is compelled to withdraw from college because of illness or other conditions beyond control, a grade of "W" will be given. Proper procedure must be followed by the student or proxy for withdrawal. Failure to withdraw properly will result in the grade of "F".

## ACADEMIC HONORS

1. At the end of each semester, students are recognized who have earned the following averages while carrying at least 12 semester hours for that semester: President's List, grade point average of 3.75 or above; Dean's List, grade point average of 3.50 through 3.74; Honor Roll, grade point average of 3.25 through 3.49; and Honorable Mention, grade point average of 3.0 through 3.24.
2. Students are eligible for the following honors at graduation for excellence in scholarship on the basis of the minimum designated cumulative grade point average (CGPA): cum laude, 3.25; magna cum laude, 3.5; summa cum laude, 3.75. Students receiving these honors must have completed at least two years (60 semester hours) of residence work at Bethune-Cookman College.
3. Upon the recommendation of the director of the Honors Program, "Honors Program Graduate" will be designated on the diploma of any honors student who has completed 21 credit hours of honors courses in the Honors Program, and who has maintained a CGPA of 3.3.

## ACADEMIC PROBATION AND DISMISSAL

The following table indicates the classification of students according to the number of college semester hours, class, minimum acceptable standing, probation, and automatic dismissal.

<i>College Sem. Hrs.</i>	<i>Class</i>	<i>Minimum Acceptable Standing</i>	<i>Probation</i>	<i>Automatic Dismissal</i>
0 - 27	Freshman	1.85	Below 1.85	Below 1.25
28 - 57	Sophomore	2.00	Below 2.00	Below 1.75
58 - 91	Junior	2.00	Below 2.00	Below 1.80
92 - and up	Senior	2.00	Below 2.00	Below 1.90

- I. **Freshman Forgiveness Policy:** A first semester, first-time Bethune-Cookman College freshman will not be dismissed for **academic reasons** unless the freshman's CGPA is below 0.50 or less than four hours were earned in the semester. This policy does not apply to transfer students. Developmental courses are considered as credit courses for purposes of this policy only; i.e., satisfactory completion of a three hour developmental course (such as EN 112) will be considered as passing three hours.

- II. **SATISFACTORY ACADEMIC PROGRESS:** A student who fails to accumulate 15 college credit hours AND at least 1.85 CGPA after being enrolled for three semesters will be dismissed for one academic year. A summer session may be included in the three semesters. During the year of dismissal, the student should attend a community college in order to improve basic skills in deficient areas. A transcript of such work must be presented to the Academic Appeals Committee upon application for readmission to Bethune-Cookman College.
- III. Academic probation and dismissal will be indicated on the student transcript. A student may matriculate on probation for two consecutive semesters only before being dismissed. A student will be dismissed permanently on the third academic dismissal.
- Students who are **academically dismissed**, but desire to raise their cumulative grade point average to acceptable standing through summer study, must enroll in the summer session at Bethune-Cookman College.
- Students **who attend summer session** at Bethune-Cookman College but whose summer session grades do not raise the cumulative grade point average to continuing status will remain on academic dismissal.
- IV. In order to reenter the College, following at least one semester of academic dismissal, a student must complete a readmission application which may be obtained from the Office of the Registrar.

## MID-SEMESTER DISMISSALS

Students may be dismissed at mid-semester for one or more of the following reasons:

1. Three or more F grades on the D-F report
2. Six or more absences as of mid-semester
3. Disruptive behavior

## DISMISSED STUDENTS MAY APPEAL FOR READMISSION

### Appeal Process

A dismissed student may appeal in writing to the Academic Appeals for continuation. Should the committee recommend, the Vice President for Academic Affairs (VPAA) may permit the student to continue for one additional semester. All appeal letters should be sent to the VPAA by the first day of the registration period. If readmitted, the student resumes the exit CGPA subprobationary status with a maximum load of 13 semester hours. Failure to achieve the CGPA required during the semester of readmission will result in dismissal from the College, except in cases where the student achieved at least 3.0 average during that semester.

Should the committee fail to recommend continuation or the VPAA does not grant continuation, the student will be dismissed and will remain on academic dismissal for at least one semester.

## GRADUATION REQUIREMENTS

Before a student is graduated by Bethune-Cookman College the following are required:

- A. Complete satisfactorily a major in a field of study with a minimum of 124 semester hours of work and twice as many grade points as hours earned (a cumulative grade point average at Bethune-Cookman College of not less than "C" or 2.0).
- B. Satisfy College-Level Academic Skills Test (CLAST) requirements.
- C. Pass at specified level, a senior exit examination that may include a standardized examination and/or a major area comprehensive examination.
- D. Complete a senior seminar and senior research paper.
- E. File an Application for Degree with the Office of the Registrar at least 60 days prior to the date expected to receive the degree.
- F. Demonstrate to the satisfaction of the College sound ethical character and high standards of conduct consistent with the policies of the College.
- G. Assume full responsibility for completing all requirements for the degree sought and satisfy fully any financial obligation to the College.
- H. Remove any incomplete grade in time for evaluation by the instructor and subsequent submission of grade to the Office of the Registrar.
- I. Have on file in the Office of the Registrar all official transcripts from other colleges where courses were taken and credits earned that will be counted towards degree requirements.
- J. Spend at least one full year of residence in study at Bethune-Cookman College. The last semester of study must be pursued in residence at the College.
- K. Report for exit interview in the Financial Aid Office. (This procedure applies only to those students who have received assistance from federal student loans during their tenure at Bethune-Cookman College.)
- L. File resume/personal data sheet and references with the Placement Office, 1st Floor, Parlin Center.
- M. Return all books and pay all library fines or satisfy other obligations to the Carl S. Swisher Library.

## **SOCIAL RESPONSIBILITY — PROJECT PERICLES, INC.**

Social responsibility and a commitment to civic engagement is a fundamental part of the College's legacy and continued mission. A commitment to civic engagement is an integral part of the institution's preparation of its undergraduate student body. Through the leadership of administrators and faculty, students and other members of the college family are exposed to Periclean philosophies and principles of civic engagement and social responsibility that, in turn, are manifested through a variety of classroom, campus, and community programs, projects, and activities.

Bethune-Cookman is one of only 10 of the nation's colleges and universities that have been designated "Periclean" institutions of higher education. Bethune-Cookman serves as a model for the nation's other colleges and universities as interest in civic engagement and education for citizenship develops into a nation-wide movement.

## COMMUNITY SERVICE

Outreach to the community has been one of the guiding principles of Bethune-Cookman College since its founding in 1904. Several service projects introduce Bethune-Cookman students to community involvement and encourage leadership skill development.

Since 1977, the National Youth Sports Program, sponsored through the Department of Athletics, has afforded more than 500 children and youth ages 10 to 16 the opportunity to participate in sports programs, health services, educational opportunities, and cultural experiences. The College also provides other activities during the school year. The Cadet Program serves as an incentive for eighth and ninth grade male students to enter the teaching profession.

The Talent Search Program offers information, educational guidance, counseling and support for low-income high school dropouts and matriculating students who are potentially first generation college-students. The Talent Search Program identifies, encourages, and helps students continue their education, if they have completed at least five years of elementary education or are years of age. Further, it offers a Learning-to-Learn Program for children in grades six through eight.

Bethune-Cookman College provides opportunities for adult learners to pursue a college education or educational improvement opportunities in nontraditional college settings through extension centers/sites in Florida. The Continuing Education Program, in conjunction with the Gerontology Program, works with senior citizens providing classes in computers, first aid, calisthenics, AIDS awareness and cardiopulmonary resuscitation. It coordinates with local law enforcement agencies to provide citizens with safety information. The program collaborates with the Hospitality Management Program to provide low cholesterol and low fat cooking instructions to seniors. It provides legal advice on the writing of wills and on probate procedures. It provides trips to various cultural and sports events, to include visits to such locations as the Orlando Museum of History, the Florida Classic Football Game, the Zora Neale Hurston Festival, the African-American Museum in Tampa, the Howard Thurman House and to Stetson University.

The Religious Life Fellowship serves to strengthen students in the Christian tradition. It also offers religious services in the chapel to which the public is invited. It provides food, clothing, and other assistance to needy families, and it ministers to psychological and religious needs upon request.

Various faculty members distinguish themselves through service in local, state, national, and international organizations. Additionally, faculty members have provided leadership for the cultural development of the state and nation. The arts faculty offers an array of performances as well as brings professionals to campus and the community. The total faculty provides services through individual and organized efforts.

Students perform much community service. Word Wizards is a tutorial program through which Bethune-Cookman College students serve as mentors and tutors for students at Turie T. Small Elementary School. Kellogg Scholarship House students tutor pupils at Bonner Elementary School. Other students tutor youth of the Police Athletic League (PAL) at the Cypress Recreation Center. Students volunteer with Boy and Girl Scouts at the Mary McLeod Bethune Community Center. Students assist in the Well-Baby Clinics and at the Fish Foundation Health Center. They assist at the Halifax Urban Ministries Kitchen. They work with runaway children at the ACT Corporation Beach House. They work at the College

Outreach Center with residents of affordable housing communities, counseling on health, personal and social issues. They work in the Volusia County Public School Youth Motivator Program in a one-on-one mentoring program. They volunteer in church educational programs. Marketing students, via the Students in Free Enterprise organization (SIFE), sponsor an annual Holiday Shop for children, Trick or Treat Off the Street, "Dough to Dough" with two local elementary schools, and the Yahoo File Investment Game with a local middle school. Accounting majors prepare individual federal income tax returns for the community and college students as part of the Volunteer Income Tax Assistance program (VITA) sponsored by the Internal Revenue Service. Nursing students and faculty conduct community health fairs, blood drives, and breast cancer and prostate screenings.

Faculty members serve as judges and evaluators for student fairs and proficiency performances throughout the state of Florida. The Business Spanish Resource Center collaborates with the Chamber of Commerce and Industry of Madrid, Spain to administer the commercial Spanish Certification Examination.

## RESEARCH

Bethune-Cookman College has built a reputation as a viable center for research, as a supplement to teaching, particularly in the areas of the natural and social sciences. External funds, derived from contracts and grants from private foundations, as well as local, state, and federal agencies, are used to support the research, to provide stipends and research opportunities for students and faculty members, and to improve research facilities.

The Research, Assessment, Planning, and Implementation Committee (RAPI), constituted by the College President, meets regularly throughout the academic year. The Committee functions as the support staff for the Office of Sponsored Programs and consists of a faculty representative from each academic school. RAPI's responsibilities include publishing the Bethune-Cookman College Research Journal (BCCRJ), sponsoring proposal-writing workshops, planning and hosting the President's Research Recognition Luncheon, and disseminating information to faculty and students about grant, fellowship, conference, and internship opportunities.

In addition, the College funds research grants through the Bethune-Cookman College Research Foundation. The Research Grant Program serves to stimulate initial research prior to submission to external sources. Some of the significant research efforts involve the community outreach programs, teaching and learning strategies, drug use prevention among youth, instructional materials development in the basic skills and other areas, political activities, and sociological phenomena.

The Minority Biomedical Research Support Program-Support for Continuous Research Excellence (MBRS-SCORE), funded through the Minority Opportunities for Research Division of the National Institute of General Medical Sciences at the National Institutes of Health, has four faculty research projects. These projects are in the fields of (a) Regulation of Protein Synthesis: Effects of BCAA on the TN- $\alpha$  and Glucocorticoid Induced Inhibition of Translational Initiation (b) Biochemistry: N-nitrosolysine and 3-aminotyrosine of proteins. (d) Vascular Physiology: Regulation of VSMC Contractility: Effects of Some NO-releasing and NO-donating Compounds and (e) Drug Synthesis: Synthesis and Activity of Some 7-(imidazol[1,2-a]pyrimidin-2-yl) fluoroquinolones. Results of research data from these laboratories of the College are published for dissemination purposes in prestigious national and

international scientific journals. Additionally, a National Science Foundation supported Undergraduate Program supports faculty initiated pilot research projects in sciences, technology, engineering and mathematics (STEM) disciplines. Undergraduate students in the STEM disciplines at the College receive research training and financial support through these research activities.

Modern Language Research is done in International Studies Abroad; in International Business Languages and Cultures; in Foreign Language proficiency; and Foreign Language for functional uses in various career programs, such as Medical Personnel, Social Services, Business and Finance, as well as for Law Enforcement and teachers in multicultural classrooms.

Each academic school requires senior students to write senior theses/research papers. A faculty committee selects the best senior thesis paper from each school for publication in the annual Undergraduate Research Journal. The journal not only showcases the research papers of our graduating seniors but also provides models of excellence to our rising seniors.

A number of faculty and staff members have distinguished themselves and are renowned in their fields. As a consequence, faculty members are (a) listed in some of the most prestigious publications (including but not limited to *Who's Who in American Education*, and *Who's Who in America*) and (b) are recipients of numerous awards and citations, such as keys to cities, and memberships in learned and honorary societies such as Beta Kappa Psi, American Chemical Society, Pi Lambda Theta, Phi Kappa Phi, and Phi Beta Kappa. Faculty members present papers and research findings at state and national meetings.



B-CC students serving the community's youth

## ACADEMIC SCHOOLS AND PROGRAMS



Information regarding the School of General Studies and the six degree-granting schools, along with course descriptions will be found in the following pages. More information may be obtained from the school deans and department heads at registration and during the academic year. The College reserves the right to withdraw or modify any course or to change the instructors as may be necessary.

Classroom assignments are indicated on the semester schedules, which are distributed during registration.

## DEGREES

The College confers the bachelor's degree in the following major fields:

<b>Bachelor of Arts Degree</b>	<b><u>CIP*Codes</u></b>
English	23.0101
English Education	13.1305
History	54.0101
International Studies	45.0901
Liberal Studies	24.0101
Mass Communications (with concentrations in Journalism, Broadcast Production/Technology, Media Management)	09.0499
Music (with concentrations in Performance, Music Technology)	50.0903
Music Education	13.1312
Political Science	45.1001
Religion and Philosophy (with concentrations in Christian Studies, Philosophy)	38.9999
Social Science Education	13.1318
Sociology	45.1101
Speech Communication & Theatre Arts (with concentrations in General Speech, Communication, Speech Communication Interdisciplinary Studies, Theatre Arts - Performance)	23.1001
 <b>Bachelor of Science Degree</b>	
Accounting	52.0301
Biology	26.0101
Biology Education	13.1322
Business Administration (with concentrations in General Business Administration, Management, Management Information System, Marketing)	52.0201
Business Education	13.1303
Chemistry	40.0501
Chemistry Education	13.1323
Clinical Laboratory Science	51.1005
Computer Engineering	14.0901
Computer Information Systems	11.0401
Computer Science	11.0701
Criminal Justice	43.0199

Elementary Education	13.1202
Exceptional Student Education (Specific Learning Disabilities, Varying Exceptionalities, Endorsement in Pre-Kindergarten Handicapped)	13.1011
Gerontology	30.1101
Hospitality Management (with or without a concentration in Food and Beverage Management)	52.0904
International Business	52.1101
Mathematics	27.0101
Nursing (or with RN-BSN Track)	51.1601
Physical Education with Teacher Certification in Grades K-8 or 6-12 (or a nonteaching concentration in Recreation)	13.1314
Physics	40.0801
Physics Education	13.1329
Psychology	42.0101

**\*Classification of Instructional Programs: 2000 edition**

**PREPROFESSIONAL NONDEGREE PROGRAMS**

- Dentistry
- Engineering
- Law
- Medicine
- Pharmacy
- Veterinary Medicine

**BACHELOR OF ARTS DEGREE WITH A MAJOR IN LIBERAL STUDIES**

The major in liberal studies is designed to satisfy the educational needs of the nontraditional student who is strongly motivated to pursue a bachelor's degree without majoring in a particular field. A student may be admitted to the liberal studies major with the permission of the Vice President for Academic Affairs who serves as academic advisor for this major. The program of the liberal studies major is administered by the Academic Affairs Office. The signature of the Vice President for Academic Affairs (VPAA) is required for formal declaration of the major.

**College Requirements**

- A total of at least 124 semester hours
- Completion of General Education Program (49 semester hours)
- Passing of CLAST
- Satisfactory completion of senior research paper/project
- Satisfactory score on the Graduate Record Exam, General Test
- A minimum cumulative grade point average of 2.0

**Major Requirements**

- Completion of a three-semester hour course in computer literacy
- Students must complete 15 semester hours in EACH OF FOUR upper schools. At least six semester hours must be in 300-400 level courses in each school grouping.

## 72 Bethune-Cookman

- Completion of a total of 36 semester hours in 300-400 level courses across schools to include a 400 level senior seminar course
- Completion of at least nine (9) semester hours in free electives.

### Student Advisement

Students pursuing the major in liberal studies will be advised by the VPAA in consultation with the student and the academic support specialist on the main campus or at the student's home-based site in cases of students in the Continuing Education Program. Supervision for the senior research paper will be assigned by the VPAA and determined by the student's interest(s) and/or life experience.

### Total Semester Hour Summary

For B.A. in Liberal Studies

General Education . . . . .	49 sem hrs
Computer Literacy . . . . .	.3 sem hrs
Upper Schools . . . . .	.60 sem hrs
Electives . . . . .	<u>.12 sem hrs</u>
Total . . . . .	124 sem hrs

## HONORS PROGRAM

The Honors Program at Bethune-Cookman College seeks to provide expanded study opportunities for highly motivated and exceptionally qualified students. The courses are designed to broaden intellectual horizons, integrate various areas of knowledge, and explore intensively major fields of study through innovative techniques of individualized learning and independent research. The experience and stimulation of outstanding professors shared with students in a small class setting provide an intellectual atmosphere which awakens and intensifies intellectual independence. Honors Program students, because of accelerated learning opportunities, are more adequately prepared for graduate schools.

Entering freshman and transfer students are approved for participation in the Honors Program based on the following criteria: SAT or ACT examination scores, high school transcripts, two letters of recommendation from persons familiar with the student's academic abilities. Students will be asked to submit a 500-word essay describing their qualifications.

The main focus of the Bethune-Cookman College Honors Program is at the freshman & sophomore level where a set of parallel honors course options to the General Education Core requirements is provided. Admission to the Honors Program is determined by the Faculty Honors Council, the academic support specialist, and the honors director based on the student's entry placement test scores.

Freshmen and sophomores invited into the program must maintain a 3.3 cumulative grade point average. Nonprogram students may also register for an honors course, if they have a 3.3 cumulative grade point average and if room is available in the class based on the student's entry placement test scores.

Honors students whose cumulative grade point averages fall below 3.3 must be approved by the director in order to stay in the program. Such students must achieve the required cumulative grade point average by the end of the semester to fully reenter the program.

In the junior and senior years, honor program students are required to enroll in one of the interdisciplinary theme seminars (Honors 300-302) and must write a senior honors thesis (Honors 403) in their major field of concentration, the equivalent of the senior seminar required of all graduating students. Honors students signing up for senior honors thesis must seek approval of their topic in consultation with their thesis advisor and the honors director. Like the senior seminar, the senior honors thesis will be concluded by an oral defense.

Honors program graduates must have a minimum of 24 honors credit hours and a cumulative grade point average of 3.3. Students fulfilling these requirements will be graduated from the College with special recognition for academic honors as "HONORS PROGRAM GRADUATES" at commencement exercises and will have the phrase "Honors Program Graduate" printed on their diplomas and transcript.

Students accepted into the Honors Program cannot substitute other courses for MA143-144\*, EN 134-135, RE 261, RP 140, HI 140, and SC 240.

### Honors Courses

#### General Education Program

EN 134-135	College English I and II, Honors	6 hours
MA 143	Applied Calculus I, Honors*	3 hours
MA 144	Applied Calculus II, Honors*	3 hours
RE 261	Critical Reading, Honors	3 hours
RP 140	Introduction to the Bible, Honors	3 hours
RP 340	Ethics, Honors	3 hours
SS 140	Introduction to Social Sciences, Honors	3 hours
BI 150	General Biology*, Honors	3 hours
PH 240	Physical Science*, Honors	3 hours
HI 140	African-American History, Honors	3 hours
SC 240	Introduction to Effective Oral Communication, Honors	3 hours
HU 241	Humanities, Honors	3 hours

#### Upper Level Programs

HONS 300-302	Theme seminars for all majors, Honors	3 hours
HONS 403	Honors thesis for all seniors	3 hours

\*Majors in the School of Natural Science, Engineering, and Mathematics may receive honors credit for taking entry level major courses in mathematics, chemistry & biology. Students in School of Business majors should take MAB 138 instead of MA 144.

## COURSE DESCRIPTIONS FOR HONORS COURSES

### BI 150 General Biology, Honors 3 semester hours

A course that is designed specifically for honors students who are not science majors. The main aims of this course are to introduce modern biological principles and evaluate their impact on society and humans in general. The contents are flexible enough to introduce new ideas and discussions during the span of the course. Lecture, 2 hours; laboratory, 2 hours.

**EN 134 Honors College English I 3 semester hours**

A course designed to assist selected freshmen in the development of a clearer, more precise, and individualistic style in both oral and written discourse through research, intensive study, and practice in efficient reading and writing techniques. A creative project is required.

**EN 135 Honors College English II 3 semester hours**

A continuation of the academic program for EN 134, Honors. Emphasis will be placed on extensive reading and analyses of a variety of literary genres and the development of vocabulary and style. Research projects are required.

**HI 140 African American History, Honors 3 semester hours**

This course begins with an examination of the African background and concludes with a discussion of African American influences on world affairs. It examines some of the causes and origins of racism. The course places emphasis on analytical reading, writing and critical thinking skills.

**HU 241 Humanities, Honors 3 semester hours**

A course to enhance the regular course requirements by providing students the opportunity to develop holistically, through contact with various resources including the cultural expressions of African and Afro-American experiences, a deeper sense of enquiry, awareness, confidence, and academic satisfaction. Students will have practice in self-expression and analytical reasoning through participation in creative assignments and projects embracing actual musical performance and materials, interpretations of selected literary works, cultural affairs, collegiate sponsored academic programs and current events.

**MA 143 Applied Calculus I, Honors 3 semester hours**

Prerequisite: High School Algebra I, Algebra II, and Geometry. This course meets the general education requirement for the first course in mathematics. This course is designed to assist Honors freshmen in the development of a clearer, more precise, and individualistic style in both oral and written concepts of mathematics through intensive study, and practice in efficient mathematics problem-solving and writing techniques. This course includes: polynomial, rational, exponential, logarithmic and trigonometric functions; derivative and integration of trigonometric functions; limits; chain rule. Students are encouraged to investigate mathematical ideas and processes algebraically, numerically, as well as graphically. **This course cannot be substituted for MA 241, MA 242, or MAB 138.**

**MA 144 Applied Calculus II, Honors 3 semester hours**

This course is a continuation of MA 143. This course meets the general education requirement for the second course in mathematics. This course includes: graphing and optimization; derivatives of logarithmic and exponential functions; different techniques of integration. **This course cannot be substituted for MA 241, MA 242 or MAB 138.**

**PH 240 Physical Science, Honors 3 semester hours**

Prerequisite: consent of Honors Program director. Selected topics in physics, chemistry, geology or astronomy with hands-on experiments. Lecture 3 hours: laboratory 2 hours.

**RE 261 Honors Critical Reading 3 semester hours**

A course designed to develop critical reading comprehension and thinking skills through a guided study of selected great works of literature. Students will develop their skills of critical analysis through discussions and written evaluations of the assigned reading.

**RP 140 Introduction to the Bible, Honors 3 semester hours**

A course that stresses historic events rather than literary genre or theology. Requires extensive analysis, synthesis, and evaluation.

**RP 340 Ethics, Honors 3 semester hours**

A brief survey of the historical search for a moral philosophy in western cultures; attempts to examine the relevance of this search to contemporary ethical dilemmas: social justice, violence, ecological deterioration, change in the family structure, sexual behavior, political unrest, economic distress, genetic engineering, identity crises, and similar topics.

**SC 240 Introduction to Effective Oral Communication 3 semester hours**

Prerequisites: EN 134 and EN 135 (EN 135 co-requisite with permission of the instructor.)  
A study of the theory and practice of the fundamentals of Oral Communication. Course designed to provide multiple opportunities for students to engage in both individual presentations and group discussions of contemporary issues.

**SS 140 Introduction to the Social Sciences, Honors 3 semester hours**

An introduction to the social science disciplines by analyzing national and international problems from an interdisciplinary perspective. Acquaints students with the fundamentals of social science research methodology and data analysis, including an introduction to SPSS (Statistical Package for the Social Sciences).

**HONS 300-302 Theme Seminars: Global Issues, Honors 3 semester hours**

A course that discusses topics of a global, multicultural, and multidisciplinary nature. Topics vary from semester to semester and may be used as an elective in any major. Prerequisites: Honors Program students must have at least 15 hours in honors courses. The course is open to nonhonors program students who earned a minimum grade point average of 3.0 during the semester immediately preceding the one in which the course is offered and approved by the Honors Program director.

**HONOR SOCIETIES**

Bethune-Cookman College is an institutional member of the National Collegiate Honors Council, the Southern Regional Honors Council, the National Honors Association, and the Association of College Honor Societies.

Honor Societies are those in which memberships are determined on the basis of merit and achievement. The following honor societies are available at the College:

**Alpha Chi Honor Society (all disciplines)**

**Alpha Kappa Delta (International Sociology Honor Society)**

**Alpha Kappa Mu Honor Society (all disciplines)**

**Alpha Mu Gamma Honor Society (modern languages)**

**Alpha Sigma Lambda (nontraditional adult students)**

**Beta Kappa Chi Scientific Honor Society**

**Eta Sigma Delta (International Hospitality Management Honor Society)**

**Kappa Delta Pi Honor Society (education)**

**Minority Access to Research Careers (MARC-Science)**

**Phi Beta Lambda Business Fraternity**

**Psi Chi National Honor Society (psychology)**

## COMPUTING SERVICES AND RESOURCES

All dormitories are wired for access to the Internet. Personal computers, workstations, and specialized computing equipment in numerous computing labs are available to all registered students. Computing laboratories are found in the Swisher Library/Learning Resources Center, Gross Science Hall, Gainous Science Annex, Harrison Rhodes Hall, Holmes Business Building, Kettle Hall, Faith Hall, General Studies Building, Fine Arts Center, Robinson Memorial Music Hall, Cookman Hall, the Living Learning Center, Meigs Hall, Joyner Hall, JaFlo Davis Hall, LeFevre Hall, Bronson Hall, Bronson Annex, and Curtis Hall. Wireless Internet access is also available at a variety of locations on campus - including the Science Building, Kettle Hall, Swisher Library, the Student Center, the Holmes Business Building, Moore Gymnasium, and dormitory lounges.

The available computers cover a wide compatibility range. Everything from personal computers running the latest versions of operating systems from Microsoft and Apple to Sun Solaris workstations connected to the campus academic computing network is available. Most computer labs run the latest Microsoft Office software, including Access, Excel, FrontPage, PowerPoint and Word. There are specialized Multimedia/MIDI Workstations in the Robinson Music Laboratory and computerized Digital Recording systems in the Audio-Logic Recording Studio. A DS3 line connects the network to the Internet. All academic buildings on campus are connected to the network through fiber optics, providing Internet access to all academic buildings on campus. Also, Bethune-Cookman College is connected to Internet2, the high-speed academic research network. The Center for Information Technology provides e-mail addresses for all registered students, faculty, staff and alumni.

Students are urged to make maximum use of the computing equipment for preparing papers and for increasing their skills in computer science and computer information techniques. Student Technical Services provides hardware, software and networking technical support through the Center for Information Technology Help Desk for dorm students.

## SUMMER SESSION

Bethune-Cookman College provides a summer session under the regular college program. Special workshops and a variety of regular college courses are available to students who wish to accelerate their programs or make up deficiencies. The summer session is also available to persons who are not regular students who wish to take courses being offered. Interested persons who wish to enroll in the summer session should write or call the Office of the Registrar for information concerning enrollment, offerings and costs. Classes held during the summer session meet one hour daily (Monday-Friday). Classes are also offered on Saturday.

## CONTINUING EDUCATION PROGRAM

The Continuing Education Program at Bethune-Cookman College seeks to serve the total College by providing educational services to the nontraditional matriculating student. The program provides the means by which the College enriches, expands, and extends its primary mission of teaching, research, and community service.

The purpose of the program is to extend the resources of the College to a wide range of individuals, special interest groups, and targeted audiences not otherwise served by on-going programs. It is designed to satisfy the noncredit, credit, and degree needs of individuals

through its offerings of undergraduate courses and programs. These programs are directed specifically toward those individuals whose interests are in occupational and professional development, personal enrichment, community problems, and critical issues.

The Continuing Education Program serves the needs of citizens at sites throughout the state of Florida. Through the Spuds Center, located in Spuds, Florida, students may matriculate in selected upper level courses in criminal justice, sociology, and elementary education. Sites located in Belle Glade, Bradenton, Fort Pierce, Gainesville, Lake Wales, Sanford, and West Palm Beach offer 100 and 200-level courses only. Selected courses are offered on the main campus on Saturdays which provide an opportunity for site students to complete their upper level coursework.

The Continuing Education Program at Bethune-Cookman College is based on the premise that all persons, throughout their lifetime, should be provided the opportunity to gain knowledge, develop their creative potential, and become more productive citizens.

Admissions information may be obtained from the Office of Continuing Education on the main campus or from the coordinators at their respective sites.





The Bethune-Cookman College Concert Chorale



The Bethune-Cookman College Concert Band

# SCHOOL OF GENERAL STUDIES



Faith Hall  
School of General Studies

Bethune-Cookman College is committed to a liberal arts core of courses designed to enrich the curriculum while providing skills and content necessary for success in major courses. The School of General Studies administers programs for first and second-year students entering the College. The school provides an academic program and academic support services to meet the diverse needs of freshman and sophomore students.

## **OBJECTIVE AND GENERAL REQUIREMENTS**

The main objective of the School of General Studies is to provide a solid foundation in the areas of reading, English, and mathematics. Other objectives are the following:

1. To monitor an integrated program in general education which will give students a broad liberal arts background
2. To provide various programs to meet the diversified needs of students
3. To prepare students to pass the College-Level Academic Skills Test (CLAST)
4. To facilitate the academic progress of students by providing direction for college-wide academic advisement.
5. To provide strong academic support services through tutorials, advisement, and well-equipped laboratories for reading, writing, and mathematics.

The General Studies Program at Bethune-Cookman College includes two basic components:

1. Instruction and learning laboratory support in English, freshman orientation, mathematics, and reading through foundation courses which emphasize mathematical and communication skills required for matriculation in an upper school
2. Preparation for the College-Level Academic Skills Test (CLAST) through the offering of the course GE 280 Communication/Computation Seminar: CLAST Review.

In order to matriculate through the School of General Studies students must meet the following requirements:

1. Enroll continuously in required courses in mathematics, reading, English, and freshman seminar each semester until these courses are satisfactorily completed
2. Receive a grade of "C" or better in all English, mathematics, and reading courses MA 131, MA 132 (or MA 135, MA 136, MAB 138), MA 143, MA 144, EN 131, EN 132, EN 134, EN 135, RE 260, RE 261, offered by this school as well as in SC 230 or its equivalent
3. Adhere to prerequisites for specific courses
4. Pass all four subtests of the College-Level Academic Skills Test (CLAST)
5. Process and receive approval of all changes of program (drop/add) through the respective area coordinators when such changes are in General Studies courses.

## **TRI-LEARNING CENTER AND COMPUTER LABORATORIES**

Presently 60 PCs and 100 Macs aid instruction in reading, writing, English, freshman seminar, and math skills, along with CLAST preparation in the School of General Studies.

## ACADEMIC ADVISEMENT AND FRESHMAN RESOURCE CENTER

The Academic Advisement and Freshman Resource Center, located in Faith Hall assists with student retention and academic development for student success. The Center's staff advises undecided student majors; monitors class attendance and academic progress in English, reading, and math classes; assists with tutorial services; facilitates professional development for academic advisors and students; and refers students to other campus services for assistance and to academic advisors for registration/academic advisement.

The staff of the Center also:

1. assists with the distribution of student PIN numbers;
2. updates the Academic Advisement Manual;
3. updates the college-wide advisors' list;
4. assists with updating the advisee/advisors' list;
5. assists with processing "Change of Majors" requests;
6. identifies freshman students for academic stipends and for the Freshman Wall of Achievement; and
7. facilitates the process to identify "Academic Advisors of the Year."

## TESTING OFFICE

The College Testing Office provides an extensive testing program for the accommodation of students.

### 1. Placement Assessment

The Testing Office administers the placement examination to freshman and transfer students for placement in reading, English, and mathematics. New and transfer students will take the placement test except transfer students holding an A.A. Degree from a Florida community college and having passed all four subtests of the College-Level Academic Skills Test (CLAST). The Testing Office will determine whether transfer students satisfy placement-testing criteria based on courses accepted by Bethune-Cookman College.

**All new, nontransferring students who have a minimum 2.5 high school grade point average (GPA) and at least 840 on the Scholastic Aptitude Test (SAT) or a composite score of at least 18 on the American College Testing Program (ACT)** are exempt from placement testing. Students meeting these criteria will be placed into college level courses.

### 2. Final Examinations

The Testing Office also administers, scores, and reports all reading, English, and mathematics final examinations in the School of General Studies.

### 3. College-Level Academic Skills Test

To graduate from the College, the student is responsible for completing general education, major, and minor area requirements. The **College-Level Academic Skills Test (CLAST)** requirement must also be satisfied. Students can satisfy this requirement in one of three ways: (1) pass the subtests of the CLAST; (2) exempt one or more subtests by earning qualifying grades in specific General Studies courses (mathematics, reading, and English) taken at Bethune-Cookman College **or** obtain qualifying scores on either the ACT or SAT; **OR** (3)

qualify to take the CLAST Waiver Exam. The student is eligible to apply to take the Waiver Exam during his/her semester of graduation if the prospective graduate has passed three subtests of the CLAST exam and attempted at least a **minimum of four (4) times** to pass the fourth subtest. This test is administered each semester approximately two weeks before graduation. The **CLAST Waiver Exam** maintains the standards of the regular CLAST Exam.

Education majors **are not eligible** for any exemptions or the CLAST Waiver Exam. Nonteacher certification majors who have completed all course work and need only one subtest of the CLAST requirement for graduation may apply for the **CLAST Waiver Exam**.

The CLAST Exam is administered three times a year. The four subtests of the CLAST are the following: **mathematics, reading, English language skills, and essay**. Students should register for the CLAST after earning at least 18 college-credit hours and prior to registering for upper division courses. Students who fail any subtest of the CLAST are encouraged to register for the CLAST during the next semester. Preparation for the CLAST is available through the General Studies labs and course GE 280 Communication/Computation Seminar.

Details concerning the exemption are available in the **Testing Office, Faith Hall, Room 10 and Room 3**. The Computer-Adapted Test-CLAST (CAT-CLAST) is available to CLAST **retakers only**. The fee for students registered to take the CLAST and the CAT-CLAST is \$30.00 or \$35.00 depending on the testing site.

**GRADUATION REQUIREMENTS:** The CLAST Exemption requirement **MUST be completed** prior to graduation. Only students, who have completed all academic requirements for graduation, including CLAST, are allowed to participate in commencement exercises.

Any **students transferring** to Bethune-Cookman College and having an A.A. degree from a **Florida public institution of higher learning** will be allowed to transfer a maximum of **one** CLAST exemption granted by that college. **This does not apply to teacher education candidates.**

Information on the CLAST Exam, CAT-CLAST, and CLAST Waiver Test may be obtained in the Testing Office in Faith Hall, Room 10 or Room 3.

#### **4. ACT-Residual Assessment**

The American College Testing (ACT) - Residual Assessment is administered upon request of major area advisors and school representatives. This test is not administered to meet College admissions requirements.

#### **5. College Credit**

Bethune-Cookman College is a participant in the Advanced Placement Program and the International Baccalaureate Diploma Program. If the student meets the criteria set forth by each academic area, then the student may receive college credit for courses covering similar material. Students must apply through the Testing Office in the School of General Studies, during the first six weeks of their first semester enrolled at Bethune-Cookman College.

#### **6. College-Level Examination Program (CLEP)**

The College-Level Examination Program (CLEP) tests are offered for students who are able to demonstrate the knowledge and skills required by the subject examinations. Students can receive course credit by earning qualifying scores on CLEP examinations. Additional information regarding the CLEP is available in the Testing Office in Faith Hall.

## 7. National Test Center

The College also serves as a national test center for the American College Testing program (ACT) and the Educational Testing Service (ETS). The following examinations are administered on selected national test dates:

- The AICP Comprehensive Written Examination
- The Graduate Record Examinations (GRE) Subject Examinations only
- The Defense Activity for Nontraditional Education Support (DANTES)

## THE GENERAL EDUCATION PHILOSOPHY OF BETHUNE-COOKMAN COLLEGE

Derived from Bethune-Cookman College's mission to provide all of its students with a liberal arts foundation on which, regardless of chosen major, each baccalaureate degree rests, the inclusion of general education courses is a requirement for every newly matriculating student. We believe the institution's goal of a solid liberal arts foundation includes ensuring an acceptable level of understanding of subject content achieved through a dynamic, evolving curriculum. This concern is addressed through structured experiences in classrooms and laboratories in the disciplines of humanities, fine arts, natural sciences, mathematics, and social and behavioral sciences. Students in our degree programs must demonstrate competency in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers through comprehensive general education requirements and course requirements in specific majors throughout their matriculation. Finally, the liberal arts foundation of Bethune-Cookman College students includes service opportunities which are an inherent part of the legacy and on-going mission of the College. The general education philosophy of Bethune-Cookman College is inseparable from the College's goal of graduating professionals who have been provided with information, skills, and experiences, which will prepare them for greater service to themselves and to others in the largest array of contexts and situations.

### Objectives

Students will be provided with a selection of general education courses that will enable them to obtain knowledge, understanding, and appreciation of:

1. their heritage in the pluralistic American society
2. diverse cultures, including religions, languages, and value systems of the world
3. individual and global problem-solving processes involving analytical and critical thinking
4. means to achieve personal wellness
5. communication and decision-making skills
6. the master works of people of African descent and other cultures
7. the natural sciences and mathematics
8. research techniques—also involving the use of computer technology

A holistic core curriculum helps students address the totality of human existence—physically, mentally, emotionally, and spiritually—and meets the objectives of the general education program. Content and modes of inquiry from several scholarly disciplines are applied to common issues through linking two or more subject areas in clusters. This general education core curriculum focuses on the needs, problems, and concerns of students who enter to learn and the faculty who prepare them to serve.

**GENERAL EDUCATION CURRICULUM**

All Bethune-Cookman College students are required to complete the following courses:\*

School Courses	Credit Hours	Total Semester Hours Needed
<b>Education</b>		2
PE 111-212 Physical Education Activity	1/1	
Marching Band and ROTC courses can substitute for this requirement.		
<b>General Studies</b>		17
GE 110 Freshman Seminar I	1	
GE 111 Freshman Seminar II	1	
EN 131 and EN 132 (or EN 134/EN 135)	6	
MA 131 and MA 132 (or MA 143/MA 144) or MAB 138 (business majors)	6	
MA 135 and MA 136 (science majors)		
RE 260 Critical Reading (or RE 261)	3	
<b>Humanities</b>		18
HU 231, 232, 233 (any 1)	3	
ML 131 and 132 Modern Languages***	6	
SC 230 Introduction to Effective (or SC 240) Oral Communication or Equivalent	3	
RP 120 or RP 130 Introduction to Religion and Philosophy or Introduction to the Bible (or RP 140)	3	
<b><u>One of these RP electives is required. **</u></b>		
RP 230 Ethics		
RP 231 History of Ancient and Medieval Philosophy		
RP 232 History of Modern Philosophy		
RP 335 Life and Teachings of Jesus		
RP 337 Genesis		
RP 339 Logic		
RP 340 Religions in America		
RP 341 Religions of the World		
<b>Science and Math (for nonscience majors)</b>		6
BI 131 General Biology with lab (or BI 150) (and one of the following)	3	
CH 131 Introductory Chemistry with Lab**** or PH 230 Physical Science with Lab**** (or PH 240) or PH 228 An Introduction to Astronomy with Lab**** or ES 130 Introduction to Environmental Sciences	3	
<b>Social Sciences</b>		3
HI 130 African American History	3	
<b>Social Sciences (GE) Elective</b>		3
		Total 49 hours

**Any one from below: One of these Social Sciences (GE) electives is required.**

BA 130 Introduction to Personal Finance  
 CJ 131 Introduction to Criminal Justice  
 HI 131 World History I (or HI 140)  
 HI 132 World History II  
 HI 230 Survey of United States History  
 HI 231 United States History to 1865  
 HI 232 United States History Since 1865  
 INT 131 Introduction to International Studies  
 PS 230 Introduction to Psychology  
 POL 130 Introduction to Political Science  
 SO 131 Introduction to Sociology  
 SS 130 Introduction to the Social Sciences (or SS 140)  
 SS 210 Human Geography  
 SS 220 Physical Geography

\*Transfer students without the Associate of Arts degree may satisfy general education course requirements through credits accepted from transfer institutions.

\*\*Not for Nursing majors

\*\*\*Not for Nursing, may be waived for Clinical Laboratory Science Majors

\*\*\*\*Not required for science and math majors

## Speech Proficiency Examination

The Speech Proficiency Examination is a 20-minute oral exam and is available to students who have completed EN 131. It is also available to students who are currently enrolled in EN 132. Passage of the Speech Proficiency Examination gives the student the option of other speech communication or theatre arts courses to satisfy the 3-hour general education speech requirement (SC 230). Testing times coincide with the College's spring and summer/fall pre-registration schedules.

## COURSE DESCRIPTIONS FOR GENERAL STUDIES

### **GE 110 Freshman Seminar I 1 semester hour**

This seminar is designed to help first-year students examine their attitudes, values, beliefs, personal goals, and career plans to aid them in realizing the enduring value of a liberal arts education. Required of all students who are not transferring in 30 semester hours of college credit.

### **GE 111 Freshman Seminar II 1 semester hour**

Prerequisite: GE 110. This seminar is designed to provide opportunities for students to learn more about their major field of study, the professional behavior essential to their chosen careers, and community service. Major issues involved in career planning and development will be covered. Required of all students who are not transferring in 30 semester hours of college credit.

### **GE 280 Communication/Computation Seminar: CLAST Review 0 semester hours**

Tutorials for students who must retake any subtest of the College-Level Academic Skills Test (CLAST) cover competencies in mathematics, English, and reading as required for satisfactory performance on the CLAST. The seminar also provides review of skills in which students have shown deficiencies.

**EN 112 Essentials of Writing \*** **3 nondegree hours**

Prerequisite: Appropriate placement criteria. This course is designed for those students who need essential composition skills necessary for College English I. Emphasis is placed on composition, grammar, sentence structure, spelling, punctuation, and standard English usage. Basic research and documentation are included. Students are required to attend the Writing Center and use computer technology.

**EN 130 English Placement** **0 semester hours**

This label indicates that students are exempted from English placement testing, demonstrated college-level English I competency, or achieved an acceptable placement score (for advisement purpose only).

**EN 131 College English I** **3 semester hours**

Prerequisite: EN 112 or an acceptable placement score. College English I is the first of two sequential courses in college-level writing covering various rhetorical strategies. The course teaches principles for non-fiction prose, from prewriting and organizing through revising and editing. Students are required to read, discuss, and analyze essays, and autobiographical or biographical selections. A short documented research paper is included. Students should be prepared to write extensively and visit the Writing Center for remediation in basic grammar skills when appropriate.

**EN 132 College English II** **3 semester hours**

Prerequisite: EN 131. College English II is the second of two sequential courses in college-level writing. An emphasis is placed on writing about literature using different rhetorical strategies. Short stories, essays, poetry, drama, and a novel provide the basis for advanced essay writing and practice in literary analysis. Research and documentation are included. Students may be required to attend the Writing Center.

**EN 133 Required English Lab** **0 semester hours**

Prerequisite: Permission of coordinator. This course is offered as a two to fifteen week individualized course in essay writing skills. Students in this course will be those who have been placed there due to receiving a grade of "I" in English 132 because further work is needed in writing essays.

**EN 134 Honors College English I** **3 semester hours**

A course designed to assist selected freshmen in the development of a clearer, more precise, and individualistic style in both oral and written discourse through research, intensive study, and practice in efficient reading and writing techniques. A creative project is required. (Honors Program)

**EN 135 Honors College English II** **3 semester hours**

A continuation of the academic program for EN 134, Honors. Emphasis will be placed on extensive reading and analyses of a variety of literary genres and the development of vocabulary and style appropriate for advanced studies. Research projects are required. (Honors Program)

**MA 112 College Prep Algebra \*** **3 nondegree hours**

Prerequisite: A course designed for students who have deficient backgrounds in algebra and have scored below acceptable level on the placement test in elementary algebra. Foundation needed for enrollment in MA 131 is provided through development of topics, which include review of basic operations in arithmetic; solving linear equations and

inequalities; operations with polynomials, exponents, rational expressions; factoring; graphing linear equations; and simplifying radical expressions. Emphasis is placed on learning to read the language of mathematics in addition to the use of technology.

**MA 130 Math Placement** **0 semester hours**

This label indicates that students are exempted from elementary algebra placement testing, demonstrated college-level algebra competency, or achieved an acceptable placement score in elementary algebra (for advisement purposes only).

**MA 131 College Algebra** **3 semester hours**

Prerequisite: MA 112 or appropriate placement criteria test. Emphasis is on a skills approach to college algebra. Topics include operations with polynomial and rational expression; binomial expansions; factoring algebraic expressions; solving and graphing linear and nonlinear equations and inequalities; operations with exponents, and radicals; functions and variation; exponential and logarithmic functions; solving systems of equations and inequalities; matrix operations. Emphasis is placed on learning to read the language of mathematics in addition to the use of technology. Some sections may require the use of graphing calculators. MA 131 is not open to students with credit in MA135.

**MA 132 College Mathematics** **3 semester hours**

Prerequisite: MA 131 or MA 135. A course including sets, logic, geometry, real number system topics, counting methods, probability, and statistics; mathematical skills included on the mathematics subtest of the College-Level Academic Skills Test (CLAST). Honors section offered. Emphasis is placed on learning to read the language of mathematics in addition to the use of technology.

**MA 133 Required Math Lab** **0 semester hours**

Prerequisite: Permission of coordinator. This course is offered as a two-to-fifteen week individualized course in various topics in mathematics. Students in this course will be those who have received a grade of "I" in MA 132 or are referred by mathematics instructors.

**RE 112 Essentials of Reading \*** **3 nondegree hours**

Prerequisite: Reading placement test. This course is designed to bring the students reading ability up to the level needed to be successful in college. Students use computer software programs that provide self-paced individualized instruction. Laboratory attendance is required. EXIT REQUIREMENTS: documented work in portfolio at a 12.5 reading level and scored a satisfactory level on a standardized reading test.

**RE 133 Required Reading Lab** **0 semester hours**

Prerequisite: Permission of coordinator. This course is offered as a two-to-fifteen week individualized course in various topics in reading. Students in this course will be those who have received a grade of "I" in a college-level general studies reading course or have been referred by reading instructors.

**RE 200 Reading Placement** **0 Semester Hours**

This label indicates that students are exempted from reading testing, demonstrated college-level reading competency, or an acceptable placement score in vocabulary and reading comprehension (for advisement purposes only).

**RE 260 Critical Reading** **3 semester hours**

Prerequisites: EN 131 and either RE 112 or RE 200. This course is primarily designed for second semester sophomores. The course uses a textbook as an introduction and/or review

of the critical reading skills that are then used for interaction with selected readings and the "shared inquiry" method of instruction. This class advances critical reading and critical thinking skills through guided discussion and oral and written reports. Special attention will be placed on developing analytical and interpretive skills necessary in completing the General Education Program. EXIT REQUIREMENT: pass final exam and a standardized reading test.

**RE 261 Honors Critical Reading****3 semester hours**

A course designed to develop critical reading comprehension and thinking skills through a guided study of selected great works of literature. Students will develop their skills of critical analysis through discussions and written evaluations of the assigned reading. (Honors Program)

**Course descriptions of other required general education courses are located in the sections for each academic school (i.e. Business, Education, Arts and Humanities, Social Sciences, and Science, Engineering, and Mathematics).**

**PREPARATORY COURSES (NONDEGREE CREDITS)**

Basic skills courses answer the challenge of the college mission by providing the opportunity for students to improve academic competencies in reading, communication, and computation skills. These courses provide the foundation for success in college-level courses. These courses **do not** count towards the general education requirements or towards a degree.

On the basis of the entry-level placement test scores, students needing improvement in reading, communication, and computational skills will be required to take basic skills courses in reading, English, or mathematics prior to enrolling in college-level courses in these areas. Students will be graded on the basis of an "S" grade for satisfactory progress, an "NR" grade (a student is required to repeat the course) for unsatisfactory progress, or an "F" grade for failure to attend. The following courses are for the nondegree credits:

**Reading\*****RE 112 Essentials of Reading****English\*****EN 112 Essentials of Writing****Mathematics\*****MA 112 College Prep Algebra**

**\*None of these courses satisfy the General Education requirements for graduation. These courses may not be transferred into Bethune-Cookman College. They must be satisfied at this institution.**

**THE FRESHMAN STUDIES PROGRAM: FLIGHT**

FLIGHT serves the academic and advisement needs of new students entering with less than 30 credit hours. Because this program provides a holistic linkage among courses, students, and instructors, students have the opportunity to develop competencies through a thematic focus rather than a skills-based approach.

A vital activity of FLIGHT is delivery of the global studies curriculum as found in learning communities. Creating cultural awareness and developing conceptual connections about

the world through history, philosophy, and literature, this unique program is designed to provide for communication across disciplines by linking English, reading, history, philosophy, and religion. Designed to provide opportunities for students to learn more about global culture or religion and philosophy, the study of historical literature is conducted in a collaborative teaching effort. Intensive reading, writing, and speaking assignments aid students in mastering competencies.

In order to be eligible for the JUMP community, a student must be a new, nontransfer admit to the College who receives permission of the General Studies Dean and places in English and reading basic skills classes with a reading level of at least 9.5 and a good writing sample. Students who **successfully** complete a JUMP course by meeting **all** standards set forth by the instructors in the relevant syllabi may be able to receive college credit in place of English 112 or Reading 112.

Participants in one or more of the FLIGHT program's activities will be tracked through enrollment in Freshman Seminar I and contacts with the Freshman Resource Center.

## STUDENT SUPPORT SERVICES PROGRAM

The Bethune-Cookman College Student Support Services Program is designed to provide academic, personal, and related support to eligible participants. Specifically, the program seeks to increase the retention and eventual graduation rate of participating students.

The Student Support Services Program is funded through the United States Department of Education. Students who meet the criteria are invited to apply for acceptance. Each student is interviewed by the program director or counselor and given an individual needs assessment. Information from the assessment is used to determine appropriate services for each student. A contract is signed by the student, which obligates him or her to attend classes, meet counselor's appointments, and attend tutoring sessions if tutoring is needed.

The major objectives of the Student Support Services Program are the following:

1. To increase the retention and graduation rate of the students
2. To provide opportunities for cultural and social enrichment
3. To provide assistance in career planning.

The Student Support Services Program focuses on five areas of service: math and English classes, tutoring, counseling, career planning and placement, and cultural and social enrichment.



Orchesis Dancers

## SCHOOL OF ARTS AND HUMANITIES



Fine Arts Building  
School of Arts and Humanities

## 92 Bethune-Cookman

1. Degree of Bachelor of Arts in the following areas:

English

English Education

Mass Communication - (with concentrations in Journalism, Broadcast Production/  
Technology, and Media Mgmt.)

Music (with concentrations in Performance, Music Technology)

Music Education

Religion and Philosophy (with concentrations in Christian Studies, Philosophy)

Speech Communication and Theatre Arts (General Speech Communication, Speech  
Communication Interdisciplinary Studies, Theatre Arts - Performance)

2. Minors in the following disciplines:

Art

English

French

German

Music

News Editorial, Broadcast Journalism, Public Relations/Adv., Broadcast Production  
Technology, and Media Management

Religion and Philosophy

Spanish

Speech Communication

Theatre Arts

## **ADMISSION REQUIREMENTS TO THE SCHOOL OF ARTS AND HUMANITIES**

The requirements for admission into any major area are the same as for the College.

The requirements for admission to the student teaching program and for graduation are the following:

- a. a GPA of 2.5 or better in major area or professional courses.
- b. a GPA of 2.5 or better in the courses taken at the College.
- c. no grade lower than a "C" in professional courses or major area.
- d. those identified in the Teacher Education Program.

## **OBJECTIVES AND GENERAL REQUIREMENTS**

The School of Arts and Humanities seeks to promote the following:

1. Humanness, compassion, recognition of the worth, dignity, rights and responsibilities of the individual student.
2. Leaders whose wholeness of educational development embraces specialization in chosen discipline(s) as well as breadth of learning experiences which assure versatility in the world of work.
3. Education in the art of making a living in one's chosen life style while making a living in a highly competitive technological society.

4. Understanding and goodwill (personal, national, international) to humankind in the pluralistic American society and diverse cultures of the world.
5. Critical and logical assessment of individual and group problems. The assessment is based on objective analysis and commitment to the discovery of truth through systematic problem-solving processes.
6. Learning in the arts in our everyday living.
7. Completion of requirements of the School of Education if major includes teacher education.

**HU 180, 280, 380, 480 Humanities Seminar 0 semester hours**

Humanities majors are required to register for this seminar every semester. Also known as the major's meeting, the School seminar meets once a month while the major areas seminars meet weekly (Fridays) to provide students with the opportunity to become better acquainted with their chosen field. A letter grade is assigned for participation in the seminar, and the grade appears on the student's transcript, even though no hour credit is earned.

**MINOR IN ART**

A minor in art shall consist of 18 semester hours and a "C" (2.0) average for all classes taken toward the minor must be earned. Any 100 or 200 level art credits earned can be applied to the minor in art. At least 15 semester hours must be taken at Bethune-Cookman College with at least six (6) hours at the junior/senior (300 or 400) levels.

**Admission to the Program**

In addition to all requirements for the minor program, students must complete all general studies courses which are required by the College. The program is designed to build upon two years of general education and a set of program prerequisites and electives.

**Course Requirements**

ARH 210 Art History . . . . .	.3 hours
ART 211 Principles of Design I . . . . .	.3 hours
ART 110 Drawing and Composition . . . . .	.3 hours
or	
ART 130 Analysis of Visual Arts . . . . .	.3 hours
Art Electives . . . . .	.9 hours
TOTAL HOURS REQUIRED FOR DEGREE . . . . .	.18 hours

**COURSE DESCRIPTIONS**

**ART 110 Drawing and Composition I 3 semester hours**

Introduction to representational drawing with emphasis in basic skills and concepts, using pencil as the main medium. Open to all students.

**ART 120 Drawing and Composition II 3 semester hours**

Prerequisite: ART 110. Drawing and Composition I or permission of instructor. Emphasis on further development of technique and exploration of personal imagery and context and introduction to the fundamentals of drawing the human figure.

**ART 130 Analysis of Visual Arts** **3 semester hours**

An introductory art appreciation course designed to provide a foundation for understanding the visual arts through lectures, films, hands-on activities and resource persons. Open to all students.

**ART 210 Art History** **3 semester hours**

A broad survey of visual art forms from the Classical Period to the present. Open to all students.

**ART 211 Principles of Design I** **3 semester hours**

Studio course introducing the basic art elements such as line, value, and color to develop vocabulary, theory, materials, and techniques involved in creating two-dimensional design forms. Open to all students.

**ART 212 Principles of Design II** **3 semester hours**

Prerequisite: ART 211 Principles of Design I or permission of instructor. Studio course introducing the basic art elements inherent in three-dimensional works of art. The elements of shape, mass, balance, proportion, and scale will be explored.

**ART 215 Photography I** **3 semester hours**

Beginning course in photography and basic darkroom work with emphasis on the use of the camera, darkroom procedures of developing and printing, and the study of visual design. Open to all students.

**ART 216 Photography II** **3 semester hours**

Prerequisite: ART 215 Photography I or permission of instructor. Advanced course with emphasis on imagery, content and refinement of techniques of the medium. Use of the camera as a medium of individual creative expression.

**ART 310 Printmaking** **3 semester hours**

Prerequisite: ART 110 Drawing and Composition I or ART 211 Principles of Design I. Basic procedures and processes in printmaking. Formal and expressive characteristics of the print media with emphasis on relief printing.

**ART 313 Acrylic Painting I** **3 semester hours**

Prerequisite: ART 110, 120 Drawing and Composition I and II or ART 110 Drawing and Composition I and ART 211 Principles of Design I. Introduction to basic concepts and techniques of acrylic painting.

**ART 314 Acrylic Painting II** **3 semester hours**

Prerequisite: ART 313 Acrylic Painting I. A continuation of Acrylic Painting I. More in-depth procedures and processes in painting. Formal and expressive characteristics of the print media with emphasis on expression of personal individual ideas.

**ART 317 Silkscreening I** **3 semester hours**

Prerequisite: ART 110. Drawing and Composition I or ART 211 Principles of Design I or ART 130 Analysis of Visual Arts. Exploration of silkscreening as an experimental technique to individual expression.

**ART 318 Silkscreening II** **3 semester hours**

Prerequisites: ART 317. Silkscreening I or permission of instructor. Extension of silkscreening I with emphasis on personal expression, stylistic variations and individual development.

**ART 320 Selected Topics in Art**

**3 semester hours**

Seminars for students who are interested in the study of the art of various cultures including but not restricted to African American, Mexican American, and Native American artists. Open to all students.

**ART 410 Art Seminar**

**3 semester hours**

Prerequisite: Permission of instructor. In-depth exploration/discussion of selected fields of art, either a period, an era, or topic exposing students to fundamental issues and ideas/methodologies current in the field of art. Students may study or research an individual or project. Designed to help students develop research skills and personal vision/expression.

**DEPARTMENT OF ENGLISH**

The Department of English offers two degree programs leading to the Bachelor of Arts in English and the Bachelor of Arts in English education.

**Bachelor of Arts in English**

The Bachelor of Arts in English is designed for students who do not plan to teach English in the public schools. It prepares students for graduate and professional studies in any field and for unlimited career opportunities in which a strong foundation in English is essential.

**Admission to the Program**

Students are conditionally admitted to the program when they have fewer than ten semester hours remaining to complete the General Education requirements, and have passed three subtests of the CLAST. Full admission to the program occurs when the student completes all General Education requirements and passes all four subtests of the CLAST.

**Major Requirements**

At least 30 semester hours of English courses 300 and above are required of all English majors.

**Course Requirements**

General Education Program .....	49 hours
Foreign Language ML 231 and ML 232 .....	.6 hours
Humanities .....	.3 hours
Psychology .....	.3 hours
Computer Applications .....	.3 hours
English Courses .....	.36 hours
EN 141, 240, 250, 330, 331, 332, 334, 336, 340	
or 341, 443, 444, 499,	
HU 180, 280, 380, 480 .....	.0 hours
English Electives .....	.6 hours
At least two courses selected from the following: EN 320, 335, 435, 436	
Free Electives or minor .....	.21 hours
TOTAL HOURS REQUIRED FOR DEGREE .....	.127 hours

**Minor in English**

Majors of other disciplines may receive a minor in English by completing a minimum of 18 semester hours, including EN 131, 132, 141, 240, 330, and three hours in literature.

**Bachelor of Arts in English Education**

The Bachelor of Arts in English education is designed for students who plan to teach English in the junior or senior high schools.

**Admission to the Program**

Students must complete general studies courses before being accepted officially into the English education program. The prospective teacher of English is required to apply for admission to the teacher education program at the office of the School of Education. Transfer students should apply upon admission to the College. Before being admitted into the teacher education program, the student must make a satisfactory score on a standardized test (ACT or SAT).

**Major Requirements**

At least 30 semester hours of English courses 300 and above and 39 semester hours of education courses are required of English education majors. Students must complete one semester of student teaching.

**Course Requirements**

General Education Program .....	.49 hours
Foreign Language ML 231 and ML 232 .....	.6 hours
English Courses .....	.36 hours
EN 141, 240, 330, 331, 332, 334, 335, 336, 340 or 341, 360, 443 or 444, 499	
Professional Education Courses .....	.39 hours
ESE 200, EDD 380, EDT 380, EDA 352, EDP 450 ED 231, 351, 352, 369, 462, 462X, PS 236, EDB 352, PS 328	
Non-Credit Requirements	
HU 180, 280, 380, 480 .....	.0 hours
TOTAL HOURS REQUIRED FOR DEGREE .....	130 hours

No minor is required of English education majors.

**COURSE DESCRIPTIONS FOR THE DEPARTMENT OF ENGLISH**

**HU 231-HU 231 Ancient to Late Medieval Humanities 3 semester hours**

Chronologically arranged global survey of the values expressed by the visual arts (painting, architecture, sculpture), literature, philosophy, and music. The arts of Egypt, Mesopotamia, Greece, Rome, ancient Asia, early Islam, and the European Middle Ages will be examined. Prerequisites: EN 131, EN 132.

**HU 232 Renaissance to Romanticism Humanities 3 semester hours**

Chronologically arranged global survey of the values expressed by the visual arts (painting, architecture, and sculpture), literature, philosophy, and music. The arts of the European

Renaissance, the Reformation, the Baroque, Africa and the Americas, Asia, and the Enlightenment will be examined. Prerequisites: EN 131, EN132.

**HU 233 Romanticism to Contemporary Humanities 3 semester hours**

Chronologically arranged global survey of the values expressed by the visual arts (painting, architecture, sculpture), literature, philosophy, and music from the beginning of the nineteenth century to the present. Romanticism, Realism, Modernism, and Postmodernism will be examined from an international perspective. Prerequisites: EN 131, EN 132.

**EN 141 Introduction to Literary Genres 3 semester hours**

Prerequisite: EN 131, EN 132, and RE 260. Practical criticism embracing the basic types of literature: short story, novel, drama, poetry. Emphasis upon the historical development of the genres and objective analysis of the forms.

**EN 240 Advanced Composition 3 semester hours**

Prerequisite: EN 131 and EN 132. A course designed to aid the students in the study of English prose styles and in the development of a polished style. The research paper is included.

**EN 250 Technical Report Writing 3 semester hours**

Prerequisite: EN 131, EN 132. A study of the principles and practice in producing for effective technical document. This course includes a review of various components of technical correspondence and the acquisition of advanced writing skills. Emphasis will be placed on a detailed technical term paper.

**EN 320 Black American Literature 3 semester hours**

Prerequisite: EN 131, EN 132. Historical and critical analysis of the literature written by Black Americans from the latter part of the 18th century to the present.

**EN 330 Functional Grammar 3 semester hours**

Prerequisite: EN 131 and EN 132. A course emphasizing the purposes, principles and procedures of the various approaches (traditional, structural, and transformational) to English grammar and oral usage. Includes history of the English language.

**EN 331-332 English Literature 3 semester hours**

Prerequisite: EN 131, EN 132. A study of English literature from the Old English Period through Renaissance, and from the era of Neo-Classicism to the Twentieth Century.

**EN 334 American Literature 3 semester hours**

Prerequisite: EN 131, EN 132. A study of American literature from early colonial writers to the present. Writings of Black Americans are included.

**EN 335 Women in Literature 3 semester hours**

Prerequisite: EN 131, EN 132. A study of women in literature both as writers and as characters. Black American and third-world writings are included.

**EN 336 Contemporary Literature 3 semester hours**

Prerequisite: EN 131, EN 132. A study of American and British poetry, fiction, and drama from 1901 to the present. Black American and third-world writings are included.

**EN 340 or 341 Creative Writing 3 semester hours**

Prerequisite: EN 131, EN 132. A course emphasizing imaginative literature and the development of individual style that is both comfortable and effective. Practice is provided in editing and publication, and in the production of the college's literary magazine.

**EN 360 Special Methods of Teaching English 3 semester hours**

Prerequisite: EN 131, EN 132. A course designed to involve the prospective pre-teacher in the discovery of, and experimentation with, methods of instructional planning, teaching, classroom evaluation, and professional laboratory demonstration of skills. Cooperative arrangement (School of Education and special field subject matter) promotes the exploration of performance level competencies for teaching in the middle school, junior high and senior high school levels. (Field experience participation).

**EN 435 The Romantic Era 3 semester hours**

Prerequisite: EN 131, EN 132. A study of English romantic poetry and prose from 1798 through 1832. (Alternates with EN 436).

**EN 436 The Victorian Era 3 semester hours**

Prerequisite: EN 131, EN 132. A study of Victorian English poetry and prose from 1832-1901. Emphasis on the emerging patterns of life as influenced by scientific, philosophical, social and economic developments reflected in the literature of this period.

**EN 443-444 Shakespeare 3 semester hours**

Prerequisite: EN 131, 132, and EN 240. A critical study of selected tragedies and comedies of Shakespeare.

**EN 462 See ED 462 Student Teaching 12 semester hours**

**EN 490 B, C and D Career Related Work Experience 9-15 semester hours**

Students and the instructor concerned will select an appropriate work area related to the field of English and/or communications where the student may gain work experience and/or on-the-job training. Students must have a minimum 2.5 GPA.

**EN 499 Senior Seminar in English 3 semester hours**

Prerequisite: EN 240 and CLAST. Advanced work for qualified seniors in the intensive study of a literary period, type, problem or figure. Emphasis on research and principles as applied to the topic. Permission of the instructor is required.

## DEPARTMENT OF MASS COMMUNICATIONS

The Department of Mass Communications offers degree programs leading to the Bachelor of Arts in mass communication with concentrations in broadcast production/technology, journalism (news editorial, broadcast journalism and public relations/advertising) and media management.

### Broadcast/Production Technology Concentration

The Bachelor of Arts in mass communications (broadcast production technology) is designed to train students interested in the television and radio careers in equipment, operations, visual-aural aesthetics, producing and directing, as well as editing, duplication, scriptwriting, research and management. Facilities include a television production studio, avid nonlinear editors, digital audio workstations, and WBCC radio station.

### Journalism Concentration (News Editorial)

The Bachelor of Arts in mass communications (news editorial) is designed for students who are interested in editing and writing careers in the print media. The program provides a well rounded skill in areas such as fact gathering, news and feature writing, editorial judgment, editing and publication design.

**Journalism Concentration (Broadcast Journalism)**

The Bachelor of Arts in mass communications (broadcast journalism) is designed for students who are interested in radio and television news. The program provides a well rounded skill in areas such as news writing, editorial judgment and the principles and practices of radio and television news.

**Journalism Concentration (Public Relations/Advertising)**

The Bachelor of Arts in mass communications (public relations/advertising) is designed to prepare students who are interested in public relations career in the creation, sales, management and production of advertising in all aspects of communications (written and spoken) with important concepts in the social sciences.

**Media Management Concentration**

The Bachelor of Arts in mass communication (media management) is designed to prepare students for careers in media management fields, such as managers, researchers, policy and financial analysts. The telecommunications field includes entrepreneurship, broadcasting cable television and new communications technologies.

**Admission to the Program**

Admission is through a formal declaration of the major and application for upper level acceptance in the Mass Communication Program upon completion of the exit requirements of the General Studies School or the equivalent as identified in the current bulletin.

**Major Requirements for all other Concentrations**

A total of 124 to 133 hours are required depending on the particular concentration a student elects; the successful completion of a written and defended thesis type research paper in the field of specialization; a written comprehensive examination in the major; and a 12 hour career related internship experience. All major department courses must be passed with a "C" or better or "S" in courses taken pass-fail.

**Course Requirements for News Editorial, Broadcast Journalism, Public Relations/Advertising, Broadcast/Production Technology Concentrations:**

General Education Program	49 hours
Core requirement MC 151, MC 250, MC 252, MC 350, MC 361	15 hours
POL 230 or 236; 330 or 350; CS 132 or 133	9 hours
Major courses as specified under each sequence (12 courses)	36 hours
Internship	12 hours
Free Electives	6 hours
HU 180, 280, 380, 480	0 hours
<b>TOTAL HOURS REQUIRED FOR DEGREE</b>	<b>124 hours</b>

**Major Courses**

**Broadcast Production/Technology Concentration - Required major courses (12)**

MC 352	Radio Production I	3
MC 354	Television Production I	3
MC 355	Advanced Television Production	3

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MC 356	Broadcast Programming I	3
MC 357	Broadcast Programming II	3
MC 464	Corporate Media	3
MC 365	Digital Multitrack Recording	3
MC 366	Advanced Radio Production	3
MC 390	Mass Communications Practicum	3
MC 431	Mass Communications Law	3
MC 499	Senior Seminar in Mass Communication	3
MC 463	Announcing	3

Total hours required in the major 36 hrs

**Journalism Concentration (News Editorial) - Required major courses (12)**

MC 251	Desktop Publishing	3
MC 320	News Editing	3
MC 330	Photojournalism	3
MC 358	Writing for Electronic Media	3
MC 362	Public Affairs Reporting	3
MC 363	Public Relations Practices	3
MC 380	Magazine Article & Feature Writing	3
MC 390	Mass Communications Practicum	3
MC 431	Mass Communications Law	3
MC 455	Advertising	3
MC 499	Senior Seminar in Mass Communication	3
MC 459	Public Opinion	3

Total hours required in the major 36 hrs

**Journalism Concentration (Broadcast Journalism) - Required major courses (12)**

MC 352	Radio Production I	3
MC 354	Television Production I	3
MC 356	Broadcast Programming I	3
MC 358	Writing for Electronic Media	3
MC 355	Organizational Behavior	3
MC 359	Broadcast Journalism	3
MC 390	Mass Communications Practicum	3
TA 107	Voice Production	3
MC 431	Mass Communications Law	3
MC 499	Senior Seminar in Mass Communication	3
MC 459	Public Opinion	3
MC 463	Announcing	3

Total hours required in the major 36 hrs

**Journalism Concentration (Public Rel/Adv) - Required major courses (12)**

MG 300	Principles of Management	3
MC 251	Desktop Publishing	3
MC 363	Public Relations Practices	3
MK 431	Intro to Marketing	3
MC 380	Magazine Article & Feature Writing	3
MC 390	Mass Communications Practicum	3

TA	107	Voice Production	3
MC	431	Mass Communications Law	3
MC	499	Senior Seminar in Mass Communications	3
MC	455	Advertising	3
MC	458	Advertising & PR Campaigns	3
MC	459	Public Opinion	3
Total hours required in the major			36 hrs

**Media Management Concentration - Required major courses (12)**

MG	300	Principles of Management	3
MC	352	Radio Production I	3
ENT	290	Intro to Entrepreneurship	3
MC	354	Television Production I	3
MC	355	Organizational Behavior	3
MC	356	Broadcast Programming I	3
MC	358	Writing for Electronic Media	3
MK	431	Intro to Marketing	3
MC	390	Mass Communications Practicum	3
MC	431	Mass Communications Law	3
MC	499	Senior Seminar in Mass Communication	3
MC	464	Corporate Media	3
Total hours required in the major			36 hrs

**Minor in Journalism (News Editorial)**

MC 151, MC 250, MC 252, MC 330, MC 380, MC 431, or MC 459 . . . . .18 hours

**Minor in Journalism (Broadcast Journalism)**

MC 151, MC 250, MC 252, MC 352, MC 354, MC 431, or MC 463 . . . . .18 hours

**Minor in Journalism (Public Relations/Advertising)**

MC 151, MC 250, MC 251, MC 363, MC 431 or MC 455 . . . . .18 hours

**Minor in Broadcast Production/Technology**

MC 151, MC 250, MC 252, MC 352, MC 354, MC 356 . . . . .18 hours

**Minor in Media Management**

MC 151, MC 250, MC 252, MC 352, MC 358, MC 464 . . . . .18 hours

**COURSE DESCRIPTIONS FOR DEPARTMENT OF MASS COMMUNICATIONS**

**MC 151 Introduction to Mass Communications 3 semester hours**

A course designed to introduce students majoring in mass communications to mass media. It explores the world of mass communications in television, film, radio, print (newspaper, magazines, comics) advertising, and electronic communications (computers and satellites). This course will serve as a basis for later work in specific areas of mass media. It is also intended to supply the necessary information to help the student become a critical consumer of the various forms of mass media.

**MC 250 Introduction to Journalism 3 semester hours**

Prerequisites: EN 132, and MC 151. An exploration and development of the basic technique of news writing and news gathering, develops in the student a sense of news value with emphasis on policy, principles, ethics and concepts basic to the field.

**MC 251 Desktop Publishing 3 semester hours**

This course will expose the student to basic design techniques and provide instruction in page layout and typography. The Macintosh computer and specialized software programs will be the basic teaching tools. This computer technology provides easier, more creative ways to reproduce news copy, illustrations and photographs.

**MC 252 Introduction to Broadcast Production 3 semester hours**

An introductory course designed to give the students practical and theoretical insight into the technical and operational foundation in television, radio, and film.

**MC 320 News Editing 3 semester hours**

Prerequisite: MC 250. Editing of news articles, evaluating news and its display; editing and rewriting copy for the mass media, with emphasis on the daily newspaper; news judgment, headlines, makeup; and ethical problems.

**MC 330 Photojournalism 3 semester hours**

A comprehensive introduction to photography and its role and professional use in mass communication with emphasis on the photographic essay. Includes developing and printing black and white still photographs for publication.

**MC 350 Mass Communications Research 3 semester hours**

Prerequisite: MA 131 and MA 132. An introduction to research as it specifically applies to the field of mass communications. Major emphasis will be placed on a review of the theories and methodologies of research in the field of communications. Also to be included will be a basic understanding of developing research models, planning and managing investigations and surveys, as well as on the impact of research on society.

**MC 352 Radio Production I 3 semester hours**

Fundamentals of broadcast announcing, presentation and interviewing; audio control room procedures; audio recording, and editing; use of music and sound effects.

**MC 354 Television Production I 3 semester hours**

An exploration of basic production techniques for both closed circuit and commercial television, including the operation of camera, sound, light and control equipment and the many effects available to the director, such as special electronic effects and the creative use of graphic materials.

**MC 355 Advanced Television Production 3 semester hours**

Prerequisite: MC 354. A course designed for intensive and advanced study of production techniques and principles, during which student produces a major video product or studio production.

**MC 356 Broadcast Programming I 3 semester hours**

A survey of economics, standards and ethics of radio and television programming and management including station operations, management responsibilities, program formats, audience opinion surveys, and program analyses.

- MC 357 Broadcast Programming II** 3 semester hours  
Prerequisite: MC 356. Builds upon students' knowledge of broadcast programming I. Provides direct involvement in coordinating programs as they are aired. The role of program directors in on-air-situations, and preparation of weekly schedules for radio and television is explored.
- MC 358 Writing For The Electronic Media** 3 semester hours  
A basic course in writing for the electronic media (educational and commercial); laboratory in program design and writing skills.
- MC 359 Broadcast Journalism** 3 semester hours  
Prerequisite: MC 358. Introduction to journalism, covering readings, news and commentary, writing, and reporting. Emphasis on electronic journalism techniques, simulation of on-the-air reporting and advanced news production.
- MC 361 Communications Graphics** 3 semester hours  
Provides basic experiences in planning and producing a commonly used television studio, industrial display, and classroom graphics which are applicable in educational, industrial, and medical training programs. Emphasis on computer applications in production graphic design and layout.
- MC 363 Public Relations Practices** 3 semester hours  
Prerequisite: MC 250. A study in principles, policies, practices and techniques of publicity writing in public relations. Layout of actual publicity materials including both print and broadcast. Preparation of information kits. Emphasis on actual usage with cooperating agencies.
- MC 365 Digital Multi-track Recording** 3 semester hours  
Prerequisite: MC 352 Radio Production I. A course designed to provide students with intensive and direct experience in the process of producing professional quality multi-track recording, using digital technology.
- MC 366 Advanced Radio Production** 3 semester hours  
Prerequisite: MC 365. A lecture-laboratory course for writing, research, persuasive communication, and the production of programs. Emphasis is placed on intensive practical hands-on experience of studio equipment.
- MC 380 Magazine Article & Feature Writing** 3 semester hours  
Prerequisite: MC 320. Writing news features and special articles for general circulation magazines, business and trade journals; sources, materials, markets and other factors pertinent to nonfiction writing.
- MC 390 Mass Communication Practicum** 3 semester hours  
Prerequisites: MC 250, MC 252, MC 358. An opportunity of field experience with credit for students to make contributions to the department and campus media-related facilities and offices including the journalism newsroom, WBCC Radio, and the Bethune-Cookman College Television Studio while receiving "hands-on experience" in the discipline. Under special circumstances, students may be allowed to engage in a practicum training outside the college from organizations in fields related to communications.
- MC 431 Communications Law** 3 semester hours  
An exploration of the structure and the function of the law in its relationship to the mass media and the relevance of this relationship to the problems of coverage, libel, privacy and freedom of information acts.

- MC 455 Advertising** **3 semester hours**  
Theory and practice in advertising copywriting for print and electronic (television and radio) media. Preparation and presentation of ads and commercials for consumer, business, industrial, corporate and public service advertisers.
- MC 458 Advertising & PR Campaigns** **3 semester hours**  
Prerequisites: MC 363 and MC 455. A course dealing with conceiving, researching, planning, executing and evaluating advertising campaigns for the print and broadcast media.
- MC 459 Public Opinion** **3 semester hours**  
Survey course on principles, problems, techniques, and methodology for ascertaining attitudes.
- MC 460 Advanced News Reporting and Features** **3 semester hours**  
A course dealing with advanced development of reportorial skills and writing techniques, with exposure to the special formats of newspaper, radio and television dealing with complex issues and ideas.
- MC 463 Announcing** **3 semester hours**  
A laboratory intensive course dealing with basic principles of broadcast announcing and interviewing. Emphasis is given to fundamentals of voice projection, diction, timing, poise, narration and microphone techniques.
- MC 464 Corporate Media** **3 semester hours**  
An examination of the rise of the electronic media, focusing on the development of radio and television broadcasting systems used by industry, business, medicine, education, and military.
- MC 490 Internship** **12 semester hours**  
Prerequisite: MC 390. Students and instructors concerned will select an appropriate work area related to the field of broadcasting or an appropriate communications area where the student may gain work experience or on the job training.
- MC 499 Senior Seminar in Mass Communication** **3 semester hours**  
Prerequisites: EN 131, EN 132, MC 350; Must have passed three sections of CLAST. An investigation and discussion of social problems, ethics and responsibilities in broadcasting. Senior thesis required.
- POL 230 American Government or Politics, State and Local Government** **3 semester hours**  
(See Department of Political Science.)
- POL 330 International Politics or POL 350 Transnational Concerns** **3 semester hours**  
(See Department of Political Science.)
- CS 132 Computer Applications I** **3 semester hours**  
(See Department of Computer Science.)
- CS 133 Internet Applications** **3 semester hours**  
(See Department of Computer Science.)
- MG 300 Principles of Management** **3 semester hours**  
(See Department of Business Administration.)

<b>ENT 290 Introduction to Entrepreneurship</b>	<b>3 semester hours</b>
(See Department of Business Administration.)	
<b>MLK 341 Introduction to Marketing</b>	<b>3 semester hours</b>
(See Department of Business Administration.)	
<b>MG 355 Organizational Behavior</b>	<b>3 semester hours</b>

### AREA OF MODERN LANGUAGES

The Area of Modern Languages offers minors in modern languages-French, Spanish and German.

#### The Study Abroad Program

The Study Abroad Program is recommended although not required. However, it is required for those students who plan to intern abroad. Students are urged to contact the study abroad advisor of international studies, the modern languages coordinator, and the major advisor one year in advance of their planned travel, in order to enter into an academic agreement which allows the transfer of foreign credits from institutions abroad to Bethune-Cookman College. The Study Abroad Program is open to all students at the College.

#### Minor in Modern Languages

Courses starting with ML 231 Intermediate Language .....18 hours

Minors exist in French, German and Spanish. The 18 hours involved only pertain to one language and its culture.

### COURSE DESCRIPTIONS FOR THE AREA OF MODERN LANGUAGES

#### FRENCH

**MLF 131 Elementary French I** **3 semester hours**

A foundation course, emphasizing basic skills: listening, writing, speaking, and reading. Introduction to important grammatical principles. Laboratory required.

**MLF 132 Elementary French II** **3 semester hours**

Prerequisite: MLF 131. A continuation of Elementary French I.

**MLF 231 Intermediate French I** **3 semester hours**

Prerequisite MLF 132. A course designed for continuing study of the French language, the culture and civilization of France. Meets the needs of students from other departments coordinating French with another major or minor. Laboratory required. MLF 231 is the first major/minor course.

**MLF 232 Intermediate French II** **3 semester hours**

Prerequisite: MLF 231. A continuation of Intermediate French I.

**MLF 331 Advanced Composition and Conversation I** **3 semester hours**

Prerequisite: MLF 232 Course designed for continuing study of the French language, the culture and civilization for students in all areas (and especially for French majors and minors as well as for others) who wish to coordinate the learning of French with another major or minor. Laboratory required.

**MLF 332 Advanced Composition and Conversation II** 3 semester hours

Prerequisite: MLF 331. A continuation of Advanced Composition and Conversation I.

**MLF 336 Culture and Civilization of France I** 3 semester hours

Prerequisite MLF 332. A cultural approach to the history, customs, geography, social institutions, and arts in France.

**MLF 337 Culture and Civilization of France II** 3 semester hours

Prerequisite: MLF 332. A cultural approach to the history, customs, geography, and social institutions of France and Francophone nations.  
French Revolution.

**GERMAN**

**MLG 131 Elementary German I** 3 semester hours

A foundation course, emphasizing basic skills: listening, writing, speaking, and reading. Introduction to important grammatical principles. Laboratory required.

**MLG 132 Elementary German II** 3 semester hours

Prerequisite: MLG 131. A continuation of MLG 131.

**MLG 231 Intermediate German I** 3 semester hours

Prerequisite: MLG 132. A course designed for continuing study of the German language, the culture and civilization of German-speaking countries. Meets the needs of students from other departments coordinating German with another major or minor. Laboratory required. MLG 231 is the first major/minor course.

**MLG 232 Intermediate German II** 3 semester hours

Prerequisite: MLG 231. A continuation of MLG 231.

**MLG 331 Advanced Composition and Conversation I** 3 semester hours

Prerequisite: MLG 232 or the equivalent. Designed for students who wish to reach an advanced level of proficiency in German. Authentic texts serve as core material for composition analysis, oral discussions, and reports presentation. Tools of research and use of the language laboratory facilitate the learning process.

**MLG 332 Advanced Composition and Conversation II** 3 semester hours

Prerequisite: MLG 331. A continuation of MLG 331.

**MLG 336 Culture and Civilization of Germany I** 3 semester hours

Prerequisite: MLG 332 An introductory course to the cultures and civilizations of Germany. Provides a look into the past and present situations in the country while focusing on its history, politics, literature, art, and music.

**MLG 337 Culture and Civilization of Germany,  
Austria and Switzerland II** 3 semester hours

Prerequisite: MLG 332. This course concentrates mainly on Austria and Switzerland.

**GREEK (Primarily for Religion and Philosophy majors)**

**MLK 131 Elementary Greek I** 3 semester hours

A foundation course, emphasizing basic skills: listening, writing, speaking and reading. Introduction to important grammatical principles. Emphasis is place upon Greek of the New Testament. Laboratory required.

**MLK 132 Elementary Greek II** 3 semester hours  
Prerequisite: MLK 131. A continuation of MLK 131.

**MLK 231 Intermediate Greek I** 3 semester hours  
Prerequisite: MLK 132. A course that includes review of grammar and continued emphasis upon Greek of the New Testament. Primarily designed for pre-seminary students. Laboratory required.

**MLK 232 Intermediate Greek II** 3 semester hours  
Prerequisite: MLK 231. A continuation of MLK 231.

### **ITALIAN (Primarily for Music majors)**

**MLI 131 Elementary Italian** 3 semester hours  
A foundation course emphasizing basic skills: listening, speaking, reading and writing. Introduction to important grammatical principles. Laboratory required.

**MLI 132 Elementary Italian II** 3 semester hours  
Prerequisite: MLI 131. A continuation of MLI 131.

### **SPANISH**

**MLS 131 Elementary Spanish** 3 semester hours  
A foundation course, emphasizing basic skills: listening, writing, speaking and reading. Introduction to important grammatical principles. Laboratory required.

**MLS 132 Elementary Spanish II** 3 semester hours  
Prerequisite: MLS 131. A continuation of MLS 131.

**MLS 231 Intermediate Spanish I** 3 semester hours  
Prerequisite: MLS 132 Elementary Spanish. A course design for continuing study of the Spanish language, the cultures and civilizations of Spanish-speaking countries. Meets the needs of students from other departments coordinating Spanish with another major or minor. Laboratory required. It is the first major/minor course.

**MLS 232 Intermediate Spanish II** 3 semester hours  
Prerequisite: MLS 231. A continuation of MLS 231.

**MLS 331 Advanced Composition and Conversation** 3 semester hours  
Prerequisite: MLS 232 or Placement Test. A course designed for reaching an advanced and marketable level of proficiency in Spanish. Authentic texts serve as core material for composition analysis, oral discussions, and reports presentation. Tools of research and use of the language laboratory facilitate the learning process.

**MLS 332 Advanced Composition and Conversation II** 3 semester hours  
Prerequisite: MLS 331. A continuation of MLS 331.

**MLS 336 Culture and Civilization of Spain** 3 semester hours  
Prerequisite: MLS 332. A cultural approach to the history, customs, geography, social institutions and the arts in Spain.

**MLS 337 Culture and Civilization of Hispanic Americans** 3 semester hours  
Prerequisite: MLS 332. A cultural approach to the history, customs, geography, social institutions, and the arts in Spanish America. Emphasis on similarities and differences among countries.

## DEPARTMENT OF MUSIC

The Department of Music offers degree programs leading to the Bachelor of Arts in music with a concentration in performance, music technology and the Bachelor of Arts in music education. The concentration in music performance is designed for students interested in a performing career. The concentration in music technology is designed for students interested in careers in the music industry. The Bachelor of Arts in music education is designed for students interested in a teaching career in K-12.

### Music Area Goals

The goals of the Department of Music are: (1) to produce a music professional who can think critically and reason about the subject of music, and who can apply such to his/her musical activities; (2) to provide a study of western music and music of African-American heritage, and popular world music; and (3) to prepare students for career and graduate school opportunities in music.

### Admission to the Program

All students pursuing degrees in music must pass placement level examinations. Placement examinations in applied music and music theory will be administered to all entering students to determine their course level assignment.

### Major Requirements

In addition to specified music courses, music majors are required to take a foreign language. Twelve (12) semester hours of foreign language are required for music performance and six semester hours are required for music education and music technology.

Applied music examinations (Juries) are given to evaluate exit standards at each level of instruction. A minimum grade of "C" is required to progress to the next level. Any student not passing the Jury must register for the applied level assigned by the examination committee.

Music performance majors pursuing piano as a major instrument must enroll in one or more of the following areas for eight semester hours: brass, percussion, voice, or woodwind. Music performance majors pursuing brass, percussion, or woodwind as a major instrument must enroll in piano for a minimum of four semester hours. Either piano or a second major instrument may be pursued for the additional four semester hours. Voice majors must enroll in piano for eight semester hours.

Attendance at recitals is required of all music majors and counts as 10 percent of the applied music grade. Absence from recitals can be excused only by the instructor. Semester jury counts as 15 percent of the grade.

Music performance majors must give a public recital at both the junior and senior levels. Music education majors must give a recital at the senior level. The music faculty will determine the type of recital to be given: (1) public recital; (2) departmental recital; i.e., open to members of the music department and faculty; or (3) a faculty recital, open to members of the music faculty.

### Bachelor of Arts in Music with a concentration in Performance

The Bachelor of Arts in music with a concentration in performance is designed for the student interested in a performing career. A jury audition is required for acceptance into this program.

**Course Requirements**

General Education Program	.48 hours
Foreign Language (Additional Hours)	.6 hours
Applied Music Program	
Ensemble	.8 semesters
Applied Music, Major Instrument	
121, 122; 221, 222, 321, 322, 421, 422	.14 hours
Class Piano/Voice MUM/MUN 111, 112, 211,	
212, 311, 312, 411, 412	.8 hours
Music History MU 324, 325	.6 hours
Music Theory MU 231, 232, 333, 334, 435, 437, 439	.21 hours
Conducting MU 436	.3 hours
Professional Seminar HU 180, 280, 380, 480	.0 hours
Senior Seminar MUS 499	.3 hours
Computer Applications in Music MU 133	.3 hours
Electives	.6 hours
TOTAL HOURS REQUIRED FOR DEGREE	.126 hours

**Bachelor of Arts in Music Education**

**Course Requirements**

General Education Program	.48 hours
Ensemble	.6 semesters
Applied Music, Major Instrument	.12 hours
111, 112, 211, 212, 311, 312, 411	
Class Piano/Voice	
MUM/MUN 111, 112	.2 hours
Music History MU 324, 325	.6 hours
Music Theory MU 231, 232, 333, 334	.12 hours
Conducting MU 436	.3 hours
Senior Seminar MUS 499	.3 hours
Computer Applications in Music MU 133	.3 hours
Special Music Methods MU 369	.3 hours
Music Methods MU 213, 214, 313, 314, 413	.5 hours
Humanities Professional Seminar	
HU 180, 280, 380, 480	.0 hours
Professional Education Program	
ED 231, PS 236, ED 351, ED 369, ED 352, ESE 403, EDA 352,	
EDB 352, EDP 499, EDM 380	.22 hours
MU 462 Student Teaching (Internship)	.12 hours
TOTAL	.131 hours

In addition to course requirements, all music education majors must pass the Florida Teacher Certification Examination (both Professional and Subject Area), the General Knowledge Examination, and all parts of the College-Level Academic Skills Test (CLAST). CLAST waivers are not available to education majors.

**Bachelor of Arts in Music with a concentration in Music Technology**

The Bachelor of Arts in music with a concentration in music technology is designed for the student interested in careers in the music industry. A background in music is required for acceptance into this program.

**Course Requirements**

General Education Program .....	48 hours
Applied Music Program Ensemble .....	.6 hours
Applied Music, Major Instrument	
111, 112, 211, 212, 311, 312, 411 .....	12 hours
Class Piano/Voice MUM/MUN 111, 112 .....	.2 hours
Music History MU 324, 325 .....	.6 hours
Music Theory MU 231, 232, 333, 334 .....	.12 hours
Conducting MU 436 .....	.3 hours
Professional Seminar HU 180, 280, 380, 480 .....	.0 hours
Senior Seminar MUS 499 .....	.3 hours
Computer Applications in Music MU 133 .....	.3 hours
Music Electives (MU 435 Arranging and MU 439 Counterpoint Recommended) .....	.6 hours
Business Courses MG 300, MK 341 .....	.6 hours
Major Courses MU 233, 343, 344, 432, 450, 498 .....	.15 hours
Music Technology Internship MU 464 .....	.12 hours
TOTAL .....	134 hours

**Minor in Music**

Music Theory: MU 231, 232	
Music History: MU 324, 325	
Ensemble: MU 110 (for two semesters)	
Applied Music: Major and/or minor instrument	
111, 112, 211, 212 .....	TOTAL 20 hours

**COURSE DESCRIPTIONS FOR THE DEPARTMENT OF MUSIC**

**MU 099 Applied Music: Music Instrument 1 semester hour**

For music majors who do not have sufficient background to begin applied music instruction at the 111/121 level. Credit cannot be applied toward a music degree program but course may be repeated once for credit.

**MU 110 Ensemble: Instrumental, Vocal 1 semester hour each**

Concert Band, Symphonic Band, Marching Band, Jazz Laboratory Ensemble, Jazz Combo, Concert Chorale, Young Artists, Opera Workshop, Chamber Singers, Brass Ensemble, Woodwind Ensemble, Percussion Ensemble. Ensembles are open to all students of the college with consent of the instructor, and may be repeated for credit.

**MUA 110 Concert Band 1 semester hour**

Study and performance of standard band literature.

**MUB 110 Marching Band 1 semester hour**

Study and performance of marching band literature and marching techniques.

- MU 110 Symphonic Band** 1 semester hour  
Study and performance of advanced standard band literature.
- MUC 110 Concert Chorale** 1 semester hour  
Study and performance of standard choral literature.
- MUD 110 Jazz Ensemble** 1 semester hour  
Study and performance of standard and contemporary literature for large jazz ensembles.
- MUE 110 Young Artists** 1 semester hour  
A small ensemble for selected singers to perform literature of various historical periods.
- MUF 110 Opera Workshop** 1 semester hour  
Practical experience in stage movement and performance of opera and opera excerpts.
- MUG 110 Brass Ensemble** 1 semester hour  
A small ensemble for brass instrumentalists to perform literature from various historical periods.
- MUH 110 Woodwind Ensemble** 1 semester hour  
A small ensemble for woodwind instrumentalists to perform literature from various historical periods.
- MUI 110 Percussion Ensemble** 1 semester hour  
A small ensemble for percussionists to perform literature from various historical periods.
- MUJ 110 Chamber Singers** 1 semester hour  
Study and performance of standard choral literature with emphasis on the major works.
- MUK 110 Steel Orchestra** 1 semester hour  
A small ensemble for selected instrumentalists performing standard calypso solo, popular and classical music.
- MUL 110 Latin Percussion Ensemble** 1 semester hour  
Study and performance of Latin Percussion instruments and rhythms.
- MUM 110 Percussion Jazz Ensemble** 1 semester hour  
A small ensemble for selected instrumentalists to perform literature of jazz, rock, and pop classifications.
- MUN 110 Symphonic Band** 1 semester hour  
Study and performance of advanced standard band literature.
- MUO 110 Jazz Combo** 1 semester hour  
Study and performance of standard and contemporary jazz styles for small ensembles.
- MUP 110 Pep Band** 1 semester hour  
Small ensemble for indoor athletic events and pep rallies.
- MU 111-112 Applied Music: Major Instrument** 1/1 semester hour  
Placement by audition. Individual instruction in the standard literature for each instrument.
- MUM/N 111-112 Class Piano/Voice** 1/1 semester hour  
Class instruction in the student's minor instrument. Basic fundamentals of the instrument are stressed.
- MU 121-122 Applied Music Major: Major Instrument (Performance Majors)** 1/1 semester hour  
Placement by audition. Individual instruction in the standard literature for each instrument.

- MU 133 Computer Applications in Music** **3 semester hours**  
A study in the basic concepts in computing, and the way computers are and can be used in music.
- MU 211-212 Applied Music: Major Instrument** **2/2 semester hours**  
Placement by audition. Individual instruction in the standard literature for each instrument.
- MUM/N 211-212 Class Piano/Voice** **1/1 semester hour**  
Class instruction in the student's minor instrument. Advanced fundamentals of the instrument are stressed.
- MU 213 Vocal Methods** **1 semester hour**  
Emphasis upon developing and teaching basic concepts of vocal techniques.
- MU 214 String Methods** **1 semester hour**  
Emphasis upon developing and teaching basic concepts of string instruments.
- MU 221-222 Applied Music: Major Instrument  
(Performance Majors)** **2/2 semester hours**  
Placement by audition. Individual instruction in the literature for each instrument.
- MU 231 Theory of Music I** **3 semester hours**  
A review of music fundamentals and the study of diatonic harmonic and melodic materials of the common practice period. Beginning studies in ear training and sight singing. Three lectures and two laboratory meetings each week.
- MU 232 Theory of Music II** **3 semester hours**  
A study of progressions of the common practice. Emphasis is on part-writing and analysis. Continuation of dictation and sight singing skills. Three lectures and two laboratory meetings each week.
- MU 233 Advanced Computer Application** **3 semester hours**  
A study in the advanced concepts in computing and the way computers are and can be used in music.
- MU 311-312 Applied Music: Major Instrument** **2/2 semester hours**  
Placement by audition. Individual instruction in the standard literature for each instrument.
- MUM/N 311-312 Class Piano/Voice** **1/1 semester hour**  
Class instruction in the student's minor instrument.
- MU 313 Percussion Methods** **1 semester hour**  
Emphasis upon developing and teaching basic concepts of percussion instruments.
- MU 314 Brass Methods** **1 semester hour**  
Emphasis upon developing and teaching basic concepts of brass instruments.
- MU 321-322 Applied Music/Junior Recital  
(Performance Majors)** **2/2 semester hours**  
Placement by audition. Individual instruction in the advanced literature for each instrument. Recital required of MU 322. Public recital required for 322 level for performance majors.
- MU 324-325 Music History I & II** **3/3 semester hours**  
Prerequisite: MU 231, 232. A study of the development of music from the middle ages to the twentieth century. Score study and listening are emphasized. Term project required.

- MU 333 Theory of Music III** **3 semester hours**  
 Prerequisite: MU 231, 232. A study of chromatic harmony, including seventh chords, altered chords, and chromatic modulations. Continuation of ear training and sight-singing skills. Three lectures and two laboratory meetings each week.
- MU 334 Theory of Music IV** **3 semester hours**  
 Prerequisite: MU 231, 232. Introduction to modal counterpoint, tonal counterpoint, musical form, twelve tone serialism, and select 20th century styles. Continuation of ear training and sight-singing skills. Three lecture and two laboratory meetings each week.
- MU 343 Music Production I** **3 semester hours**  
 Prerequisite: MU 133. This course examines the equipment, concepts, and techniques of recording and mixing sound, and its integration with MIDI technology. The course includes microphone selection and techniques, digital tape recording, direct-to-disk recording, recording console techniques, pre-production signal processing, digital sampling, synthesis, sound design, scoring for electronic instruments.
- MU 344 Music Production II** **3 semester hours**  
 This course examines the equipment, concepts and techniques of sound postproduction. The course includes advanced digital editing techniques using industry standard "pro tools," finalizing signal processing, mastering for recording and multimedia audio, MMC, MTC, and SMPTE synchronization techniques, and the seamless integration of MIDI and audio. Prerequisite: MU 343
- MU 369 Special Music Methods** **3 semester hours**  
 Prerequisite: ED 352/EDA 352 Practicum. A study of music in relation to the growth needs of children in elementary, middle school and senior high school.
- MU 411-412 Applied Music: Major Instrument** **2/2 semester hours**  
 Individual instruction in the advanced literature for each instrument. Placement by audition.
- MUM/N 411-412 Class Piano/Voice** **1/1 semester hour**  
 Class instruction in the student's minor instrument.
- MU 413 Woodwind Methods** **1 semester hour**  
 Emphasis upon developing and teaching basic concepts of woodwind instruments.
- MU 414 Guitar Methods** **1 semester hour**  
 Emphasis upon developing and teaching basic concepts of guitar.
- MU 411 Senior Recital: Major Instrument  
 (Music Education Majors)** **2 semester hours**  
 Individual instruction in advanced literature for each instrument.
- MU 421 Applied Music: Major Instrument  
 (Performance Majors)** **2 semester hours**  
 Individual instruction in advanced literature for each instrument.
- MU 422 Senior Recital: Major Instrument  
 (Performance Majors)** **2 semester hours**  
 Individual instruction in the advanced literature for each instrument.
- MU 430 Marching and Concert Band Techniques** **3 semester hours**  
 Advanced topics in the development of instrumental music programs.

- MU 431 Hymnology** **3 semester hours**  
A historical and systematic study of chants, psalms, and hymns, with special emphasis on their use in the church and their influence on cultural history.
- MU 433 Music In the Black Church** **3 semester hours**  
The study of music of Black churches that follow a traditional heritage or folk pattern: the Negro spiritual, the jubilee song, the metered hymn in the oral tradition, and gospel song.
- MU 434 Advanced Choral Techniques** **3 semester hours**  
Advanced topics in the development of choral music programs.
- MU 435 Arranging for Vocal and Instrumental Ensembles** **3 semester hours**  
Practical arranging and scoring techniques for vocal instrumental ensembles.
- MU 436 Conducting** **3 semester hours**  
Basic techniques of conducting. Laboratory experience in conducting instrumental and vocal ensembles.
- MU 437 Form & Analysis** **3 semester hours**  
Prerequisites: MU 231, 232. Study of scores with emphasis upon analysis of forms in music.
- MU 439 Eighteenth Century Counterpoint** **3 semester hours**  
Prerequisite: MU 231, 232. Basic techniques of 18th century counterpoint.
- MU 450 Multimedia Audio (Mixed Media, Movies, Animation)** **3 semester hours**  
Prerequisite: MU 133, 343, 344, 432. This course examines the software, hardware, and techniques of multimedia audio production using microcomputers and microprocessors. The course includes sound integration techniques for video, movies, animation, and audio applications for the WEB, e.g., Real Audio, MP3.
- MU 462 Student Teaching** **12 semester hours**  
Corequisite: ED 462X. A course designed as the final phase of the field experience. A period of intensive training through an assignment to a public school. Secondary majors are assigned to their specialty classrooms. Emphasis is placed on the development of the competencies to be demonstrated during the Professional Orientation Program.
- MU 464 Music Technology and Recording Internship** **12 semester hours**  
Prerequisite: Completion of all other course work. A semester internship in a professional business and/or organization which has audio recording, multimedia audio production, or multimedia-based web applications as one of its primary offerings. Typical assignments include professional recording studios, audio technology resource centers, web design companies, theme parks, and advertising agencies. Internships at advertising agencies will only be approved if the position offers sound application as its primary assignment.
- MUS 498 Senior Project** **3 semester hours**  
A final project demonstrating comprehensive knowledge and application in either audio production, multimedia audio production, or multimedia audio web applications. Typical projects include music for a full-length compact disc, music for a music video, a multimedia recital or an interactive CD ROM/DVD. All projects and project designs must be preapproved. Prerequisite: MU 133, 432, 343, 344, 450 (may be corequisite).

**MU 499 Senior Seminar in Music**

**3 semester hours**

Research topics in music and music education. A scholarly paper on a significant topic in music or music education will be required for completion of the course. Also includes comprehensive exit examinations.

**THE DEPARTMENT OF RELIGION AND PHILOSOPHY**

The Department of Religion and Philosophy offers degree programs leading to the Bachelor of Arts in religion and philosophy.

**Bachelor of Arts in Religion and Philosophy**

Students may choose an area of concentration for the degree, either Christian studies or philosophy. Students who choose the Christian studies concentration must take Greek as a language; students who choose philosophy may take any foreign language. Twenty-one hours are available for electives and students are encouraged to choose a minor in another discipline. Religion and philosophy can be combined with courses in business, church music, education, journalism, the social sciences, or almost any other discipline depending on a student's interests and career goals.

**Admission to the Program**

Admission is through a formal declaration of major.

**Major Requirements**

In addition to the general education requirements in the department of religion and philosophy, the degree requires 18 additional semester hours in required religion and philosophy courses, six additional semester hours in Greek or another foreign language, and 15 semester hours as specified by the area of concentration. Both areas of concentration will include a minimum of 33 hours in religion and philosophy beyond the introductory level. All courses in the major must be passed with a minimum grade of C. A comprehensive exit examination is required for Religion and Philosophy majors in both areas of concentration.

**Course Requirement**

General Education Program (will include RP 120 or 130 and RP 230) . . . . .	49 hours
Additional Foreign Language (ML 231 and 232) . . . . .	.6 hours
Additional Humanities (HU 231, 232, or 233) . . . . .	.3 hours
Required RP . . . . .	21 hours
(231, 232, 339, 340, 341, 436, and 458)	
Christian Studies Concentration . . . . .	15 hours
(RP 333 or 335, RP 336 or 337, RP 351, RP 434 or 435, and MU 431 or 433)	
Philosophy Concentration . . . . .	15 hours
(EN 240, RP 335 or 337, RP 355, RP 430 or 434, and one of the following:	
HI 320, MA 300, or POL 436)	
Field Work RP 490 . . . . .	.3 hours
Research and Senior Seminar (RP 498 and 499) . . . . .	.6 hours
HU 180, 280, 380, 480 . . . . .	.0 hours
Electives . . . . .	21 hours
<b>TOTAL HOURS REQUIRED FOR DEGREE . . . . .</b>	<b>124 hours</b>

**Minor in Religion and Philosophy**

In addition to either RP 120 or 130 (taken for General Education) any three of these:

331, 333, 335, 336, 337, 340, 341, or 435 (9 hours) and any three of the following:

230, 231, 232, 339, 355, 430, 434, or 436 (9 hours)

TOTAL HOURS REQUIRED .....18 hours

**COURSE DESCRIPTIONS FOR THE DEPARTMENT OF RELIGION AND PHILOSOPHY**

**RP 120 Introduction to Religion and Philosophy 3 semester hours**

A multi-cultural study of religious and philosophical answers to the ancient questions concerning the existence of god, the nature of truth, the purpose of life, and the goal of society. Introduces critical thinking as a fundamental of religion and philosophy.

**RPA 130 Introduction to Bible (Old Testament) 3 semester hours**

A survey of the Old Testament dealing with the Bible in its historical setting and from the viewpoint of literature and religion.

**RPB 130 Introduction to Bible (New Testament) 3 semester hours**

A survey of the New Testament dealing with the Bible in its historical setting and from the viewpoint of literature and religion.

**NOTE: Students must pass one of these introductory courses in order to enroll in higher-level courses.**

**RP 230 Ethics 3 semester hours**

Prerequisite: RP 120 or RP 130, and EN 131. A course that examines the moral standards of our culture and considers theories and applications of moral reasoning to some of the social and personal complexities of our time.

**RP 231 History of Ancient and Medieval Philosophy 3 semester hours**

Prerequisite: RP 120 or RP 130, and EN 131. A study of western philosophy from its inception to 1400 A.D.; its relation to social and cultural origins; its role in the contemporary intellectual climate.

**RP 232 History of Modern Philosophy 3 semester hours**

Prerequisite: RP 120 or RP 130, and EN 131. A study of leading philosophers from the Renaissance to the present day: idealists, positivists, pragmatists, and existentialists, with special reference to Descartes, Locke, Berkeley, Kant, Kierkegaard and Sartre.

**RP 331 History of Christianity 3 semester hours**

Prerequisite: RP 120 or RP 130, and EN 131 and EN 132. A survey of the history of the Christian faith from apostolic times to the present. Particular attention will be given to the doctrinal controversies of the Latin and Greek Fathers, the Protestant Reformation, and the spread of Christianity from Europe to the New World, Asia and Africa.

**RP 333 The Prophets of Israel 3 semester hours**

Prerequisite: RP 120 or RP 130, and EN 131. A study focusing on the later Prophets with major attention directed to Isaiah, Jeremiah, and Ezekiel and to the "minor prophets" Amos, Hosea, and Micah.

- RP 335 Life and Teachings of Jesus** 3 semester hours  
Prerequisite: RP 120 or RP 130, and EN 131. An examination of the life and teachings of Jesus within Jesus' own historical setting. Attention is given to the religious-historical background of his ministry, to his life and teachings as presented in the synoptic Gospels, and to contemporary applications of his teachings.
- RP 336 Life and Teachings of Paul** 3 semester hours  
Prerequisite: RP 120 or RP 130, and EN 131. An examination of Paul's thought and teaching, and the missionary journeys which made Christianity a world religion. Particular attention is given to Paul's interpretation of the Christian message for contemporary life.
- RP 337 Genesis** 3 semester hours  
Prerequisite: RP 120 or RP 130, and EN 131. An examination of the book of Genesis with emphasis upon its modern application to moral and ethical problems.
- RP 339 Logic** 3 semester hours  
Prerequisite: RP 120 or RP 130, and EN 131. An analysis of the process of correct thinking; the nature and structure of argument; the forms of valid reasoning, analysis, and definition. A study of the fundamentals of the scientific method for the organization of knowledge, utilizing the discipline of clear and consistent thinking.
- RP 340 Religions in America** 3 semester hours  
Prerequisite: RP 120 or RP 130, and EN 131. Traces in roots of America's Protestant denominations to the Reformation and the arrival in America of the dominant religious groups - Catholic, Protestant, and Jewish - along with a consideration of several alternative religious groups.
- RP 341 Religions of the World** 3 semester hours  
Prerequisite: RP 120 or RP 130, and EN 131. After a brief look at the religious beliefs and expressions of the ancient world, the course will examine the religions of India, China, Japan, and Africa as well as the traditions of Judaism, Christianity, and Islam.
- RP 355 Contemporary Philosophy** 3 semester hours  
Prerequisite: RP 231 or 232, and EN 131 and 132. A study of leading thinkers from the twentieth century to the present day with an inquiry into the prominent concerns in contemporary philosophy.  
**Note: Students must have reached junior or senior classification and have passed or waived the reading and writing sections of CLAST to enroll in courses numbered 400 or above.**
- RP 430 Human Nature and Knowledge** 3 semester hours  
Prerequisite: RP 120 or RP 130, and EN 131 and EN 132; RP 231 or 232. The fundamental questions about human nature and the reliability of human knowledge will be explored both historically and cross-culturally.
- RP 434 Death, Immortality, and the Problem of Evil** 3 semester hours  
Prerequisite: RP 120 or RP 130, and EN 131 and EN 132. A study of the topics of suicide, abortion, euthanasia, capital punishment, the right to life, and other relevant topics. Use of materials from philosophy, psychology, sociology, and religion.
- RP 435 Black Church/Black Theology** 3 semester hours  
Prerequisite: RP 120 or RP 130, and EN 131 and EN 132. A study of the significance of the church in the Black culture, its historical perspective and present role in the community. Includes contributions of outstanding Black theologians to religious thinking.

**RP 436 Philosophy of Religion** **3 semester hours**

Prerequisite: RP 120 or RP 130, and EN 131 and EN 132. An examination of the classical and contemporary theories for belief in God, the problem of evil, different claims of religious truths, religious views on human destiny, religious language, and religion and moral values.

**RP 458 Moral Values and Contemporary Issues** **3 semester hours**

Prerequisite: RP 120 or RP 130, and EN 131 and EN 132. The development of skills of critical analysis through the study of important philosophical themes underlying contemporary moral issues such as abortion, euthanasia, economic justice, sexual equality and others.

**RP 490 Field Work** **3-9 semester hours**

Prerequisite: RP 120 or RP 130, and EN 131 and EN 132. Assignment to a local church or other organization to work at least six hours a week per semester in a field related to the student's career goals. Activities will vary but must be approved by the supervising internship director and the student's faculty advisor.

**RP 498 Research in Religion and Philosophy** **3 semester hours**

Prerequisite: RP 120 or RP 130, and EN 131 and EN 132; junior or senior standing and completion or waiver of the reading and writing parts of the CLAST exam. The purpose of this course is to introduce students to research methodology and instruct them in doing scholarly research in the field. The format of the course is designed to assist students in designing a project, beginning the research, and completing a prospectus for their senior project. At the end of the course, students will orally present a proposal at the departmental seminar for critique by faculty and students.

**RP 499 Senior Seminar in Religion and Philosophy** **3 semester hours**

Prerequisite: RP 120 or RP 130, and EN 131 and EN 132; senior standing and completion or waiver of all parts of the CLAST exam; RP 498. This course is intended to provide guidance for students refining and developing the research project proposed and approved in RP 498. This course enables students to finish the research, complete the senior paper, and successfully defend it before a faculty committee.

## **THE DEPARTMENT OF SPEECH COMMUNICATION AND THEATRE ARTS**

The ability to communicate effectively in professional and social environments is fundamental to career success and personal fulfillment. The Bachelor of Arts in speech communication and theatre arts provides formal study of the principles, motivations, contexts, channels, patterns, analysis, and ethics of communication and performance within settings and circumstances inherent in the human experience. To facilitate students' specific career and personal goals, speech communication offers concentrations in general speech communication, speech communication interdisciplinary studies, and theatre arts-performance. These concentrations support interest in such careers as law, counseling, sales, real estate, marketing, teaching, motivational speaking, lobbying, politics, the ministry, employee training as well as acting, directing, producing, and theatre education.

### **General Speech Communication**

As a speech communication generalist, coursework surveys human communication in a variety of contexts. The Bachelor of Arts with a concentration in general speech communica-

tion is designed for students who are interested in pursuing careers in sales, marketing, motivational speaking, employee training and development, lobbyists, and business and industry company spokespersons. Students whose career goal is to become a speech communication generalist are expected to be actively involved in the activities of the Thurgood Marshall Speech and Debate Society or the L. Goolsby Daye Speakers' Bureau. While clearly targeted for the needs and interests of majors, these student organizations are open to any interested student.

### **Speech Communication Interdisciplinary Studies**

The Bachelor of Arts with a concentration in speech communication interdisciplinary studies is designed to train students who are interested in going to graduate and professional schools. Many students within this concentration enter law school, divinity school or pursue in order to develop specializations or teach advanced degrees at the college or university levels. For students with a concentration in interdisciplinary studies, 18-21 semester hours are set aside for focused study in a specific cognate area. Students whose concentration is speech communication interdisciplinary studies are expected to become active in student organizations specific to their cognate areas (Pre-Law Club, Future Educators of America, BEEP, Psychology Club, etc.)

### **Theatre Arts - Performance**

The Bachelor of Arts with a concentration in performance (acting) is designed to train students who are interested in such fields of work as acting, directing, producing, voice talent for radio, film, television, sales, marketing, news reporting, and theatre arts education. To facilitate students' goals, performance students study theatre history, dramatic literature, dance, actor movement, and some design and technical theatre. Performance study also places emphasis on the development of critical thinking, creativity, and interpersonal and intrapersonal skills. Enrollment in Performance Repertory is required for the concentration. Students whose concentration is performance must also be actively involved in the Mary McLeod Bethune Tra-Co-Dram Players. Orchesis Dance Ensemble and the Speakers' Bureau also support the preparation of students within this concentration. Students, outside of the major, are also invited to participate in these organizations.

### **Admission to the Program**

Admission to the program requires formal notification through the department head's office and completion and submission of appropriate declaration of major forms. Students declaring performance as their concentration are required to present a dramatic monologue and song as a condition of acceptance into the concentration. This requirement must be met no later than the fourth week into the semester.

### **Major Requirements for Concentrations**

A total of 124 hours are required for both general speech communication and speech communication interdisciplinary studies. A total of 130 hours are required for performance (acting). A 20-25 page senior thesis and thesis oral defense are also required. Performance majors are required to have at least one principal role in a main stage production or a student-created/directed work. Three of the four sections of the CLAST exam must be passed PRIOR to enrolling in the senior thesis course, SC 499 or TA 499. Twelve semester hours of internship are required for each concentration. Majors must pass all department courses with a "C" or better.

**Course Requirements for General Speech Communication**

General Education Program .....	49 hours
Modern Languages .....	6 hours
Core Course Requirements SC 201, 203, 301, 220 .....	12 hours
Major Required Courses:	
SC 300, 304, 305, 335, 401, 499, TA 245 .....	21 hours
SC 407 Special Topics in Speech/Theatre .....	15 hours
TA 103 Participation Seminar .....	3 hours
Free Electives .....	6 hours
SC 490 Internship .....	12 hours
HU 180, 280, 380, 480 .....	0 hours
TOTAL .....	124 hours

**Course Requirements for Speech Communication Interdisciplinary Studies**

General Education Program .....	49 hours
Modern Languages .....	6 hours
Core Course Requirements SC 201, 203, 301, 220 .....	12 hours
Major Required Courses:	
SC 300, 304, 305, 335, 401, 499, TA 245 .....	21 hours
SC 407 Courses .....	6 hours
Interdisciplinary Studies Courses .....	18 hours
SC 490 Internship .....	12 hours
HU 180, 280, 380, 480 .....	0 hours
TOTAL .....	124 hours

**Course Requirements for Performance**

General Education Requirements .....	49 hours
Modern Languages .....	12 hours
Core Course Requirements: TA 100, 101, 102, and 202 .....	12 hours
Major Required Courses:	
TA 107, 201, 220, 221, 245, 301, 320, 330, 401 .....	45 hours
402, 420, 421, 430, 300, 499	
TA 490 Internship .....	12 hours
HU 180, 280, 380, 480 .....	0 hours
TOTAL .....	130 hours

**Minor in General Speech Communication**

SC 201, 220, 301, 335, 401 or TA 101 and SC 407 .....	18 hours
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**Minor in Theatre Arts**

TA 101, 102, 301, 302, 401, 402 .....	18 hours
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**Tra-Co-Dram**, the Mary McLeod Bethune Players (the College's theatre troupe) and the **Orchesis Dance Ensemble** are two student organizations that support the development of skills and proficiencies in the area of theatre arts and dance. The organizations are open to all interested students.

## **COURSE DESCRIPTIONS FOR THE DEPARTMENT OF SPEECH COMMUNICATION AND THEATRE ARTS**

- SC 201 Introduction to Human Communication 3 semester hours**  
Prerequisite: EN 131 and EN 132. Survey course in Speech Communications, beginning with a study of the history and evolution of human communication. Course emphasizes audience analysis, listening as well as nonverbal communication, mass communication, small group communication, interpersonal communication, persuasion, and public speaking.
- SC 203 Effective Listening 3 semester hours**  
Prerequisites: None. Introduction to the theory and practice of effective listening in a variety of situations and environments.
- SC 220 Oral Communication Ethics 3 semester hours**  
Prerequisites: None. Intensive study of ethical issues central to a variety of communication contexts. Special attention is given to communication ethics in continually diverse environments.
- SC 230 Introduction to Effective Oral Communication 3 semester hours**  
Prerequisites: EN 131 and EN 132. (EN 132 co-requisite with permission of the instructor.) A study of the fundamentals of Oral Communication through theory and practice for purposes of organizing and delivering effective oral messages in a variety of settings. Particular attention will be given to pronunciation, articulation, and diction.
- SC 300 Speech Communication Research and Junior Seminar 3 semester hours**  
Prerequisites: EN 131 and EN 132. First of two research courses for majors with junior standing. Review of research of theory and methods in speech communication. Completion of draft of Senior Thesis through the process of determining the research topic and specific questions, review of literature, determination of research methodology, application of method, and conclusions are specific goals.
- SC 301 Issues in Multicultural Communication 3 semester hours**  
Prerequisites: EN 131, EN 132. The study of diverse issues affecting communication and interaction between persons of different racial and/or ethnic backgrounds. Emphasis on achieving culture-dependent nature of effective communication.
- SC 302 Organizational Communication 3 semester hours**  
Prerequisites: EN 131, EN 132. Presentation of theoretical and practical methodologies and procedures for understanding, preventing, alleviating, or solving communication problems in organizational settings in both the private and public sector.
- SC 304 Introduction to Interpersonal Communication 3 semester hours**  
Prerequisites: EN 131, EN 132. Theory, research, and practice concerning the role of communication in the development, maintenance, and decay of interpersonal relationships.
- SC 305 Persuasion Theory and Practice 3 semester hours**  
Prerequisites: EN 131, EN 132. Instruction and practice in the preparation, delivery, and evaluation of persuasive messages. Also analysis of persuasive communication as a form of social influence in interpersonal and mass audience contexts.
- SC 335 Introduction to Argumentation and Debate 3 semester hours**  
Prerequisites: EN 131, EN 132. Offers students opportunities to participate in various types of debate. Instruction in the step-by-step procedure of academic debate. Emphasis is placed on critical thinking, analysis of data, logic, evidence, and delivery.

**SC 401 Small Group Communication 3 semester hours**

Prerequisites: EN 131, EN 132. Designed to provide an understanding of the theory, research and methods involved in the study of group communication. Added focus on communication behavior within the special framework of the small group. Guided practice in various types of discussion situations.

**SC 403 Communication in Conflict Mediation and Negotiation 3 semester hours**

Prerequisites: EN 131 & EN 132. An examination of communication as a significant variable in conflict management. Deals with theoretical and practical aspects of conflict management at the dyadic (interpersonal), small group, organization, and societal levels. Forms of negotiation, bargaining and third party consultation will be considered.

**SC 407 (1-12) Special Topics in Speech Communication 3 semester hours**

Prerequisites: EN 131 & EN 132. This course is designed to present information on a wide variety of subjects which speech communication majors should be exposed to but which inclusion as regular course offerings is precluded because of regularly scheduled semester offerings. All students, having satisfied the above prerequisites, are invited to enroll in SC 407. Current Special Topics courses include Gender Communication, Interracial Communication, Intimate Communication, Rhetorical Situation Analysis, Social Movements. etc.

**SC 490 Internship 12 semester hours**

Students and advisors will identify an appropriate work arena and site location in the area of speech communication to provide students with intensive hands-on-work experience.

**SC 499 Senior Seminar in Speech Communication 3 semester hours**

Prerequisites: EN 131, EN 132, SC 201, 203, 220, 300, 301, and three sections of the CLAST examination. Completion of work begun in SC 300. Specifically, culmination of research project through application of methodology, procedures, data analysis, and presentation of findings through oral defense.

**TA 100 Introduction to Theatre 3 semester hours**

Prerequisites: EN 131 and 132. Experiential, conceptual, historical, and cultural study of theatre as a unique form of artistic expression, and mirror of human values throughout the world; survey of constituent elements of a theatrical work and its major forms of expression.

**TA 101 Acting I 3 semester hours**

This course is for nonmajors and majors. The course is an introduction to acting and includes its basic elements and techniques in scene and monologue presentation.

**TA 102 Elements of Play Production 3 semester hours**

The study of the elements of theatrical productions, including opportunities for practical experience in elementary lighting, scene, and costume design. This course also focuses on basic practical construction techniques.

**TA 103 Participation Seminar 1 semester hour**

Prerequisite: None. This course is designed to allow all interested majors and nonmajors to gain experience in running various aspects of an actual production, including publicity and promotion, front of house, stage management, and production run crews (lighting, scenery, sound, costume, makeup, etc.) Nonmajors who take this course are expected to participate in departmental productions, in one of the areas listed above. This course is repeated for a total of 3 credit hours over the student's matriculation.

- TA 107 Voice Production for the Performer** **3 semester hours**  
 Prerequisites: EN 131 and 132. Techniques for freeing the vocal mechanism: breathing phonation, movement to enhance the performer's craft. Exercises in articulation and dialects as techniques for conveying dramatic intention and character. International Phonetic Alphabet, Standard American Dialect.
- TA 201 Movement for the Actor** **3 semester hours**  
 Prerequisite: TA 101. Introduction to movement as a fundamental element of the actor's craft; focus on recognition, development, and understanding of natural physical actions and rhythms, and their application to stage.
- TA 220 Theatre Crafts** **3 semester hours**  
 Co-requisite: TA 102. Lecture/laboratory course, covering all phases of craft skills and equipment involved in technical theatre production. Required work in production shops.
- TA 221 Introduction to Design**  
 Prerequisite: TA 220. Historical and conceptual survey of basic design elements of production scenery, costumes, lighting, sound, and their relationship to the theatrical production process.
- TA 245 Oral Interpretation of Literature** **3 semester hours**  
 Prerequisites: EN 131 and 132. Introduction to interpretation of literature in performance, designed to develop and heighten the performer's responsiveness to the literary text. Includes principles of selecting, cutting, and adapting.
- TA 300 Theatre Arts Research and Junior Research Seminar** **3 semester hours**  
 Prerequisites: EN 131 and 132, TA 202, TA 301. The Theatre Arts Junior and Senior Seminars essentially function together as a practicum. A practicum combines the artistic and scholarly aspects of the theatre concentration by following the research model common to the fine arts, that of creative research. In this course, the student will choose a script, or create a performance text, and conduct textual analysis, and research in the historical, theoretical and aesthetic aspects of the piece. The student will complete a Senior Thesis Proposal, along with a proposal for a Senior Showcase.
- TA 301 Acting II** **3 semester hours**  
 Prerequisites: TA 101 (Acting I) or permission of the instructor. Techniques in scene and monologue study from representative plays of the past and present. This course also focuses on auditioning professionally. Students are required to participate in departmental productions either on stage or backstage.
- TA 302 Theater History** **3 semester hours**  
 Prerequisites: EN 131, EN 132 or permission of the instructor. A study of theatrical forms from Classical Greece to Contemporary times; focus on theatre, architecture, scenery, costume, methods of staging, and production, as well as the study of representative works from both western and nonwestern cultures.
- TA 320 Narrative Theatre** **3 semester hours**  
 Prerequisite: TA 245. Directing techniques for staging literary texts not originally written for the theatre, including script adaptation of short stories, poetry, and nonfiction prose. Directing projects required.

- TA 330 Performance Repertory** **3 semester hours**  
Prerequisite: TA 101, TA 107, TA 245. Prospective students must audition for and be cast in the performance troupe. Group performance in dramatic and narrative theatre styles, as well as theatre movement.
- TA 401 Acting III** **3 semester hours**  
Prerequisites: EN 131, 132 and TA 301 (Acting II) or permission of the instructor. Audition required for students without TA 301 background. This course is designed to emphasize styles of acting. Special emphasis on plays drawn from various historical periods.
- TA 402 Black American Drama** **3 semester hours**  
Prerequisites: TA 101, EN 131 and EN 132 or permission of the instructor. A study of representative Black American Theatre. This course looks at the development of the African-American Play through works by playwrights such as Dodson, Mitchell, Hansberry, and Wilson.
- TA 420 Script Interpretation** **3 semester hours**  
Prerequisites: EN 131 and 132, TA 202. Exploration of the script as a blueprint for realization of the artistic stage image. Special attention given to plot, structure, character treatment, and language style, as they relate to performance, direction, and scenography.
- TA 421 Directing** **3 semester hours**  
Prerequisites: TA 202, TA 420. Exploration of conceptual, planning and implementation skills of stage director from script interpretation to rehearsal and performance; to both traditional and nontraditional theatrical modes and images. The course employs creative exercises in an imaginative use of space, time, and materials as they relate to stage direction and design.
- TA 430 Performance Repertory I** **3 semester hours**  
Prerequisite: TA 101 and TA 420. Prospective students must audition for, and be cast in the performance troupe. Group performance in dramatic and narrative theatre styles, as well as theatre movement. This course is a continuation of TA 330 and involves the staging of more advanced works, in more sophisticated theatrical styles.
- TA 490 Internship** **12 semester hours**  
Students and advisors will identify an appropriate work arena and site location in the area of theatre arts to provide students with intensive hands-on-work experience.
- TA 499 Senior Seminar in Theatre Arts** **3 semester hours**  
Prerequisite: TA 202, TA 420, three sections of the CLAST examination, and permission of the instructor. This course is devoted to the completion of work begun in TA 300. The research culminates in application in the form of a Senior Thesis consisting of two sections; analysis, and historical/theoretical research, as well as an aesthetic and critical self-evaluation of artistic performance and process. In addition, the student presents a Senior Showcase, followed by an oral defense of the paper, and a post-performance critique.

## SCHOOL OF BUSINESS



Black Executive Exchange Program (BEEP) Symposium

The School of Business has as its primary goal the development of future leaders in business and government. The school provides instruction and other educational programs designed to develop the analytical skills and decision-making abilities of each student, to enhance understanding of economic concepts, to increase knowledge of innovations in business, to expand awareness of the role and function of business organizations, and to develop professionalism, leadership, global awareness, professional ethics, analytical and communication skills.

## OBJECTIVES AND GENERAL REQUIREMENTS

The objectives of the School of Business are to provide the student with the following general **business skills and competencies**:

- The ability to think critically.
- The ability to apply analytical and technical skills in problem solving and research.
- The ability to demonstrate leadership skills.
- The ability to communicate effectively.
- An understanding of legal, ethical and professional practices.
- An understanding of the global and diverse nature of business.

### School General Requirements:

Students are required to complete the business core and must earn at least a "C" or better in all business courses. Students are required to complete the standardized, comprehensive School of Business exit exam. All sections of the CLAST must be completed and/or waived. No more than six hours of 300 and above level courses may be transferred from another accredited institution (See Academic Regulations).

\*All business majors are required to take MA 131 and MAB 138 to satisfy the math requirements.

## SCHOOL OF BUSINESS DRESS POLICY

The School of Business students at Bethune-Cookman College are required to dress professionally each Wednesday and for all business functions. Detailed guidelines are available in the School of Business Resource Lab. The following basic guideline is appropriate for both men and women: One basic business suit in the following colors will be required (two basic suits would be ideal): navy blue, black, brown or gray.

## OFFERINGS

1. Degree of Bachelor of Science in the following areas:
  - Accounting
  - Business Administration
  - Business Administration with **Concentrations in**
    - Management, Management Information Systems and Marketing
  - Business Education
  - Hospitality Management

Hospitality Management with **Concentrations in**  
 Food & Beverage Management, Lodging Management, and  
 Travel/Tourism Management  
 International Business

2. Minors: NonBusiness Majors

A minor within the School of Business requires 18 credit hours as follows:

Business Core: .....	18 hours
AC 231, 232,	
BA 232; MG 300; MK 341	
Business Elective (3hrs - Approved 300 or 400 level)	

**DEPARTMENT OF ACCOUNTING**

The Department of Accounting offers a degree program leading to the Bachelor of Science in accounting and an Advanced Certificate in Professional Accounting.

**Bachelor of Science in Accounting**

The program is designed to provide professional training for private and public sector accountants, to prepare students for accounting positions in businesses and governmental agencies and to meet the accounting needs of the manager or owner of a business. The program qualifies students to sit for the Certified Internal Auditor certification examination (CIA) and the Certified Management Accountant certification examination (CMA).

**Admission to the Program**

A formal declaration of major and satisfactory completion of Accounting I and II (AC231 and AC232).

**Major Requirements**

Students are required to complete 21 credit hours, apart from Principles of Accounting I and II and Managerial Accounting, and must earn a "C" or better in all courses taken in the School of Business. Students are required to take and successfully complete a comprehensive exit examination.

**Course Requirements**

General Education Program .....	49 hours
<b>Business Core</b> .....	54 hours
AC 231 Accounting I	3
AC 231 L Accounting Lab	0
AC 232 Accounting II	3
AC 232 L Accounting II Lab	0
AC 336 Managerial Accounting	3
FI 335 Corporate Financial Management	3
BA 133 Business Computer Applications	3
BA 134 Business Information Systems	3
BA 231 Microeconomics	3
BA 232 Macroeconomics	3
BA 234 Business Law	3
BA 236 Statistics I	3

BA	237	Statistics II	3
BA	312	Research Methods	3
BA	360	Business Communication	3
BA	499	Senior Seminar	3
BL	211	Business Leadership I	1
BL	212	Business Leadership II	1
BL	311	Business Leadership III	1
MG	300	Management & Organizational Behavior	3
MG	493	Business Ethics	3
MG	495	Management Policy & Strategy	3
<b>Accounting Core:</b> .....			21 hours
AC	333	Intermediate Accounting	
AC	334	Intermediate Accounting II	
AC	338	Income Tax I or AC 339 Income Tax II	
AC	341	Cost Accounting I	
AC	431	Auditing I	
AC	435	Advanced Accounting	
AC	450	Governmental Accounting	
<b>TOTAL HOURS REQUIRED FOR DEGREE</b> .....			124 hours

**Advanced Certificate in Professional Accounting**

The program is designed to provide professional training for public accountants, to prepare students for accounting positions in public accounting, and to satisfy the requirements for students to sit for the Certified Public Accountant certification examination (CPA).

**Advanced Certificate in Professional Accounting Requirements (Fifth Year Program)**

Students are required to complete all requirements of the major and the following courses:

BA	334	Business Law II	
AC	335	Intermediate Accounting III	
AC	342	Cost II	
AC	411	Seminar in Accounting	
AC	432	Auditing II	
AC	439	Income Tax II	
AC	444	Accounting Information Systems	
AC	490	Internship in Accounting	
(2) BA, IB, MG, or MK Elective			
<b>TOTAL ADDITIONAL HOURS REQUIRED FOR</b>			
<b>THE FIFTH YEAR CERTIFICATE:</b> .....			30 Hours

**COURSE DESCRIPTIONS FOR THE DEPARTMENT OF ACCOUNTING**

**AC 231 Principles of Accounting I 3 semester hours**

Accounting theory and practice, use of accounting concepts and techniques essential to the administration of business enterprises, and accounting cycle and financial statement presentation.

- AC 232 Principles of Accounting II** **3 semester hours**  
 Prerequisite: AC 231. A continuation of Principles of Accounting I with emphasis on helping students understand the uses of accounting information by managers, investors, and creditors.
- AC 333 Intermediate Accounting I** **3 semester hours**  
 Prerequisite: AC 232. An introduction to financial statement presentation, asset valuation and inventory valuation.
- AC 334 Intermediate Accounting II** **3 semester hours**  
 Prerequisite: AC 333. A continuation of AC 333 with emphasis on accounting for assets and owners equity. Accounting theory is extensively utilized in analyzing and reporting financial transactions.
- AC 335 Intermediate Accounting III** **3 semester hours**  
 Prerequisite: AC 334. A continuation of AC 334 with emphasis on utilization of the Financial Accounting Standards Board's guidelines for accountants; accounting for owners equity and special problems and emerging issues in accounting.
- AC 336 Managerial Accounting** **3 semester hours**  
 Prerequisite: AC 232. Methods of cost accumulation for inventory and income determination, pricing techniques and capital budget decisions. Emphasis on full-cost differential and responsibility accounting applications for analyzing and solving financial management problems.
- AC 338 Income Tax I** **3 semester hours**  
 An introduction to the taxation of individuals.
- AC 339 Income Tax II** **3 semester hours**  
 A study of the taxation of sole proprietors, partnerships and corporations and a review of the taxation of individuals.
- AC 341 Cost Accounting I** **3 semester hours**  
 Prerequisites: AC 333, or approval from area coordinator. A comprehensive study of fundamental cost accounting concepts and objectives including various product cost accumulation techniques, capital budgeting, decision models in cost accounting, cost analysis and performance measurement.
- AC 342 Cost Accounting II** **3 semester hours**  
 Prerequisite: AC 341. A comprehensive study of the controller's objectives, responsibilities, functions, and organizational roles; the controller's approach to budgetary control.
- AC 431 Auditing I** **3 semester hours**  
 Prerequisite: AC 333. A study of the theory and procedures of external auditing, the legal and social responsibilities of the auditor and the application of generally accepted auditing standards.
- AC 432 Auditing II** **3 semester hours**  
 Prerequisite: AC 431. A study of the theory and procedures of internal auditing, including conceptual foundation, professionalism and control structure.
- AC 435 Advanced Accounting** **3 semester hours**  
 Prerequisite: AC 333. Comprehensive study of business combinations and consolidations and accounting for parent/subsidiary relationships, branches, multinational entities, and foreign subsidiaries. Partnership formation and liquidation will also be studied.

- AC 444 Accounting Information Systems** **3 semester hours**  
Prerequisites: AC 333. A study of the ramifications of integrating information systems into the basic accounting process; internal control in both manual accounting and EDP systems and accounting systems development.
- AC 450 Governmental Accounting** **3 semester hours**  
Prerequisite: AC 333. Selected accounting topics for governmental and nonprofit entities.
- AC 490 Internships** **3 semester hours**  
Experience in accounting at a business or government agency. Requires a written report and oral presentation of the job experience.
- AC 411 Seminar in Accounting** **1-3 semester hours**  
Prerequisite: Completion of all core business requirements. A study of topics related to cost and financial accounting/economic issues and techniques for making management decisions. Course also includes discussion of quantitative methods and decision analysis as applied to management accounting. Recommended for students who wish to pursue management accounting careers or sit for the CPA exam.
- FI 330 Money and Banking** **3 semester hours**  
Prerequisite: AC 231. Study of the nature and functions of money and credit, analysis of monetary and credit systems, money creating role of commercial banks and the Federal Reserve System and an introduction to international banking transactions.
- FI 335 Corporate Financial Management** **3 semester hours**  
Prerequisite: AC 231. Study of risk and return, portfolio theory, capital structure, capital budgeting, dividend policy and long-term financing decisions, liquidity and concepts for planning and measuring profitability.
- FI 390 Investments** **3 semester hours**  
Study of the primary types of financial investments: stocks, bonds, futures and options contracts and mutual funds and valuation of securities, risk return tradeoffs, principles of diversification and analysis of the stock market.
- FI 402 International Trade and Finance** **3 semester hours**  
Prerequisite: FI 335. The course is designed to provide a comprehensive overview of international business finance within the context of international and currency fluctuations. The course is inclusive of international banking and addresses the issues that must be understood and applied for successful international transactions. Emphasis is placed on the analysis of case studies.
- FI 460 Portfolio Analysis and Management** **3 semester hours**  
Prerequisite: FI 335 and FI 390. An in-depth study of portfolio and capital market theories. Topics include index models, portfolio planning, investment analysis and portfolio selection, portfolio evaluation techniques and portfolio management using futures and options.
- FI 490 Finance Internship** **3 semester hours**  
Professional practice during a summer or semester as an intern in an approved program with a banking institution, business firm or government agency. Requires a written report and oral presentation of the job experience.

## DEPARTMENT OF BUSINESS ADMINISTRATION

The Department of Business Administration offers a degree program leading to the Bachelor of Science in business administration and concentrations in management, management information systems and marketing.

### Bachelor of Science in Business Administration

The primary objective of the Business Administration program is to produce graduates with an understanding of the fundamental concepts in accounting, economics, information systems, leadership, marketing and management. The program is designed to offer educational experience and adequate preparation for entry into the public and private sectors as entry-level managers.

### Admission to the Program

Through a formal declaration of major.

### Major Requirements

Students are required to complete 18 credit hours and must earn at least a "C" or better in all business courses. All students are required to successfully complete a senior comprehensive exit examination before the last semester of the senior year.

**Requirements for Minor in Business Administration:** Students in accounting, hospitality management and international business can earn a minor in business administration by completing six hours each (beyond the business core) of 300 or 400 level courses in business administration, management and marketing for a total of 18 hours.

### Course Requirements

General Education Program .....49 hours

#### **Business Core for Business Administration and Concentrations**

**Business Core** ..... **.60 hours**

AC	231	Accounting I	3
AC	231 L	Accounting Lab	0
AC	232	Accounting II	3
AC	232 L	Accounting II Lab	0
AC	336	Managerial Accounting	3
FI	335	Corporate Financial Management	3
BA	133	Business Computer Applications	3
BA	134	Business Information Systems	3
BA	231	Microeconomics	3
BA	232	Macroeconomics	3
BA	234	Business Law	3
BA	236	Statistics I	3
BA	237	Statistics II	3
BA	312	Research Methods	3
BA	360	Business Communication	3
BA	499	Senior Seminar	3
BL	211	Business Leadership	1
BL	212	Business Leadership	1

BL 311	Business Leadership	1
MG 300	Management & Organizational Behavior	3
MG 350	Production and Operations Management	3
MG 493	Business Ethics	3
MG 495	Management Policy & Strategy	3
MK 341	Introduction to Marketing	3
<b>Business Administration Core:</b> .....		<b>15 hours</b>
MG 470	International Management	
<i>or</i>		
MK 405	International Marketing	
<i>Select 6 Credit Hours from the list below:</i>		
BA 411	Seminar in Business	
MG 360	Human Resource Management	
MG 385	Problems of Supervision	
FI 402	International Trade and Finance	
<i>Select 6 Credit Hours from the list below:</i>		
MK 350	Consumer Behavior	
MK 360	Promotional Strategies	
MK 370	Sales Management	
MK 420	Marketing Management	
<b>TOTAL HOURS REQUIRED FOR DEGREE</b> .....		<b>124 hours</b>

**COURSE DESCRIPTIONS FOR THE DEPARTMENT OF BUSINESS ADMINISTRATION**

- MAB 138 Applied Business Calculus** **3 semester hours**  
 Prerequisite: MA 131. To introduce students to methods of using calculus to solve problems involving limits, derivatives, maxima and minima, curve sketching and optimization techniques. Emphasis will be on application of calculus for analyzing and solving financial management problems.
- BA 130 Introduction to Personal Finance** **3 semester hours**  
 Corequisite: MA 131. This course emphasizes issues in personal finance such as money management, budgeting, credit, housing finance (real estate), insurance, and investment.
- BA133 Business Computer Applications** **3 semester hours**  
 This introductory course is designed to give an overview of the development of the computer, concepts and business applications. Hands-on experiences are provided dealing with the principles of information systems and micro-computer applications with Microsoft Office software. A recommended course as a general elective.
- BA 134 Business Information Systems** **3 semester hours**  
 Prerequisite: BA 133. This course examines the fundamental concepts of information systems and the way they are applied in today's business world. Projects, cases and hands-on team activities are used to tie concepts together and provide simulated real-life business problem-solving activities and skills. Also the information age as it applies to technology, business information systems, systems development, and social/ethical issues is included in this course.

- BA 231 Micro Economics** **3 semester hours**  
 Considers the problem of scarcity and resource allocation. An introduction to principles, analysis, and policies, with major emphasis on the pricing behavior of business firms, on agriculture and business, the consumer, the labor unions, and the market systems.
- BA 232 Macro Economics** **3 semester hours**  
 Prerequisite: MA 131 and MAB 138. This is an introduction to macroeconomic analysis and its application to the American economic system. It includes such topics as the economic role of government and the banking system. The principles, policies, the determination and measurement of national income, economic growth, and the elements of monetary and fiscal theory and the performance of the aggregate economy.
- BA 234 Business Law I** **3 semester hours**  
 Prerequisite: Sophomore standing. A comprehensive course introducing students to legal Principles, business organizations, contracts, agency, legal language, critical thinking and the legal environment in business. **BA 234H (Hospitality Majors Only)**
- BA 236 Statistics I** **3 semester hours**  
 Prerequisite: MAB138. Principles of applied business statistics, collection, tabulation, classification, presentation and analysis of business and economic data. Elementary theory of probability, frequency and density functions, expected values and variances and fundamental concepts of sampling and statistical inference.
- BA 237 Statistics II** **3 semester hours**  
 Prerequisite: BA 236. A continuation of BA 236. Sampling, probability distributions, tests of significance, analysis of variance, non-parametric techniques, decision making under uncertainty, Bayes' Theorem, correlation and regression, time series and index numbers.
- BA 312 Business Research Methods** **3 semester hours**  
 Prerequisite BA237 and BL 311. This course is designed to provide the foundation leading to the final draft of the senior thesis. It introduces students to the APA format manuscript preparation and using primary research to investigate business related problems.
- BA 334 Business Law II** **3 semester hours**  
 Prerequisite: BA 234. FOR ACCOUNTING MAJORS ONLY. An intensive course covering all topics on the business law part of the CPA examination.
- BA 360 Business Communications** **3 semester hours**  
 Prerequisites: EN 131, EN 132, BA 133. This course emphasizes the value of appropriate written and oral communication in the business world. The course merges communication theory and practices in business situations with the application of behavioral science in planning, transmitting, and evaluating messages in a highly electronic environment.
- BA 411 Seminar in Business** **1-3 semester hours**  
 Prerequisite: MG 300 and Senior Standing. Seminar on current business issues as reflected by changes in the legal, economic or professional environments.
- BA 490 Internship** **1-3 semester hours**  
 Experience opportunity at the junior, senior level. Students must have a cumulative grade point average of 3.0 and have an application on file one semester prior to actual training. Semester hours credit will be determined by the division's internship coordinator in the student's discipline after the details of placement have been made.

**BA 499 Senior Seminar 3 semester hours**

Prerequisite: Complete three sections of CLAST, BA 312, and senior standing. A focus on two elements: (1) professional development and (2) research methods. Professional development seeks to provide a technical competence through the creation of structured opportunities to develop oral and written communication and positive personal qualities. Additionally, guidelines and assistance will be given to finalizing a senior research paper and presenting that paper.

**BL 211 Business Leadership I 1 semester hour**

(Personal Development) This course is designed to help students develop in the areas of personal development by exploring such topics as self-esteem, goal setting, motivation, business etiquette and communication.

**BL 212 Business Leadership II 1 semester hour**

Prerequisites: BE 133, BL 211 and EN 131. (Leadership Development) This leadership development course is designed to introduce students to the basic principles of business leadership and their affect on the business environment.

**BL 311 Business Leadership III 1 semester hour**

Prerequisites: BE 133, BL 211, BL 212, and EN 131. (Organizational Communication) This course is designed to introduce students to organizational theories and provide learning experiences to improve their communication concepts, techniques and skills.

**CONCENTRATION IN MANAGEMENT**

The Department of Business Administration offers a degree program leading to the Bachelor of Science with a concentration in management.

**Bachelor of Science Management Concentration**

The program is designed to build managerial competence in industry, service, government, educational, and a variety of other organizations. The orientation is toward the effective utilization of resources and information, and the direction of human affairs in a complex, changing environment.

**Major Requirements**

Students are required to complete 18 credit hours beyond MG 300 and must earn at least a "C" or better in all business courses. All students are required to successfully complete a senior comprehensive exit examination before the last semester of the senior year.

**Course Requirements**

General Education Program .....	49 hours
Business Core (Refer to pages 97-98) .....	60 hours
<b>Management Core: .....</b>	<b>15 hours</b>
MG 360 Human Resource Management	
MG 470 International Management	
<i>Select 9 Credit Hours from any BA or MG electives</i>	
<b>TOTAL HOURS REQUIRED FOR DEGREE .....</b>	<b>124 hours</b>

## COURSE DESCRIPTIONS FOR CONCENTRATION IN MANAGEMENT

### **MG 300 Management & Organizational Behavior 3 semester hours**

Prerequisite: EN 132. This course explores the area of human behavior in business organizations. The course content identifies individual, group and organizational processes and studies how these processes relate to job performance, thereby influencing organizational effectiveness.

### **MG 320 Entrepreneurship and Small Business Management 3 semester hours**

Prerequisite: MG 300. This is a survey course covering fundamental concepts, theories and skills needed when running a successful small business. It covers small business challenges and critical issues, managing under adversity, start-up/buy-out/franchising opportunities, marketing and financial concerns, managing a business with rapid growth, and building a sound infrastructure. The course is organized around interactive and experiential opportunities where students, grouped in teams, work with real world projects and complete a feasibility study for their future business. The course integrates ethics, diversity and change issues.

### **MG 350 Production and Operations Management 3 semester hours**

Prerequisite: MG 300. An analytical and inter-related approach to the planning, operation, and control of the production process. Problem areas such as facilities location, work design, work measurement, production planning and control, materials management, quality control and capital investment policy are to be examined.

### **MG 360 Human Resource Management 3 semester hours**

Prerequisite: MG 300. A study of personnel management and industrial relations practices and procedures, encompassing wage and salary considerations, employee compensation, incentives and labor-management relations. Attention is given to the individual within the organization.

### **MG 385 Problems of Supervision 3 semester hours**

Prerequisite: MG 300. An intensive investigation into planning the work, organizing human resources, developing and appraising employees, discipline and other problems involved in the supervision of human resources. Case studies and readings are used extensively.

### **MG 400 Project Management 3 semester hours**

Prerequisite: MG 300 and junior standing. This course examines fundamental project management principles and approaches as well as their implication on organizations. It reviews techniques for planning, scheduling and controlling both simple and complex projects within static and dynamic environments.

### **MG 411 Seminar in Management 1-3 semester hours**

Prerequisite: MG 300 & senior standing. The Seminar Series in Management provides a semester long, in-depth focus on specialized areas within and/or closely integrated with the management discipline. This focus series is viewed from a management context. Each series is specifically associated with a definite, targeted area offering career opportunities.

### **MG 470 International Management 3 semester hours**

Prerequisites: MG 300. This course is about how firms become and remain international in scope. It is about the experiences of firms of all sizes, from many countries, as they come to grips with an increasingly competitive global environment. The course examines the practice of management when a national perspective is no longer sufficient.

**MG 493 Business Ethics** **3 semester hours**

Prerequisite: MG 300. Consideration, analysis and discussion of the manager's role in dealing with social problems. An overview of social responsibility; where it originated, and practical considerations in dealing with social and ethical problems.

**MG 495 Business Strategy and Policy** **3 semester hours**

Prerequisite: Completion of remaining Business Core Courses and Senior Standing. This is a capstone course for all business majors. It examines concepts, theories, and issues executive level managers must be familiar with to manage successfully—from understanding the firm's strategic situation and developing viable alternatives for dealing with the key issues facing it, to determining the strategic direction of the firm, organizational design issues and policies related to the implementation of a strategy, and the management of strategy processes within the firm. Students will have the chance to gain a perspective on executive staff roles and responsibilities, sharpen their critical faculties and improve their communication skills while learning to work effectively within teams, and growing to appreciate community service. The course interweaves ethics, diversity and change into strategy and policy matters.

**CONCENTRATION IN MANAGEMENT INFORMATION SYSTEMS  
(MIS)**

The Department of Business Administration offers a degree program leading to the Bachelor of Science with a concentration in management information systems.

**Bachelor of Science Management Information Systems Concentration**

The program is designed to build managerial competence in application of information technology to support business activities. The MIS concentration combines computer-related courses with other business courses to develop skills that will enable students to work well in corporate environments and apply technology to design systems to solve business problems.

**Major Requirements**

Students are required to take 18 credit hours beyond MG 300 and must earn a "C" or better in all business courses. All students are required to successfully complete a senior comprehensive exit examination before the last semester of the senior year as a graduation requirement.

**Course Requirements**

General Education Program . . . . .	49 hours
Business Core(Refer to pages 97-98) . . . . .	60 hours
<b>Management Information System Core: . . . . .</b>	<b>15 hours</b>

*Select 9 Credit Hours from the list below:*

CS	135	Introduction to Programming Logic	3
CS	330	Databases	3
CS	340	Computer Networks & Communications	3
CIS	331	Management Information Systems I	3
CIS	332	Management Information Systems II	3
CIS	431	Systems Analysis	3

*Select 6 Credit Hours from the list below:*

BA 411	Seminar in Business	
MG 360	Human Resource Management	
MG 470	International Management	
TOTAL HOURS REQUIRED FOR DEGREE		124 hours

**CONCENTRATION IN MARKETING**

The Department of Business Administration offers a degree program leading to the Bachelor of Science with a concentration in marketing.

**Bachelor of Science - Marketing Concentration**

The program is designed to emphasize the coordination of product, promotion, price and distribution policies optimally designed to relate the firm to its competitive environment.

**Major Requirements**

The student is required to take 18 credit hours beyond MK 341 and must earn a "C" or better in all business courses. Seniors are required to successfully complete a senior comprehensive exit examination.

**Course Requirements**

General Education Program	49 hours
Business Core (Refer to pages 97-98)	60 hours
<b>Marketing Core:</b>	<b>15 hours</b>

*Required Courses:*

MK 420 Marketing Management

*Select 12 Credit Hours from the list below:*

BA 411 Seminar in Business

MK 350 Consumer Behavior

MK 360 Promotional Strategies

MK 370 Sales Management

MK 405 International Marketing

TOTAL HOURS REQUIRED FOR DEGREE	124 hours
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**COURSE DESCRIPTIONS FOR CONCENTRATION IN MARKETING**

**MK 341 Introduction to Marketing 3 semester hours**

A survey of the nature, scope, and economic importance of marketing. Analysis of marketing functions, institutions, pricing, demand creation, cost; survey of the influence of environmental, social, economic, ethical, legal, and technological forces on marketing.

**MK 350 Consumer Behavior 3 semester hours**

Prerequisite: MK 341. An analysis of the social, cultural, economic, and psychological factors that influence the decision-making process of consumers. Methods of measuring and analyzing consumers and consumer markets are introduced.

**MK 360 Promotional Strategies 3 semester hours**

Prerequisite: MK 341. A study of promotion, public relations and advertising in the sale of goods and services. Rationale behind creative selling, advertising, public relations, and sales management is stressed.

**MK 370 Sales Management 3 semester hours**

Prerequisite: MK341. An introduction to sales and sales management; stresses the decision making role of the sales manager in the selling function of the firm. Addresses the role of management in the sales department; training, supervision and compensation of the sales force; cooperation between middlemen, wholesalers, retail outlets, and agents in the total sales promotion mix.

**MK 405 International Marketing 3 semester hours**

Prerequisites: MK 341, BA 231, 232. Theories and practices of international marketing, with attention given to both import and export practices. Study of the effect of geography and political, economic, and cultural systems on trade practices and commercial policies of multinational firms.

**MK 420 Marketing Management 3 semester hours**

Prerequisites: MG 300, MK 341. A study of consumer contemporary concerns about products; social, political, economic, competition, the concept of one global market.

**DEPARTMENT OF BUSINESS EDUCATION**

The Department of Business Education offers a degree leading to the Bachelor of Science in business education.

**Bachelor of Science in Business Education**

The program for this degree includes business as well as professional courses necessary to meet Florida teacher certification requirements. This program is primarily designed to develop business education teachers for Florida middle, junior, and senior high schools. Also, this program develops teachers with the necessary skills and knowledge to pursue a career in business and industry.

**Admission to the Program**

Through a formal declaration of major and approval of application to the upper division, the student will be admitted to the business education program. Business Education majors meet the admission requirements to the School of Education and to the Teacher Education Program. These admission requirements are outlined in the School of Education section of this bulletin.

**Major Requirements**

The students are required to complete at least 30 credit hours in business education/administration and at least 40 credit hours of the professional coursework, practicum and student teaching in the School of Education.

**Course Requirements**

General Education Program .....	49 hours
<b>Business Education Core: .....</b>	<b>30 hours</b>
AC 231 Accounting I	3
AC 231 L Accounting Lab	0

AC 232	Accounting II	3
AC 232 L	Accounting II Lab	0
BA 133	Business Computer Applications	3
BA 134	Business Information Systems	3
BA 231	Microeconomics	3
BA 234	Business Law	3
BA 360	Business Communication	3
BE 361	Multimedia Communications	3
BE 438	Special Methods for Business Education	3
MG 300	Management & Organizational Behavior	3
<i>Or</i>		
MK 341	Introduction to Marketing	3
<b>Educational Core:</b> .....		<b>48 hours</b>
PS 236	Developmental Psychology	
ESE 200	Survey of Exceptional Students	
ED 231	Introduction to Education	
ED 462	Student Teaching	
ED 351	Curriculum Design and Development	
ED 352	Contemporary Teaching Methods	
ED 369	Content Reading	
ED 403	Classroom Management	
EDA 252	Contemporary Teaching Practicum	
EDB 352	Teaching Practicum	
EDP 499	Pre-Student Teaching	
EDM 380	Professional Seminar	
MA 390	Mathematics for Teachers	
PH 224	An Introduction to Earth Science	
RP	Electives	
TOTAL HOURS REQUIRED FOR DEGREE .....		127 hours

## COURSE DESCRIPTIONS FOR THE DEPARTMENT OF BUSINESS EDUCATION

### **BE 361 Multimedia Communications 3 semester hours**

Prerequisites: BA 133. This course is a comprehensive study of Microsoft PowerPoint and Microsoft FrontPage. Advanced PowerPoint skills, including creating, modifying, customizing and enhancing presentations and charts are taught in this course. Also basic FrontPage 2000 skills are included to develop Web pages and Web sites. A basic familiarity with Microsoft Windows is essential.

### **BE 411 Seminars in Business Education 3 semester hours**

A variety of seminars as related to contemporary issues, problems, and trends in business Education.

### **BE 438 Special Methods for Business Education 3 semester hours**

This course emphasizes the study of modern techniques and methods of teaching business and office education subjects on the junior, middle and senior high school levels with emphasis on special vocabulary and principles relating to the teaching of business subjects.

**EDP 352 Teaching Practicum**

**1 semester hour**

Prerequisites: ED 351, ED 352, EDA 352, passed ACT/SAT, passed three parts of the CLAST. This course emphasizes the study of modern techniques and methods of teaching business and office education subjects on the middle, junior, and senior high school levels with emphasis on special vocabulary and principles relating to the teaching of business subjects.

**DEPARTMENT OF HOSPITALITY MANAGEMENT**

The Department of Hospitality Management offers a degree program leading to the Bachelor of Science in hospitality management.

**Bachelor of Science in Hospitality Management**

The program is designed to produce individuals solidly grounded in business administration, with specific sensitivities and skills in application to administration of hotels, restaurants and travel/tourism management entities. The program is accredited by the Accreditation Commission for Programs in Hospitality Administration (ACPHA) 1993.

**Admission to the Program**

Through a formal declaration of major and approval of application to the upper division.

**Major Requirements**

Students are required to take 42 credit hours in an equal balance of lodging, food and travel courses and 45 credit hours from course offerings throughout the School of Business in addition to three zero credit internships. Students must earn at least a "C" or better average in all business courses. Seniors are required to take and successfully complete a senior comprehensive exit examination. PE requirements must be met with golf and tennis.

**Course Requirements**

General Education Program .....	49 hours
<b>Business Core for Hospitality Management and Concentrations .....</b>	<b>36 hours</b>
AC 231 Accounting I	3
AC 231 L Accounting Lab	0
BA 133 Business Computer Applications	3
BA 232 Macroeconomics	3
BA 234 Business Law	3
BA 236 Statistics I	3
BA 237 Statistics II	3
BA 312 Research Methods	3
BA 499 Senior Seminar	3
BL 211 Business Leadership	1
BL 212 Business Leadership	1
BL 311 Business Leadership	1
MG 300 Management & Organizational Behavior	3
MG 495 Management Policy & Strategy	3
MK 341 Introduction to Marketing	3
<b>Hospitality Management Core: .....</b>	<b>39 hours</b>
HM 110 Introduction to the Hospitality Industry	
HM 211 Hospitality Marketing	

HM 230	Tourism Principles	
HM 250	Sanitation & Safety	
HM 320	Hospitality Accounting	
HM 340	Lodging Operations Management I	
HM 341	Lodging Operations Management II	
HM 351	Nutrition	
HM 352	Food Planning & Prep I Fundamentals	
<b>HM 353</b>	<b>Restaurant Management</b>	
<i>Or</i>		
<b>HM 354</b>	<b>Catering Management</b>	
HM 360	Human Resource Management	
HM 421	Hospitality Managerial Accounting and Food Service Operations	
HM 443	Facility: Engineering/Maint.	
HM 190	HM Internship	
HM 290	HM Internship	
HM 390	HM Internship	6 hours
HM	Concentration Electives	
TOTAL HOURS REQUIRED FOR DEGREE . . . . .		130 hours

**CONCENTRATION IN FOOD & BEVERAGE MANAGEMENT**

The Department of Hospitality Management offers a degree program leading to the Bachelor of Science in Hospitality Management-Food and Beverage Concentration.

This program of study is designed to prepare Hospitality Management students with managerial competencies in foodservice operations. The Food and Beverage Concentration provides specific knowledge, skills and strong understanding of foodservice operations in hotels, restaurants, catering organizations, country clubs, convention services, and other hospitality food service operations.

**Major Requirements**

Students are required to take 9 specified elective credit hours.

General Education program . . . . .	49 hours
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**Business Core:**

AC 231, BE 133, BL 211, BL 212, BL 311	
BA 231, BA 234 (HM), BA 236, BA 312, BA 499	
MK 341, MG 495 . . . . .	30 hours

**Hospitality Management Core:**

HM 110, 211, 230, 250, 320, 340, 341, 351, 352, 353 or 354, 360, 421, 443, 450	
HM Internship 190, 290, 390 - zero credit . . . . .	42 hours

**Food and Beverage Concentration Electives**

HM 355, HM 357, HM 462, HM 463 . . . . .	.6 hours
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TOTAL HOURS REQUIRED FOR DEGREE . . . . .	127 hours
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## CONCENTRATION IN LODGING MANAGEMENT

### Bachelor of Science in Hospitality Management-Lodging Concentration

The Lodging Management Concentration allows students to gain an in-depth view of the lodging segment of the Hospitality industry. Courses are ideal for candidates interested in pursuing management careers in the lodging segment of the industry.

The Hospitality Management degree with concentration in lodging management combines hospitality management knowledge with specialized skill-based training in hotel operations. This concentration focuses on contemporary issues relating to strategic management in the lodging industry. The concentration prepares students for entry level employment in management trainee and supervisory positions in hotels, restaurants, public institutions, and private clubs with opportunities for advancement to upper-level management positions.

#### Major Requirements

Students are required to take 6 credit hours from the specified list of electives.

General Education program .....49 hours

#### Business Core:

AC 231, BE 133, BL 211, BL 212, BL 311

BA 231, BA 234 (HM), BA 236, BA 312, BA 499

MK 341, MG 495 .....30 hours

#### Hospitality Management Core:

HM 110, 211, 230, 250, 320, 340, 341, 351, 352, 353 or 354,

360, 421, 443, 450

HM Internship 190, 290, 390 - (0 credit) .....42 hours

#### Lodging Management Electives

LM 312, LM 461, LM 444, LM 445 .....6 hours

TOTAL HOURS REQUIRED FOR DEGREE .....127 hours

## CONCENTRATION IN TRAVEL/TOURISM MANAGEMENT

### Bachelor of Science in Hospitality Management-Travel/Tourism Concentration

This program of study allows the Hospitality Management major to develop special sensitivity to the macro and micro aspects of the world's largest industry in terms of people employed or cash flows generated and that conceptually serves as an umbrella for the commencement of formal hospitality business studies.

#### Major Requirements

Students are required to take 6 specified credit hours beyond HM 230 Tourism Principles.

General Education program .....49 hours

#### Business Core:

AC 231, BE 133, BL 211, BL 212, BL 311

BA 231, BA 234 (HM), BA 236, BA 237, BA 312, BA 499

MK 341, MG 300, MG 495 .....36 hours

#### Hospitality Management Core:

HM 110, 211, 230, 250, 320, 340, 341, 351, 352, 353 or 354,

360, 421, 443

HM Internship 190, 290, 390 - (0 credit) .....39 hours

Travel/Tourism Electives .....	.6 hours
TOTAL HOURS REQUIRED FOR DEGREE .....	130 hours

## COURSE DESCRIPTIONS FOR THE DEPARTMENT OF HOSPITALITY MANAGEMENT

### **HM 110 Introduction to the Hospitality Industry** **3 semester hours**

An introduction to the various facets of the industry, including restaurants, hotels, resorts, travel, tourism and clubs. General operating procedures with an emphasis on professional management principles are reviewed. Field trips and hospitality executive guest lecturers enrich the course.

### **HM 211 Hospitality Marketing** **3 semester hours**

Prerequisites: HM 110, MK 341. An analysis of the development, application and evaluation of marketing conceptual structures and techniques in the hospitality industry. An in-depth look at business research, product development and outreach program practices and techniques. Course revolves around research and professional presentation of a comprehensive marketing plan.

### **HM 230 Tourism Principles** **3 semester hours**

Prerequisite: HM 110. Principles, practices, and philosophies which affect the economy; classic and contemporary concepts of travel and their effect on the tourism industry. Conceptual structure of tourism in conjunction with transportation systems in both foreign and domestic environments. Major examination of socio-political/cultural costs vs. economic benefits to receiving destination.

### **HM 250 Sanitation & Safety** **3 semester hours**

Prerequisites: HM 110, BI 131. The causes and prevention of food borne illness/food spoilage and their direct relation to sanitation principles, laws and regulations will be dealt with in a systematic, holistic environment. The H.A.C.C.P. method will be stressed. The safety area will be covered through exposure to Red Cross Certification courses in CPR, First Aid, HIV & AIDS 104 and Prevention of Disease Transmission.

### **HM 312 Convention Sales, Planning and Management** **3 semester hours**

Prerequisite: HM 211. A study of the unique sensitivities required in selling and servicing the increasingly lucrative group meetings business market. Basic meeting market concepts and terminology; emphasis on the sales, planning, and management of meeting functions.

### **HM 320 Hospitality Accounting** **3 semester hours**

Prerequisite: AC 231. An application of basic accounting principles to the uniform system of accounts for hospitality establishments, including hotels, restaurants and clubs. State-of-the-art computer adaptations are a major focus and management decision making parameters explored.

### **HM 332 Travel Transportation Management** **3 semester hours**

Prerequisite: HM 230. An in-depth study and analysis of the daily functions and operations of travel agency/travel counseling establishments. Emphasis placed on ticketing, tariffs, travel reservation procedures, routing, supplier relations, along with communications and client need analysis. Government and industry regulations concerning entrepreneurship explored. Hands-on computer system operations featured.

**HM 340 Lodging Operations Management I** **3 semester hours**

Prerequisites: HM 110. A comprehensive analysis of modern hotel front office management procedures with an emphasis on pragmatic decision making and guest communication practices. Introduction to the techniques and systems used to plan, schedule, forecast, and analyze rooms inventory mix. Control of overall operations observed via night audit reports and procedures. An integrated view of the operations is stressed, particularly with respect to housekeeping and food and beverage departments.

**HM 341 Lodging Operations Management II** **3 semester hours**

Prerequisite: HM 110. Understanding and appreciation of housekeeping, security, and related guest service operations. Systematic procedures of in-room maintenance and quality control presented. Also public and recreational area maintenance. Challenge of guest safety and security, plus hotel property and employee security in the public accommodating atmosphere of the lodging establishment fully explored. Relevant supplies, cost-benefits, inventory management and storage presented, along with personnel scheduling and assignment.

**HM 351 Food Planning & Prep I Fundamentals** **3 semester hours**

Prerequisites: HM 110, HM 250. Universal methods and procedures of food planning and preparation applicable to all segments of the hospitality industry are presented, understood, explored and demonstrated in classroom as well as the culinary lab. Included are implications of mise en place, sanitation & safety procedures, kitchen tools & equipment and application of culinary principles.

**HM 352 Nutrition** **3 semester hours**

Prerequisites: HM 110 and HM 351. The cause and effect principles and dietary practice are presented to include the composition of foods, labeling, additives, special diets, RDA's, BMI, TEU. The interrelationship of nutrition and the bodily system are explored. The global environment, food safety and environmental challenges are presented for discussion and research.

**HM 353 Restaurant Management & Lab** **3 semester hours**

Prerequisites: HM 110, HM 250, HM 351, HM 352. This course gives the opportunity for students to function in standard operational roles in a full service restaurant operation. Students rotate through eight back of the house and front of the house positions during the course of the term. The coordination of planning, preparation, service, support services in the flow of the meal are stressed. A major focus is placed on the student's performance as a future foodservice manager/leader. Class work supports and expands the student's understanding and synthesis of the operation of a foodservice operation.

**HM 354 Catering Management & Lab** **3 semester hours**

Prerequisites: HM 110, HM 250, HM 351, and HM 352. This course is a hands-on class in customized catering activities. Student teams under the supervision of an Instructor will plan, prepare, serve and clean up a specific number of group functions during the term.

**HM 355 Stocks; Soups; Sauces & Lab** **3 semester hours**

Prerequisites: HM 110, HM 250, HM 351 and HM 352. This course is designed to prepare the student to produce stocks/soups/sauces that are the foundations of the culinarians' art. In addition to mastering the skills of creating these products, students will be able to manage, coach and train the employees under their supervision to produce the foundation stocks/soups/sauces. These skills will be learned in our state of the art culinary lab.

**HM 357 Bakery Management & Lab****3 semester hours**

Prerequisites: HM 110, HM 250, HM 351 and HM 352. This course is designed to prepare students to operate and manage bakery operations in hotels, full service restaurants, contract management facilities, as well as wholesale bakeries. The theory of bakery management as well as "hands on" production will be combined to develop individuals who can produce the products as well as manage others to produce high quality baked goods at a profit.

**HM 360 Human Resource Management****3 semester hours**

Prerequisites: HM 230, MG 300. The process of recruiting, selecting, testing, training, career development and benefit administration of the human resources within the hospitality environment. Special consideration is given to traditional employee turnover patterns, changing work force demographics, stress resulting from personal service and overall maintenance of "hospitality attitude," and current trends in hospitality education and training.

**HM 421 Hospitality Managerial Accounting****3 semester hours**

Prerequisite: HM 320. Management aspect of accounting and financial data related to hospitality operations. In-depth analysis of financial statements and the use of external information services. Emphasis is placed on accounting and internal information systems of modern hotels as well as interpretation and use of financial reports for management decision-making. Development of the systems concept in management through modern computerized systems is emphasized. F & B cost control & purchasing emphasized.

**HM 434 Theme Park, Recreation, Entertainment****Facilities Operations****3 semester hours**

Prerequisites: HM 230 and HM 331. The study of hospitality institutions, using theme parks, Recreational and entertainment facilities as a "living laboratory". Focus is on the business operation, financial and marketing aspects that are behind the scenes of guest satisfaction via thrill, competition, or fantasy-based activities. Field trips are an integral feature of the course's presentation.

**HM 443 Facility: Engineering/Maintenance; Layout/Design****3 semester hours**

Prerequisites: HM 341 and HM352. A study of managing the engineering and maintenance function in today's hospitality industry. Property engineering program analysis. Basic principles of heat, light, power, water, and landscaping. Energy conservation programs are compared and contrasted. A focus on building management; stressing the interdependence of planning, construction, equipment, maintenance, personnel, and service to the on-premise guest or customer. Layout studies, equipment design, and budget estimation are considered.

**HM 445 Involuntary Lodging Concepts****3 semester hours**

Prerequisites: HM 341, HM 352 and MG 300. A study of the relationship between the involuntary sector of the hospitality industry and the voluntary sector. Includes study of hospitals, correctional institutions, senior lifestyle centers, and related establishments that must meet special food, lodging, and recreational requirements.

**HM 450 Beverage Management****3 semester hours**

A comprehensive overview of all segments of the beverage industry. The production, packaging, distribution, marketing, and service of the full line of beverages served in the food-service industry. These include: beer, wine, distilled spirits, coffee, tea, waters, soft drinks, dairy products, and fruit juices. This segment of the foodservice industry accounts for 15 percent of the foodservice dollar and 25 percent of the foodservice profit.

**HM 462 Culture & Cuisine**

**3 semester hours**

Prerequisites: HM 110, HM 250, HM 351, HM 352. This course is an overview of the various cultures, which make up American society. Cuisine as a basis for this study will give the student insight into the cultural mosaic of America. Special consideration will be given to the five pillars of American cuisine: African-American, Native American, Asian-American, Latin America, and Classical European American.

**HM 190, 290, 390 Internship**

**0 semester hours**

Prerequisites: HM 110 plus sophomore status. Three 320-clock-hour (minimum) internship programs with selected hospitality firms, usually during the first, second, and third year summers. The Walt Disney College Program Internship counts as two internships, due to its extended length. The three Internships are required but carry 0 semester hour credit.

**HM-110L Caribbean**

**HM-211L Europe**

**HM-230L Africa**

**HM-499L Asia**

Prerequisites: HM-110, 211, 230, 499 as applicable. These international field experiences (study tours) are available as optional course enriching laboratories for hospitality management majors, or as stand alone professional development activities for nonmajors.

## **DEPARTMENT OF INTERNATIONAL BUSINESS**

The Department of International Business offers a degree program leading to the Bachelor of Science in international business and dual majors with other business and nonbusiness areas (i.e.: computer science, international studies, modern language majors – See IB Advisor). Minors are also offered for business and nonbusiness majors.

### **Bachelor of Science in International Business**

The program is designed to prepare students for careers in the global business environment and for graduate studies.

#### **Admission to the Program**

Through formal declaration of major.

#### **Major Requirements**

Students are required to complete 20 credit hours and must earn at least a C grade or better in all business/international core courses. All students are required to take and successfully pass a comprehensive exit examination before the last semester of the senior year.

#### **Requirements for a Minor in International Business**

Students majoring in accounting, business administration and hospitality management can earn a minor in international business by completing a total of 13 credit hours, 10 credit hours of which are to be selected from courses included in the international business major requirements.

**Course Requirements**

General Education Core: .....	49 hours
Business Core: .....	57 hours
AC 231 Accounting I	3
AC 231 L Accounting Lab	0
AC 232 Accounting II	3
AC 232 L Accounting II Lab	0
AC 336 Managerial Accounting	3
FI 335 Corporate Financial Management	3
BA 133 Business Computer Applications	3
BA 134 Business Information Systems	3
BA 231 Microeconomics	3
BA 232 Macroeconomics	3
BA 234 Business Law	3
BA 236 Statistics I	3
BA 237 Statistics II	3
BA 312 Research Methods	3
BA 360 Business Communication	3
BA 499 Senior Seminar	3
BL 211 Business Leadership I	1
BL 212 Business Leadership II	1
BL 311 Business Leadership III	1
MG 300 Management & Organizational Behavior	3
MG 493 Business Ethics	3
MG 495 Management Policy & Strategy	3
MK 341 Intro to Marketing	3
International Business Core: .....	20 hours
FI 402 International Trade and Finance	
IBB 411 International Banking and Economic Systems	
<i>or</i>	
IBG 411 Managing the Global Workforce	
MG 470 International Management or	
MK 405 International Marketing	
ML 231	
ML 232	
ML 300 +	
<i>Select 2 credit hours from below (multiple of an option acceptable) .....</i>	<i>2 hours</i>
BA 490 Internship	
IB 491 International Business/Business Related Topic	
TOTAL HOURS REQUIRED FOR DEGREE .....	126 hours

## COURSE DESCRIPTIONS FOR THE DEPARTMENT OF INTERNATIONAL BUSINESS

**IB 150 Principles of International Business** **3 semester hours**

An introductory course that provides a foundation on the study of the basic fundamentals of international business by identifying, examining and explaining these elements and applying them to the challenge of conducting international business. Emphasis will be on the dynamics afforded by conducting business in the global arena through the analysis of case studies.

**IBG 411 Managing the Global Workforce** **3 semester hours**

Prerequisite MG 300. The understanding of diverse cultural values is stressed in effectively managing and negotiating in the global marketplace. Differences are identified and solutions sought through case analysis and a comprehensive term-long project.

**IB 411 Seminar in International Business** **3 semester hours**

A semester long selective in-depth focus on specialized areas related to international business along with current information and techniques, laws, ethics within and/or closely integrated with the study of international business for making targeted business decisions as they relate to the global marketplace. Each series is specifically associated with a definite, targeted area offering career opportunities.

**IB 491 Publishable Quality Paper, International Business/Business Related Topic**

A primary research paper encompassing a topic dealing directly with or closely associated to a global factor in conducting international business. It is suggested that primary research augment an extensive literature review. The paper is to be written following APA or Chicago Style. The quality of the paper is to be commensurate with the objective outcome: to be submitted to appropriate associations and/or discipline specific journals that utilize blind review criteria for selection for presentation, proceedings publication or journal selection. The paper initiative is 1 credit hour and may be substituted for one required internship. An additional paper may be substituted for the second required internship.



Career connections

## SCHOOL OF EDUCATION



Helen Kottle Memorial Building  
School of Education

The School of Education offers the Bachelor of Science degree in four areas and teacher certification in selected areas in conjunction with degrees available from four other Schools (Business, Arts and Humanities, Science, Engineering, and Mathematics, and Social Sciences).

## OFFERINGS

Degree of Bachelor of Science in the following areas:

- Educational Studies
- Elementary Education
- Exceptional Student Education K-12
- Physical Education: K-12
  - Physical Education with concentration in Recreation (non-teaching)

Teacher certification in the following areas in conjunction with degrees offered by other Schools:

- |                     |                          |
|---------------------|--------------------------|
| Biology Education   | Music Education          |
| Business Education  | Physics Education        |
| Chemistry Education | Social Science Education |
| English Education   |                          |

## ADMISSIONS REQUIREMENTS TO THE TEACHER EDUCATION PROGRAM

In order to be admitted into the state approved teacher education program in the School of Education, students seeking a bachelor's degree and Florida State Department of Education teacher certification must satisfy the following:

1. Complete all General Studies courses.
2. Have a grade point average of at least 2.5 on a 4.0 scale on the general education component of undergraduate studies.
3. Demonstrate mastery of general knowledge, including the ability to read, write, and compute by passing the College-Level Academic Skills Test or a similar test pursuant to rules of the state board of education.
4. Complete a formal application for admission to the School of Education.
5. Document criminal background clearance for field experiences in public schools.

\* Teacher Education Program admission criteria may change due to requirements of the Florida State Department of Education (Consult with academic advisors).

## OBJECTIVES

The objectives and requirements, which are discussed in this section, apply to the School as a whole. Department requirements are given in the appropriate sections.

The objectives of the School of Education:

1. Prepare caring, committed, and competent teachers for K-12 schools.
2. Provide student field experiences to develop teaching competencies.

3. Prepare students to use research techniques and apply instructional technology.
4. Prepare students to teach in diverse classrooms.
5. Prepare students for successful entrance into graduate studies in education.

## GRADUATION REQUIREMENTS

In order to receive a Bachelor of Science degree through the School of Education in a State Approved Teacher Education Major, students must satisfy the following:

1. Have a cumulative GPA of 2.5 on a 4.0 Scale.
2. Complete the general education, professional core, and teaching specialty sequences as specified.
3. Pass all state required tests.
4. Satisfy all published requirements of the College and of the School of Education.
5. Submit and defend a senior research paper as specified by college requirements.

### DEPENDING ON INDIVIDUAL NEEDS EDUCATION

#### MAJORS MAY TAKE ONE OR MORE OF THE FOLLOWING:

##### **EDT 380 Applied Test Taking Skills**

**2 semester hours**

Enables students to develop reading, writing, and mathematical competencies, and general test taking strategies.

##### **EDD 380 Developing Teaching Competencies**

**2 semester hours**

A study of teaching designed to enable students to develop professional education competencies in the areas of development of students, evaluating, recording student progress, instructional objectives, learning and teaching, instructional materials, and classroom management. To be taken in conjunction with EDT 380.

## TEACHER CERTIFICATION

The School of Education offers services to students who are enrolled in programs leading to elementary or secondary teacher certification in the state of Florida.

Students will be assigned to student teaching only after submitting passing scores on the CLAST, FTCE (professional and subject area), and General Knowledge as needed.

The student who has been accepted in the teacher education program must be responsible for keeping abreast of the teacher certification requirements as stated by the Florida State Department of Education, Tallahassee, Florida and for securing additional information from the office of the School of Education regarding new requirements enacted after the printing of this bulletin. In addition, the student should arrange with their advisor to plan a program of study, which will fulfill both state certification requirements and degree requirements. The office of the School of Education is available to assist in program planning and in the interpretation of requirements. **IT IS THE RESPONSIBILITY OF THE STUDENT TO MEET WITH THE ASSIGNED ACADEMIC ADVISOR ON A REGULAR BASIS.**

Students who wish to teach in states other than Florida should be aware that teacher certification requirements differ from state to state. Students should contact the State Department of Education in the state in which they wish to teach for the teacher certification requirements in that state; however, Florida has a reciprocal agreement with other states.

Graduates of approved teacher education programs will be provided transcripts that carry the endorsement of the National Council for Accreditation of Teacher Education and Florida State Department of Education.

## TEACHER EDUCATION COUNCIL

The Teacher Education Council, composed of unit faculty and school personnel, meets twice each academic year to provide leadership and direction in the development and implementation of the Teacher Education Program.

## REQUIREMENTS FOR STUDENT TEACHING

Applications for student teaching for fall and spring must be filed by **February 15** of each academic year. Students must qualify by **March 30th** for placement during the fall term and by **September 30th** for spring term (all passing scores, courses completed and required GPA).

Applications must be secured from academic advisors.

Students in Teacher Education who have received D's and F's in courses in the professional requirements and/or in their major area must repeat the courses until the grade of at least C or above has been earned. The required GPA for placement in student teaching is 2.5. This is a requirement prior to assignment to student teaching. In addition, all "I" grades must be removed before the student is assigned to student teaching.

The education core and correlated core must be taken by all education majors who are anticipating completion of studies leading toward teacher certification in the state of Florida. Many courses must be taken in a required sequence. See the curriculum for each area of specialization Handbook for Policies and Procedures for Teacher Education Program requirements.

## EDUCATIONAL STUDIES WITHOUT CERTIFICATION

The Educational Studies major leading to a Bachelor's degree is designed for students who do not intend to teach or apply for teacher certification. This program does not prepare the student for teaching and does not include the College's endorsement for teacher certification. If a student decides to complete certification requirements, all admission and program standards must be met prior to student teaching. Declaration of this major must be made in writing to the Dean of the School of Education.

Students choosing an Educational Studies major must satisfy the College's General Education requirements, the correlated core courses, the professional educational core courses, and area specialization courses. In addition, the students must complete the College's CLAST requirement, satisfactory completion of the senior research paper, and have a minimum grade point average of 2.0.

Students selecting this degree will be required to take all courses in a selected area excluding Pre-student Teaching EDP 499, Student Teaching ED 462, and Student Teaching Seminar ED 462X.

### College Requirements

Total of at least 124 hours

Completion of General Education Program (49 hours)

Satisfactory completion of CLAST requirement.

Satisfactory completion of senior research paper (presentation)

A minimum cumulative grade point average of 2.0  
 Satisfactory score on Florida Teacher Certification Exam (Professional  
 Education Test 200)

**Major Requirements**

Correlated core according to major  
 Professional education core  
 Area specialization core

**Total Semester Hours**

General Education .....	49 semester hours
Correlated core .....	24 semester hours
CS 132 Computer Applications	
HI 230, 231, or 232 United States History	
MA 390 Math For Teachers	
PH 224 Earth Science	
PS 236 Developmental Psychology	
PS 340 Psychological Measurement	
TSL 370 Principles & Issues in TESOL	
TSL 440 Applied Linguistics	
Professional Education Core .....	18 semester hours
ED 231 Intro to Education	
ED 351 Curriculum Design & Development	
ED 352 Contemporary Teaching Method	
EDA 352 Contemporary Teaching Practicum	
EDB 352 Teaching Practicum	
ED 403 Classroom Management	
ESE 200 Survey of Exceptional Students	
Area of Specialization core .....	30 semester hours
Electives .....	at least 2 semester hours

***These requirements exclude:***

EDP Pre student teaching .....	.1 semester hour
ED 462 Student teaching .....	12 semester hours
ED 462X Student teaching seminar .....	.0 semester hours

**DEPARTMENT OF ELEMENTARY EDUCATION**

**Bachelor of Science in Elementary Education**

The Bachelor of Science in elementary education is designed to prepare teachers for elementary schools, grades K-6. The program of study is comprised of the general education curriculum, specialized and professional curriculum, and student teaching

**Admission to the Program**

Requirements for admission to the Bachelor of Science program are specified in this bulletin.

**Major Requirement**

At least 129 hours and others as specified.

**Course Requirements**

General Education Program .....49 hours

**Correlated Core**

CS 132, HI 230 or 231 or 232, MA 390,  
PH 224, PS 236, PS 340, TSL 370, 440 .....24 hours

**Elementary Education Core**

ED 231, 320, 325, 330, 333, 336, 350,  
351, 352, 368, 369, 403, 437, 439  
EDA 352; EDB 352  
EDP 499, EDS 499, ED 462, ED 462X  
ESE 200 .....62 hours

**Professional Support Courses**

EDM 380, EDT 380, EDD 380  
TOTAL HOURS REQUIRED FOR DEGREE .....135 hours

**COURSE DESCRIPTIONS FOR THE DEPARTMENT OF  
ELEMENTARY EDUCATION**

**ESE 200 Survey of Exceptional Students 3 semester hours**

Prerequisite: EN 131. This is an introductory course covering various exceptionalities and cultural diversity issues with an emphasis on definitions, historical perspectives, student characteristics, trends and issues. (Field experience required.)

**ED 231 Introduction to Education 3 semester hours**

Prerequisite: EN 131. This course is designed to help preservice teachers examine the American school's historical progress, current issues and organization structures. (Field experience required)

**ED 320 Inquiry Science 3 semester hours**

Prerequisites: BI 131, PH 230, ED 231. This course involves a study of inquiry methods and laboratory experiences relevant to teaching science in the elementary school.

**ED 325 Discovery Social Studies 3 semester hours**

Prerequisite: HI 230, 231 or 232, ED 352. In this course, students study methods and materials relevant to teaching social studies, emphasizing conceptual orientation and discovery strategies for developing specific social studies skills.

**ED 330 Creative Expression: Physical Education 3 semester hours**

A study of methods and materials necessary for teaching physical education and health and safety in elementary schools.

**ED 333 Creative Expression: Art 3 semester hours**

Students are introduced to principles and practices of teaching the visual arts.

**ED 336 Creative Expression: Music 3 semester hours**

Students are involved in a study of methods and materials of teaching music in elementary schools.

**ED 350 Children's Literature****3 semester hours**

Prerequisite: EN 132. This course, partially Web-based, involves a study of the role of literature in the language arts curriculum. Students read folktales, poetry, contemporary & historical fiction, fantasy, informational and multicultural books, and design learning activities that engage children, during a field experience, in oral and written responses to literature. Corequisite: ED 352.

**ED 351 Curriculum Design & Development****3 semester hours**

Prerequisites: ED 352. Students are presented with a review of theories for curriculum formation, the forces at work on the curriculum and social events, which require constantly changing curriculum for a viable education experience for children. (Field experience required)

**ED 352 Contemporary Teaching Methods****3 semester hours**

Prerequisites: ED 231, ESE 200, PS 236. In this course, students study methods of teaching and strategies for planning and implementing various aspects of curriculum. Corequisite: EDA 352 Contemporary Teaching Practicum. These courses are the prerequisites for many other upper School of Education courses.

**EDA 352 Contemporary Teaching Practicum****2 semester hours**

This course provides field experiences for teacher candidates to develop and implement competencies pertaining to individualized curricula and instruction. Corequisite: ED 352.

**EDB 352 Teaching Practicum****1 semester hour**

This course involves a field experience in conjunction with specialized methods courses. Corequisites: Related methods courses

**ED 368 Reading Strategies****3 semester hours**

Prerequisites: RE 260, ED 352. This course, partially Web-based, offers a basic understanding of the reading process and its relationship to literacy in the other English language arts. Students study strategies to apply, during a field experience, that develop phonemic awareness and comprehension skills, while they learn to authentically identify learners' instructional needs. Corequisite: ED 325.

**ED 369 Content Reading****3 semester hours**

In this course, students discover qualitative characteristics of textbooks, trade books, and electronic text in various content areas, including science, music, social science, English, and business. Through the preparation of units of study involving inquiry and technology-enriched learning experiences, students acquire a repertoire of instructional techniques for teaching vocabulary, comprehension and higher level thinking skills needed to promote proficient reading, writing, and problem solving in the content area classroom.

**EDM 380 Professional Seminar****0 semester hours**

Students must enroll in this course each semester beginning at the sophomore year, except during student teaching. This course provides education majors with relevant information about matriculation and professional development as necessary to complete the program.

**ED 403 Classroom Management****3 semester hours**

This course is designed to provide students with an understanding of classroom management as it pertains to school safety, professional ethics, and school law.

**ED 437 Inquiry Mathematics****3 semester hours**

This course offers a study of mathematics content, methods and materials, stressing competency-based approaches to teaching mathematics in elementary schools.

**ED 439 Language Learning** **3 semester hours**

Prerequisites: ED 350, ED 352. This course, partially web-based, acquaints students with theories of learning and innovative practices in teaching in a literature-based, integrated language arts program. With a focus on the writing process and oral communication, students acquire a repertoire of strategies to apply, during a field experience, to develop literacy in the elementary classroom.

**ED 462X Student Teaching Seminar** **0 semester hours**

Corequisite: ED 462. This seminar provides assistance to student teachers during the student teaching experience.

**ED 462 Student Teaching** **12 semester hours**

Prerequisites: All course requirements listed above with a GPA of at least 2.50. This course provides an internship experience for education majors, who apply their content knowledge, teaching strategies and classroom management skills in an actual classroom setting.

**EDP 499 Pre-Student Teaching** **1 semester hour**

Prerequisite: Passing scores on four parts of the CLAST and General Education requirements. Grade of C or better in EN 131, 132, MA 131, 132, SC 230, RE 260. This course involves students in a study of the Florida Performance Measurement System and 12 Accomplished Practices related to observation and evaluation during student teaching.

**EDS 499 Senior Seminar Research Paper** **1 semester hour**

Prerequisite: Passing scores on three parts of the CLAST and General Education requirements. Grade of C or better in EN 131, 132, MA 131, 132, SC 230, RE 260. There is an emphasis, in this course, on the practical applications of research skills and methods for preparing a senior research paper. Special use of word processing will be required.

**ENDORSEMENT — ESOL (ELEMENTARY EDUCATION)**

**TSL 370 Survey: Principles and Issues in TESOL** **3 semester hours**

This course is designed to provide the pre-professional in education with a knowledge base to teach in diverse classrooms.

**TSL 440 Applied Linguistics** **3 semester hours**

This course is designed to provide the preprofessional in education with historical information on language planning related to ESOL and Bilingual Education in the United States, especially in Florida, and other countries. Students will thoroughly analyze the linguistic agenda and its effect on the ESOL classroom.

**DEPARTMENT OF EXCEPTIONAL STUDENT EDUCATION**

**Bachelor of Science Degree in Exceptional Student Education**

The Bachelor of Science is designed to prepare teachers to work with students in grades K-12 who are assigned to classes for specific learning disabilities, mental disabilities, emotional disabilities, or varying exceptionalities.

**Admission to the Program**

Admission to the program in exceptional student education is specified under the admission section for the School of Education.

**Major Requirements**

The program of studies must be completed with a minimum of 132 semester hours. Students are required to demonstrate competency in field experiences and student teaching of specific learning disabilities, mental disabilities, emotional disabilities, or varying exceptionalities.

**Course Requirements**

General Education Program .....49 hours  
 Required social science elective - HI 230, 231, or 232

**Correlated Core:**

CS 132, PH 224, PS 230, 236, 340, MA 390, TSL 370, 440 .....24 hours

**Exceptional Student Education Core:**

ESE 200, 300, 305, 310, 330, 330X, ED 231, 351, 352, 368,  
 EDA 352, EDB 352, ESE 400, 403, 410, 430, 450,  
 ED 369, 439, EDP 499, EDS 499, ED 462, 462X .....65 hours

**Professional Support Courses:**

EDM 380, EDD 380\*\*\*, EDT 380\*\*\* .....0-2 hours

TOTAL HOURS REQUIRED FOR DEGREE .....138 hours

\*\*\*May be taken as needed

**COURSE DESCRIPTIONS FOR THE DEPARTMENT OF EXCEPTIONAL STUDENT EDUCATION**

**ESE 200 Survey of Exceptional Students 3 semester hours**

This is an introductory course covering various exceptionalities and cultural diversity issues, with an emphasis on definitions, historical perspectives, student characteristics, trends and issues. Field experience required.

**ESE 300 Nature and Needs of the Mildly Handicapped 3 semester hours**

Prerequisite: ESE 200. A course designed to examine the nature and needs of, and curricular planning for, emotionally handicapped, educable mentally handicapped, and specific learning disabled students.

**ESE 305 Language Development for Exceptional Learners 3 semester hours**

Introductory course in language development and communication skills of the exceptional learner. Course includes language development (language, reading and writing skills) and disorders of various exceptionalities, the impact of language on learning, and augmentative communication.

**ESE 310 Theories of Learning Disabilities 3 semester hours**

Concepts, research and theories of learning disabilities are discussed. Characteristics, classification of students and educational services are also studied.

**ESE 330 Assessment of Exceptional Students 3 semester hours**

Knowledge of formal and informal evaluation techniques commonly used in the screening, diagnosis, and program evaluation for exceptionalities. Results from evaluation measurements are used for interpretation, analysis, communication and application.

**ESEL 330 Assessment Practicum** **0 semester hours**  
Hands on practical experience in application of knowledge and skills acquired in ESE 330 through simulated experiences and school visits.

**EDM 380 Professional Seminar** **0 semester hours**  
Students must enroll in this course each semester, beginning at the sophomore year, except during student teaching. This course provides education majors with relevant information about matriculaion and professional development as necessary to complete the program.

**ESE 400 Social/Personal Skills of Exceptional Students** **3 semester hours**  
Social and personal skills of mildly handicapped students are explored. Employability skills, career awareness, and transition planning for adult living are emphasized.

**ESE 403 Applied Behavior Analysis** **3 semester hours**  
This course is designed to provide students with an understanding of classroom management as it pertains to school safety, professional ethics, and school law, with an emphasis on learning and behavior disordered students.

**ESE 410 Curriculum and Instructional Materials** **3 semester hours**  
Specialized curriculum and materials for teaching exceptional students are examined, including state standards and resources.

**ESE 430 Instructional Strategies for the Learning Disabled/Mentally Disabled** **3 semester hours**  
Prerequisites: ESE 300, ESE 305, ESE 310, ESE 330, ESE 403. Instructional strategies and models for teaching students with specific learning disabilities and mental disabilities. Specialized approaches to teaching basic skills, functional skills, developmental programming, and cognitive strategy instruction to students ranging in grades kindergarten through high school are provided. This course is taken concurrently with EDB 352 in which competencies in teaching LD/MH are demonstrated through field experience and microteaching. Corequisites: ESE 410, ESE 450

**ESE 450 Instructional Strategies for the Emotionally Handicapped** **3 semester hours**  
Instructional strategies for teaching students who are emotionally handicapped. Instructional techniques and motivational strategies, as well as development, implementation, and evaluation of individualized education plans and data management will be stressed. This course is taken concurrently with EDB 352 in which competencies in teaching EH are demonstrated through field experience and microteaching. Corequisites: ESE 410, ESE 430

**ED 462 Student Teaching** **12 semester hours**  
Intensive training in a class for VE or SLD or MH or EH. Emphasis is placed on development and attainment of competencies outlined in the Educators Accomplished Practice guidelines.

**ED 462X Student Teaching Seminar** **0 semester hours**  
Student teachers are provided feedback from supervisors based on competencies demonstrated, and skills from the Florida Teacher Certification Examination.

## **ENDORSEMENT — ESOL (ELEMENTARY EDUCATION)**

**TSL 370 Survey: Principles and Issues in TESOL** **3 semester hours**  
This course is designed to provide the pre-professional in education with a knowledge base to teach in diverse classrooms.

**TSL 440 Applied Linguistics**

**3 semester hours**

This course is designed to provide the preprofessional in education with historical information on language planning related to ESOL and Bilingual Education in the United States, especially in Florida, and other countries. Students will thoroughly analyze the linguistic agenda and its effect on the ESOL classroom.

**DEPARTMENT OF PHYSICAL EDUCATION**

The Department of Physical Education offers programs leading to the Bachelor of Science in physical education with teacher certification at K-12 levels and with nonteaching concentration in recreation. Teacher Education majors earning K-12 certification may take courses to add Health Education to the Florida teacher certificate.

**Bachelor of Science in Physical Education**

The physical education program of studies for teacher education is designed to train teachers for careers at all levels in elementary, middle, and/or high schools. A student completing the K-12 level physical education program may complete courses to add health education certification to the Florida teaching license.

An alternative to the teacher preparation program is recreation/leisure studies, a program designed to prepare professionals for careers as recreation supervisors, sports managers, program directors, and corrective physical therapists with additional selected courses. The recreation/leisure studies program will provide experiences which prepare majors for employment in both recreational and athletic programs.

**Admission to the Programs**

Completion of College admission requirements and completion of Teacher Education requirements as specified in this bulletin.

**Course Requirements: K-12**

General Education .....	49 hours
Physical Education Core .....	40 hours
PE 214, 224, 232, 301, 302, 303, 326, 338, 430, 435, BI 335, PS 340	
Education Core .....	31 hours
ED 231, 351, 352, 369	
EDB 352, EDP 499, EDS 499, PH 224, MA 390, RE 260	
ESE 200, TSL 370	
ED/PE 462 .....	12 hours
TOTAL HOURS REQUIRED FOR DEGREE .....	132 hours

**Course Requirements: Add-on Certification in Health**

Biology: BI 131, 335, 449 .....	.9 hours
Physical Education: PE 336 .....	.3 hours
Health Related Electives .....	.6 hours
TOTAL .....	1.8 hours

**Recreation/Leisure Studies Track**

The recreation/leisure studies track focuses on understanding the role of leisure activities and the impact on individuals in society. Program options include work relating to recreation-

al opportunities for the elderly, leisure education and promotion, at-risk youth, recreation programming, natural resources recreation management, and water-based recreation.

#### Course Requirements: Recreation/Leisure Studies

General Education Program .....	49 hours
Recreation/Leisure Studies Core .....	80 hours
PER 220, 233, 224, 230, 231, 301, 302, 303, 315, 320, 322, 231, 336, 337, 341, 413, 435 .....	37 hours
REC 225, 232, 331, 333, 338, 421, 430, 435, 499, HM 351 .....	28 hours
REC 310, 490 .....	15 hours
TOTAL HOURS REQUIRED FOR DEGREE .....	129 hours

## COURSE DESCRIPTIONS FOR THE DEPARTMENT OF PHYSICAL EDUCATION

### Physical Education Activities

The purpose of the skill requirement is to enable the student to develop higher levels of physical fitness, body coordination, and cardiovascular endurance through selected games (PE 111, PE 112) and individual or dual sports (PE 211, PE 212). Games are basically for freshman and individual or dual sports are suggested for sophomore students. Each course is 1 semester hour; the two-semester hours requirement cannot be taken simultaneously. Instruction and practice are offered in the following activities: Basketball, modern dance, slimnastics, soccer, physical fitness, volleyball, and jazz exercise. Also, bowling, archery, golf, racquetball, tennis, badminton, handball, swimming and weightlifting. Swimming is required for majors in physical education and recreation.

#### **PE 220 Folk, Social and Square Dance** **2 semester hours**

Provides instruction and practice in the fundamental concepts and patterns of movement in folk, square, and modern dancing. Affords opportunities for creativity, self-expression, rhythmic, and social change.

#### **PE 223 and PE 224 Principles in Coaching and Officiating Sports** **2 semester hours**

A course concerned with the teaching of specific sports, the organization of practice sessions, and the development of an effective training program. Teaches coaching and officiating techniques involved in individual, dual and team sports.

#### **PE 230 First Aid and Safety** **2 semester hours**

A study of techniques of first aid for the injured in home, school and community. Safety measures and accident prevention emphasized in all aspects of school, home and community life. Special attention given to physical education first aid policies and procedures. Meets requirements for American Red Cross certificate.

#### **PE 231 Intramural Sports** **2 semester hours**

A study of theory and practice in developing and conducting intramural programs at the high school and college levels. Emphasis directed on the history and scope of intramural sports.

#### **PE 232 Foundations, Principles, Trends and History** **3 semester hours**

An orientation to the field of health, physical education, and recreation. Emphasis on foundations, principles, trends and history of physical education; assessment of student interests, competencies, vocational preferences, and potential in the area.

**PE 301, PE 302, and PE 303 Theory and Practice Courses in Physical Education**

A use of theory and practice to develop actual teaching skills, class organization, lesson plans, and teaching units for regular classroom and special populations.

**PE 301 Theory and Practice of Teaching Swimming, Football, Soccer, and Volleyball** 2 semester hours

**PE 302 Theory and Practice of Teaching Basketball, Badminton, Track, and Field Tennis** 2 semester hours

**PE 303 Theory and Practice of Teaching Softball, Modern Dance, and Gymnastics** 2 semester hours

**PE 310 Departmental Internship** 1 semester hour

Provides teaching experience in the physical education program at Bethune-Cookman College. Two hours laboratory teaching per week under faculty supervision. Repeatable up to three semester hours.

**PE 315 Prevention and Care of Athletic Injuries** 3 semester hours

Theory classes in conditioning and training for the prevention of athletic injuries as well as diagnostic procedures, massage, tapping, hydrotherapy, electrotherapy. And the handling of emergencies involving athletic injuries. Two laboratory hours per week.

**PE 320 Games in the Elementary School** 3 semester hours

Fundamental principles of safe, efficient, aesthetic movement for children. Teaches the primary basic fundamental uses of the body.

**PE 322 Gymnastics in the Elementary School** 3 semester hours

A study of how gymnastics aid the development of the whole child. Teaches how the large muscles in these activities plus the development of fine muscle coordination, flexibility, balance, and timing round out the muscle building process in the most satisfactory manner.

**PEH 231 Health Education** 3 semester hours

A study of the basic and essential understanding for health educators to develop and conduct health education programs that are health-oriented rather than disease-oriented.

**PE 325 Teaching Physical Education in the Elementary School** 3 semester hours

Prerequisite: ED 352 and EDA 352. Methods of instruction, materials, theory, testing, and practice of teaching techniques and program planning. Consideration given to the physical, psychological and social characteristics of children at each elementary school age level and their application to physical education. Practical experience in lesson planning, organizing and teaching through field experience participation.

**PE 326 Teaching Physical Education in the Secondary School** 3 semester hours

Prerequisite: ED 352 and EDA 352. A provision of a conceptual approach to the organization and administration of the total physical education program on the secondary level. Practical experience in curriculum construction with emphasis on developing lesson plans, organizing, teaching, materials and test construction through field experience participation.

**PE 335 Kinesiology** 3 semester hours

An analysis of the mechanical and muscular action involved in human motion. Emphasis on analysis of physiological principles and laws governing motor activity.

**PE 336 Personal and Community Health** 3 semester hours

An emphasis in consumer and environmental health, prevention and control of disease.

Demonstrates the individual's responsibility toward his own health as well as the health of the community.

**PE 337 School and Community Recreation 3 semester hours**

A presentation of data for developing and operating recreation programs in the school and community. Development of methods and materials for conducting programs at camps, schools, playgrounds and community centers. Review of the theories of play and recreation principles presented.

**PE 338 Organization and Administration of Health, Physical Education & Recreation 3 semester hours**

Study in use of traditional approach and case study method in analyzing the organizational structure and administrative procedures of the health, physical education and recreation programs. Emphasis on the philosophy, methodology, policies, procedures and budget in relation to the required, intramural, adapted and inter-scholastic areas of the total program.

**PE 340 Tests and Measurements in Physical Education 3 semester hours**

A discussion of the techniques for measuring and evaluating students' performance and programs in physical education, elementary statistical procedure, and grading in the area.

**PE 341 Motor Development 3 semester hours**

A course in tracing the patterns of growth and development in young children, understanding the growth process, and understanding the inter-relationship of structure and functions in human beings. Sees the relationship of physical and motor development to human actions and interactions.

**PER 421 Areas and Facilities Management 3 semester hours**

A course designed to introduce the student to the areas of recreational facilities to include planning, design, construction, and maintenance; and to the broad area of low organizational sports, games and activities. Emphasis on creativity and innovation.

**PE 430 Adaptive and Corrective Physical Education 3 semester hours**

A study of conditions which require the physical education program to be adapted to meet the special needs of the exceptional and handicapped students. Attention given to an analysis of normal and faulty posture and body mechanics.

**PE 413 Movement Education 3 semester hours**

A course which stresses awareness of the body and understanding of how the body moves to develop efficient and effective motor development. Movement education exploits the science of movement and helps young people become more aware of their bodies and how to have better and more efficient movement.

**PE 435 Physiology of Exercise 3 semester hours**

A study of the physiological responses which occur during physical activity such as the demands of the circulatory and respiratory systems and how the body attempts to meet those demands during vigorous exercise.

**PE 462 Student Teaching 12 semester hours**

Prerequisite: special permission required. The final phase of the field experience, a period of intensive training through an assignment to a physical education class. Emphasis will be placed on development of the competencies incorporated in the Florida Professional Orientation Program (formerly Beginning Teacher Program).

**PE 490 Field Experience 6-15 semester hours**

Prerequisite: special permission required. The final phase of the nonteaching curriculum. It is a period of intensive training offered through assignment to a social agency such as YWCA/YMCA, community centers, or human resource centers. The course is designed to prepare students for nonteaching careers such as recreation supervisors, program directors, and corrective therapists.

**Concentration in Recreation**

**Course Requirements:**

General Education Program .....	.49 hours
Major courses:	
PE 223, 224, 230, 231, 301, 302, 303, 310, 315, 320, 321,	
322, 336, 337, 341, 421, 435 .....	.37 hours
REC 225, 232, 331, 333, 338, 430, 490, 499 .....	.34 hours
Other Requirements: HM 351, CS 132 .....	.6 hours
<b>TOTAL HOURS REQUIRED FOR DEGREE .....</b>	<b>.126 hours</b>

**COURSE DESCRIPTIONS FOR RECREATION AND LEISURE STUDIES**

**REC 225 Introduction to Recreation 3 semester hours**

A survey of the career opportunities in health, physical education, recreation, sports fitness management, and athletic training that exist in human service agencies, recreation agencies, fitness centers, and educational institutions. Fieldwork may be required.

**REC 232 History & Philosophy Recreation 3 semester hours**

Major historical and philosophical developments in sport and recreation, including inter-scholastic, intercollegiate and professional sport. Development of the recreation and commercial fitness industries are examined.

**REC 331 Recreational Leadership 3 semester hours**

Introduces students to the techniques and dynamics of leadership in recreation, and to the fundamental concepts, characteristics, and trends in recreation program planning.

**REC 333 Outdoor Resources/Camping 3 semester hours**

Introduces students to recreational participation in natural environments. Includes analysis of the characteristics of recreation, the responsibilities of federal, state, regional and local governments in providing recreational opportunities, tools for recreation administration, and recreation resource policy.

**REC 338 Organization/Administrative Recreation 3 semester hours**

Designed to teach students the fundamentals of organization and administration in the delivery of physical education, school health and leisure services. Course covers topics such as leadership, communications, effective management and marketing. Time is also devoted to budget/fiscal practices, policy making, personnel management and training.

**REC 430 Recreation for Special Population 3 semester hours**

This course is designed to assist students in developing competencies in the practical application of theoretical constructs for the delivery of therapeutic recreation services in clini-

cal settings. Fundamental principles of client assessment, task and activity analysis, program development and evaluation will be presented. In addition, an overview of the effects of various developmental, cognitive, emotional, physiological, and other disabling conditions on leisure behavior patterns will be emphasized with concomitant strategies and techniques for treatment and rehabilitation.

**REC 490 Recreation Internship** **6-15 semester hours**

A supervised professional work experience (500 work hours) is an important part of the Leisure Studies curriculum. The work experience exposes the student to the operations of recreation programs and provides him with experience that can enable him to obtain employment upon graduation. Placement can be in public, private or voluntary agencies.

**REC 499 Senior Research** **1 semester hour**

An individual study of a topic or series approved in advance by the instructor and the School dean.



A Time to Study

## SCHOOL OF NURSING



The School of Nursing Building  
International Speedway Boulevard

The nursing program was founded in 1978, and it became the second basic collegiate program of nursing in a predominantly minority institution in the state. In 1997, the College approved the nursing program as an academic School. The School of Nursing is approved by the Florida State Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC).

The Bachelor of Science program in nursing has as its primary purpose to educate men and women as beginning practitioners who possess all the qualities necessary for leadership roles in the practice of their profession and of the communities in which they live. A balanced curriculum offers courses in the liberal arts, the sciences, the humanities and nursing. Some introductory courses relating to world, regional and local health issues are offered during the freshman and sophomore years; however, the majority of the nursing courses are concentrated in the junior and senior years. These courses involve nursing students in classroom and clinical learning experiences in area hospitals, long-term care facilities, home-health care, hospice, the health department, and early childhood facilities, restorative, rehabilitative and mental health agencies and many other community-based settings.

Students learn to apply theory in developing competencies in nursing practice, while caring for the client as an adult or child, families of childbearing age, or the elderly. Concepts related to cultural competence and caring for vulnerable populations are interwoven throughout the curriculum.

Courses in research, leadership and management are designed to aid the student in developing the ability to think creatively and develop skills in critical thinking.

Upon graduation, the student receives a Bachelor of Science degree in nursing and is eligible to take the National Council of State Boards of Nursing Licensure Examination for Registered Nurses (NCLEX-RN).

## **ADMISSION REQUIREMENTS**

Students are admitted to the School of Nursing at the beginning of the spring semester of the sophomore year. Since enrollment is limited to the number for whom physical and clinical facilities are available, attention will be given only to applicants meeting the requirements listed in the Bethune-Cookman College Catalog and in the School of Nursing Student Handbook.

Credit received on the basis of CLEP examinations or equivalent transfer credit from another institution may be included as part of these requirements. Nursing transfer credits in the generic program are not accepted from another institution.

The following requirements are part of the process used to determine eligibility for admission to the School of Nursing:

1. An application submitted to the nursing program office during the fall semester in which all prerequisites have been or are being met. Applications may be obtained from the School of Nursing office.
2. A passing score on at least three parts of the CLAST or exemption from the CLAST subtests ( See B-CC requirements for CLAST exemption). Students are encouraged to take GE 280 CLAST Preparation;
3. A GPA of 2.8 or above;

4. All courses listed in the pre-nursing curriculum must be completed at a level of "C" or above. Students who receive a grade below "C" in any course must retake the course or its equivalent;
5. An annual physical examination (as defined in the School of Nursing Student Handbook) is required from a qualified physician or advanced health care practitioner;
6. Two letters of reference, e.g., from an employer, teacher, professor, counselor or community leader;
7. A current CPR (adult and child) card; and
8. A personal interview with member(s) of the School of Nursing Admission Committee.

**Background Check Policy**

Bethune-Cookman College requires that students submit to a criminal background check by the Florida Department of Law Enforcement prior to enrolling in the School of Nursing. The State of Florida Board of Nursing requires this information as a condition of licensure, and many clinical sites at which students will train require fingerprinting and background checks as well. The College does not use this information for the purpose of making decisions regarding admission to the School of Nursing. However, because clinical experience is an integral part of the nursing curriculum, a criminal history may hinder a student's progression through the program. The School of Nursing will make reasonable accommodations to provide alternative clinical sites for students whose participation is not accepted by a clinical agency. A student's inability to satisfy clinical requirements, however, may result in dismissal from the School of Nursing.

**Course Requirements**

Prerequisites (including General Education) .....	61 hours
Nursing .....	72 hours

**RN-BSN Track**

The registered nurses' track within the bachelor's degree program allows registered nurses, who are registered to practice in the state of Florida, to enroll in the RN-BSN track. Registered nurses with an Associate of Arts degree or diploma may receive credit for prior nursing and science courses through a variety of validation procedures. RN-BSN students may complete their studies in as little as one year and one summer, once they have met all of the prerequisite courses required by the School of Nursing.

**Progression - Retention and Graduation**

Once a student has been admitted to the nursing program, he or she will be required to comply with the following progression, retention, and graduation policies:

- 1) All prerequisite courses and all courses in the upper level of the School of Nursing must be completed with a grade of "C" or above.
- 2) After two failures of a professional nursing course or courses, the student is dismissed from the School of Nursing.
- 3) A comprehensive exit examination is required of Bethune-Cookman College. In the School of Nursing this comprehensive examination is given in NU 450, Comprehensive Review II. In order to pass NU 450, a student must pass the School of Nursing com-

prehensive Exit Exam. This exit exam is given three times a year, twice during the spring semester and at the end of the summer semester. Students are eligible to sit for the exit examination only if they have successfully passed all of the courses in the nursing curriculum with a grade of C or better. In order to take the Exit Exam the first time it is administered a student must be passing all courses at midterm.

- 4) Students who earn a grade below "C" in a nursing course must retake the course and pass with a "C" or better. Students who fail NU 280 Critical Thinking, NU 299 Nursing Concepts, and NU 320 Pharmacology, may continue in the program and repeat the course the next time it is offered. Failure in all other courses will stop the student's progression in the program and the course must be taken the next time it is offered.
- 5) The School of Nursing adheres to all general requirements and procedures of the College for progression and graduation.

### **Special Requirements for Nursing Majors**

Clinical experience is essential to augment learning in the classroom. Standardized tests are an important measure of student mastery of classroom context and clinical experiences. These special requirements are defined in the School of Nursing Student Handbook.

## **COURSE DESCRIPTIONS FOR THE SCHOOL OF NURSING**

### **NU 280 Critical Thinking**

**2 semester hours**

This course is based on introducing pre-nursing students to critical thinking skills evolving from simplistic thinking, (memory and comprehension) to more complex thinking, inclusive of analysis and basic problem solving skills. In order to provide insight into requirements needed in the provision of effective care in clinical and community settings: students are introduced to the nursing process. The nursing process is demonstrated by comparison and simple analysis of life experiences for which the student is familiar. As a result, the student can readily discern how some experiences may influence the concepts of health, environment, nursing, and person. Throughout the course, the concepts of communication, therapeutic interventions, community needs and professionalism are discussed.

### **NU 297 Fundamentals of Nursing**

**6 semester hours**

This theory/laboratory course focuses on the development of fundamental clinical skills in nursing. Scientific principles which guide nursing practice is an integral part of the content and forms the basis for nursing interventions. Students are provided with the opportunity to learn and practice skills in a variety of clinical settings. The nursing process is used as the organizing framework as students make relationships between fundamental principles theories and concepts within the practice setting. Critical thinking and metacognitive abilities in the provision of client-centered care are emphasized.

### **NU 298 Health Assessment**

**3 semester hours**

A theory/laboratory course, which focuses on developing skills in performing a biopsychosocial assessment of individuals of all ages. Fundamental health assessment skills are introduced and practiced in the clinical laboratory setting on campus and applied in community based settings.

### **NU 299 Nursing Concepts**

**3 semester hours**

This is a theory based course that introduces the major concepts of nursing based on the

philosophy of the Bethune-Cookman College School of Nursing program. These concepts will be introduced in the context of professional practice, critical thinking, leadership and management, communication and therapeutic psychosocial nursing interventions in acute care and community-based settings.

**NU 299 Nursing Concepts (RN-BSN Students) 3 semester hours**

This is a theory based course that introduces major concepts of professionalism in the practice of a baccalaureate prepared nurse. The concepts include communication and collaboration with diverse groups of patients, families and health care colleagues as well as ethical and legal dilemmas in both a variety of clinical settings.

**NU 302 Care of the Emerging Family 6 semester hours**

A theory/clinical course designed to introduce the student to the concepts of family centered nursing care focusing on the mother and newborn child. It is based on the synthesis and application of knowledge from the biophysical, behavioral humanistic sciences. Emphasis is placed on the use of the nursing process to assist in meeting the physiologic and psychosocial needs of women, infants, and families. Effective communication techniques are utilized to foster therapeutic relationships with the mother and newborn infant as well as effective interpersonal relationship with health care team members. Nursing theories are incorporated as an integral part of client education, health maintenance and promotion. The clinical component of the course provides learning opportunities for the student in acute and community settings, giving the students the opportunity to utilize the critical thinking approach to plan, implement, and evaluate the care of the mother, newborn and family.

**NU 303 Adult Health I 6 semester hours**

This is the first in a series of theory/clinical course focuses on the role and responsibilities of the nurse in caring for adults who are experiencing alterations in health. Theories and concepts are presented within the framework of the nursing process. Focus is on adult clients experiencing alterations in health, protective mechanisms of acid base and immune responses, problems of oxygenation, problems of cardiac output and tissue perfusion, and problems of protection. In the clinical area, students are given the opportunity to utilize the critical thinking skills in providing nursing care and emphasis is placed on using communication skills, organizing nursing care, and implementing therapeutic nursing interventions in acute care and home environments. Pharmacology and diet therapy are integrated throughout the course.

**NU 305 Adult Health II 6 semester hours**

This is the second in a series of theory/clinical course focus on the role and responsibilities of the nursing in caring for adults who are experiencing acute / chronic alteration in health. Theories and concepts are presented within the framework of the nursing process. Focus is on adult clients experiencing alterations in health: problems of mobility, sensation and cognition; problems of regulation and metabolism; problems of protection, excretion, and reproduction, problems of digestion, nutrition and elimination. In the clinical areas, students are given the opportunity to utilize critical thinking skills in providing nursing care, and emphasis is placed on using communication skills, organizing nursing care, and implementing therapeutic nursing interventions in a variety of settings. Pharmacology and diet therapy are integrated throughout the course.

**NU 307 Child Health**

**6 semester hours**

A theory/clinical course, focuses on the role and responsibilities of the nurse in caring for the pediatric client and family. The course focuses on primary and secondary prevention, which is required during normal growth and development as well as nursing care during acute and chronic childhood illnesses. Pharmacology and diet therapy are integrated throughout the course. In the clinical area, students are given the opportunity to utilize the critical thinking approach of the nursing process to plan, implement, and evaluate both the care of hospitalized children and their families and the care of the children and families in community settings.

**NU 320 Pharmacology**

**3 semester hours**

This course focuses on nursing pharmacology, including neuropharmacology, by presenting a firm theoretical foundation and practical approach to drug therapy applicable in a variety of healthcare settings. It also reinforces fundamental principles and reviews routes of drug administration. Pharmacological theory and principle action of drug agents are integrated with the nursing process to facilitate the students' learning in the clinical environment.

**NU 395 Developmental Survey**

**3, 6, 9 or 12 semester hours**

NU 395 Developmental Survey I: This required course is specifically designed for students who are out of sequence in the nursing program to ensure that the enrolled student is competent in all aspects of the junior level theory and clinical practice. It is a review course that enhances the students' knowledge of didactic theory and clinical practice related to content covered in the beginning and junior level curriculum. It is an individualized and self-directed course with guidance from the faculty. An individual student plan (ISP) is developed as an assessment of student areas of strength and areas of needed improvement. Credit hours are based on the ISP. Several methods of evaluation are used to assess student mastery of content covered in the class and clinical setting.

**NU 401 Nursing Internship**

**2 semester hours**

Taken in tandem with NU 433, is a two-week independent internship for the senior nursing major. The course will provide the opportunity to apply principles of management of care in the delivery of comprehensive client care in collaboration with a Level Two Preceptor in an acute care setting. This course will also assist the student nurse in the transition from academic environment to the realities of professional practice.

**NU 403 Psychiatric-Mental Health**

**6 semester hours**

This theory and clinical/laboratory course focuses on the nursing care of clients with maladaptive patterns of behavior. Clinical experiences will reinforce the application of the use of the nursing process and the interdisciplinary care plan to support adaptive and effective coping skills of the individual, the family, and groups in primary, secondary, and tertiary settings. There is an integrated focus on health promotion, maintenance, and restoration in various in-patients and community based settings.

**NU 405 Community Health**

**6 semester hours**

This theory/clinical course provides a foundation of knowledge to assist students to care for the community as client. Emphasis is placed on health promotion and disease prevention as well as strategies to address many social problems that impact on the health of a community such as homelessness and domestic violence. Clinical experiences occur in a variety of community agencies that provide services to a diverse population.

**NU 406 Nursing Research**

**3 semester hours**

This course introduces the baccalaureate-nursing student to the concepts and process of research in nursing. Emphasis is on critiquing published research in preparation for the student to conduct a research study.

**NU 407 Adult Health III**

**6 semester hours**

This is the third in a series of theory/clinical course based on advanced medical-surgical nursing. It focuses on the role and responsibilities of the nurse in caring for adults who are experiencing acute illness and those who are experiencing complex, multiple systems disorders encountered in acute and critical care settings. Pharmacology and diet therapy are integrated throughout the course.

**NU 433 Leadership & Management**

**3 semester hours**

A theory course in which selected principles and concepts of leadership and management are applied to professional nursing. Standards of professional care are examined in the context of issues related to: healthcare systems, organizational designs and governance, roles and relationships, quality improvement and cost containment, change theory and agent, and ethical practice and legal responsibilities. A two week clinical practicum is completed at the end of the course with a level two preceptor in NU 401.

**NU 449 Comprehensive Review I**

**1 semester hour**

This is the first comprehensive review course. During this course students will identify their areas of strength in nursing content as well as the areas in which they need to focus their study efforts. Time management, goal setting and test taking skills sessions will also facilitate student individual review sessions. In addition to independent learning, specific course reviews will be held with content experts.

**NU 450 Comprehensive Review II**

**1 semester hour**

This is the second comprehensive review course. During this course, students will identify their areas of strength in nursing content as well as the areas in which they need to focus their study efforts. The goal of this section is to focus on preparation for the Comprehensive Exit Exam, which is given during the course.

**NU 495 Developmental Survey**

**3, 6, 9 or 12 semester hours**

NU 495 Developmental Survey II: This required course is specifically designed for students who are out of sequence in the nursing program to ensure that the enrolled student is competent in all aspects of the senior level theory and clinical practice. It is a review course that enhances the students' knowledge of didactic theory and clinical practice related to content covered in the senior level curriculum. It is an individualized and self-directed course with guidance from the faculty. An individual student plan (ISP) is developed as an assessment of student areas of strength and areas of needed improvement. Credit hours are based on the ISP. Several methods of evaluation are used to assess student mastery of content covered in the class and clinical setting.

**NU 499 Seminar in Nursing**

**3 semester hours**

A theory course designed for the analysis, synthesis and evaluation of nursing knowledge. Current nursing issues and trends that relate to professional nursing and the health care delivery system will be discussed.



Dr. Alma Yearwood Dixon, Dean of Nursing  
and Nursing students

# SCHOOL OF SCIENCE, ENGINEERING, AND MATHEMATICS



The School of Science, Engineering, and Mathematics offers the Bachelor of Science degree in the biological and physical sciences with specialized training in preprofessional areas of medicine and health care. The School offers research opportunities to many students through grants and contracts.

## OFFERINGS

1. Degree of Bachelor of Science in the following areas:
  - Biology
  - Chemistry
  - Clinical Laboratory Science
  - Computer Engineering
  - Computer Information Systems
  - Computer Science
  - Mathematics
  - Physics
2. Degree of Bachelor of Science in education in collaboration with the School of Education in the following areas:
  - Biology Education
  - Chemistry Education
  - Physics Education
3. Minors in the following areas in conjunction with the B.S. degree:
  - Biology
  - Chemistry
  - Computer Information Systems
  - Computer Science
  - Environmental Sciences
  - Mathematics
  - Physics
4. Degree of Bachelor of Science in the following area in collaboration with other institutions of higher learning:
  - Engineering, which is done in a 3+2 arrangement with Tuskegee University, University of Florida, University of Central Florida, Florida Atlantic University, Florida A & M University, Florida State University, and North Florida University.
5. Preprofessional training in conjunction with a bachelor's degree:
  - Pre-Chiropractic
  - Pre-Dentistry
  - Pre-Engineering
  - Pre-Medicine
  - Pre-Optometry
  - Pre-Pharmacy

## ADMISSION REQUIREMENTS TO THE SCHOOL

Completion of requirements for General Studies as identified in this catalog.

A cumulative grade point average of 2.0.

Completion and approval of an admissions application to the School of Science, Engineering and Mathematics.

## OBJECTIVES AND GENERAL REQUIREMENTS OF THE SCHOOL

The requirements and objectives, which are discussed in this section, apply to the school as a whole. Area requirements are given under area offerings.

The objectives of the School of Science, Engineering, and Mathematics are the following:

1. To provide specialized training for students in the fields of biology, chemistry, computer science, mathematics, clinical laboratory science, and physics.
2. To prepare students for entrance into professional schools of medicine, dentistry, engineering, veterinary medicine, and chiropractic medicine.
3. To train students for successful entrance into graduate studies in the fields of biology, chemistry, computer science, mathematics, and physics.
4. To provide specialized training for students who are interested in teaching biology, chemistry, mathematics, and the broad field of science.
5. To offer those science courses, which are, considered a part of the Bethune-Cookman College General Education Program.
6. To provide students the opportunity to learn skills in computer technology.
7. To expose students to research techniques and theories while acting as research assistants with research faculty.

The following courses or the equivalence are required of all science and mathematics majors except clinical laboratory science and computer information systems:

General Biology I, BI 141 .....	.4 hours
General Biology II, BI 142 .....	.4 hours
General Chemistry I, CH 141, CH 141L .....	.4 hours
General Chemistry II, CH 142, CH 142L .....	.4 hours
Pre-Calculus, MA 135 .....	.3 hours
Analytic Trigonometry, MA 136 .....	.3 hours
Calculus w/Anal. Geom. I, MA 241 .....	.4 hours
Calculus w/Anal. Geom. II, MA 242 .....	.4 hours
General Physics I, PH 251, PH 251L .....	.4 hours
General Physics II, PH 252, PH 252L .....	.4 hours

The science and mathematics courses may be waived when other courses in those subjects are required for the major. Science and mathematics majors may substitute MA 241 for MA 135 and MA 136, provided they score in the range required on the entrance examination. All science and mathematics majors must elect either French or German (Spanish, by special permission) to satisfy the foreign language requirement. The foreign language requirement and BI 142 may be waived for engineering majors. BI 142 may be waived for chemistry majors. The foreign language requirement may be waived for clinical laboratory science majors. BI 142, CH 141, and CH 142 are recommended electives for computer science and computer information science majors.

No student is permitted to continue as a major in the School with a cumulative grade point average below 2.0 for all courses taken in the School of Science, Engineering, and Mathematics. Additionally, for course credit toward graduation in a student's major area, the student must earn at least a "C" grade. Before graduation, each student must pass an exit examination and complete a senior level research paper.

Education majors must meet requirements stated under the School of Education.

## DEPARTMENT OF BIOLOGY

The Department of Biology offers degree programs leading to the Bachelor of Science in biology or in biology education. The department also offers minors in biology, environmental sciences, and preprofessional training for entry into schools of medicine, dentistry, veterinary science, chiropractic, and pharmacy.

### Bachelor of Science in Biology

The Bachelor of Science in biology is designed for students who are interested in careers which require an extensive background in biology. Upon completion of the B.S. degree, the student will have met the minimum course requirements for admission to graduate and professional schools. Students planning to enter graduate schools are encouraged to participate in one of the ongoing research projects in the School of Science, Engineering, and Mathematics.

### Admission to the Program

Admission to the program is through formal declaration of major and successful completion of BI 141 and BI 142.

### Major Requirements

A student must earn a grade of "C" or better in all required and elective courses in biology, designated general education courses (see Requirements: School of General Studies), and in CH 141-142. If a grade of "C" or better is not attained after two attempts, the student can be dropped from the major.

All biology majors are required to take and pass a comprehensive examination in biology at the end of the first semester of the senior year. The examination will cover the major subject areas for the previous years.

### Course Requirements

General Education Program (including six hours of foreign language, electives and BI 141, CH 141, MA 135, MA136) .....	.51 hours
Biology Area: *BI 141-142, 242, 244, 331-332, 345, 346, 450, 447, 499, plus Biology electives .....	.44 hours
Other requirements:	
Chemistry: *CH 141-142, 241-242, 445 .....	.20 hours
Mathematics: *MA 135, *136, 241, 242, 260 .....	.11 hours
Physics: PH 241-PH 242 .....	.8 hours
<b>TOTAL HOURS REQUIRED FOR DEGREE</b> .....	<b>1.34 hours</b>

\* General Education science major requirement. Biology majors must take BI 141, CH 141, MA 135 and MA 136 to satisfy their general studies requirement.

**Bachelor of Science in Biology Education**

The biology education major is designed to provide educational and scientific training for students who are interested in teaching biology in secondary schools.

**Admission to the Program**

Admission to the program is contingent upon the student's admission to the state approved teacher education program in the School of Education (see School of Education: Objectives and General Requirements) and successful completion of BI 141.

**Major Requirements**

A student must earn a grade of "C" or better in all required and elective courses in biology, education, designated general education courses (see Requirements: School of General Studies), and CH 141-142. Students who fail to attain a grade of "C" or better in a required biology course after two attempts may be dropped from the major.

Students must satisfy all graduation requirements as stated by the School of Education and the Florida State Department of Education.

All biology education majors are required to take and pass a comprehensive examination in biology at the end of the first semester of the senior year. The examination will cover the major subject areas for the previous years.

**Course Requirements**

*General Education Program (including 6 hours of foreign language, electives and BI 141, CH 141, MA 135, MA136)	.51 hours
Biology Area: *(Beyond BI 141)	
BI 142, 241, 331, 345, 360, 447, 499	
plus Biology electives	.30 hours
Education:	
EDM 380, ED 231, ESE 200, ESL 370, ED 352, EDA 352, ED 351, ED 369,	
EDB 352, ED 403, EDP 499, ED 462, & EDX 462	.37 hours
<b>Other requirements:</b>	
Chemistry: *(Beyond CH 141) CH 142	.4 hours
Mathematics: *MA 135, *136 (General Education Requirements)	
MA390	.3 hours
Psychology: PS 236, PS 340	.6 hours
Physics: PH 241, PH 224 (Earth Science)	.74 hours
History: HI 230 (U.S. History)	.3 hours
TOTAL	.141 hours

\* Biology education majors must take BI 141, CH 141, MA 135 and MA 136 to satisfy their General Studies requirement.

Depending on individual needs education majors will be advised to take one or more of the following seminars/courses, based upon individual requirements:

- EDT 380, Seminar Applied Test Taking Skills
- MA 390, Mathematics for Teachers
- PH 224, Earth Science
- SC 432, Speech Communication for the Classroom Teacher

EN 240 Advanced Composition

EN 330 Functional Grammar

All Teacher Education majors are required to enroll in EDM 380, Professional Development Seminar each semester of their matriculation in a Teacher Education Program. See Handbook of Policies and Procedures for Teacher Education Programs for further information.

## COURSE DESCRIPTIONS FOR THE DEPARTMENT OF BIOLOGY

### **BI 131 General Biology** (General Education Requirement) **3 semester hours**

A general course for the non-science major that stresses the basic principles of life including cell biology, genetics, evolution, and ecology as unifying integrative concepts. Special attention is devoted to the study of human structure and function. Two-hour lectures and one two-hour laboratory period per week.

### **BI 141 General Biology I** (For Science Majors) **3 semester hours**

First of a two-course sequence, designed to provide the basis for major work in the field. These courses offer an in-depth overview of the primary principles of cellular, molecular, and organismal biology. Required of all science, science education, nursing, allied health, and mathematics majors and minors. Three one-hour lectures per week.

### **BI 141L General Biology Laboratory** **1 semester hour**

\*Corequisite: BI 141. Laboratory experiments related to material presented in BI 141. Laboratory, 3 hours, once per week.

### **BI 142 General Biology II** (For Science Majors) **3 semester hours**

Prerequisite: BI 141. Second course of a two-course sequence, designed to provide the basis for major work in the field. The courses continues the in-depth overview of the primary principles of cellular, molecular, and organismal biology. Required of all biology, biology education, and allied health majors. Three one-hour lectures per week.

### **BI 142L General Biology Laboratory** **1 semester hour**

\*Corequisite: BI 142. Laboratory experiments related to material presented in BI 142. Laboratory, 3 hours, once per week.

### **BI 235 Anatomy and Physiology** **4 semester hours**

Prerequisites: BI 141 and 142, CH 141. A study of the structure and function of anatomy and physiology. It includes a study of animal tissues, skeletal system, muscular system, nervous system, and the special senses. Anatomy and physiology and presented as one integrated subject. Lecture, 3 hours; laboratory 2 hours.

### **BI 236 Anatomy and Physiology** **4 semester hours**

Prerequisites: BI 141 and 142, CH 141, BI 235. A study of blood, interstitial tissue and the lymph system as well as the structure and function of the circulatory, respiratory, digestive, excretory, reproductive, and endocrine systems. Included will be some attention to deviation from normal. Lecture, 3 hours; laboratory, 2 hours.

### **BI 241 General Zoology I** **4 semester hours**

Prerequisites: BI 141 and 142. Introduction to the principles of biology with special reference to structure, body functions, natural history, classification, and evolution of the invertebrate animals. Lecture, three hours; laboratory three hours.

**BI 242 General Zoology II 4 semester hours**

Prerequisite: BI 241. An introduction to vertebrate zoology. Structure, body functions, natural history, classification and evolution of the vertebrate animals. Lecture, three hours; laboratory, three hours.

**BI 244 Microbiology 4 semester hours**

Prerequisites: BI 142, CH 141, or approval of the instructor. A study of morphology, physiology, nutrition and growth of microbes, including taxonomy and practical identification of the major microbial groups. Other topics to be discussed include immunology and the role of microorganisms in public health, industrial processes, and the cycle of nature. Laboratory practice includes use of the microscope, aseptic technique, media preparation and microbiological experimentation. Lecture, three hours; laboratory, three hours.

**BI 303-304 Pathophysiology 3 semester hours**

Prerequisites: BI 235 and 236. A two-course sequence designed to provide a comprehensive presentation of the underlying principles common to all disease processes, the course will examine the changes that occur in the diseases state of cells, tissues and organs, compared to their normal functions.

**BI 331 Botany I 3 semester hours**

Prerequisites: BI 141, 142 or BI 241, 242 or approval of the instructor. Study of nonvascular and vascular plants with emphasis on their structure, reproduction and phylogenetic relationships. Lecture, two hours; laboratory, two hours.

**BI 332 Botany II 3 semester hours**

Prerequisite: BI 331 or approval of the instructor. A study of vascular plants with emphasis on their structure, physiology, development, reproduction and environment relationships. It includes identification of vascular plants. Field trips, including scheduled long trips may be substituted for an appropriate number of regular sessions. Lecture, two hours; laboratory, two hours.

**BI 335 Human Anatomy and Physiology 3 semester hours**

Prerequisites: BI 241 and 242 or BI 141 and 142. A study dealing with the complete and detailed structure of the human body and the functional interrelationships of its systems. Each system is treated as a unity, then as a coordinating integrating part of the entire body. Lecture, two hours; laboratory two hours.

**BI 338 Histology 3 semester hours**

Prerequisites: BI 141, 142. Microscopic studies of cell structure, tissues and different cell types in organ systems. Lecture, two hours; laboratory, two hours.

**BI 345 Comparative Vertebrate Anatomy 4 semester hours**

Prerequisite: BI 241-242 or approval of the instructor. A comparative study of the structure and evolution of organ systems in the different vertebrate groups. Representative forms are studied in the laboratory. Lecture and laboratory, six hours.

**BI 346 Vertebrate Embryology 4 semester hours**

Prerequisites: BI 241-242 or approval of the instructor. A study of the development of the vertebrate body from the maturation of the germ cell through the appearance of the organ systems; laboratory studies of the frog, chick and the pig embryos. Lecture and laboratory, six hours.

**BI 360 Special Methods in Biology** **3 semester hours**  
Methods of Instructional Planning, Teaching, Classroom Evaluation and Professional Laboratory.

**BI 410 Topics in Biological Science** **3-5 semester hours**  
Prerequisite: Approval of the instructor. Presentation of various topics from the biological sciences and selected laboratory exercises by faculty and guest lecturers. Topics are selected to facilitate development of strong biological science programs in secondary schools.

**BI 411-412 Seminar in Biology** **1-6 semester hours**  
Prerequisite: Approval of instructor. Student presentations and discussion on special topics in biology. Main theme varies from year to year in areas such as developmental biology, cell biology, environmental physiology, genetics and biochemistry.

**BI 430 Molecular Biology** **3 semester hours**  
Prerequisites: BI 241, 244, CH 241 or approval of instructor. An introduction to molecular biology. Topics include a survey of the structure, chemistry and function of proteins and nucleic acids; enzyme kinetics and mechanisms of catalysis; regulation of gene expression at the level of DNA, RNA and protein synthesis in both prokaryotic and eukaryotic organisms. Three one hour lectures per week.

**BI 437 General Ecology** **4 semester hours**  
Prerequisites: BI 141 and 142, 242, CH 242 or approval of the instructor. A study of the basic principles of ecology with emphasis on man and his interaction with the environment. Special attention will be given to environmentally related health problems. Lecture and laboratory, six hours.

**BI 440 Research** **3-9 semester hours**  
Prerequisite: Approval of area advisor. Research on an approved topic conducted either in collaboration with a research worker or independently. Topic requires the approval of the area advisor.

**BI 446 Animal Physiology** **4 semester hours**  
Prerequisites: BI 142, CH 242. A study of the fundamental physiological activities of living cells, the physicochemical properties of protoplasm, nutrition, osmoregulation, excretion and coordination in the major animal groups. Lecture and laboratory, six hours.

**BI 447 Genetics** **4 semester hours**  
Prerequisite: BI 142 or BI 242 or approval of the instructor. A study of the basic principles of heredity and variation and their applications to plants and animals with emphasis on man. The fruit fly *Drosophila* is used in a series of experiments in the laboratory. Lecture, 3 hours; laboratory, 3 hours.

**BI 449 General Bacteriology** **4 semester hours**  
Prerequisites: BI 141, 142 and CH 242 or approval of the instructor. A study of bacteria and related microorganisms, their distribution, identification, classification, morphology, physiology, cultivation, pathology, methods of handling and economic importance. Lecture, 3 hours, laboratory, 3 hours.

**BI 450 Cell Biology** **4 semester hours**  
Prerequisites: BI 142, 241; CH 241, or approval of instructor. Advanced survey of cell organelles, their composition, origin and the relationship between their structures and function. Recent literature and current developments in cell biology will be emphasized. Lecture, 3 hours; laboratory, 3 hours.

**BI 462 (same as ED 462)**

**BI 499 Senior Seminar 3 semester hours**

This course, which is required for all biology majors prior to graduation, will be used for the successful completion of a senior thesis and to introduce students to the general use of the computer and the internet as a means of scientific information retrieval. The thesis requirement may be fulfilled through literature research of a topic of interest or data gathered through previous or current laboratory research. The student will be required to present and defend the senior thesis and pass a senior exit exam. Two, one-hour meetings per week.

**MINOR IN ENVIRONMENTAL SCIENCES**

The minor in environmental sciences (19 semester hours) is designed to prepare science and nonscience student majors for entry-level employment in the environmental job market, one of the largest markets in the U.S. economy. The minor may also be used to enhance the preparation of students for graduate or professional schools. All courses must be completed with a grade of "C" or better.

**Admission to the Program**

Admission to the program is through formal declaration. Students shall have a cumulative grade point average of 2.5.

**Course Requirements**

ES 130 Introduction to Environmental Sciences	.....	.3 hours
ES 233 Environmental Ethics	.....	.3 hours
ES 240 Environmental Chemistry	.....	.4 hours
ES 330 Environmental Regulations	.....	.3 hours
ES 332 Environmental Human Ecology	.....	.3 hours
ES 430 Environmental Policy and Risk Management	.....	.3 hours

**ENVIRONMENTAL SCIENCES COURSES**

**ES 130 Introduction to Environmental Sciences 3 Semester Hours**

An overview of the interactions of humans and the environment related to air/land/water resources, environmental policy, environmental justice, environmental management, and environmental health. Emphasis is on the use of natural and social scientific knowledge in decision-making and problem-solving.

**ES 233 Environmental Ethics 3 Semester Hours**

Prerequisite(s): ES130, RP 120 or RP130. An introduction to basic environmental ethics issues such as animal rights, world population growth, globalization, biodiversity, ecological restoration, environmental justice, genetic engineering, ecofeminism, and environmental economics. Review of literary essays is discussed.

**ES 240 Environmental Chemistry 4 Semester Hours**

Prerequisite(s): ES130, CH131 or CH141. An introduction to the chemical pollutants in air/water/soil, and their impact on global warming/greenhouse effect, ozone depletion, acid rain, food shortages, ecosystems, air/water/soil pollution, human health, and energy production/use. The course includes a laboratory component involving the statistical and instrumental analysis of samples.

**ES 330 Environmental Regulations 3 Semester Hours**

Prerequisite(s): ES130. An introduction to federal and state environmental laws/regulations related to clean air/water, resource conservation, toxic substance control, hazardous materials transport, occupational safety, lead, oil, wildlife protection, brown-fields, and noise control. Basic information related to case studies, civil/criminal fines, permitting, and environmental impact statements is discussed.

**ES 332 Environmental Human Ecology 3 Semester Hours**

Prerequisite(s): ES130, BI130 or BI141. An introduction to the cultural patterns of humans and their impact on the environment. Discussion topics include the basic principles of ecology, population dynamics, human population issues, energy, pollution and natural resources, basic principles of ecosystems, sustainable development, and environmental policy/decision-making.

**ES 430 Environmental Policy and Risk Management 3 Semester Hours**

Prerequisite(s): ES130, ES233, ES240, ES330, ES332. An overview of risk based management, human health risks, ecological risks, and environmental problems related to risk assessment. Topics include risk assessment, risk characterization, risk communication, public perception of risk, and resource policy issues. Emphasis is on case studies to enhance the critical-thinking, problem-solving, analytical, and decision-making skills of students.

\*Students can enroll in courses based on approval of instructor.

**DEPARTMENT OF CHEMISTRY**

The Department of Chemistry offers degree programs leading to (a) the Bachelor of Science in chemistry or (b) the Bachelor of Science in chemistry education.

The Bachelor of Science in chemistry major is designed for students who are interested in graduate chemistry programs, professional schools such as dental, medical, pharmacy, or optometry schools, or careers in the chemical industry. Students who plan to attend graduate school are required to take German or French as their foreign language requirement, while students planning to attend professional schools may substitute Spanish. Preprofessional students who major in chemistry may substitute three hours of biology electives for their chemistry elective and should select all of their electives from BI 241, 242, 335, 345, and 450.

**Bachelor of Science in Chemistry**

**Admission to the Program**

Admission is through a formal declaration of major.

**Major Requirements**

At least 46 semester hours of chemistry courses including the four attributed to the General Education requirement with grades of C or better.

**Course Requirements**

General Education Program .....	51 hours
Foreign Language ML 231 .....	3 hours
Biology .....	4 hours
BI 141*, BI 141L*, BI 142, BI 142L	

Mathematics .....	11 hours
MA 135*, 136*, 241, 242 and 334	
Physics .....	.8 hours
PH 251, 251L, 252, 252L	
Chemistry .....	.42 hours
CH 141*, 141L*, 142, 142L, 241, 242, 331, 332, 345, 346	
431, 435, 445, 499 and CH elective	
Computer Science Elective .....	.3 hours
Electives .....	.9 hours
TOTAL .....	131 hours

\*General Education science major requirement. Chemistry majors must take MA 135 and MA 136 to satisfy their college mathematics General Education requirement , BI 141 and BI 141L to satisfy their biology General Education requirement and CH 141 and CH 141L.

**Minor in Chemistry**

CH 141, 141L, 142, 142L, 241, 242	
plus 8 semester hours of 300 level	
courses or above .....	.24 hours

**Bachelor of Science in Chemistry Education**

The Bachelor of Science in chemistry education major is designed for students who are interested in teaching in senior high school. Students who plan to teach are encouraged to take Spanish as their foreign language requirement.

**Admission to the Program**

Admission is through a formal declaration of major.

**Major Requirements**

At least 36 semester hours of chemistry courses including the three attributed to the General Education requirement with grades of C or better.

**Course Requirements**

General Education Program (including PH 224) .....	.51 hours
US History (HI 230, 231 or 232) .....	.3 hours
Computer Science Elective .....	.3 hours
Mathematics .....	.8 hours
MA 135*, 136*, 241, 242	
Physics .....	.8 hours
PH 251, 251L and 252, 252L	
Chemistry .....	.32 hours
CH 141*, 141L*, 142, 142L, 241,	
242, 331, 345, 346, 360, 445, 499	
Education .....	.40 hours
ED 231, 351, 352, 369, 403, 462, EDA 352,	
EDB 352, EDX 462, EDP 499, ESE 200, TSL 370	
Psychology (PS 230) .....	.3 hours
Total .....	148 hours

\*General Education science major requirement. Chemistry majors must take MA 135 and MA 136 to satisfy their college mathematics General Education requirement and BI 141 to satisfy their biology General Education requirement.

## COURSE DESCRIPTIONS FOR THE DEPARTMENT OF CHEMISTRY

### **CH 131 Introductory Chemistry** **3 semester hours**

Prerequisite: MA131 or consent of instructor. An introduction to the elementary principles of modern chemistry including scientific measurements, stoichiometry, atomic structure, equations, gas laws, solutions, and the more important elements and their compounds. A one semester non-laboratory course designed (1) for the nonscience major and (2) as a preparatory course for majors in science and mathematics who have not had a rigorous high school chemistry course. Majors may take it as an introductory course with no credit. Lecture, 3 hours.

### **CH 141 General Chemistry** **3 semester hours**

Prerequisite: One year of high school chemistry or CH 131 and MA 131. Fundamental laws and theories of chemistry; elementary quantum theory; atomic and molecular structure; stoichiometry; chemical bonding; properties of gases, liquids, and solids; calculations; properties of selected common elements and compounds; oxidation numbers; nomenclature. Lecture, 3 hours.

### **CH 141L General Chemistry Laboratory** **1 semester hour**

Corequisite: CH 141. Laboratory experiments related to material presented in CH 141. Laboratory, 3 hours, once per week.

### **CH 142 General Chemistry** **3 semester hours**

Prerequisite: CH 141, CH 141L, and MA 135. Corequisite: CH 142L. Continuing study of elements and compounds, chemical laws, solutions, electrolytes, acids, bases, salts; oxidation-reduction, equilibrium; solubility product, thermodynamics; electrochemistry, selected topics. Lecture, 3 hours.

### **CH 142L General Chemistry** **1 semester hour**

Corequisite: CH 142. Introduction to the theories and procedure of qualitative analysis; identification of selected cations. Laboratory, 3 hours, once a week.

### **CH 238 Principles of Research** **3 semester hours**

Prerequisite: CH 142. An introduction to various principles of research including use of scientific literature, statistical methods, legal aspects of research, sampling, scientific record keeping, principles of instrumentation, mathematical modeling, research report preparation, and laboratory safety. Lecture, 3 hours.

### **CH 241-242 Organic Chemistry** **8 semester hours**

Prerequisite: CH 142 or permission of instructor. A study of the structure, synthesis, mechanism of reaction and reactions of carbon compounds. Fundamental compound types are studied. Lecture, 3 hours; laboratory, 3 hours.

### **CH 331-332 Physical Chemistry** **6 semester hours**

Prerequisites: MA 242, CH 142 or permission of instructor. A study of the properties of gases, liquids, solids; theories of solutions, colloids, chemical equilibria, and phase dia-

grams; elementary thermodynamics, ionization, electrochemistry, atomic structure, nuclear chemistry; introduction to quantum theory. Lecture, 3 hours.

**CH 345 Quantitative Analysis** **4 semester hours**

Prerequisites: CH 142 or permission of instructor. A study of gravimetric and volumetric analysis, chemical calculations, theory of electrolytes, cells, activity. Lecture, 2 hours, laboratory, 6 hours.

**CH 346 Instrumental Analysis** **4 semester hours**

Prerequisite: CH 242, CH 345 or permission of instructor. A unified approach to the use of chemical instrumentation and techniques for the study of physical, organic, analytical and inorganic chemistry problems. Techniques used include potentiometry, voltametry, conductimetry, chromatography, ion exchange, and absorption and emission of radiation. Lecture, 2 hours, laboratory, 6 hours.

**CH 431 Advanced Chemistry Laboratory** **3 semester hours**

Prerequisite: CH 346 or consent of instructor. A continuation of CH 346 emphasizing the use of combinations of techniques for the solution of chemical problems. Lecture, 2 hour; laboratory, 6 hours.

**CH 433-434 Advanced Chemistry** **8 semester hours**

Prerequisites: CH 242, CH 332, and CH 345 or permission of instructor. Study of advanced topics in chemistry; modern theories of structure and interpretation of reactions.

**CH 435 Inorganic Chemistry** **3 semester hours**

Prerequisite: CH 142 and CH 345. Study of periodicity in the chemistry of elements; descriptive inorganic chemistry; synthesis of inorganic compounds.

**CH 445-446 Biochemistry** **8 semester hours**

Prerequisites: CH 242 and BI 141. Study of the chemical approach to living systems and the common biological processes. Lecture, 3 hours; laboratory, 3 hours.

**CH 491-492 Individual Research** **6 semester hours**

Prerequisite: CH 346. A program in which students with advanced standing may do undergraduate research in the form of supervised work on an experimental or theoretical project of specific interest to the students.

**CH 499 Senior Seminar** **1-3 semester hours**

Prerequisite: CH 332 and CH 346. Discussion of articles from the current literature and reports on current research. Written and oral reports are required. Seminar, two hours.

## DEPARTMENT OF CLINICAL LABORATORY SCIENCE

The Department of Clinical Laboratory Science offers a program leading to the Bachelor of Science in clinical laboratory science (CLS). Students successfully completing the CLS Program may apply for a 12-month clinical internship at one of the many approved hospital based schools of clinical laboratory science/medical technology. Schools providing a 12-month internship are approved by the National Accrediting Agency for Clinical Laboratory Sciences. Completion of the CLS program does not guarantee acceptance to a 12-month internship. Additional information about the program and career opportunities can be found at the CLS web site: [http://www.cookman.edu/Academics/School/Science\\_and\\_Mathematics/MedicalTechnology/](http://www.cookman.edu/Academics/School/Science_and_Mathematics/MedicalTechnology/)

**Admission to the Program**

Admission is through a formal declaration of major.

**Major Requirements**

Students must complete clinical laboratory science courses with a "C" or better. Clinical laboratory science majors must pass a comprehensive senior exit examination at the end of the second semester of the senior year.

**Course Requirements**

General Education Program .....	53 hours
Biology .....	20 hours
BI 141*, 142*, 235, 236, 244	
Chemistry .....	16 hours
CH 141*, 142*, 241, 242	
Computer Science .....	3 hours
CS 132	
Mathematics .....	6 hours
MA 135*, 136*	
Clinical Laboratory Science .....	45 hours
MT 121, 132, 331, 312, 343, 335, 313, 323, 352, 431, 451, 441, 452, 499	
Science Electives .....	6 hours
TOTAL HOURS REQUIRED FOR DEGREE .....	127 hours

\*General Education science major requirement. CLS majors are not required to take a foreign language, MA 241-242 or PH 251-252.

## **COURSE DESCRIPTIONS FOR THE DEPARTMENT OF CLINICAL LABORATORY SCIENCE**

### **MT 121 Introduction to Biomedical Terminology 2 semester hours**

A systematic study of prefixes, root words, combining forms, and suffixes used to construct biomedical terms. Lecture, 2 hours.

### **MT 132 Fundamentals of Clinical Laboratory Science 3 semester hours**

An overview of the professional opportunities within clinical laboratory science. Professional organizations, certification and registration, licensure and educational requirement will be discussed. Visits to area clinical laboratories and on-campus laboratory sessions in selected clinical laboratory specialty areas are included. Lecture, 3 hours.

### **MT 310 Cellular and Physiologic Aspects of Aging 3 semester hours**

Prerequisite: one semester biology, one semester chemistry, or permission of instructor. An initial overview of the biological foundations of life, and the effects of aging upon the body's anatomical/physiological systems. In-depth coverage of the various theories of senescence including wear-and-tear theory, rate-of-living theory, and error theory. Emphasis on the effects of senescence upon the functioning of the body's immune, renal, neural, and cardiovascular systems. Lecture, 3 hours.

- MT 312 Hematology I Laboratory** **2 semester hours**  
 Prerequisite: approval of instructor. Practical applications of topics covered in MT 343. To be taken concurrently with MT 343. Laboratory, 6 hours.
- MT 313 Hematology II Laboratory** **1 semester hour**  
 Prerequisite: MT 312, 343 and approval of instructor. Practical applications of topics covered in MT 323. To be taken concurrently with MT 323. Laboratory, 3 hours.
- MT 323 Hematology II** **3 semester hours**  
 Prerequisite: MT 312, 343 and approval of instructor. A study of myeloproliferative disorders, cytochemistry, and hemostasis; theoretical principles and procedures in diagnosis and assessment of inherited and acquired myeloproliferative and hemostatic disorders. Lecture, 3 hours.
- MT 331 Clinical Immunology/Serology** **3 semester hours**  
 Prerequisite: approval of instructor. Emphasis on clinical applications of immunologic principles, concepts, and techniques including components of the immune system, immune response, antigen-antibody reactions, hypersensitivity, auto-immunity, tissue transplantation, hereditary immune dyscrasias, and tumor immunology. Basic serologic techniques, as applied to the disease process are investigated. Lecture, 2 hours; laboratory 3 hours.
- MT 335 Urine and Body Fluid Analysis** **3 semester hours**  
 Prerequisite: approval of instructor. The analysis of urine, cerebrospinal fluid, seminal fluid, feces, and other body fluids as related to physiology and clinical diagnosis and treatment. Lecture, 2 hours; laboratory, 3 hours.
- MT 343 Hematology I** **3 semester hours**  
 Prerequisite: approval of instructor. A study of the theoretical and practical principles of specimen collection and preservation; cellular production, biochemical and physiological metabolism, morphology and enumeration; hemoglobin production, biochemical and physiological metabolism and measurement; the inheritance, diagnosis and treatment of hemoglobinopathies; inherited and acquired anemias. Lecture, 3 hours.
- MT 354 Clinical Microbiology** **5 semester hours**  
 Prerequisite: BI 244 (or equivalent) and approval of instructor. A study of the role of host resistance, normal bacterial flora and virulence factors as related to the disease process. Identification of selected pathogenic organisms using clinical procedures are performed. Antibiotic sensitivity testing and the nature of resistant mutants is investigated and the control of microorganisms in the disease state and the environment at large is discussed. Lecture, 3 hours; laboratory, 6 hours.
- MT 431 Parasitology/Mycology** **3 semester hours**  
 Prerequisite: approval of instructor. Concise overview, concentrating on the medically significant fungi and human protozoan and helmenthic parasites. Emphasis is on identification, mode of transmission, pathogenic condition, and defense mechanisms of the host. Laboratory: routine procedures for the isolation and identification of common mycotic and parasitic infections of man. Lecture, 2 hours; laboratory, 3 hours.
- MT 441 Immunohematology** **4 semester hours**  
 Prerequisite: MT 331 and approval of instructor. The theory and application of genetics of blood group systems; biochemical and physiological properties of blood group antigens and antibodies; quality control; donor selection; blood collection, processing and storage;

blood component preparation and therapy; crossmatching; antibody identification, transfusion reactions; emergency blood use; hemolytic disease of the newborn and paternity testing. Lecture, 3 hours; laboratory, 3 hours.

**MT 451-452 Clinical Chemistry I & II** **10 semester hours**

Prerequisite: CH 142 (or equivalent) and approval of instructor. The theory and use of medical laboratory instruments in clinical diagnosis and treatment. The biochemistry, physiology, measurement and diagnostic application of carbohydrates, electrolytes, acid-base balance, enzymes, proteins, amino acids, non-protein nitrogenous substances, heme derivatives, lipids, hormones, amniotic fluid, and poisons. Quality control and applied laboratory mathematics in the medical laboratory. Lecture, 3 hours; laboratory, 6 hours.

**MT 491-493 Directed Individual Study in Clinical Laboratory Science** **1-3 semester hours**

Prerequisite: approval of instructor. Research projects related to in-depth investigation of topics in the area of clinical chemistry, clinical microbiology, hematology, immunology, and/or immunoematology. Hours to be arranged.

**MT 499 Senior Seminar** **3 semester hours**

Prerequisite: senior standing in clinical laboratory science. Students are required to prepare a research paper on a topic approved by the faculty. Selected topics in education, laboratory management and laboratory information systems will be presented. Senior exit examination in Clinical Laboratory Science. 4 hours per week.

## DEPARTMENT OF COMPUTER SCIENCE

The Department of Computer Science offers a degree program leading to the Bachelor of Science in computer science and the Bachelor of Science in computer information systems.

### Bachelor of Science in Computer Science

The Bachelor of Science in Computer Science major is designed for students interested in computer-oriented careers in industry, education, and government, and for those students interested in pursuing advanced studies in computer science.

#### Admission to the Program

Admission is through a formal declaration of major.

#### Major Requirements

At least 44 semester hours of computer science course work with a grade of C or better.

#### Course Requirements

General Education Program .....	.50 hours
Computer Science	
CS 135, 230, 231, 330, 332, 333, 335, 433, 436, 437, 438, 499 .....	.38 hours
Mathematics	
MA 241, 242 .....	.8 hours
Physics	
PH 251, PH 251L, PH 252, PH 252L .....	.8 hours

Computer Science Electives

CS or CIS courses at the junior or senior

level (courses numbered at the 300 or 400 level) ..... .6 hours

Science Electives

Upper level science courses at the appropriate

level; these electives require advisor approval ..... .6 hours

General Electives ..... .9 hours

TOTAL HOURS REQUIRED FOR DEGREE ..... 125 hours

Computer Science majors take MA 135, MA 136, and BI 141 to meet their general education requirements for mathematics and biology. Computer Science majors are required to pass EN 250 Technical Writing as a general education requirement of the Department of Computer Science.

**Minor in Computer Science**

Requires a minimum of 18 semester hours of computer science (CS) or computer information systems (CIS) courses numbered at the 200 level or higher. The course work must include CS 230, CS 231, CS 330, CS 333, and at least one 400 level computer science course.

**COURSE DESCRIPTIONS FOR THE DEPARTMENT OF COMPUTER SCIENCE**

**CS 132 Computer Applications 3 semester hours**

Introduction to computers and a brief survey of modern computer hardware and software. The primary focus of the course is on practical applications of computers, including word processing, spreadsheets, and presentation software. Not for CS or CIS majors except as a general elective.

**CS 133 Internet Applications 3 semester hours**

An introduction to using the Internet, including remote logins, file transfers, e-mail, the World Wide Web, and other Internet tools. Web page design software will be used to prepare a personal web page as a term project. Not for CS or CIS majors except as a general elective.

**CS 135 Introduction to Programming Logic 3 semester hours**

This is the first course in the computer science and the computer information systems curricula. The course emphasizes algorithmic problem solving at the beginner level: identification of algorithmic problems, development of test data, development of algorithmic solutions to the problems, and walk-through applications of the algorithms. Algorithms will be developed using flowcharts and simple pseudocode.

**CS 230 Computer Programming I 4 semester hours**

Prerequisite: CS 135 or a rigorous high school course in computer programming. An introduction to problem solving methods and algorithm development, program design, coding in an object-oriented language, debugging, and documentation. Includes a laboratory.

**CS 231 Computer Programming II 4 semester hours**

Prerequisite: CS 230. Continuation of CS 230 with an emphasis on program design, style, debugging and testing. Topics include linked lists, records, files, and recursion. Applications include introductory data structures, string processing, and standard search and sort algorithms. Includes a laboratory.

**CS 330 Databases 3 semester hours**

Prerequisites: CS 135 or CS 230. An introduction to database system concepts including entity relationship models, physical data organization, relational models, and query languages. The course has a term project.

**CS 332 Computer Organization and Assembly Language 3 semester hours**

Prerequisite: CS 231. Introduction to computer architecture, organization, and assembly language. Includes: addressing techniques, input/output processing, interrupt handling, and the implementation of data structures including characters and strings, number systems and formats.

**CS 333 Data Structures 3 semester hours**

Prerequisite: CS 231. Basic concepts of data structures including lists, strings, arrays, pointers, trees, and graphs. Manipulation of data structures including records, files, sorting, and searching.

**CS 334 Object Oriented Design 3 semester hours**

Prerequisite: CS 231. Topics include classes, operator overloading, inheritance, virtual functions and polymorphism, templates, file processing, and the use of UML. The course emphasizes a modern approach to software development. Students will be assigned to programming teams for assignments. The course has a large-scale term project requiring team programming.

**CS 335 Discrete Structures 3 semester hours**

Prerequisites: CS 231 and MA 132. An introduction to the theory of computation: review of combinatorics, introduction to analysis of algorithms, graphs, computability, finite-state machines, and a brief introduction to complexity theory.

**CS 336 Software Engineering 3 semester hours**

Prerequisite: CS 231. A study of the techniques and approaches used to build large, reliable software systems. Methods, languages and tools used in modern software development are examined. Topics include software life-cycle models, software analysis, design, design verification, validation and reliability. Software engineering ethics and professionalism are explored. Programming topics include modularity, data abstraction, object-oriented programming. Laboratory assignments use a high level programming language.

**CS 340 Computer Networks and Communications 4 semester hours**

Prerequisites: CS 135 or CS 230. Introduces the concepts of computer networks and data communications. Topics include data transmission, transmission media, transmission signal encoding, link control and multiplexing, circuit switching, packet switching, local area networks, ATM, Open Systems Interconnection Architecture (OSI), TCP/IP, X.25, System Network Architecture (SNA) and network security. Includes a laboratory.

**CS 411-412 Computer Science Seminar 1-6 semester hours**

Prerequisite: senior standing and instructor approval. Selected topics in computer science or computer information systems.

**CS 432 Numerical Analysis 3 semester hours**

Prerequisite: CS 231, MA 334 Differential Equations and MA 335 Linear Algebra. Numerical algorithms and error analysis for the approximation of integration, differentiation, solutions of systems of equations, and solutions of differential equations.

**CS 433 Operating Systems 3 semester hours**

Prerequisites: CS or CIS junior or senior standing. Basic principles of multiprogramming and time-sharing systems including interrupts, data channels, memory management, virtual memory, segmentation and paging, interprocess communication, deadlock handling, and distributed systems.

**CS 436 Principles of Programming Languages 3 semester hours**

Prerequisite: CS 231 and CS 333. Introduction to the theory of programming languages, formal languages and grammars, design and implementation of translators, interpreters, and compilers.

**CS 437 Digital Circuits 3 semester hours**

Prerequisite: CS 332 and PH 252. Digital logic circuits with feedback, fundamental mode circuits, Boolean algebra, Karnaugh maps, combinatorial networks, flip-flops, encoders, decoders, multiplexers, half-adders, adders, counters, state and flow tables, and memory design. Includes a laboratory.

**CS 438 Computer Architecture 3 semester hours**

Prerequisite: CS 437. Basic concepts of computer architecture and organization, including computer evolution, CPU architectures, instruction sets, ALU design, memory hierarchies, input and output architectures, interrupts and DMA, and parallel processing.

**CS 290/390/490 Cooperative Education/Field Experience 3-18 semester hours**

Work experience opportunity at the sophomore (CS 290), junior (CS 390), or senior (CS 490) levels. Students must have a minimum cumulative grade point average of 2.5 and have an application on file one semester prior to actual training. Students may register for a cooperative education experience on three occasions; students are limited to one field experience or internship during their degree program. The department head in the student's discipline will determine semester hours credit after the details of placement have been made.

**CS 499 Senior Seminar 1-3 semester hours**

Prerequisite: CS or CIS senior standing, EN 131 and EN 132, pass the English subtest of the CLAST and two other CLAST subtests. Each student will design and conduct a research project and write a senior project research paper on a topic of interest chosen by the student with faculty assistance and supervision. Students must also pass the CS/CIS Senior Comprehensive Exam.

**Bachelor of Science in Computer Information Systems**

The Bachelor of Science in computer information systems major is designed for students interested in computer-oriented careers in business and industry.

**Admission to the Program**

Admission is through a formal declaration of major.

**Major Requirements**

At least 44 semester hours of computer science and computer information systems course work with a grade of C or better.

At least 30 hours of business course work with a grade of C or better.

**Course Requirements**

General Education Program .....	.55 hours
Computer Science	
CS 135, 230, 231, 330, 332 or 340, 333, 433, 499 .....	.26 hours
Computer Information Systems	
CIS 331, 332, 431, 434 .....	.12 hours
Business Courses	
AC 231, BA 231, 234, 236, 237, MG 300, MK 341 .....	.21 hours
Computer Science Electives	
CS or CIS courses at the junior or senior level (courses numbered at the 300 or 400 level) .....	.6 hours
Business Electives selected from	
AC 232, AC 336; BA 232;	
any MG or MK course at the 300 or 400 level .....	.9 hours
TOTAL HOURS REQUIRED FOR DEGREE .....	129 hours

Computer information systems majors take MA 131 College Algebra, MAB 138 Applied Business Calculus, and BI 131 General Biology to meet their general education requirements for mathematics and biology. Computer information systems majors are required to pass EN 250 Technical Writing as a general education requirement of the Department of Computer Science.

**Minor in Computer Information Systems**

Requires a minimum of 18 semester hours of computer science (CS) or computer information systems (CIS) courses numbered at the 200 level or higher. The course work must include CS 230, CS 330, CIS 331, CIS 332 and at least one 400 level computer information systems course.

**COURSE DESCRIPTIONS FOR THE MAJOR IN COMPUTER INFORMATION SYSTEMS**

**CIS 331 Management Information Systems I 3 semester hours**

Prerequisite: CS 135 or CS 230. The course provides students with the skills needed to work with management information systems and apply information technology to a variety of business problems. Topics include system theory, the strategic role of information systems in business, information processing technologies, data communication technology, support systems, and enterprise information systems.

**CIS 332 Management Information Systems II 3 semester hours**

Prerequisite: CIS 331. The course examines a set of information systems which specifically support managerial decision makers: Decision Support Systems, Group Decision Support Systems, Executive Information Systems, Intelligent Systems, Data Warehouses, Expert Systems, and Neural Networks. The development, implementation, and application of these systems, how these systems can be applied to current business problems, as well as how organization issues impact the implementation and usage of these systems will be examined. This will involve developing conceptual knowledge of these systems as well as gaining practical experience with software for decision support.

**CIS 411-412 Computer Information Systems Seminar 1-6 semester hours**

Prerequisite: senior standing and instructor approval. Selected topics in computer science and computer information systems.

**CIS 431 Systems Analysis 3 semester hours**

Prerequisite: CS 330. Analysis of business systems, database design theory and implementation, query optimization, user interfaces, database integrity and security, concurrent database operations, and distributed database systems.

**CIS 434 Systems Design and Implementation 3 semester hours**

Prerequisite: CS 230 and CIS 431. Continuation of CIS 431 Systems Analysis. The focus is on the underlying principles and techniques of systems design. These techniques are used in a term project. A theme carried throughout the course is the iterative nature of the analysis and design process. Implementation and conversion problems are discussed in detail; case studies are used where appropriate. Laboratory exercises include the use of computer assisted methods for systems design.

**CIS 290/390/490 Cooperative Education/Field Experience 3-18 semester hours**

Work experience opportunity at the sophomore (CIS 290), junior (CIS 390), or senior (CIS 490) levels. Students must have a minimum cumulative grade point average of 2.5 and have an application on file one semester prior to actual training. Students may register for a cooperative education experience on three occasions; students are limited to one field experience or internship during their degree program. The department head in the student's discipline will determine semester hours credit after the details of placement have been made.

**DEPARTMENT OF ENGINEERING**

The Department of Engineering offers a degree program leading to the Bachelor of Science in computer engineering. The department also offers a 3 + 2 dual degree program in Engineering, and mathematics in cooperation with partner universities.

**Bachelor of Science in Computer Engineering**

The computer engineering program is designed for students who are interested in computer hardware and software design and in their integration into usable computer systems.

**Admission to the Computer Engineering Program**

Admission is through a formal declaration of major.

**Major Requirements**

At least 40 semester hours of computer engineering course work with a grade of "C" or better.

**Course Requirements**

Computer Engineering

General Education Program

EN 131, EN 132, PE 111, PE 112, GE 110,

GE 111, RP 120 or 130, HI 130, RP 339, SS Elective

HU 231 or 232 or 233, RE 260, SC 230,

Mathematics MA 241, MA 242

Physics PH 251, PH 252, PH 251L, PH 252L

Total General Education Hours .....47 hours

Engineering

E 121, E 122, E 230, E 230L, E 330, E 330L, E 331, E 334, E 334L, E 431,  
 E 431L, E 432, E 432L, E 434, E 437, E 437L, E 499 .....37 hours

Computer Engineering Electives

E 332, E 439 .....3 hours

Advanced Mathematics

MA 334, MA 337 .....6 hours

Computer Science

CS 230, CS 230L, CS 231, CS 231L, CS 330, CS 332, CS 335,  
 CS 336, CS 340, CS 340L, CS 433, CS 437, CS 437L, CS 438 .....31 hours

Chemistry

CH 141, CH 141L, CH 142, CH 142L .....8 hours

TOTAL HOURS REQUIRED FOR DEGREE .....132 hours

**Bachelor of Science Degrees in Engineering and Mathematics**

Students participating in the dual degree program attend Bethune-Cookman College (B-CC) for the first three years of their education. They then transfer to one of the universities with which B-CC has a cooperative 3 + 2 dual degree agreement to complete their undergraduate degree in an engineering field of their choice. The cooperative dual degree program is offered with the following universities: Tuskegee University, University of Florida, University of Central Florida, Florida A & M University-Florida State University, Florida Atlantic University, University of North Florida and Purdue University. The transfer period constitutes the 2-year phase of the 3 + 2 program. Students may also choose other institutions that are not listed above, when a cooperative agreement has been reached. Transfer requirements to various engineering schools may vary. In general, however, students must have a minimum of 2.5 grade point average in all engineering, science and mathematics courses, and a 2.4 or better cumulative grade point average.

After satisfactorily completing the fourth year of the five-year program at the student's chosen engineering institution, the student is awarded the Bachelor of Science degree in mathematics by Bethune-Cookman College. At the end of the fifth year, the student receives the Bachelor of Science degree in engineering from the chosen engineering school after meeting the engineering school's requirements.

**Admission to the 3 + 2 Dual Degree Program**

Admission is through a formal declaration of major.

**Major Requirements**

Ten hours of engineering course work with a grade of "C" or better.

**Course Requirements**

General Education Program .....37 hours

Engineering

E 121, E 122, E 331, E 332 .....10 hours

Chemistry

CH 141, CH 141L, CH 142, CH 142L .....8 hours

Physics

PH 251, PH 251L, PH 252, PH 252L .....8 hours

Mathematics

MA 241, MA 242, MA 330, MA 331, MA 332, MA 334, MA 335,

MA 337, MA 430, MA 431, MA 437, MA 499 .....38 hours

Computer Programming

CS230, CS 230L, CS231, CS 231L .....8 hours

Mathematics, Physics, Chemistry, or Computer Science Elective,

may be an 300 or 400 level course .....4 hours

General Electives

RP elective .....3 hours

Social Sciences elective or BA 231 Economics .....3 hours

TOTAL HOURS REQUIRED .....119 hours

**COURSE DESCRIPTIONS FOR THE DEPARTMENT OF ENGINEERING**

**E 121 Engineering Drawing I 2 semester hours**

A study of lettering, geometric construction, orthographic sketching and drawing, auxiliary views, section views, pictorial drawing and dimensioning. Computer Aided Design (CAD) software is used for all drawings.

**E 122 Engineering Drawing II 2 semester hours**

Prerequisite: E 121. Corequisite: MA 136 or instructor permission. A study of threads, tolerances, geometric tolerancing, architectural drawing, solid modeling. Computer Aided Design (CAD) software is used for all drawings.

**E 230 Introduction to Electric Circuits 4 semester hours**

Prerequisite: MA 241, MA 242, PH 251. Corequisite: PH 252. A study of the principles of direct-current (DC) circuits, alternating-current (AC) circuits, Ohm's and Kirchohoff's laws and their application to electric circuits. Thevenin and Northon's theorems, RC, RL and RLC circuits. Application of phasor diagrams in the analysis of AC circuits. Time domain solutions of first and second order circuit equations. Introduction to operational amplifiers. There is a laboratory component to this course.

**E 330 Electronics 4 semester hours**

Prerequisite: PH 251, PH 252, E 230. The analysis and design of circuits utilizing electronic devices such as MOS transistors and operational amplifiers. A study of the behavior and operating limits of large-signal and small-signal amplifiers. High-frequency amplification, stability and compensation. Tuned amplifiers, oscillators and Integrated Circuit (IC) biasing. Computer circuit simulation is an integral part of this course. There is a laboratory component to this course.

**E 331 Engineering Mechanics I, Statics 3 semester hours**

Prerequisite: MA 241, MA 242, MA 334, PH 251, PH 252. A study of force vectors, equilibrium of a particle, force system resultants, equilibrium of a rigid body, structural analysis, internal forces, friction, centroid, moments of inertia.

**E 332 Engineering Mechanics II, Dynamics 3 semester hours**

Prerequisite: E 331. A study of kinetics and kinematics of a particle and rigid body including force and acceleration, work, energy, impulse and momentum.

**E 334 Introduction to Microcontrollers 4 semester hours**

Prerequisite: E 230, E 330. An introduction to microcontroller hardware and software applications. Interconnection of components, peripheral devices and bus timing relationships are explored. Assembly language and structured C-language are introduced and employed in microcontroller programming. Input/output (I/O) techniques are surveyed. There is a laboratory component to this course.

**E 431 VLSI Design I 4 semester hours**

Prerequisite: E230, MA 334, CS 437, CS 438. Fundamental principles of NMOS and CMOS digital integrated circuit (IC) design. Principles of circuit analysis and design are emphasized. Modern CAD tools for Integrated Circuit layout and simulation are extensively used. Covers system level design issues, including testing. There is a laboratory component to this course.

**E 432 VLSI Design II 4 semester hours**

Prerequisite: E 431. The design and synthesis of Very Large Scale Integrated (VLSI) chips using CMOS technology. Design issues at layout, schematic, logic and RTL levels are investigated. Commercial design software is used for laboratory exercises. Theoretical concepts in VLSI architectures and algorithms are explored. Advanced level application of VLSI computer-aided design (CAD) tools. There is a laboratory component to this course.

**E 434 Engineering Circuit Analysis 3 semester hours**

Prerequisite: E 230, MA 334, MA 337. A study of linear circuit analysis and techniques. In depth coverage of the properties of electric circuit elements, node and loop circuit equations, AC sources and impedance. Time domain, frequency domain and steady state analysis of RLC circuits are thoroughly covered. Laplace Transform, Fourier Analysis and Fourier Transform techniques are employed in the analysis of circuit characteristics.

**E 437 Microprocessor and Embedded Systems Design 4 semester hours**

Prerequisite: E 230, E 330, E 334, CS 335, CS 437, CS 433, CS 438. Covers the following areas: Microprocessor architectures, instruction sets, bus structures, memory and I/O interfacing. Applications of assembly language programming, real-time system design, interrupt-driven system design, microprocessor peripheral device configuration, and embedded-system design and application are emphasized. There is a laboratory component to this course.

**E 439 Electromagnetic Fields and Applications 3 semester hours**

Prerequisite: PH 251, PH 252, MA 241, MA 242, MA 334, E 230. A study of the principles of electromagnetic fields and waves and their applications in engineering. Electrostatics, DC currents, magnetostatics and time-varying magnetic fields are covered. Maxwell equations, plane waves and the basics of guided waves are also covered.

**E 499 Senior Seminar 3 semester hours**

Prerequisite: Senior standing in Computer Engineering. Pass the English subtest of the CLAST and two other CLAST subtests. A senior research project chosen by the student with faculty assistance is designed and conducted by the student under faculty supervision. The results of the research are submitted to the Computer Engineering faculty in the form of a senior thesis. The student is required to formally defend the senior thesis. The student is expected to pass an exit exam designed by the computer engineering faculty.

## DEPARTMENT OF MATHEMATICS

The Department of Mathematics offers a degree program leading to the Bachelor of Science in mathematics.

### Bachelor of Science in Mathematics

The Bachelor of Science mathematics major is designed for students interested in mathematics oriented careers in industry, education (teaching) and government, and also, for those students interested in pursuing advanced studies in mathematics.

### Admission to the Program

Admission is through a formal declaration of major and the successful completion of MA 241 and MA 242.

### Major Requirements

At least 38 semester hours course work with a grade of "C" or better.

The senior exit examination for mathematics majors is the Graduate Record Examination Mathematics Subject Test. Students must earn a score of 520 to pass.

### Course Requirements

General Education Program .....	49 hours
Mathematics: MA 241, 242, 331, 332, or 333, 334, 335, 337, 430, 431, 432, 437, 499 .....	38 hours
Computer Science: CS 132, 133, or 135 or 230, 231 .....	.6 hours
Physics: PH 251, 251L, 252, 252L .....	.8 hours
Chemistry: CH 141, 141L General Chemistry II and CH 142, 142L .....	.8 hours
Biology: BI 141, 141L, 142, 142L .....	.8 hours
Mathematics Electives: Six hours of MA at the 400 level or above for junior or senior level students .....	.6 hours
Unrestricted General Electives .....	.6 hours
TOTAL HOURS REQUIRED FOR DEGREE .....	129 hours

### Minor in Mathematics

Students majoring in another discipline may add mathematics as a minor field of concentration upon completion of 15 semester hours in courses beyond the elementary calculus sequence. The 15 semester hours of course work must have been earned at Bethune-Cookman College, and approved by the department head of mathematics. The elementary calculus course work must include MA 241, MA 242, 331, 332, or 333, 334, 335, and at least one 400 level Mathematics Course, and three semester hours in computer science at the 200 level.

## COURSE DESCRIPTIONS FOR THE DEPARTMENT OF MATHEMATICS

### MA 135 Pre-Calculus

3 semester hours

Prerequisite: Appropriate score on the Bethune-Cookman College mathematics test and two years of high school algebra and one year of high school plane-geometry. First pre-calculus course. Course content includes: polynomial, rational, exponential and logarithmic functions, sets, operations and relations; solutions of systems of equations; partial fractions; matrices, series, and inequalities; trigonometric, circular and certain special functions.

### MA 136 Analytical Trigonometry

3 semester hours

Prerequisite: MA 135 or MA 131 or two years of high school algebra and one year of high school plane geometry. Second course in pre-calculus. A study of trigonometry with the emphasis on the definitions and properties of the trigonometric functions of a real variable, their use in the solution of right and oblique triangles, the graphs and that are contained in the basic trigonometric identities; addition formulas and proofs of these formulas; the law of sines and cosines; the inverse trigonometric functions, the trigonometric form and a complex number, roots.

### MA 143 Applied Calculus I, Honors

Prerequisite: High School Algebra I, Algebra II, and Geometry. This course meets the general education requirement for the first course in mathematics. This course is designed to assist Honors freshmen in the development of a clearer, more precise, and individualistic style in both oral and written concepts of mathematics through intensive study, and practice in efficient mathematics problem-solving and writing techniques. This course includes: polynomial, rational, exponential, logarithmic and trigonometric functions; derivative and integration of trigonometric functions; limits; chain rule. Students are encouraged to investigate mathematical ideas and processes algebraically, numerically, as well as graphically. **This course cannot be substituted for MA 241, MA 242, or MAB 138.**

### MA 144 Applied Calculus II, Honors

This course is a continuation of MA 143. This course meets the general education requirement for the second course in mathematics. This course includes: graphing and optimization; derivatives of logarithmic and exponential functions; different techniques of integration. **This course cannot be substituted for MA 241, MA 242, or MAB 138.**

### MA 220 Introduction to Symbolic Logic

3 semester hours

The logical rules of proof governing sentential connectives and universal and existential quantifiers with applications. Not open to students with credit in philosophy.

### MA 230 Foundations of Mathematics

3 semester hours

Prerequisites: MA 135 or consent of instructor. Source and evolution of mathematical concepts and methods; the axiomatic methods to include logic and the calculus of propositions; axiomatic methods and the theory of proofs; set theory, including cardinal and ordinal numbers, paradoxes and contradictions; the linear continuum and real number system, present-day situation in foundations. Influence on human thought and philosophy of the changing attitudes toward the foundations.

### MA 241 Calculus I With Analytic Geometry

4 semester hours

Prerequisite: MA 135 and 136 or equivalent. First course in calculus and analytic geometry. An introduction to analytic geometry; ordered pairs, graphs of equalities, and unequal-

ities; rectangular and polar coordinate system; conic sections; functions, limits and continuity; differentiation of elementary functions and their applications. Lecture, three hours; recitation, two hours.

**MA 242 Calculus II With Analytic Geometry 4 semester hours**

Second course in calculus and analytic geometry. Methods of integration, conic sections, polar coordinates; parametric equations and length, solid analytic geometry, partial derivatives with applications and the methods of LaGrange multipliers; multiple integrals; infinite series and vectors. Lecture, three hours; recitation, two hours.

**MA-CS 250 Introduction to Computer Programming. Using FORTRAN**

**3 semester hours**

Algorithmic processes of problem solving, development of algorithms, for the solution of numerical and scientific problems. Emphasis will be given to underlying concepts for corrections and completeness of computer solutions. A variety of algorithms will be developed and implemented using a high-level language (FORTRAN).

**MA 260 Statistical Methods 3 semester hours**

Prerequisites: MA 131 or MA 135. Introduction to probabilities, independence trails, functions on the sample space; approximations to the binomial distribution; elementary statistics; applications to practical problems from science, social sciences, business of everyday life, the collection, tabulation, organization and numerical properties of certain phenomena from known numerical properties of similar phenomena.

**MA 300 History of Mathematics 3 semester hours**

Survey from Babylonian and Egyptian mathematics to 20th century mathematics with emphasis on the development of algebra, geometry, calculus, and number theory. This course is open to majors and nonmajors alike.

**MA 330 Introduction to Numerical Analysis 3 semester hours**

Prerequisite: MA 335. An introductory course in computer representation of numbers; error analysis; interactive methods with applications in power series, roots of equations, nonlinear and linear simultaneous equations, matrices, determinants; numerical integration; solutions of ordinary differential equations; interpolation and curve-fitting.

**MA 331 Calculus III with Analytic Geometry 3 semester hours**

Prerequisite: MA 335. Third course in calculus and analytic geometry. Parametrization vectors; line integrals and surface integrals with applications; improper integrals with applications; infinite series, power series, Taylor expansions and applications.

**MA 332-333 Advanced Calculus 3 semester hours**

Prerequisite: MA 335 or consent of instructor. Infinite sequences and series; special functions; Lagrange multipliers, Legendre polynomials; Vector differentiation and integration; Multivariable functions; Fourier series; Theorems of Gauss, Stokes, and Green; Mean value theorem and intermediate value theorem. Each student is required to prepare and present at least one paper on the applications of at least one theorem involving line integrals, plane integrals, or surface integrals.

**MA 334 Differential Equations 3 semester hours**

Prerequisite: MA 242 Theoretic and devoted to mechanical techniques for solving special types of equations, with a balance between applications and theory; the meaning of a differential equations and its solution, first order equations and their applications, theory and applications of linear equations of second and higher order; the LaPlace transform; systems of linear equations; the series methods of solution; the nature and significance of existence theorems.

**MA 335 Linear Algebra** **3 semester hours**

Prerequisite: MA 242. Uses of vectors and matrices in coordinate geometry. Concept of linear independence, finite dimensional vector spaces, sub-space, basis, dimension, linear equations, matrix manipulation, relationship between the theory of linear equations and vector space theory; quadratic forms.

**MA 337 Probability and Statistics** **3 semester hours**

Prerequisite: MA 242 or consent of instructor. Continuous sample space; limit theorems, stochastic processes, statistical inference, and statistical methods.

**MA Ed 360 Special Methods-Exploring Secondary School Mathematics** **3 semester hours**

Prerequisite: 9 semester hours of mathematics courses beyond calculus or permission of the major area advisor. Procedures, practices, and content of mathematics in the secondary school. (Does not count toward concentration in mathematics; meets state of Florida certification requirements for special methods in mathematics).

**MA 390 Mathematics for Teachers** **3 semester hours**

Structure of number systems, integers, numeration systems elementary number theory, fundamental theory of arithmetic, decimals and real numbers, applications, sets, relations and introductory algebra, metric and non-metric geometry, introduction to trigonometry, statistics, and probability. A simultaneous development of teaching methods and materials is also included. Not acceptable for credit toward a major in mathematics. MA 390 may be waived for those students enrolled in the teacher education program who show proficiency in the competencies in this course.

**MA 411-412 Mathematics Seminar** **1-3 semester hours**

Prerequisite: Consent of the instructor. Topics in the history and development of mathematics with an approach toward developing techniques of proof, problem solving, teaching methods, innovations in mathematics education and research. Prerequisite: MA 332 or equivalent. Development of the real number system; theoretical

**MA 430 Introduction to Real Analysis** **3 semester hours**

Aspects of the calculus of the real variable; limits, continuity, derivatives, and Riemann integral; basic topological properties of n-dimensional spaces; convergence of numerical sequences and series of functions; properties of continuous functions; the Bolzano-weierstrass Theorem and the Heine-Borel theorem, Lebeque integral, Metric Spaces, Lp Spaces, Barrach Spaces.

**MA 431 Modern Algebra I** **3 semester hours**

Prerequisite: MA 341. An introduction to the basic concepts in modern algebra. Topics included are groups, cyclic groups, normal sub-groups, quotient groups, permutation groups, homomorphisms, isomorphisms.

**MA 432 Modern Algebra II** **3 semester hours**

Prerequisite: MA 431. A continuation of MA 431. Topics include polynomial rings, factorization in integral domains, fields.

**MA 433 College Geometry** **3 semester hours**

Prerequisite: MA 335 or consent of the instructor. Review of plane geometry and methods of proof. Directed elements and theorems of Menelaus and Ceva. Basic geometric transformations with aspects of projective geometry. Introductory notions of point set topology.

- MA 436 Point Set Topology** **3 semester hours**  
 Prerequisite: Consent of instructor. Euclidean spaces; metric spaces; topological spaces; the separation of axioms; connectedness; continuous functions; homeomorphisms, homotopy.
- MA 437 Complex Variables I** **3 semester hours**  
 Prerequisite: Consent of the instructor. Fundamental properties of complex numbers, analytic functions differentiation and integration theorems, conformal mapping Taylor and Laurent Series, applications to boundary values problems, residues.
- MA 438 Complex Variables II** **3 semester hours**  
 Prerequisite: Consent of the instructor. Continuation of Complex Variables I with special emphasis on applications of analytic functions and series solutions, improper integrals; Cauchy criterion point sets, open, closed, compact and connected; sets, limits, and convergence; Stokes theorem; Green's theorem.
- MA 440 Introduction to the Theory of Numbers** **3 semester hours**  
 Division algorithm, greatest common divisor; prime factorization congruence; Euler's function; the Moebius function; power residues; polynomials; field extensions; algebraic numbers.
- MA 462 Student Teaching** **12 semester hours**  
 See ED 462, ED 462X.
- MA 290/390/490A Cooperative Education** **6-18 semester hours**  
 OR
- MA 490 B, C, or D Research** **3, 6, or 12 semester hours**  
 The course under the Cooperative Education Program may be taken in three occasions for the purpose of obtaining experience in mathematical applications in business, industry, education or government. The course 490 B, C, or D consists of Research in a mathematics related topic in collaboration with researchers in the field or independently.
- MA 499 Senior Seminar (See MA 411-412 above)** **1-3 semester hours**  
 Required of all senior mathematics and mathematics education majors. The aim of the seminar is to give the student experience in presenting mathematical ideas and in listening critically to the presentations of others. Student is assigned a faculty tutor who advises him in choice of material to be read. Student will meet frequently with his tutor to discuss topics studied. Required for mathematics and mathematics education majors.

## DEPARTMENT OF PHYSICS

The Department of Physics offers degree programs leading to the Bachelor of Science in physics and in physics education. The department also provides a minor in physics and service courses that are required by other disciplines.

### Bachelor of Science in Physics

The Bachelor of Science in physics prepares students for graduate studies and for careers in industry and government research laboratories.

### Admission to the Program

Admission to the program is through formal declaration of major.

**Requirements**

A student must earn a grade of "C" or better in all required and elective courses in physics, designated general education courses, chemistry and mathematics course requirements.

**Course Requirements**

General Education Program .....	49 hours
Physics .....	41 hours
PH 251, PH 251L, PH 252, PH 252L, PH 311L, PH 320, PH 331, PH 332, PH 333, PH 431, PH 432, PH 434, PH 435, PH 439L, PH 498, PH 499	
Physics Electives .....	
Other Requirements .....	34 hours
Mathematics: MA 241,MA 242,MA 334,MA 335 .....	14 hours
Chemistry: CH 141, CH 141L, CH 142, CH 142L .....	8 hours
Computer Science: CS 230, CS231 .....	6 hours
General Electives .....	6 hours
Total .....	124 hours

**Bachelor of Science in Physics with a concentration in Applied Physics**

The concentration in applied physics is designed for students who are interested in designing, implementing and measuring physical quantities using modern experimental techniques and developing technical skills that can be applied to engineering and technology.

**Admission to the Program**

Admission to the program is through formal declaration of major.

**Course Requirements**

A student must earn a grade of "C" or better in all required and elective courses in physics, designated general education courses, and chemistry and mathematics course requirements.

General Education Program .....	49 hours
Physics .....	48 hours
PH 251, PH 251L, PH 261, PH 261L, PH 331, PH 333, PH 361, PH 361L, PH 362, PH 362L, PH 431, PH 432, PH 434, PH 435, PH 436, PH 461, PH 462, PH 498, PH 499	
Physics electives .....	
Other Requirements .....	28 hours
Mathematics: MA 241, MA 242, MA 334, MA 335 .....	14 hours
Chemistry: CH 141, CH 141L, CH 142, CH 142L .....	8 hours
Computer Science: CS 230, CS231 .....	6 hours
General electives .....	
Total .....	125 hours

**Bachelor of Science in Physics Education**

The physics education major program is designed to provide educational and scientific training for students who are interested in teaching physics in secondary schools.

**Admission to the Program**

Admission to the Program is contingent upon the student's admission to the state approved teacher education program in the School of Education (See School of Education: Objectives and General Requirements and Physics Education Folio).

**Physics Education Requirements**

A student must earn a grade of "C" or better in all required and elective courses in physics, designated General Education courses (See Requirements: School of General Studies).

**Course Requirements**

General Education Program .....	49 hours
Physics .....	30 hours
PH 251, PH 251L, PH 252, PH 252L, PH 311L, PH 320, PH 331, PH 431, PH 434, PH 435, PH 439L	
Physics Electives	
Other Requirements .....	25 hours
Mathematics	
MA 241, MA 242, MA 334	
Chemistry	
CH 141, CH141L, CH 142, CH142L	
Computer Science	
CS 230, CS 231	
Education .....	34 hours
ED 231, ESE 200, PS 236, ED 351, ED 352, EDA 352, EDB 322, ED 369, ED/ESE 403, PH-ED 360, EDP 499, ED 462, EDX 462	
Recommended Electives	
ED/ESE 403,EDP 499	
EDM 380 Professional Education Seminar(s)	
Total .....	138 hours

Physics Education majors are advised to take one or more of the following seminars/courses, based upon individual requirements:

- EDT 380, Seminar Applied Test Taking Skills
- SC 432, Speech Communication for Classroom Teacher
- EN 240, Advanced Composition
- EN 330, Functional Grammar

All physics education majors are required to enroll in EDM 380, Professional Development Seminar each semester to matriculate a Teacher Education Program. See Handbook of Policies and Procedures for Teacher Education for further information.

**Physics as a Minor**

**Course Requirements**

PH 251, PH 251L, PH252, PH 252L, PH 311L, PH 320, PH 331, PH 333, PH 431, PH 439L .....	24 hours
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## COURSE DESCRIPTION FOR THE DEPARTMENT OF PHYSICS

### **PH 130 Introductory Physics** **3 semester hours**

Prerequisite: High School. PH 130. A lecture-laboratory crash course is designed for the students with no high school physics, and who would like to major in science, mathematics or engineering. It covers the concepts of physics, units, and selected topics from mechanics, electricity and magnetism.

### **PH 224 An Introduction to Earth Science** **3 semester hours**

Prerequisites: EN 132 and MA 132. Topics include earth as a part of the universe, atmosphere, weather, climate, geologic structures and the earth's interior, ocean waters and environment, plate tectonics, earth resources, the earth history, the unified theory of earth.

### **PH 228 An Introduction to Astronomy** **3 semester hours**

Prerequisite: EN 132 and MA 132. The principles of physics are applied to gain knowledge about planets, stars, galaxies and the universe.

### **PH 230 Physical Science** **3 semester hours**

Prerequisite: EN 132 and MA 132. This lecture-demonstration-laboratory course is designed to provide nonscience majors the concepts and principles of the physical aspects of natural sciences. The hands-on experiments will give students a feeling for the workings of sciences. The topics are selected from physics, chemistry, astronomy, geology or meteorology. The role of physical sciences and technology in the framework of contemporary society is emphasized.

### **PH 240 Physical Science (For Honors only)** **3 Semester hours**

Prerequisite: EN 132 and MA 132. The course offers in-depth review of the basic scientific principles and concepts of the physical world. This includes the concepts of matter, motion, forces, and energy and their applications in every day life. Students are expected to possess strong algebra skills. The class is highly laboratory and project oriented.

### **PH 241 General Physics I** **4 semester hours**

Prerequisite: MA 135 and MA 136. Fundamental principles of physics based on elementary algebra and trigonometry. It covers vectors, laws of motion, concepts of work and energy, elastic properties of matter, waves and sound, and thermodynamics. This course has a laboratory component.

### **PH 242 General Physics II** **4 semester hours**

Prerequisite: PH 241. This course is a continuation of PH 241. Topics include electrostatics, magnetism, geometrical and physical properties of light, some topics in modern physics. This course has a laboratory component.

### **PH 251 College Physics I** **3 semester hours**

Prerequisite: MA 242. Co-requisite: PH 251L. The beginning of a sequence designed for physics and others who require a calculus-based introductory physics. The topics include kinematics, dynamics including waves and sound, and heat and thermodynamics.

### **PH 251L College Physics I Laboratory** **1 semester hour**

Co-requisite: PH 251. Experiments in mechanics, waves, sound, and heat. To be taken concurrently with PH 251.

### **PH 252 College Physics II** **3 semester hours**

Prerequisite: PH 251 and PH 251L. Corequisite: PH 252L. The course is the continuation of College Physics I. Includes the study of electric and magnetic fields; DC and AC circuits, electromagnetic waves, and optics.

**PH 252L College Physics II Laboratory** **1 semester hour**

Prerequisites: PH 251 and PH 251L. Corequisite: PH 252. It covers experiments in electricity, magnetism and light.

**PH 261 Electronic Circuits and Devices** **3 semester hours**

Prerequisite: PH 252 and PH 252L; Corequisite: PH 261L. The beginning of the sequence of electronics and computer based scientific instrumentation. It reviews the principles of electricity and magnetism, and applies circuit theorems to DC and AC circuits, and introduces active elements, amplifiers, oscillators, filters and power supplies.

**PH 261L Electronics Laboratory** **1 semester hour**

Prerequisite: PH 252 and PH 252L; Corequisite: PH 261. Experiments involving the principles of physics using electronics and electromagnetic devices. They include the combinations of L, R, C circuits, diodes, transistors, operational amplifiers, transducers and sensors.

**PH 311L Intermediate Laboratory I** **2 semester hours**

Prerequisite: PH 252 and PH 252L. A practical course concerned with the techniques of importance to physical scientists. Laboratory experiments using Lasers, electronics, x-rays, and nuclear physics.

**PH 320 Mathematical Physics** **3 semester hours**

Prerequisite: MA 334, PH 252 and PH 252L. A treatment of several topics in mathematics of special importance in physics. The topics include vector and tensor analysis, integration in complex plane, boundary value problems, partial differential equations, orthogonal functions and Fourier Transform methods. Emphasis on the physical interpretation of problem solution.

**PH 331 Mechanics I** **3 semester hours**

Prerequisite: MA 252, PH 252 and PH 252L. A study of mechanics using Newton's laws of motion, including velocity and acceleration in various coordinate systems, simple harmonic motion, damped harmonic motion and forced harmonic resonance, constrained motion of a pendulum; Kepler's laws of planetary motion and dynamics of systems of many particles.

**PH 332 Mechanics II** **3 semester hours**

Prerequisite: PH 331. It is the continuation of Mechanics I, including a discussion of mechanics of rigid bodies in two and three dimensions; physical pendulum, LaGrange's and Hamilton's equation of motion; dynamics of oscillating systems of coupled harmonic oscillators.

**PH 333 Thermodynamics** **3 semester hours**

Prerequisite: PH 252 and PH 252L. A study of thermodynamic systems making use of equations of state. The first, second, and third laws of thermodynamics. Includes a discussion of engineering applications, along with kinetic theory and statistical mechanics.

**PH Ed 360 Special Methods** **3 semester hours**

Prerequisites: 9 semester hours of physics courses beyond PH 252, or permission of the physics advisor. The course covers the procedures, practices and contents of physics in secondary schools. In particular, the methods instructional planning, teaching, classroom evaluation and professional laboratory are covered. The course does not count toward concentration in physics.

- PH 361 Digital Electronics and Applications** **3 semester hours**  
Prerequisites: PH 261 and PH 261L; Corequisite: PH 361L. The second course in the sequence of electronics and computer based instrumentation is designed for physics and other science and engineering majors who require the skills to handle digital instruments and computer interfacing in their respective areas. The course includes digital logic, logic circuits, flip-flops, timers, shift registers, memories, D/A and A/D converters, and data acquisition.
- PH 361L Digital Electronics Laboratory** **1 semester hour**  
Prerequisite: PH 261 and PH 261L; Corequisite: PH 361. The laboratory course includes the design of digital electronics and applications to testing and measuring instruments.
- PH 364 Transducers and Sensors** **3 semester hours**  
Prerequisites: PH 361 and PH 3361L; Corequisite: PH 364L. This is a course in fundamentals of transducers, sensors and actuators used by scientists and engineers in modern test and measurement of physical quantities, such as displacement, time, temperature, force, pressure and electromagnetic radiation.
- PH 364L Transducer-Sensor Laboratory** **1 semester hour**  
Prerequisite: PH 361 and PH 361L; Corequisite: PH 364. The laboratory includes the application of sensors in measurements of displacement, temperature, force, radiation, etc.
- PH 430 Biophysics** **3 semester hours**  
Prerequisite: PH 252, PH 252L, BI 142 and CH 242. Topics considered include the levels of organization within biological systems, flow of energy in living things with an introduction to thermodynamics systems, utilized in biological research; and an introduction to the physical techniques used in the study of biological systems.
- PH 431 Electromagnetism I** **3 semester hours**  
Prerequisite: PH 252 and PH 252L. An intermediate course in the study of electric fields and electric potentials; electric current and magnetic fields; solutions to Maxwell's equations; plane waves, polarization, propagation in media, refraction and dispersion.
- PH 432 Electromagnetism II** **3 semester hours**  
Prerequisite: PH 431. A continuation of Electricity and Magnetism I, including the study of electromagnetic induction, linear networks, dielectric and magnetic materials, Maxwell's equations and electromagnetic waves.
- PH 434 Optics** **3 semester hours**  
Prerequisite: PH 252 and PH 252L. A study of the techniques and instruments of both classical and modern optics from lenses to lasers. For science majors.
- PH 435 Modern Physics I** **3 semester hours**  
Prerequisite: PH 252 and PH 252L. An introduction to quantum mechanics, covering the Schrodinger equation, tunneling phenomena, the hydrogen atom, multi-electron atoms, and a survey of statistical mechanics.
- PH 436 Modern Physics II** **3 semester hours**  
Prerequisite: PH 435. Applications of the theory set forth in Modern Physics I to more specialized areas. It includes the physics of atoms and the study of nuclear and particle physics.

**PH 438 Materials Science 3 semester hours**

Prerequisite: PH 435. This introductory course covers the crystalline structure of solids, specific heat and lattice vibrations, free electron theory of metals, band theory, and non-polar semiconductors.

**PH 439L Advanced Laboratory 2 semester hours**

Prerequisite: PH 451. The laboratory includes the experiments in atomic, nuclear and solid state physics.

**PH 461 Microprocessor Applications 3 semester hours**

Prerequisite: PH 361 and PH 361L. This is a basic lecture and laboratory course in microprocessors, which introduces computer architecture, hardware and instruction set, assembly level programming, and simple application of physical measurements and instrument control. It provides a good foundation and develops skills for computer interfacing and data acquisition.

**PH 462 Computer Based Instrumentation 3 semester hours**

Prerequisite: PH 461 and PH 461L. This is a lecture and laboratory course, which covers computer based instruments covering the principles of physics. The experiments include multichannel analyzers, multichannel data acquisition systems and other computer based instruments. It introduces methods of controlling and performing measurements using a PC and software such as LAB-PC and Lab Windows.

**PH 498 Senior Project 1 semester hour**

Prerequisite: Permission of the department head. Independent research problem is investigated by senior physics majors. It may be done on or off campus. Permission of the physics department head is required.

**PH 499 Senior Seminar 1 semester hour**

Prerequisite: PH 498. Requires physics majors to write a scientific paper based on senior project (PH 498) and make an oral presentation.



Computer Science Laboratory  
School of Science, Engineering, and Mathematics

## SCHOOL OF SOCIAL SCIENCES



Harrison Rhodes Memorial Building  
School of Social Sciences

The School of Social Sciences offers programs and experiences designed to develop individual abilities and prepare students for professional studies and careers in education, research, social and public services, law, international relations and government, and the criminal justice system.

## **OFFERINGS**

1. Degree of Bachelor of Arts in the following areas:
  - History
  - International Studies
  - Political Science
  - Social Science Education
  - Sociology
2. Degree of Bachelor of Science in the following areas:
  - Criminal Justice
  - Gerontology
  - Psychology
3. Minors in the following areas:
  - Criminal Justice
  - Gerontology
  - History
  - International Studies
  - International Affairs
  - Political Science
  - Pre-Law
  - Psychology
  - Public Administration
  - Social Work
  - Sociology
  - Women and Gender Studies
4. Other Programs:
  - Gerontology Certificate
  - ROTC

## **ADMISSION REQUIREMENTS TO THE SCHOOL OF SOCIAL SCIENCES**

Admission to **all** majors in the School of Social Sciences include:

1. Application to the major
2. Candidate statement
3. Students must have taken the College-Level Academic Skills Test (CLAST) at least once or received exemption from all subtests from the College Testing Office.
4. A minimum grade point average of 2.5
5. Completed at least forty-nine college credit hours including EN 132, MA 132, & RE 260. A computer literacy course is also preferred (SS 140, SS 150, or CS 132).

6. A Candidate Disposition Form
7. A Referral from the Retention Adviser

## **OBJECTIVES AND GENERAL REQUIREMENTS**

All students enrolled in majors in the social sciences are required to satisfy competency in computer technology. This requirement can be fulfilled by enrolling in SS150, SS240 or CS132.

The school seeks to promote the following:

1. Development of critical thinking and logical reasoning.
2. Encouragement of inquiry and the appreciation of problem solving techniques that are necessary in the scientific method.

### **General Requirements for students include the following:**

1. Successful completion of all courses in the major with a minimum grade of C or better.
2. Cultivation of concepts expressed by historians and social scientists.
3. Competence in research projects.
4. Awareness and clarification of values.
5. Strengthening of communication and decision-making skills.
6. Enrichment of critical thinking through interdisciplinary courses.
7. Promotion of career opportunities through internships and scholarships.
8. Provision for student tutoring.
9. Involvement of students with faculty in study and discussion of academic and social concerns on the campus and in the community.
10. Encouragement of continuing formal and informal study.
11. Familiarization of students with scholars and masterpieces in major and minor offerings.
12. Consultation with the major advisor on a regular basis.
13. Knowledge of the requisites for graduation in the major field.
14. An area comprehensive examination with a passing score.
15. A senior research paper demonstrating mastery of the research topics, and an oral defense of the paper before a committee. Students must pass EN 131 or 132, and three subtests of the CLAST to enroll in senior seminar.
16. A minimum GPA of 2.00 in major.

## **GENERAL SOCIAL SCIENCES COURSES**

The school offers a number of courses which may be taken by students from any of the major areas of study. The courses are the following:

- SS 130 Introduction to the Social Sciences** **3 semester hours**  
An introduction to the social science disciplines and analysis of national and international problems from an interdisciplinary perspective.
- SS 150 Computer Applications for the Social Sciences** **3 semester hours**  
The course is an introductory course to establish basic, intermediary and advanced computer skills using contemporary software. File management techniques, word processing, spreadsheeting, database management, presentation design and development, and electronic communications are taught in the course.
- SS 210 Human Geography** **3 semester hours**  
A study of the human relationship with the geographical environment, including attempts to change, exploit, and preserve the environment. Particular emphasis is given to the impact of geography on developed and developing nations.
- SS 211, 212, 313 Leadership Seminars** **1 semester hour each**  
Using leadership principles as a foundation these courses are designed to prepare students in professional presence, career development, and graduate school.
- SS 220 Physical Geography** **3 semester hours**  
A study of humanity's use, development, and misuse of natural resources including the management, conservation, and depletion of these resources, with special attention given to the resources of the United States.
- SS 230 World Regional Geography** **3 semester hours**  
A course designed to expose students to the resources utilized throughout the world as a source of regional economic function and how these resources affect the political and social components of these regions.
- SS 239 Statistics for Social Science Research** **3 semester hours**  
Prerequisite: MA 131. An introduction to the statistical principles which will be found useful in social science research. Topics covered include frequency distributions, measures of central tendency, elementary probability theory, chi square, variances, and correlation.
- SS 240 Introduction to Data Processing and Analysis** **3 semester hours**  
Prerequisite: SS 239. The fundamentals of SPSS (Statistical Package for the Social Sciences) used in data processing and analysis for the social sciences.
- SS 250 Introduction to Gender Studies**  
An examination of the effects of gender on individuals, social relationships, and with various social institutions such as the family, the economy, health, politics, and religion.
- SS 300 Pre-Law Orientation** **3 semester hours**  
A course designed to prepare students to pass the Law School Admissions Test (LSAT). Emphasis also is placed on acquainting students with the basic nature and functions of the law profession.
- SS 333 Techniques of Social Science Research** **3 semester hours**  
Prerequisite: background in basic mathematics, statistics, or by permission of the instructor. An examination of the basic principles and approaches in social science research, theory construction, and proposal writing.
- SS 360 Special Methods of Teaching Social Science** **3 semester hours**  
Prerequisites: ED 332 and EDA 352. Corequisite: EDB 352. A course designed to involve

the prospective social science teacher in the discovery of and experimentation with methods of instructional planning, teaching, classroom evaluation, and professional laboratory demonstration of skills. Cooperative arrangement between the Schools of Education and Social Sciences promotes the exploration of performance level competencies for teaching social science in grades 6-12.

**SS 390 A,B,C,D Study Abroad 6,9,12,15 semester hours**

Prerequisites: Pass the CLAST and admitted to upper School. A study abroad of cultural experiences related to theory learned in major courses.

**SS 490 A,B,C,D Internship Abroad 6,9,12,15 semester hours**

Prerequisites: Pass the CLAST and admitted to upper School. Designed to provide students with opportunity for practical experience in various international arenas.

**DEPARTMENT OF CRIMINAL JUSTICE**

The concentrations of the Bachelor of Science degree program in criminal justice consists of research, law enforcement, adjudication, corrections and juvenile justice processes. An internship/field experience component offers students the opportunity to assess their interests and acquire practical experience while earning college credits. Cognates and other liberal arts electives provide students with the opportunity to acquire a broad based education by taking courses in other degree granting academic departments.

A minor in criminal justice is also available. The minor consists of 15 semester hours of criminal justice courses plus three semester hours of open electives, all of which must be completed at Bethune-Cookman College.

The primary objective of the criminal justice program is to provide students with a curriculum that would qualify them to assume administrative, research and other professional positions in the criminal justice system. Courses offered in the program are designed to teach students how to develop and apply knowledge and critical thinking to current situations in our pluralistic society.

**Major Requirements**

- a. 45 semester hours of Core courses
- b. 49 semester hours of General Education Requirements
- c. 18 semester hours of CJ Electives
- d. 12 semester hours of open electives
- e. 3 semester hours of Social Science Leadership Seminar
- f. Passing of all criminal justice courses with a grade of "C" or higher.

**Course Requirements**

Criminal Justice CJ 131, CJ 205, CJ 216, CJ 327, CJ 337, . . . . .	27 hours
CJ 389, CJ 461, CJ 492, CJ 499	
Social science SS 239, SS 240, SS 333, SS 211-212, 313 . . . . .	12 hours
Cognate Electives . . . . .	9 hours
(Students must select one course from each of the following groups of courses)	
GROUP 1 CS 132, AC 131, SS 300, BA 231	

GROUP 2 EN 240, EN 330, SC 301, SC 305  
 GROUP 3 SO 332, PS 325, RP 339, POL 335

Criminal Justice Electives .....18 hours  
 (Students may select any six courses from the following criminal justice courses to satisfy the requirements of their major professional interest in the criminal justice system.)  
 CJ 206, CJ 230, CJ 233, CJ 305, CJ 310, CJ 316, CJ 320, CJ 325, CJ 331, CJ 332, CJ 334, CJ 351, CJ 406, CJ 435, CJ 436, CJ 480, CJ 490

Other Electives .....12 hours  
 NOTE: Students may combine the 12 semester hours of free electives with any one criminal justice electives for field experience, select any four courses from any other academic area to gain a broad based education, or utilize the 12 credit hours towards a minor in any other degree granting academic program.

TOTAL HOURS REQUIRED FOR DEGREE .....127 hours  
 Minor in Criminal Justice .....18 hours  
 CJ 131, CJ 205, CJ 216, CJ 389, CJ 461, plus ONE elective.

**COURSE DESCRIPTIONS FOR THE DEPARTMENT OF CRIMINAL JUSTICE**

- CJ 131 Introduction to Criminal Justice 3 semester hours**  
 Prerequisites: EN 132 or permission of instructor. An introductory analysis of crime and the criminal justice system. Emphasis will be on the nature, scope, history and development of criminal justice. Overview of criminal justice in the United States, and examination of issues that influence decisions, functions and processes in the criminal justice system.
- CJ 205 Criminal Law 3 semester hours**  
 Prerequisites: CJ 131 or permission of the instructor. Definition of law and crime, sources of criminal law, general principles and theories of criminal law, defenses to criminal liability, theories and philosophies of punishment. A study of criminal litigation.
- CJ 206 Ethics, Crime and Justice 3 semester hours**  
 Prerequisites: CJ 131, 205 or permission of instructor. Examination of ethical issues and ramifications of ethnicity, race and class in social control and criminal justice administration. A study of moral and ethical behaviors designed to provide direction for policy formulation and implementation.
- CJ 216 Criminal Procedure 3 semester hours**  
 Prerequisites: CJ 205 or permission of instructor. A study of the United States Constitution, strategies of judicial politics, substantive and procedural requirements and guidelines in the criminal justice process.
- CJ 230 Introduction to Private Security 3 semester hours**  
 Prerequisite: CJ 205 or permission of instructor. Deals with various aspects of basic security techniques and principles, including the nature and scope, history and development, and legal issues in private security.
- CJ 233 Substance Abuse 3 semester hours**  
 Prerequisites: CJ 205, or permission of instructor. A study of various substances that are currently being abused, the impact of abuse on crime, as well as an examination of strate-

gies used by criminal justice agencies to prevent and treat addiction. A study of theories and research on addiction.

**CJ 305 Crime and the Elderly 3 semester hours**

Prerequisites: CJ 205, SO 235 or permission of instructor. An examination of the role of the elderly as victims, offenders, and practitioners in the criminal justice system, including a study of other gerontological issues.

**CJ 310 Deprivation of Liberty 3 semester hours**

Prerequisite: CJ 205 or permission of instructor. A study of the evolution of the rights of persons under correctional control, including major court decisions and recent changes in correctional philosophies and techniques.

**CJ 316 Criminal Justice Management 3 semester hours**

Prerequisite: CJ 216, or permission of instructor. A study of the nature of bureaucracy, basic theories, functions, principles and practices of administration. An examination of issues of leadership, and personnel management of agencies in the criminal justice system.

**CJ 320 Women and the Criminal Justice System 3 semester hours**

Prerequisites: CJ 205 or permission of instructor. An examination of the roles and experiences of women as victims, offenders and practitioners in the criminal justice system. A study of the impact of gender issues in criminal justice.

**CJ 325 Comparative Criminal Justice 3 semester hours**

Prerequisites: CJ 216 or permission of instructor. A comparative study of the justice systems of countries other than the United States, including Islamic and Traditional justice systems.

**CJ 327 Corrections 3 semester hours**

Prerequisite: CJ205 or permission of instructor. An overview of the correctional subsystem. An examination of current issues in custodial and non-custodial corrections.

**CJ 331 Principles of Criminal Investigation 3 semester hours**

Prerequisite: CJ 216 or permission of instructor. Study of historical development, theory, and application of scientific methodology in the investigation of crime.

**CJ 332 Security Management 3 semester hours**

Prerequisite: CJ 230 or permission of instructor. Deals with various aspects of organizational principles, policies, and legal issues in private security management. A discussion of modern security administration including retail security, utility security, computer security, and other security situations.

**CJ 334 Counseling and Interviewing 3 semester hours**

Prerequisite: CJ 327 or permission of instructor. An overview of contemporary techniques, philosophies and issues involved in counseling and interviewing voluntary, involuntary and resistant clients of the criminal justice system.

**CJ 337 Law Enforcement 3 semester hours**

Prerequisite: CJ 205 or permission of instructor. An overview of the history, organization, management, legal and policy issues, professionalism, performance and accountability of public law enforcement agencies.

**CJ 351 Community Relations 3 semester hours**

Prerequisite: CJ 216 or permission of instructor. An overview of issues that influence the relationship between various criminal justice agencies and the communities they serve.

- CJ 389 Criminology** **3 semester hours**  
Prerequisite: CJ 205. A study of the theories of crime and criminal behavior, the causes of crime, typologies, measurement techniques, prevention, and societal reactions to crime.
- CJ 406 Probation and Parole** **3 semester hours**  
Prerequisite: CJ 327 or permission of instructor. An examination of the historical development, decision-making processes and management of community intervention and treatment programs.
- CJ 435 Assessment and Treatment of Drug Addiction** **3 semester hours**  
Prerequisites: CJ 233, 334 or permission of the instructor. A study of contemporary strategies for control and treatment of drug dependency. Specially designed for students interested in working as criminal justice addiction professionals. Will involve some practical experience in treatment facilities.
- CJ 436 Identification Techniques** **3 semester hours**  
Prerequisites: CJ 216, 331, 389 or permission of instructor. Study of the history, development, theories and strategies for collection, preservation and utilization of evidence in the criminal justice process.
- CJ 461 Juvenile Justice** **3 semester hours**  
Prerequisite: CJ 389, or permission of instructor. A study of the history of juvenile justice, juvenile justice programs and the juvenile justice system. An examination of the nature and extent of delinquency, and impact of court decisions on juvenile justice issues and services.
- CJ 480 Topics in Criminal Justice** **3 semester hours**  
Prerequisites: CJ 216, or permission of the instructor. A workshop or seminar. Study of selected current topics and issues of public concern, and examination of their impact on the functions and roles of various agencies in the criminal justice system.
- CJ 490 A,B,C,D Field Experience** **6, 9, 12, 15 semester hours**  
Prerequisite: Approval of department head for criminal justice and career planning officer. For advanced students in the criminal justice program who have completed 92 semester hours or more. Students who register for 12 to 15 hours must complete all major course requirements and have a GPA of not less than 2.0 prior to registration. Designed to provide students with opportunity for practical experience in various criminal justice agencies.
- CJ 492 Research Writing In Criminal Justice** **3 semester hours**  
Prerequisite: Successful completion of the following: (a) passed SS 239 and SS 333, (b) acquired 100 semester hours or more, and (c) passed all sections of the CLAST. A review of the principles and techniques for conducting research, and completion of the writing of a research paper on a pre-approved criminal justice topic.
- CJ 499 Senior Seminar in Criminal Justice** **3 semester hours**  
Prerequisite: CJ 492. Review of required criminal justice courses, passing of a comprehensive/exit examination, and successful defense of a research paper developed by the student in CJ 492.

## DEPARTMENT OF HISTORY

The Department of History offers a degree program leading to the Bachelor of Arts in history.

### Bachelor of Arts in History

The Bachelor of Arts in history program focuses on the general study and interpretation of the past, including the process of gathering, recording, synthesizing and criticizing of evidence and theories about the history of humankind in particular civilizations, cultures and societies. Students with a background in history may pursue graduate studies or a variety of careers in education, government, foreign service, law, research, communications, editing, archival or library sciences.

### Major Requirements

A total of 36 semester hours with a grade of C or better in all required courses.

### Course Requirements

General Education Program .....	49 hours
History 131, 231, 232, 260, 333, 353, 420, 431, 480, 499 .....	30 hours
SS 211-212, 313, 239 & 150 or 240 .....	9 hours
Electives in History .....	9 hours
Other Electives .....	27 hours
<b>TOTAL HOURS REQUIRED FOR DEGREE .....</b>	<b>124 hours</b>

### Minor in History

History 131, 231, 232, 333 and 6 semester hours of electives .....	18 hours
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### Pre-Law Minor

### Course Requirements

HI 230* .....	.3 hours
EN 250 .....	.3 hours
RP 339 .....	.3 hours
SS 300 .....	.3 hours
SS 337 .....	.3 hours
Elective** .....	.3 hours
<b>Total .....</b>	<b>18 hours</b>

\*HI 232 may be substituted for HI 230 upon approval of the Pre-Law Advisor.

\*\*Choose one of the following: BA 231, 232, 234; CJ 131, 206, 216, HI 333; POL 230, 236, 335, 436; PS 325; SO 132, 344

The School of Social Sciences offers a degree program in social science education, which certifies graduates to teach history and other social sciences at the secondary school level.

## COURSE DESCRIPTIONS FOR THE DEPARTMENT OF HISTORY

### HI 130 African American History 3 semester hours

A survey of the history of African Americans. Consideration is given to the African background; the enslavement of Africans in the Caribbean and in the United States; the efforts of African descendants to achieve freedom and equality after slavery, and significant events of the twentieth century.

- HI 131 Survey of World History** **3 semester hours**  
A survey of the development of the great civilizations, based on a global perspective from the ancient era to the present.
- HI 230 Survey of United States History** **3 semester hours**  
Prerequisites: EN 131, 132, RE 260. An overview of U.S. history from the colonial era to the present, for nonhistory majors.
- HI 231 United States History to 1865** **3 semester hours**  
Prerequisites: EN 131, 132, RE 260. A study of the political, economic, and social factors in the growth of the United States from first human settlement through the Civil War.
- HI 232 United States History Since 1865** **3 semester hours**  
Prerequisites: EN 131, 132, RE 260. An examination of the major developments in the United States since the Civil War.
- HI 233 African-American History to 1865** **3 semester hours**  
Prerequisites: EN 131, 132, RE 260. A study of the experiences of Africans and person of African descent in the western hemisphere from the 15th Century to the Civil War.
- HI 234 African-American History Since 1865** **3 semester hours**  
Prerequisites: EN 131, 132, RE 260. A study of the experiences of persons of African descent in the United States from the Civil War to the present.
- HI 235 Florida History** **3 semester hours**  
Prerequisites: EN 131, 132, RE 260. This course is designed to introduce the student to the rich historical heritage of Florida, from the indigenous peoples who inhabited the territory before the Spanish conquest to the present.
- HI 250 Survey of African History** **3 semester hours**  
Prerequisites: EN 131, 132, RE 260. A survey of the continent of Africa from antiquity through the 20th century.
- HI 253 Oral History** **3 semester hours**  
Prerequisites: EN131, 132, RE 260. An examination of basic historical research methodology, historiography, critical thinking and logical, concise writing skills based on the collection of spoken memories and personal commentaries of historical significance through the use of interviews.
- HI 260 Historiography and Historical Methods** **3 semester hours**  
Prerequisites: EN 131. An introduction to the study of history, historical research methods, the theoretical perspectives used by historians, the process of historical writing and the implications of technological change
- HI 320 History of Women in the United States** **3 semester hours**  
Prerequisites: EN 131, 132, RE 260. This course is designed to acquaint the student with a knowledge base of the history of women in the United States and to provide discussion on gender basis.
- HI 325 History of Women in Contemporary Africa** **3 semester hours**  
Prerequisites: EN 131, 132, RE 260. The purpose of this course is to acquaint the students with a broad overview of contemporary Africa and to demonstrate women's roles in its past and their importance in contemporary society.
- HI 333 Survey of European History** **3 semester hours**  
Prerequisites: EN 131, 132, RE 260. A thematic study of European ideas and institutions

from the 18th to the 21st centuries, including an emphasis on the growth of industrialization and democracy, development of western science and technology, the traumas of WWI and WWII, decolonization, the waning of European hegemony and the emergence of the contemporary European economic community.

**HI 335 History of West Africa 3 semester hours**

Prerequisites: EN 131, 132, RE 260. A general survey of the cultural and political history of the people of West Africa since 1800.

**HI 336 History of East Africa 3 semester hours**

Prerequisites: EN 131, 132, RE 260. A general survey of the cultural and political history of the people of East Africa since 1800.

**HI 337 Topics in History 3 semester hours**

Prerequisites: EN 131, 132, RE 260. A course that discusses topics of a multidisciplinary nature, taken from an historical perspective. Topics vary from semester to semester, and include an historical analysis of key events and trends in education, science and technology, business, humanities, and the social sciences.

**HI 353 Modern Asian Studies 3 semester hours**

Prerequisites: EN 131, 132, RE 260. An examination of the major social, cultural, economic and political trends in Modern China, Korea, Japan and Southeast Asia, with an emphasis on the primary factors affecting growth and development in the modern era.

**HI 420 Contemporary African Studies 3 semester hours**

Prerequisites: EN 131, 132, RE 260. A study of selected topics emphasizing international relations. (This course is also listed in the Department of Political Science as POL 420, Contemporary African Studies, and may be taken for credit as a history elective.)

**HI 431 History of Latin America and the Caribbean 3 semester hours**

Prerequisites: EN 131, 132, RE 260. This course reviews the History of Latin America and the Caribbean from the fifteenth century when Columbus landed in the Caribbean until the twentieth century.

**HI 480 Historical Research 3 semester hours**

Prerequisites: All general education requirements, core requirement for history major, at least three subtests of the CLAST. The purpose of this course is to enhance the student's understanding of historical ideas and methods and to help develop the skills necessary to conduct useful historical research.

**HI 490 Cooperative Education Field Experience 6, 9, 12, 15 semester hours**

Work experience opportunity at the senior (HI 490) level. Students must have a cumulative grade point average of a minimum of 2.00 and have an application on file the semester prior to actual training. Students may register for cooperative education experience on three occasions. The department head will determine semester hour's credit the student's discipline after the details of placement has been made.

**HI 499 Senior Seminar in History 3 semester hours**

Prerequisite: HI 480. Students must pass EN 131-132 and three subtests of CLAST. Reading, discussion, and directed individual student research and presentation to cover various selected topics in history. Selection will take into consideration student backgrounds in history, other course offerings in history and related subjects to Bethune-Cookman College, and the availability of historical materials in the College.

**DEPARTMENT OF INTERNATIONAL STUDIES**

The Department of International Studies is an interdisciplinary program of studies in the social sciences, business and the humanities. A combination of these courses will enable the student to obtain a functional area of expertise/concentration either in international affairs or international business. The area studies include such areas of the world as Africa, Latin America and the Caribbean. Although study abroad is not required, it is strongly encouraged. A major and minor are offered with the major degree program leading to the Bachelor of Arts in international studies.

**Bachelor of Arts in International Studies**

The Bachelor of Arts in international studies is designed to prepare students for graduate study in international affairs and diplomacy, public service and employment in international business, government and international agencies. Although we encourage students to major or minor in the field, the courses are designed to compliment any major offered in the College.

**Major Requirements**

A total of 78 semester hours with a grade of C or better in all major area courses is required in international affairs. A total of 90 hours with a C or better in all major courses in international studies/international business.

**Course Requirements**

**Functional Area/Concentration: International Affairs**

General Education .....	.46 hours
Business .....	.9 hours
MG 470, BA 231, BA 232	
History .....	.9 hours
HI 333, 420,, 431	
International Studies .....	.21 hours
INT 131, INT 400, INT 341, INT 342, INT 343, INT 440 INT 499	
Modern Languages* .....	.6 hours
ML 231, 232	
Political Science .....	.9 hours
POL , 336, 340, 352,	
SS 210, SS 211-212, 313, SS 239, SS 333, SS 150/SS 240/CS 130 .....	.15 hours
POL/INT Electives .....	.9 hours
Political Science/ International Studies Elective	
INT/POL 350 Transnational Concerns	
POL351 American Foreign Policy	
SS 230 Regional Geography	
HI 353 Modern Asian Studies	
<b>TOTAL HOURS REQUIRED FOR DEGREE .....</b>	<b>.124 hours</b>

General Education .....	.49 hours
Business .....	.3 hours
MG 470	
History .....	.9 hours
HI 333, 420, 431	

International Studies .....	18 hours
INT 131, INT 337, INT 341, INT 342, INT 343, INT 499	
Modern Languages* .....	.6 hours
ML 231, 232	
Political Science .....	21 hours
POL 330, 336, 340, 350, 351, 352, 440	
SS 210, SS 211-212, 313, SS 239, SS 230, SS 333, SS 240 .....	18 hours
TOTAL HOURS REQUIRED FOR DEGREE .....	127 hours

**Functional Area/Concentration: International Studies/Business**

General Education Requirements .....	46 hours
International Studies .....	33 hours
INT 131, 341, 342, 343, 336, 400, 340, 351, 352, 440, 499	
Social Sciences .....	18 hours
SS 210, 230, SS 239 or BA 236, SS 333 or BA 312, SS 240 or BE 133, SS 211, 212, 313	
Business .....	27 hours
BA 130, 231, 232, 360, IB 411, IB 411I, MG 470, IB 411G, MG 300	
History .....	.9 hours
HI 333, 420, 431	
Modern Languages* .....	.6 hours
ML 231, 232	
TOTAL HOURS REQUIRED FOR DEGREE .....	139 hours

\*These courses include six hours beyond the general education requirements. Students may choose any modern language taught in the College that is compatible with research and practical interests.

\*\*We strongly encourage students to use these electives hours to study abroad.

**Minor in International Studies**

- INT 131
- ML 231-232
- SS 210
- POL 440
- MG 470
- BA231 and 232

**COURSE DESCRIPTIONS FOR THE DEPARTMENT OF INTERNATIONAL STUDIES**

**INT 131 Introduction to International Studies 3 semester hours**

The purpose of the course is to provide students with an interdisciplinary view of international issues and problems. The course examines the historical, political, social and economic concepts, issues and theories that affect and connect nations.

**INT 330 International Politics 3 semester hours**

A study of the geographic, political, economic, and ideological factors, which influence the behavior of nations.

- INT 336 Comparative Politics** 3 semester hours  
A Comparative study of selected political systems of the world.
- INT 337 Topics in International Studies** 3 semester hours  
A course that discusses topics of a multidisciplinary nature, taken from an international perspective. Topics vary from semester to semester.
- INT 340 Third World Politics** 3 semester hours  
An analysis of selected political systems in Africa, Asia, and Latin America.
- INT 341 International Development** 3 semester hours  
A course designed to examine the global significance of the social, political and economic components of development.
- INT 342 Global Policy Writing** 3 semester hours  
A course that introduces the process of global policy development and the interdependence of the international environment.
- INT 343 Diplomacy** 3 semester hours  
A course designed to examine the origins of organized diplomacy; models of diplomatic negotiations and diplomatic terminology.
- INT 350 Transitional Concerns** 3 semester hours  
An analysis of the various problems, which affect the global community and the attempts to resolve them.
- INT 351 American Foreign Policy** 3 semester hours  
An analysis of the making, implementation, and implications of the foreign policy of the United States.
- INT 352 Foreign Policy of Emerging Nations** 3 semester hours  
An analysis of the forces that shape the process, implementation and implication of economic political and social policy development by Less Developed Countries (LDC's), and their effect on world order.
- INT 400 Topics, Research and Writing in International Studies** 3 semester hours  
This class is the platform from which International Studies students will review the principles and techniques for conducting research and complete a Senior Paper Research proposal on a pre-approved International Studies topic.
- INT 440 International Political Economy** 3 semester hours  
This course analyzes the major issues that both connect and divide national interest from individual self-interest.
- INT 499 Senior Seminar** 3 semester hours  
Prerequisites: The required courses for the major, EN 131-132 and three subtests of CLAST. Reading, discussion, and directed individual student research and presentation to cover various selected topics in the international arena.

## DEPARTMENT OF POLITICAL SCIENCE

The Department of Political Science offers a degree program leading to the Bachelor of Arts in political science and minors in political science, public administration, as well as international affairs.

**Bachelor of Arts in Political Science**

The Bachelor of Arts in political science program is designed for students who plan to enter graduate or law school, or who choose to pursue careers in government services at the federal, state and local levels, international affairs and teaching. The department focuses on the systematic study of political institutions and processes. Courses include an overview of political science as a discipline. The field includes instructions in comparative government and politics, American government, state and local government, political parties and interests groups, political science research, transnational concerns and politics, politics of third world countries and political theory.

**Major Requirements**

A total of 36 semester hours, with a grade of C or better in required courses.

**Course Requirements**

General Education .....	49 hours
Political Science	
POL 130, 230, 236, 330, 335, 336, 431, 436, 460, 499 .....	30 hours
Social Science	
SS 239, 150 or 240, 333, 211-212, 313 .....	12 hours
Electives in Political Science .....	12 hours
Other Electives .....	24 hours
TOTAL HOURS REQUIRED FOR DEGREE .....	127 hours

**Minor in Political Science**

Political Science 130, 230, 236 and  
 Nine (9) semester hours of political science electives .....18 hours

**Minor in Public Administration**

Political Science 130, 230, 236 and  
 Nine (9) semester hours in political science electives .....18 hours

**Minor in International Affairs (Minimum of 18 semester hours)**

POL 330, 336, 340, 350, 351 and 420

In addition to the course requirements, the political science program offers its majors an opportunity to engage in meaningful field experience in Washington, D.C., Tallahassee, Florida, and other cities.

**COURSE DESCRIPTIONS FOR THE DEPARTMENT OF POLITICAL SCIENCE**

**POL 130 Introduction to Political Science 3 semester hours**

This course is designed to introduce the student to the discipline and its varied sub fields: American and comparative politics, international relations, political economy, political theory, and public policy.

**POL 230 American Government 3 semester hours**

A study of the dynamics and organization of the federal government, its powers, functions and problems.

- POL 236 State and Local Government** **3 semester hours**  
 A study of the basic principles of state and local governments, including the similarities and differences of their powers, structure, development, and interrelationships.
- POL 237 Introduction to Public Administration** **3 semester hours**  
 A survey of the basic problems of public policy, the organization of public personnel systems, and the management and coordination of governmental activities.
- POL 301 Aging and Political Systems** **3 semester hours**  
 This course exposes the student to the knowledge base and the issues relevant to planning and providing for an aging population in government and society.
- POL 330 International Politics** **3 semester hours**  
 A study of the geographic, political, economic, and ideological factors that influence the behavior of nations.
- POL 331 Politics of Black Americans** **3 semester hours**  
 An analysis of the political behavior of Black Americans and the issues that affect them in a significant way.
- POL 332 Political Socialization and Electoral Behavior** **3 semester hours**  
 A study of the process by which individuals acquire political attitudes, and how these predispositions affect their electoral behavior.
- POL 333 Budgetary Process** **3 semester hours**  
 An assessment of the politics, planning, and administration of governmental budgets.
- POL 334 Public Personnel Administration** **3 semester hours**  
 A study focusing upon the theory, practice, and organization of public personnel training, classification, compensation, promotion, and human relations.
- POL 335 American Constitutional Law** **3 semester hours**  
 A study of the Constitution as interpreted by the courts.
- POL 336 Comparative Politics** **3 semester hours**  
 A comparative study of selected political systems of the world.
- POL 337 Public Policy Analysis** **3 semester hours**  
 A study of the forces shaping public policy and the consequence of policy design, and public bureaucrats and their programs and decision-making.
- POL 338 Administration of Social Services** **3 semester hours**  
 A study of the process of planning and administering basic social services including housing, recreation, health care, policy and welfare.
- POL 339 Organizational Theory** **3 semester hours**  
 An analysis of the structure, theory and function of government and the political environment in which it exists.
- POL 340 Third World Politics** **3 semester hours**  
 An analysis of selected political systems in Africa, Asia, and Latin America.
- POL 350 Transnational Concerns** **3 semester hours**  
 An analysis of the various problems that affect the global community and the attempts to resolve them.

- POL 351 American Foreign Policy** **3 semester hours**  
An analysis of the making, implementation and implications of the foreign policy of the United States.
- POL 352 Foreign Policy of Emerging Nations** **3 semester hours**  
An analysis of the forces that shape the process, implementation and implication of economic, political and social policy development by less developed countries (LDC's), and their effect on world order.
- POL 353 Women in Politics** **3 Semester hours**  
An analysis of the levels of participation by women in the political processes that occur worldwide and to study these roles in relation to gender based political issues.
- POL 420 Contemporary African Studies** **3 semester hours**  
Selected topics with emphasis on international relations. (This course is also listed in the Department of History as HI 420, Contemporary African Studies, and may be taken for credit as a political science course. Credit may not be earned when taking both courses.)
- POL 431 Political Science Research** **3 semester hours**  
A study of social science research methods for the conducting of research in political science.
- POL 436 Political Theory** **3 semester hours**  
An analysis of political thought from Greek antiquity to the present.
- POL 440 International Political Economy** **3 semester hours**  
This course analyzes the major issues that both connect and divide national interest from individual self-interest.
- POL 490 Cooperative Education Field Experience** **6, 9, 12, 15 semester hours**  
Work experience opportunity at the senior (POL 490) level. Student must have a cumulative grade point average of a minimum of 2.00 and have an application on file the semester prior to actual training. Students may register for cooperative education experience on three occasions. Semester hours credit will be determined by the department head after the details of placement have been made.
- POL 499 Political Science Seminar** **3 semester hours**  
This course focuses on writing and defense of senior research and the senior exit exam. It also includes discussion of selected topics of political science. Students must pass EN131 and 132 and three subtests of CLAST before taking this course.

## **DEPARTMENT OF PSYCHOLOGY**

### **Bachelor of Science in Psychology**

A general program that focuses on the scientific study of the individual and collective behavior, the physical and environmental bases of behavior and the analysis of behavior problems and disorders. It includes instruction in the principles of the various subfields of psychology, research methods, and psychological assessment and testing methods. Students complete a senior original research thesis to develop the research skills needed in graduate school, and a field experience which gives them an advantage in obtaining employment in private and governmental agencies which serve youth and adults.

**CORE REQUIREMENTS**

PSYCHOLOGY

PS 230, PS 236, PS 322, PS 330/SO 230, PS 325, PS 328, PS 332, PS 337, PS 338,  
 PS 340, PS 420, PS 428, PS 430, PS 438, PS 452, PS 490, PS 499 .....57 hours

GENERAL EDUCATION .....49 hours

SOCIAL SCIENCES

SO 131, SS 211, SS 212, SS 313 .....6 hours

HUMANITIES

EN 240 .....3 hours

ELECTIVES .....9 hours

PSYCHOLOGY ELECTIVES

PS 441, PS 442, PS 443, PS 444, PS 445 and

ANY ELECTIVES AT OR ABOVE THE 200 LEVEL

TOTAL HOURS REQUIRED FOR DEGREE .....124 hours

**Minor in Psychology** .....18 hours

PS 230, PS 236, PS 322, and other psychology courses taken at B-CC.

**COURSE DESCRIPTIONS FOR THE DEPARTMENT OF PSYCHOLOGY**

**PS 230 Introduction to Psychology 3 semester hours**

A survey of major psychological concepts, methods, and problems in the study of behavior, thought and emotion.

**PS 236 Developmental Psychology 3 semester hours**

Prerequisite: PS 230. An examination of human development across the lifespan from conception to death including the integration of the biological, cognitive, and social processes which influence human behavior.

**PS 322 Adolescent Psychology 3 semester hours**

Prerequisite: PS 230, PS 236. A study of individuals during the pre-adolescent and adolescent years. It addresses the developmental patterns of physical, emotional, mental and social growth as well as special problems of adolescent adjustment.

**PS 325 Abnormal Psychology 3 semester hours**

Prerequisite: PS 230, PS 236. A study of the origins, classifications, care and treatment of common behavioral and emotional disorders.

**PS 328 Educational Psychology 3 semester hours**

Prerequisite: PS 230, PS 236. Emphasis on the application of psychological principles and theories to the teaching and learning situation, especially focusing on the characteristics and abilities of the learner.

**PS 332 Personality Theories 3 semester hours**

Prerequisite: PS 230, PS 236. A study of the most recent and established theories of personality, and their interpretation in contemporary behavioral problems.

**PS 338 Experimental Psychology 3 semester hours**

Prerequisite: MA 132, PS 236, SO 230. A study of the foundations of experimental psychology with emphasis on the designs of psychological investigations.

- PS 330/SO 230 Social Psychology** **3 semester hours**  
Prerequisite: PS 230. A study of the ways in which the behavior of the individual is influenced by society and its institutions.
- PS 337 African/Black Psychology** **3 semester hours**  
Prerequisite: EN 132, PS 230. A critical examination of psycho-cultural forces that have helped to shape and determine the thought, styles, and behavior of African Americans, and a study of the theories, research and writings of African American psychologists.
- PS 340 Psychological Measurement** **3 semester hours**  
Prerequisite: MA 132. Provides background to psychological measurement, and an examination of the characteristics of standardized tests and other assessment methods in psychology and education. Basic statistics involved in test score interpretation are also studied.
- PS 420 Guidance and Counseling** **3 semester hours**  
Prerequisite: PS 230, PS 236, PS 332, PS 325. A study of the developmental approach to school guidance, as well as an in-depth examination of counseling theories and their applications to the school and other counseling settings.
- PS 428 Physiological Psychology** **3 semester hours**  
Prerequisite: BI 131, PS 230, PS 325. A study of the brain, nervous, and endocrine systems and their roles in learning, personality, and behavior.
- PS 430 Research Methods and Statistics** **3 semester hours**  
Prerequisites: MA 132, PS 338, PS 340. A study of the scientific methodology in psychological research, and the statistical techniques used for generating data analysis and results.
- PS 438 Motivation** **3 semester hours**  
Prerequisite: PS 236, PS 325, PS 428. An in-depth study of the "Why" of behavior; the physical, chemical, biological and social substrata of behavior. Study of the processes not directly observable in an individual's overt actions.
- PS 441 Psychology of Aging** **3 semester hours**  
Prerequisite: PS 230, PS 236. A comprehensive exploration of the theories, methods and research in the study of human aging. This includes age-related changes in social, cognitive, and emotional functioning.
- PS 442 Psychology of Women** **3 semester hours**  
PS 230, PS 236, PS 322. This is a combination of both the developmental and topical approaches to the study of women.
- PS 443 Industrial/Organizational Psychology** **3 semester hours**  
A study of the application of the methods, facts, and principles of psychology to people at work. These include employee selection, psychological testing, motivation and job satisfaction, effects of stress, and consumer psychology.
- PS 444 Human Sexuality** **3 semester hours**  
Prerequisites: PS 230, PS 236, PS 325. An examination of the role of sexuality in the lives of children, adolescents, young and senior adults in different cultural contexts.
- PS 445 Community Psychology** **3 semester hours**  
Examines the contribution of psychology to social and community change through the study of groups, organizations and communities, with the goal of preventing distress and building competencies.

**PS 452 Emotional Disturbances 3 semester hours**

Prerequisites: PS 236, PS 322, PS 325 PS 428. An examination of the biological, psychological, and sociological causes and characteristics of emotional problems.

**PS 490 Psychology Field Experience 9 semester hours**

Prerequisite: Consent of psychology department head. This course is for seniors in psychology and is taken once only. It is designed to provide students with practical experiences in clinical services provided by private, city and state agencies in the Daytona Beach area. Weekly meetings with college supervisor, submission of weekly progress reports in the format provided, a portfolio, and reaction paper are also required.

**PS 499 Senior Research/Original Thesis 3 semester hours**

Prerequisites: At least 3 subtests of the CLAST, completion of core psychology courses, and GPA of 2.5. This course emphasizes the practical application of the scientific method in research, the written and oral presentation of the empirical research report, and a comprehensive review of course work for the exit examination in psychology.

**DEPARTMENT OF SOCIAL SCIENCE EDUCATION**

The Department of Social Science Education offers a Bachelor of Arts degree. The major is offered in cooperation with the School of Education.

**Bachelor of Arts in Social Science Education**

The Bachelor of Arts in Social Science Education prepares individuals to teach specific social science subjects and programs at various educational levels (Grades 6-12). To receive a Bachelor of Arts degree in social science education, students must satisfy all Bethune-Cookman College degree requirements and pass the Florida Teacher Certification Examination.

**Admission to the Program**

To be admitted into the social science education program students must satisfy the requirements for admittance in all Bethune-Cookman College state approved teacher certification programs, as described in this bulletin.

**Major Requirements**

Eighty-one (81) semester hours with a grade point average of 2.5 or better.

**Course Requirements**

General Education Program	.49 hours
History HI 231, 232, 235, 333, 335 or 336 or 353	.15 hours
Political Science POL 230, POL elective	.6 hours
Electives	.6 hours
Economics BA 231, 232	.6 hours
Geography SS 210 or 220	.3 hours
Social Sciences SS 211-21, 313, SS 150	.6 hours
Education and Educational Psychology	.39 hours
ESE 200, ED 231, EDA 352, PS 236, ESE 403, ED 351,	
EDM 380, SS 360, ED 352, EDB 352, ED 369, EDP 499,	
ED 462, EDS 499, ED 462X	
<b>TOTAL</b>	<b>.130 hours</b>

## DEPARTMENT OF SOCIOLOGY AND GERONTOLOGY

The Department of Sociology and Gerontology offers the following two majors, four minors, and a certificate program: a Bachelor of Arts in sociology, a Bachelor of Science in gerontology, a minor in sociology, a minor in gerontology, a minor in social work, a minor in women and gender studies, and a certificate in gerontology.

### Bachelor of Arts in Sociology

The Bachelor of Arts degree program in sociology focuses on the systematic study of human social institutions and social relationships. It includes instruction in social theory, sociological research methods, social organization, social stratification, dynamics of social change, family structures, social deviance and control, and applications to the study of specific social groups, social institutions, and social problems.

With a bachelor's degree in sociology, students are prepared for employment in a wide range of entry-level positions in social services, community work, corrections, business, college settings, health services, public relations, government services, and teaching (in conjunction with appropriate teacher certification). For students who plan to further their education, a major in sociology prepares them for graduate studies in a wide array of programs, including but not limited to sociology, anthropology, business, counseling, criminology, education, law, public health, rehabilitation, social research, and social work.

### Bachelor of Science in Gerontology

The Bachelor of Science degree program in gerontology focuses on the human aging process and aged human populations, using the knowledge and methodologies of the social sciences, psychology and the biological and health sciences. It includes instruction through a multidisciplinary approach to develop, transmit, and apply gerontological knowledge to current and future issues of our aging society.

With a bachelor's degree in gerontology, students are prepared for graduate study, whereby they may assume administrative and research positions. Also, a B.S. degree prepares students for employment in community and government agencies, retirement communities, and the aging network of agencies.

### Major Requirements

#### Sociology Major

- 57 semester hours of required courses and restricted electives, with a grade of C or better
- 18 semester hours of Electives
- 49 semester hours of General Education requirements

#### Gerontology Major

- 48 semester hours of required courses
- 27 semester hours of Electives (Gerontology and other electives)
- 49 semester hours of General Education requirements

A grade of C or better is required in all major courses

### Course Requirements

#### Sociology Major

General Education .....	49 hours
Sociology: SO 131, 235, 236, 436, 499 .....	15 hours

**230 Bethune-Cookman**

Restricted Electives .....	.24 hours
One course from each of the following four groups .....	.12 hours
Twelve (12) additional hours from any of the following groups: .....	.12 hours
1. The Individual and Society: SO 230, SOG 337	
2. Societal Problems: SO 132, 332, 344, 439	
3. Social Processes: SO 331, 339, 435	
4. Social Organizations: SO 231, 432, 438; POL 332, 337, 338	
Sociology Field Experience: SO 490 A, B, C, D .....	.6-15 hours
Social Science: SS 211, 212, 313, SS 239, 333 .....	.9 hours
Computer Literacy: CS 132 or SS 150 or SS 240 .....	.3 hours
Electives: Sociology Electives (SOG 230, 235) or	
Other Electives .....	.18 hours
MINIMUM HOURS REQUIRED FOR DEGREE .....	.124 hours

**Gerontology Major**

General Education* .....	.49 hours
Gerontology: GR 231, 335 490, 499 .....	.12 hours
Sociology: SO 132, SOG 235, 337 .....	.9 hours
Psychology: GR 390/PS 440 .....	.3 hours
Science and Mathematics: CS 132 or SS 150 or SS 240, GR 310/MT 310 .....	.6 hours
Business: GR 230/HM 351, MG 300 and MG 320 or MG 300 and AC 231 .....	.9 hours
Social Sciences: SS 211, 212, 313, 239, 333 .....	.9 hours
Gerontology Electives: GR 350, 420, PS 236, SOG 230, POL 301, CJ 305 .....	.12 hours
Other Electives .....	.15 hours
MINIMUM HOURS REQUIRED FOR DEGREE .....	.124 hours

**Sociology Minor**

The minor consists of 18 hours, all of which must be completed at Bethune-Cookman College.

Sociology: SO 131, 235, 236, 436 .....	.12 hours
Six (6) semester hours from the Restricted Sociology Electives .....	.6 hours

**Gerontology Minor**

The minor consists of 18 hours, all of which must be completed at Bethune-Cookman College.

Gerontology: GR 310, 335, 390 .....	.9 hours
Gerontology Practicum: GR 490 .....	.6 hours
Sociology: SOG 337 .....	.3 hours

**Social Work Minor**

The minor consists of 21 hours, all of which must be completed at Bethune-Cookman College.

Sociology: SO 231, 235, 332, 432, 435 .....	.15 hours
Political Science: POL 338 .....	.3 hours
Criminal Justice: CJ 461 .....	.3 hours

**Women and Gender Studies Minor**

The minor consists of 18 hours, all of which must be completed at Bethune-Cookman College.

- Social Sciences: SS 250 .....3 hours
- Psychology: PS 444 .....3 hours
- Any four (4) of the following:
- CJ 320, EN 335, HI 320, HI 325, POL 353, PS 442 .....12 hours

**Certificate in Gerontology**

In recognition of the special needs of the elderly citizens of Florida, the College offers a 21-semester hour interdisciplinary program leading to a certificate in gerontology. All of the semester hours must be completed at Bethune-Cookman College. The program is completed along with the undergraduate major of the student and is administered by the director of the Gerontology Interdisciplinary Center. While the program may be of particular interest to students who are majoring in health sciences, psychology, social work, or sociology, it is compatible with many disciplines-for example, music, music education, physical education, or art education. In addition, an approved practicum in gerontology must be completed for three to six semester hours of credit.

**Course Requirements**

- Gerontology: GR 231, GR 335, GR 490, GR 499 .....12 hours
- Science and Mathematics: GR 310/MT 310 .....3 hours
- Sociology: SOG 337 .....3 hours
- Psychology: GR 390/PS 440 .....3 hours

**COURSE DESCRIPTIONS FOR THE DEPARTMENT OF SOCIOLOGY AND GERONTOLOGY**

**GR 230/HM 351 Nutrition in Health and Disease 3 semester hours**

The study of normal nutrition as it relates to the life span. The physiological, psychosocial and cultural aspects of nutrition and the interrelationship with disease.

**GR 231 Introduction to Gerontology 3 semester hours**

An overview of the social science of gerontology including age changes, age differences, period effects, and psychosocial changes of aging as well as elderly adaptation to retirement, leisure pursuits, finances, societal disengagement and independency/dependency. Gerontologic research design and issues. Emphasis is on a holistic, preventive approach to the study of gerontology and to providing services for the well and non-well elderly.

**GR 310/MT 310 Cellular and Physiologic Aspects of Aging 3 semester hours**

Prerequisites: BI 131, CH 141 or permission of instructor. An initial overview of the biological foundations for life, and the effects of aging upon the body's anatomical/physiological systems. In-depth coverage of the various theories of senescence including wear and tear theory, rate-of-living theory, mutation theory, and error theory. Emphasis is on the effects of senescence upon the functioning of the body's immune, renal, neural, and cardiovascular systems.

**GR 335 Minority Aging** **3 semester hours**

This course focuses on the historical, demographic and socioeconomic profiles of minority elderly. It examines major problems encountered by minority elderly persons with a review of issues such as income, health, housing, and transportation. It also covers unique aspects of minority religiosity, family ties, language barriers, coping behavior, and population distribution.

**GR 350 Seminar in Gerontology** **3 semester hours**

This course provides an overview of the past, present and future issues on aging. Issues to be covered include economics of aging, elderly abuse, suicide among the elderly, elderly in the media, etc.

**GR 390/PS 440 Psychology of Aging** **3 semester hours**

Prerequisites: SO 131, PS 230 or permission of the instructor, and GR 331. The effects of senescence and adaptation to such effects on the psychological variables of sensory and perceptual processes, psychomotor performance, personality, socialization and primary and secondary relationships. Psychosocial adaptation of the elderly to death and dying, bereavement, widowhood, and theology. Emphasis is on a holistic, preventive approach to the psychosocial aspects of aging for both well and non-well elderly. Emphasis is on psychosocial aspects of aging indigenous to blacks.

**GR 420 Seminar in Gerontology II** **3 semester hours**

This course examines the needs and coping patterns of the aged. The issues covered in this course include aging and changing living situations in the family, health and health care of the aged, retirement as a social institution and process, religion as a vital aspect of aging, social service provision in the aging network and the possible future trends.

**GR 490 Gerontology Practicum** **3, 6, 12, 15 semester hours**

Prerequisites: GR 310/MT 310, GR 350/NU 350, GR 390/PS 440, GR 331, GR 332. Students are assigned to federal, state, and local agencies, health care facilities, and/or community/social welfare programs dealing with an aged clientele for 10 to 15 hours per week. Designed as a cumulative, culminating experience in preparing students to assume advocacy, health care provider, coordination and leadership roles in the provision of services for well and non-well elderly. Designed in accordance with the practicum goals and objectives as determined jointly between the student and the department head.

**GR 499 Senior Seminar/Original Thesis** **3 semester hours**

Prerequisites: EN 131, 132, three subtests of the CLAST, SS 239, 333. This course offers all gerontology students the opportunity to apply the scientific method in research, present in writing, and orally defend an empirical research report on aging. Also, a comprehensive review of course work is conducted for the exit examination in gerontology.

**SO 131 Introduction to Sociology** **3 semester hours**

An overview of the field of sociology. Emphasis is placed on the practices and institutions which humans develop in the processes of social maintenance and change.

**SO 132 Social Problems** **3 semester hours**

A study of the major problems facing contemporary societies, with special emphasis on African Americans within the American community.

**SO 230 Social Psychology** **3 semester hours**

A study of the way in which the inner life of human beings shape the institutions in society and how the institutions of our society shape lives.

- SOG 230 Medical Sociology** 3 semester hours  
This course focuses on a critical examination of the influence of social, political, and economic factors on the development of health and on patterns of medical intervention.
- SO 231 Introduction to Social Welfare** 3 semester hours  
Prerequisite: SO 131. A survey of the field of social welfare with emphasis upon qualifications; employment opportunities, general principles and techniques relative to each area.
- SO 235 Marriage and Family** 3 semester hours  
A study of biological, psychological and sociological bases of human family life; special attention is given to the problems of family life in a changing society.
- SOG 235 Sociology of Aging** 3 semester hours  
This course presents the social aspects of aging. It provides a survey of cross-cultural perspectives and social implications of aging and social reaction to and provisions for elderly individuals.
- SO 236 Cultural Anthropology** 3 semester hours  
An introductory course designed to enhance students' understanding of the evolutionary processes involved in the development and functioning of various human cultures, and some of the variables that can be manipulated in developmental and policy matters. This course meets the interest of individuals who are or would be involved in social planning and organized social change.
- SO 331 Demography** 3 semester hours  
A study of the factors that affect growth, size, composition, and distribution of human populations. The components of population change and their relationships with the sociocultural variables of education, religion, politics, economics, and minority groups' status are also discussed.
- SO 332 Social Casework Processes** 3 semester hours  
A course considering the basic aspects of social casework as a counseling technique and method. It also explores the theoretical underpinning of casework and its application to problem-solving in the area of social functioning.
- SOG 337 Death and Dying** 3 semester hours  
Prerequisite: SO 131, 132. A course that explores the reality of an individual's mortality and the systematic steps needed in our society for adequate acceptance of the fact of death.
- SO 339 Social Stratification** 3 semester hours  
Prerequisite: SO 131, 132. The study of the system of social ranking and hierarchies in societies. Attention is focused on social classes in American society and the distribution of power, prestige, and privileges. Special emphasis is directed toward minorities within the American system of social ranking.
- SO 344 Sociology of Deviant Behavior** 3 semester hours  
An examination of the nature, types, and social reactions to deviant behavior; special emphasis is placed on the process of stigmatization and the emergence of deviant subcultures.
- SO 432 Community Organization** 3 semester hours  
A course designed to give the student insight into the philosophy and processes used in determining and meeting community needs.

- SO 435 Groups and Group Behavior** **3 semester hours**  
A study of the group process, and methods and techniques of group work in meeting group and individual needs.
- SO 436 Sociological Theory** **3 semester hours**  
A study of sociological theory since the first quarter of the twentieth century, with particular emphasis on major theoretical orientations, concepts and issues.
- SO 438 Urban Sociology** **3 semester hours**  
A study of the urban community - its growth, characteristics, and problems - in the United States and elsewhere.
- SO 439 Race and Ethnicity** **3 semester hours**  
An examination of how varying categories of difference have been created, maintained, and/or changed. This course investigates various racial and ethnic groups, and explores the consequences of being identified in a particular category.
- SO 490 Cooperative Education Field Experience** **6, 9, 12, 15 semester hours**  
Work experience opportunity at the senior (SO 490) levels. Students must have a cumulative grade point average of a minimum of 2.00 and have an application on file the semester prior to actual training. Students may register for a cooperative education experience on three occasions. Semester hours credit will be determined by the department head in the student's discipline after the details of placement has been made.
- SO 499 Senior Seminar** **3 semester hours**  
Prerequisites: EN 131, 132, three subtests of the CLAST, SS 239, and SS 333. This course offers advanced sociology majors the opportunity to apply the scientific method in research, to present in writing, and orally defend the empirical research report. Also, a comprehensive review of course work is conducted for the exit examination in sociology.

### **AIR FORCE "ROTC"**

The United States Air Force offers Air Force ROTC courses at Embry-Riddle Aeronautical University (ERAU) which the university accepts for open-elective course credit. The procedures for registering for ROTC courses are the same as registering for any other Bethune-Cookman College course. The student simply signs up for the ROTC course during registration. Transportation will be provided from Bethune-Cookman, if needed, to ERAU (and back) for the AFROTC courses. AFROTC may be taken for academic credit only if a student so desires. Any student may enroll in a freshman or sophomore AFROTC course, not just individuals who wish to become commissioned officers in the USAF. The junior and senior AFROTC courses are available to only those college/university students who have committed themselves to becoming commissioned officers. Remember, students who take the freshman and/or sophomore ROTC courses are under no obligation to the Air Force. A student may withdraw from an AFROTC course following the same procedures as one would in dropping any other college/university course. Upon graduation, those students wishing to pursue a commission in the Air Force and who successfully complete AFROTC receive commissions as officers in the United States Air Force.

Any qualified student may pursue this opportunity provided he or she has a minimum of four semesters remaining at the College/University. AFROTC courses, incidentally, are not offered at ERAU during the summer semester. The curriculum offers a choice, however, of either a two- or four-year program.

### **Four-Year Program**

Enrollment procedures for the first two years of the four-year program, the General Military Course (GMC), are the same as for any other college program. The student simply selects the appropriate AFROTC class during registration. Students in the GMC are under no obligation to the Air Force and may withdraw from the class in the same manner as they might withdraw from any course. Those who decide to continue in the final two years, the Professional Officer Course (POC), receive a monetary allowance and incur an obligation to serve in the Air Force upon graduation/commissioning. Prior to entering the POC, each student must pass a medical examination, receive a competitive score on the Air Force Officer Qualifying Test (AFOQT), and complete a four-week summer field training session at an Air Force base.

### **Two-Year Program**

The two-year program is identical to the last two years of the four-year program, but is preceded by a six-week summer field training session at an Air Force base. Two-year program students must also pass a medical examination and receive a competitive score on the Air Force Officer Qualifying Test (AFOQT) prior to attending field training.

### **Air Force Scholarships**

Air Force ROTC (AFROTC) offers scholarships covering a student's college education for two, three, and four years. Each scholarship pays for full tuition (up to \$15,000 per year), laboratory, fees, textbooks, and also includes a monthly tax-free subsistence allowance. Three- and four-year scholarships are available, on a competitive basis, to high school seniors. Students never enrolled in a college or university as a full-time student are eligible for the four-year scholarship, provided they can complete their four-year degree before their 27th birthday. High school students interested in a four-year scholarship must apply to Air Force ROTC Headquarters, Maxwell Air Force Base, Alabama 36112, before December 1 of their senior year. Application forms for the scholarship are available Maxwell Air Force Base, Alabama 36112, before December 1 of their senior year. Application forms for the scholarship are available on-line at [www.afrotc.com](http://www.afrotc.com). The Air Force also offers a noncompetitive Historically Black College or University (HBCU) scholarship to students attending BCC. The scholarship pays tuition (up to \$15,000 per year), \$510 for books and a monthly non-taxable allowance. To be eligible you must be a U.S. citizen, pass the AFOQT and a physical fitness test, have a minimum 2.5 GPA and pass the height, weight and medical requirements. For more information, contact AFROTC Detachment 157, Embry-Riddle Aeronautical University, 600 S. Clyde Morris Boulevard, Daytona Beach, Florida 32114-3900, (386) 226-6880.

### **Finances**

Textbooks for all AFROTC courses are free. Students enrolled in the POC receive a \$350-\$400 per-month tax-free subsistence allowance. In addition, those attending summer field training receive travel pay to and from the Air Force base hosting the session, free room and board, and pay while attending the session.

*AIR FORCE ROTC - Aerospace Studies***COURSE DESCRIPTIONS****AF 101/AF 102 The Air Force Today (General Military Course)****1 semester hour****1 credit**

AS 100 is a survey course designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps. Featured topics include: mission and organization of the Air Force, officership and professionalism, military customs and courtesies, Air Force officer opportunities, and an introduction to communication skills. Corequisite: AF 101L. Leadership Laboratory is mandatory for AFROTC cadets and complements this course by providing cadets with followership experiences.

**AF 101L/AF 102L Leadership Laboratory****0 credit**

Consists of Air Force customs, courtesies, health, physical fitness, field training orientation, drill and ceremonies. These courses are graded Pass/Fail.

**AF 201 The Development of Air Power  
(General Military Course)****1 semester hour****1 credit**

A course designed to examine general aspects of air and space power through a historical perspective. Utilizing this perspective, the course covers a time period from the first balloons and dirigibles to the space-age global positioning systems of the Persian Gulf War. Historical examples are provided to extrapolate the development of Air Force capabilities (competencies), and missions (functions) to demonstrate the evolution of what has become today's USAF air and space power. Furthermore, the course examines several fundamental truths associated with war in the third dimension: e.g. Principles of War and Tenets of Air and Space Power. As a whole, this course provides the students with a knowledge level understanding for the general element and employment of air and space power, from an institutional doctrinal and historical perspective. In addition, the students will continue to discuss the importance of the Air Force Core Values with the use of operational examples and historical Air Force leaders and will continue to develop their communication skills. Corequisite: AF 201L. Leadership Laboratory is mandatory for AFROTC cadets and complements this course by providing cadets with followership experiences.

**AF 202 The Development of Air Power (General Military Course)****1 semester hour****1 credit****AF 202 The Development of Air Power  
(General Military Course) - Spring Semester****1 semester hour****1 credit**

Continuation of AF 201. A weekly Leadership Laboratory is mandatory. Corequisite: AF 202L.

**AF 201L/AF 202L Leadership Laboratory****0 credit**

Consists of Air Force customs, courtesies, Air Force environment, drill, ceremonies, and field training orientation. These courses are graded Pass/Fail.

**AF 301 Air Force Leaders and Management (Professional Officer Course)****3 semester hours****3 credits**

AS 300 is a study of leadership, management fundamentals, professional knowledge, Air Force personnel and evaluation systems, leadership ethics, and communication skills

required of an Air Force junior officer. Case studies are used to examine Air Force leadership and management situations as a means of demonstrating and exercising practical application of the concepts being studied. Corequisite: AF 301L. A mandatory Leadership Laboratory complements this course by providing advanced leadership experiences in officer-type activities, giving students the opportunity to apply leadership and management principles of this course.

**AF 302 Air Force Leadership and Management  
(Professional Officer Course)**

**3 semester hours**

**3 credits**

Continuation of AF 301. Corequisite: AF 302L. A weekly Leadership Laboratory is mandatory.

**AF 301L/AF 302L Leadership Laboratory**

**0 credit**

Provides advanced leadership experience in officer-type activities, giving students the opportunity to apply leadership and management principles. These courses are graded Pass/Fail. Prerequisites: Completion of the General Military Course or Two-Year Program selection and/or approval of the Professor of Aerospace Studies.

**AF 401 National Security Forces in Contemporary American Society  
(Professional Officer Course)**

**3 semester hours**

**3 credits**

AS 400 examines the national security process, regional studies, advanced leadership ethics, and Air Force doctrine. Special topics of interest focus on the military as a profession, officership, military justice, civilian control of the military, preparation for active duty, and current issues affecting military professionalism. Within this structure, continued emphasis is given to refining communication skills. Corequisite: AF 401L. A mandatory Leadership Laboratory complements this course by providing advanced leadership experiences, giving students the opportunity to apply the leadership and management principles of this course.

**AF 402 Preparation for Active Duty (Professional Officer Course)**

**3 semester hours**

**3 credits**

Continuation of AF 401. A weekly Leadership Laboratory is mandatory. Corequisite: AF 402L.

**AF 401L/AF 402L Leadership Laboratory**

**0 credit**

Provides advanced leadership experiences in officer-type activities. These courses are graded Pass/Fail. Prerequisites: Completion of the General Military Course or Two-Year Program selection and/or approval of the Professor of Aerospace Studies.

**Note:** Students who have not attended Air Force ROTC Field Training may enroll in the Professional Officer Courses for academic credit only. Leadership Lab is not required if taking AFROTC courses for academic credit only.

## **ARMY "ROTC"**

### **Army ROTC**

Army ROTC stands for Reserve Officer's Training Corps and it is a course which men and women may take, freshman through senior year and may lead to a commission as a lieutenant in the US Army. Army ROTC enhances a student's education by providing unique leadership and management training, along with practical experience. The curriculum is designed to be

exciting, educational, and flexible enough to meet scholastic requirements while helping to accomplish your academic and personal goals. Classes and training include: map reading, land navigation, rappelling, rifle marksmanship, patrolling, tactics, drill and ceremony, military history, ethics and military law. You may earn 16 hours of academic credit for completing four years of Army ROTC. All uniforms, military text books, and equipment are issued to cadets at no charge. This program is available thru Embry-Riddle Aeronautical University, Daytona Beach, Florida. All classroom, labs, and physical training is conducted at ERAU.

The Army Reserve Officer Training Corps program provides an opportunity to acquire the skills and knowledge necessary for commissioning as a lieutenant in the U.S. Army. The program offers both a four-year and two-year option. The two-year option allows students with at least two academic years remaining in either undergraduate or graduate studies to meet all requirements for commissioning. The ROTC courses may be applied toward open elective requirements in any degree program. Students desiring to enroll in the Army ROTC Basic Course are required to present a copy of their latest medical physical (no more than one year old) and a copy of an official birth certificate to the ROTC Office. All information can be faxed.

### **Basic Military Science**

The basic military science courses are offered during the freshman and sophomore years. These courses address military organization, equipment, weapons, map reading, land navigation, use of compass, grade structure, the threat, communications, leadership, and physical training. The courses consist of both classroom instruction and a mandatory lab. A lab fee is assessed every student enrolled in Army ROTC classes to cover the cost of equipment maintenance and other cadet activities.

### **Advanced Military Science**

The advanced military science courses are taken during the junior and senior years. These courses specialize in small unit tactics, preparation and conduct of military training, military justice system, staff procedures, decision making and leadership, managerial concepts, problem analysis, military writing, the ethic of the professional soldier, and physical training. The courses consist of both classroom instruction and a mandatory lab. This phase requires attendance at a six-week advanced camp conducted at Fort Bragg, North Carolina, during summer following the junior year.

### **Basic Camp**

A summer training program is offered for students who will be academic juniors without previous ROTC or military training. This consists of a six-week course at Fort Knox, KY, during the summer following the sophomore year. This will qualify a student for entry into the Advanced Course, thus allowing completion of all requirements for commissioning within two years. Students attending the summer course at Fort Knox receive approximately \$800 pay.

### **Benefits**

All contracted military science students receive a tax-free monetary allowance of \$200 per month.

Four and three-year scholarships are available to those who qualify. Academic excellence is essential to any future career and especially in a highly technical Army. Naturally, the high-

er GPA and test scores, the better chance exists of being selected as a scholarship recipient. Minimum requirements are:

1. U.S. Citizen
2. Be under 27 years of age the year of college graduation (waivers possible for prior service)
3. Meet required physical standards
4. Have a cumulative academic GPA of 2.7
5. Have an SAT score of 920 or ACT score of 19

Scholarship benefits include:

- \$64,000 - Tuition paid at the rate of \$16,000 per school year
- \$ 8,000 - Subsistence allowance paid at the rate of \$200 per month, up to ten months of the school year.
- \$ 1,800 - Books paid at the rate of \$225 per semester.
- \$73,800 - TOTAL not including uniforms and other items of military equipment that are issued at no expense to the cadet.

### **Admission to the Basic Course**

Admission requirements are the following:

1. Enrollment in a baccalaureate or master's program.
2. At least 17 years of age at time of entry but not more than 30 years of age at time of graduation.
3. U.S. Citizenship

### **Admission to the Advanced Course**

Admission requirements are the following:

1. Successful completion of the basic course or equivalent.
2. Successful completion of Army physical examination.
3. Selection by the professor of military science.
4. Agreement to complete the advanced course requirements and serve on active, reserve, or National Guard duty as commissioned officer.
5. Maintain a 2.0 overall academic GPA and a 3.0 ROTC GPA.

All of the above are subject to the control of, and are administered by and under the rules and regulations of, the Department of the Army and are subject to change from time to time.

## **COURSE DESCRIPTIONS FOR MILITARY SCIENCE ARMY ROTC**

### **MY 103 Basic Military Science**

**1 semester hour**

A study of the defense establishment and the organization and development of the United States Army. A study of military courtesy, discipline, customs and traditions of the service. A historical perspective of the role of the different branches of the United States Army and

the role they have played in the freedom of our nation. An introduction to physical readiness training. Exercises normally include M16-A1 rifle firing, rappelling training, and airmobile helicopter operations.

**MY 103L Basic Military Science Laboratory** **0 semester hours**

Leadership laboratory with emphasis on military leadership and small unit tactics. Students develop leadership abilities through hands-on practical experiences. Training is introductory in scope and includes operations and tactics and land navigation subjects. Practical training exercises familiarize students with the field environment and field survival skills. The Army Physical Fitness Test (APFT) is administered to assess the state of physical development.

**MY 104 Basic Military Science** **1 semester hour**

Fundamentals of land navigation that include map reading, terrain identification, intersection, resection and polar coordinates. A study of the roles the active Army Forces, the Army Reserve Forces and the Army National Guard play in our nation's defense. Continued emphasis on physical readiness training. Course includes lecture and laboratory. Field training exercises normally include M16-A1 rifle firing, rappelling training, and airmobile helicopter operations.

**MY 104L Basic Military Science Laboratory** **0 semester hours**

Leadership laboratory with emphasis on military leadership and small unit tactics. Students develop leadership abilities through hands-on practical experiences. Training continues the leader development process while remaining introductory in scope and develops basic operations and tactics and land navigation skills acquired in MY 103 Laboratory. Practical training exercises continue cadet field orientation with the focus being on individual training. Special topics including stream crossing techniques, field survival skills, and bivouac techniques are covered. The Army Physical Fitness Test (APFT) is administered to assess the state of physical development.

**MY 203 Basic Military Leadership I** **1 semester hour**

A review of the customs and traditions of the service. The fundamentals of leadership development and the importance of understanding the principles needed for effective leadership. Requires mandatory physical training exercises which normally include M16-A1 rifle firing, rappelling training, and airmobile helicopter operations.

**MY 203L Basic Military Leadership I Laboratory** **0 semester hours**

Leadership laboratory with emphasis on military leadership and small unit tactics. Students develop leadership abilities through hands-on practical experiences. Training continues the development of cadet leadership and critical skills while remaining basic in scope and includes operations and tactics, land navigation, first aid, and general military subjects. Practical training exercises stress development of basic skills with the focus on soldier team development at the squad/team level. The Army Physical Fitness Test (APFT) is administered to assess the state of physical development.

**MY 204 Basic Military Leadership II** **1 semester hour**

The fundamentals of military geography and their application in the use of navigational aids for the military forces. A study of preventative medicine countermeasures and first aid techniques that every leader must know. Requires mandatory physical training and includes both lecture and leadership laboratory. Two weekend training exercises normally include M16-A1 rifle firing, rappelling training, and airmobile helicopter operations.

**MY 204L Basic Military Leadership II Laboratory 0 semester hours**

Leadership laboratory with emphasis on military leadership and small unit tactics. Students develop leadership abilities through hands-on practical experiences. Training continues development of basic skills acquired in MY 203 Laboratory and includes operations and tactics, land navigation, first aid, and general military subjects. Practical training exercises continue development of basic skills with the focus on soldier-team development at the squad/team level. The Army Physical Fitness Test (APFT) is administered to assess the state of physical development.

**MY 303 Officership I 3 semester hours**

Prerequisites: Completion of basic military science (or given constructive credit) and status of a contracted Army ROTC cadet. A course examining the foundations of officership, the character, responsibilities, and status of being a commissioned officer. Emphasis on the warrior ethic. Covers a wide spectrum of subjects, from training in common military skills to fostering a value system that emphasizes service to the nation, readiness to persevere in the face of obstacles, and willingness to make personal sacrifices in pursuit of the greater good. Includes lecture, advanced leadership laboratory, physical training, and practical field training exercises.

**MY 303L Officership I Laboratory 0 semester hours**

Leadership laboratory with emphasis on military leadership and small unit tactics. Students develop leadership abilities through hands-on practical experiences. Training continues development of cadet competencies and confidence through intermediate leadership and technical/tactical instruction. Practical training exercises are supplementary in scope and include operations and tactics, land navigation, and weapons training. Special topics including tactical bivouac techniques, individual tactical techniques, tactical foot march techniques, squad tactics, and small unit patrolling are covered. The Army Physical Fitness Test (APFT) is administered to assess the state of physical development.

**MY 304 Officership II 3 semester hours**

Prerequisite: MY 303 Officership I. A continuing development of the processes that distinguish commissioned military service from other professional endeavor. The main emphasis of this class is the preparation of cadets for the six-week advance camp they normally attend at the end of the junior year. Here their capability to conceptualize, innovate, synthesize information, and make sound decisions while under stress are evaluated. Includes advanced leadership laboratory, enhanced physical training and practical field training exercises.

**MY 304L Leadership II Laboratory 0 semester hours**

Leadership laboratory with emphasis on military leadership and small unit tactics. Students develop leadership abilities through hands-on practical experiences. Training continues development of intermediate leader and critical skills in preparation for Advanced Camp. Practical training exercises focus on soldier-team development at squad/patrol level. Training is supplementary and includes tactics, land navigation, and weapons subjects.

**MY 403 Advanced Military Leadership I 3 semester hours**

Prerequisites: MY 303, Officership I and MY 304, Officership II. A study of military professionalism with emphasis on command and staff relationships, organizational functions and duties of various staff officers that assist in the leadership of the organization. A study of personnel and logistical systems and the role they play in helping the organization optimize operations and improve life in the Army community. Training in staff briefings is used

as an introduction to military procedures. Includes lecture, laboratory, and physical readiness training.

**MY 403L Advanced Military Leadership I Laboratory** **0 semester hours**

Leadership laboratory with emphasis on military leadership and small unit tactics. Students develop leadership abilities through hands-on practical experiences. Training culminates the leader development process at the pre-commissioning level. Training is supplementary and includes operations and tactics, land navigation, and radio wire communication subjects. Students perform as subject matter experts and are responsible for conducting and evaluating training. The Army Physical Fitness Test (APFT) is administered to assess the state of physical development.

**MY 404 Advanced Military Leadership II** **3 semester hours**

Prerequisites: MY 303, Officership I and MY 304, Officership II. A study of ethics and professionalism in the military and the role they play in carrying out the defense policy of the United States. The fundamentals of military law, its impact on the American military society and its place in the jurisdictional system. A history of the military court martial as it relates to the jurisdictional process of American society. A study of the law and warfare and its relationship to the conduct of soldiers in combat. Includes lecture, laboratory, and physical readiness training.

**MY 404L Advanced Military Leadership II Laboratory** **0 semester hours**

Leadership laboratory with emphasis on military leadership and small unit tactics. Students develop leadership abilities through hands-on practical experiences. Training culminates development of leader skills emphasizing the transition from cadet to second lieutenant. Expands the frame of reference and gradually shifts it to orient on future assignments as an officer. Training is supplementary and includes operations and tactics, land navigation, and radio wire communication subjects. Students perform as subject matter experts and are responsible for conducting and evaluating training. The Army Physical Fitness Test (APFT) is administered to assess the state of physical development.

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Dr. LaDoris McClaney  
CEO, McClaney Enterprises/International  
Holmby Hills, CA

Mr. George F. McPhillips  
Real Estate Executive, Ret.  
Ormond Beach, FL

Mrs. Mary Alice Massey  
Chair, College Advancement Committee  
Jacksonville, FL

Mr. Irving Matthews  
Owner  
Daytona Lincoln-Mercury  
Daytona Beach, FL

Mr. Lee E. Rhyant  
Vice President and Site General Manager  
Lockheed Martin Aeronautics Co.  
Marietta, GA  
Dr. Patrick David Roberts  
Physician  
Nassau, Bahamas

Mrs. Kathleen C. Rydell  
Tampa, FL

Mrs. Brenda Schofield  
Director, Global Employment Compliance  
Corporate Employees Resources  
Pfizer, Inc.  
New York, New York

Mr. Hilton O. Smith  
Corporate Vice President  
Turner Construction Company  
Cleveland, OH

Mr. Williams Giles Talley, Jr.  
President  
Talley Enterprises, Inc.  
Leesburg, FL

Dr. Eugene M. Zimmerman  
Chair, Athletics Subcommittee  
Minister  
Cypress Lake United Methodist Church  
Ft. Myers, FL

## **EX-OFFICIO MEMBERS**

Dr. Oswald P. Bronson, Sr.  
College President  
Bethune-Cookman College  
Daytona Beach, FL

Mr. Anthony H. Brown  
Alumni Representative  
Warrensville Heights, OH

Mrs. Myrtle Brown  
President  
B-CC National Alumni Assoc.  
Winston-Salem, NC

Reverend E. Wayne Curry  
District Superintendent, DeLand District  
United Methodist Church  
DeLand, FL

Reverend Robert M. Gibbs  
Chair, Lay Clergy Advisory Council  
of B-CC  
First United Methodist Church  
Lakeland, FL

T. Terrell Sessums, Esquire  
Lay Leader, Florida Conference  
The United Methodist Church  
Tampa, FL

Ms. Cathy D. Washington  
Alumni Representative  
Daytona Beach, FL

### **HONORARY TRUSTEES**

Mr. George E. Davis, Jr.  
Davis Gas Company  
Gainesville, FL

Willie E. Gary, Esquire  
Gary, Williams, Parenti Law Firm  
Stuart, FL

Dr. Alice E. Moore  
Educator, Ret.  
West Palm Beach, FL

Mr. John Schoepfer  
Executive Vice President,  
Investment  
Paine Webber, Inc.  
Gainesville, FL

### **TRUSTEE EMERITI**

Bishop Robert E. Fannin  
Alabama Conference, UMC  
Birmingham, AL

Mr. James R. Gregg  
Investor  
Leesburg, FL

Bishop J. Lloyd Knox  
United Methodist Church, Ret.  
St. Petersburg, FL

Dr. Eddie J. Rivers, Jr.  
United Methodist Church, Ret.  
Daytona Beach, FL

Source: Office of the President, March 2004

## ALUMNI RELATIONS

The success of Bethune-Cookman College is directly related to the commitment of its graduates. Those graduates who walk through the portals of its buildings, trod the hallowed grounds, and live out the legacy of the College's founder, Dr. Mary McLeod Bethune, and the legacies of the leaders who followed in her footsteps. The Office of Alumni Relations functions under the auspices of College Advancement in conjunction with the Office of Public Relations and Office of Development. Alumni Relations promotes the College's mission, encouraging the participation of alumni and securing the critical financial support needed to provide "*an enlightening educational journey*" for deserving young students.

### "ENTER TO LEARN"

The Pre-Alumni Council at Bethune-Cookman College is an undergraduate networking unit of the National Alumni Council of the United Negro College Fund. The major purposes of the Pre-Alumni Council are to expose undergraduates to the functions of alumni, to train students in basic fundraising techniques and provide opportunities to experience fundraising activities that support their alma mater. Additionally, the Pre-Alumni Council selects a Miss Pre-Alumni to represent the college at the annual conference of the National Pre-Alumni Council and National Alumni Council of the United Negro College Fund.

All students are members of the Pre-Alumni Council. Membership is included in the general fees paid to the College during registration. Therefore, all students are encouraged to become active members of the council.

### "DEPART TO SERVE"

The National Alumni Association, Inc. is the official organization of Bethune-Cookman College graduates. The purposes of the organization are to perpetuate the history, ideas and philosophy of Bethune-Cookman College; to give educational grants to the College through solicitation of donations from alumni; to serve as the liaison and provide amicable communication between the college and its graduates; and to render volunteer services to Bethune-Cookman College students and graduates. The corporate purpose of the National Alumni Association is primarily carried out through the Executive Committee. Alumni chapters are organized and chartered throughout the United States of America and abroad to expand and enhance the purposes of the association. All graduates, recipients of honorary degrees and persons who have attended the institution for at least one semester and left in good standing are alumni. Membership into the alumni association is open to any alum that pays annual or lifetime membership dues. Graduating seniors are active members for the first year after graduation and are encouraged to remain active by joining the alumni chapter in their locale and to remit national dues through the chapter or to the Office of Alumni Relations.

**THE TOTAL FAMILY AWARD** is one of the highest honors bestowed upon Bethune-Cookman College alumni families. This award recognizes married couples and their children that graduate from the College.

**NATIONAL ALUMNI ASSOCIATION OFFICES**

President	Corresponding Secretary	Director of Public Relations
Immediate Past President	Treasurer	Parliamentarian
Vice President	Chaplain	Director of Alumni Relations
Secretary		(2) Alumni Trustee

**LOCAL CHAPTERS**

Alachua County Chapter	Ft. Pierce Chapter	Osceola County Chapter
Atlanta Chapter	Georgia Chapter	Palm Beach County Chapter
Big Bend Chapter	Hillsborough County Chapter	Polk County Chapter
Brevard County Chapter	Indian River Chapter	Putnam County Chapter
Broward County Chapter	Lake/Sumter Chapter	St. Petersburg Chapter
Cleveland Chapter	Marion County Chapter	Seminole County Chapter
Delaware Valley Chapter	Miami/Dade Chapter	Volusia County Chapter
Duval/Nassau	New York Chapter	Washington, DC Chapter
Escambia Chapter	Orange County Chapter	

For the latest alumni information, visit us on the web at [www.bethune.cookman.edu/development](http://www.bethune.cookman.edu/development) or contact the Alumni Relations Office liaisons.

**CONTACT PERSONS: ALUMNI RELATIONS/ NATIONAL ALUMNI ASSOCIATION**

- Ms. Patricia H. James, 386-481-2957  
*Assistant Vice President/Director of Alumni Relations*
- Ms. Jacqueline Mongal, 386-481-2967  
*Executive Assistant, National Alumni Association*

## OFFICERS OF THE ADMINISTRATION

**REED, TRUDIE KIBBE**, College President; BA and MSSW, University of Texas; MA and EdD, Columbia University

**TAYLOR GREEN, ANN**, Provost/Vice President for Academic Affairs; BA, Talladega College; MS, North Carolina A & T State University; PhD, The American University

**ANDERSON, MICHAEL B.**, Vice President for Student Affairs; BS, Park University; MBA, Rochville University

**HUTCHESON, SUMNER B., III**, Vice President for College Advancement; BS, Bethune-Cookman College; MS, Barry University

**MONTGOMERY, E. DEAN.**, Vice President for Administration and Finance; BS, Benedict College; MS, Webster University

\* \* \*

**PATEL, Kiritkumar B.**, Associate Vice President for Fiscal Affairs/Chief Accountant; B.Com, Maharaja Sayajirao, University of Baroda, India; MBA, Atlanta University;

\* \* \*

**JAMES, Patricia**, Assistant Vice President and Director of Alumni Relations; BS, Bethune-Cookman College

**KERSHAW, Catherine**, Assistant Vice President and Director of Public Relations; BS, Bethune-Cookman College; Accredited in Public Relations by APR

**MCKEE, Claudine L.**, Assistant VP, Director of Career Placement & Counseling Services; MEd., Florida Technological University

**PATEL, Narendra**, Assistant Vice President and Director of Institutional Research; BCom, Maharaja Sayajirao University of Barodia, India; BBA, New York Institute of Technology; MBA, Embry-Riddle Aeronautical University

## SCHOOL DEANS

**AKINLEYE, Johnson O.**, (1989) Dean, School of Arts and Humanities/Professor of Mass Communications Program; BA & MS, Alabama A&M University; PhD, Howard University

**DANIELS-DAY, Lorraine Morrison**, (1998) Dean, School of Education/Assistant Professor of Education; BS, Bethune-Cookman College; MEd & EdD, University of Florida

**DIXON, Alma Yearwood**, (1994) Dean, School of Nursing/Associate Professor of Nursing; BA Fordham University; MPH, Hunter College of the City University of New York; MS, Pace University, Lienhard School of Nursing; EdD, Columbia University

**FENNELLY, Lois**, (1967) Dean, School of General Studies/Professor of Reading/English; BA, Queens College, City University of New York; MA, Arizona State University; PhD, University of Miami

**FLEMMING, Sheila Y.**, (1990) Dean, School of Social Sciences/Professor of History; BA, Bethune-Cookman College; MA, Atlanta University; PhD, Howard University

**LONG, Aubrey Earl**, (1988) Dean, School of Business/Professor of Business; BS, Lane College; MS, University of Tennessee; PhD, Ohio State University

**NICHOLSON, Theodore R.**, (1967) Dean, School of Science, Engineering, and Mathematics/Professor of Mathematics; BS, Claflin College; MS, Atlanta University; PhD, University of Illinois

### FULL-TIME FACULTY

This list reflects changes received through February 2004.

**AHERN, Nancy**, (1997) Instructor of Nursing, BSN, University of Delaware; MEd, Salisbury State University; MSN, University of Delaware

**AKINLEYE, Juanita**, (2000) Instructor of Nursing, BS, Howard University; MS, Central Michigan University

**ALLEN-KELSEY, G. Janice**, (2000) Assistant Professor of Sociology/Gerontology; BS, MS, PhD, University of Florida

**ASGILL, Edmondson O.**, (1985) Associate Professor of English; BA Hon. Fourah Bay College, University of Durham; Postgraduate Diploma in Education, University of Sierra Leon; MA, Institute of African Studies, University of Ghana; PhD, University of South Florida

**ASHBY, Warren D.**, (1991) Assistant Professor of Modern Languages-English, French, German and Spanish; AB, MA, George Washington University; PhD, University of Miami

**BARNES, Clifford**, (1989) Instructor of Management; BS, Bethune-Cookman College; MS, University of Southern California at LA

**BENEBY, Vonshelle**, (2001) Instructor/Director of Testing; BS, Bethune-Cookman College; MPA, University of Central Florida

**BLAKE, Esq., Weldon Morrison**, (1989) Assistant Professor of Business Administration; BS, JD, Howard University; ABD, Union Institute University

**BOGER, II, Ernest**, (1989) Assistant Professor/Department Head of Hospitality Management; BA, University of South Florida; MBA, North Texas State University

**BROOKS, James**, (1996) Assistant Professor of Religion and Philosophy; BA, Morris Harvey College; MDiv, Howard University; PhD, University of Denver

**BROWN, Estelle J.**, (1993) Assistant Professor of Education; BA & MA, Rowan College of New Jersey (previously named: Glassboro State College); EdD, Temple University of Philadelphia

**BROWN, Ritchie**, (1980 & 1984) Instructor/Coordinator of Freshman Seminar; BS, Florida State University; MS, Florida A & M University

**BUCKELEW, Richard**, (1999) Assistant Professor and Department Head for History and Social Science; BA, History and Social Studies, University of Arkansas at Monticello; PhD, University of Arkansas

- BURNEY, Jr., Earl A.**, (1993) Assistant Professor of Business Education/Business Leadership; Computer Laboratory Facilitator; BS, Grambling State University; MA, Atlanta University; ABD, Barry University
- BURROUGHS, Mary S.**, (2001) Instructor of Nursing; BS Nursing, University of Central Florida; MS, Florida Institute of Technology
- BUTLER-HOPE, Lorine**, (1991) Instructor of Criminal Justice; BS, Bethune-Cookman College; MS, Central Missouri State University
- CAIN, Christine E.**, (1989) Instructor of Business Administration; BA, Florida State University; MBA, Florida A & M University
- +CAMPBELL, Joseph**, (1977) Instructor & Reference Librarian; BA, Bethune-Cookman College; MLS, North Carolina Central University
- CARLSON, Keith A.** (2003) Instructor of Mathematics; BA (2), University of Missouri; MS, University of Illinois at Urbana-Champaign
- CARTER, Stephen**, (1993) Assistant Professor of Religion and Philosophy; BA, Olivet Nazarene College, IL; MA, PhD, DePaul University
- CASLAN, David F.**, (1996) Associate Professor, Accounting; CPA, State of Kentucky; BS, Roses-Hulman Institute of Technology, IN; MS, Indiana State University; JD, University of Louisville; MBA, Bellarmine College, KY; PhD, St. Louis University
- CHEEMA, Ijaz R.**, (1986) Professor of Biology; BS, MS, University of Panjab; PhD, University of Aston; Birmingham, England
- CLAYTON, Dennis**, (1975) Professor of Mathematics/Computer Science; BA, PhD, University of Utah
- COMBS, Barbara**, (2000) Instructor of English; BA, MS, Xavier University; JD, Ohio University
- COPELAND, Richard F.**, (1971) Professor of Chemistry; BS, MS, PhD, Texas A & M University; MS, University of Central Florida
- CORLEY, Alette W.**, (2003) Instructor of English/Director of Writing Center; BA, Washington & Jefferson College; MAT, University of Pittsburgh.
- CORLISS, Mary Bennett**, (1989) Instructor of English; BA, Florida State University, MA, Stetson University
- CRABILL, Steven**, (2001) Instructor of English; BA, The Defiance College; MA, University of Toledo
- CURTIS, Connie**, (1986) Assistant Professor of Modern Languages - Spanish; BA, MA, Purdue University; PhD, University of Florida
- DAVID, Sunil Kumar**, (1993) Associate Professor of Physics; BSc, Vikram University, India; MSc, University of Bombay, India; MSc, University of Indore, India; PhD, University of Poona, India
- DAVID, Valentina**, (1996) Associate Professor; BS, University of Indore, India; BS, MS, PhD, University of Poona, India

- DOBBINS, Dorothy**, (1970 & 1989) Instructor of English and Reading; AB, Guilford College; MA, University of North Carolina
- DOUGLAS-JONES, Daisy** (2003) Assistant Professor, English/Reading; BS, Savannah State University; M Ed, Florida Atlantic University; Ph.D., Union Institute
- DOUGLASS, Jr., John**, (1979) Assistant Professor of Mathematics; AB, Miles College; MS, Atlanta University
- DUNCAN, Margaret**, (1980) Professor of English; BA, MA, PhD, Howard University
- EKANAYAKE, Ekanayake M.** (2002) Assistant Professor, Business Administration/Economics; M Phil., University of Peradeniya; M Sc, University of the West Indies; MA & Ph.D., Florida International University
- EKPO, Efremfron Frank**, (1993) Professor of Physics; BS, University of Lagos, Nigeria; MS, Virginia State University at Petersburg; PhD, Howard University
- EULES, Susanne B.** (2001) Assistant Professor, Modern Languages (German); Ph.D. University of Freiburg
- FAUSTI, Lawrence J.**, (1989) Associate Professor of Reading; BS, University of Miami, FL; MA, EdSp, and EdD., University of New Mexico
- FEINSON, Carla**, (2001) Assistant Professor of Accounting; BA, New York University; MBA, Pace University; CPA, State of New York
- FORD, Jeanette Filomeno**, (2001) Assistant Professor of History; BA, State University College, Brockport, NY; MA, State University of New York at Stony Brook; Ed.D. University of Central Florida
- FORDHAM, Jr., Walter M.**, (1979) Professor of Physical Education; BS, Benedict College; MS, Indiana University; PhD, Florida State University
- FRAZIER, Patricia**, (2001) Associate Professor/Director, Faculty Development; BA, Talladega College; MA, Northwestern University; PhD, Clemson University
- FRECKLETON, Deborah**, (1995) Assistant Professor of Reading, BA, City College, CUNY; MPA, New York University; MS, Adelphi University; EdD, Nova Southeastern University
- GLICK, Robert C.**, (1995) Assistant Professor of Mathematics; BS, Auburn University; MAT, Jacksonville University; Ed.S., University of Florida.
- GREEN, Lewis J.**, (1979 & 1991) Instructor of Art & Humanities/Gallery Director; BA, Bethune-Cookman College; BAA, MEd, University of Florida; MA, University of Central Florida
- GREEN, Terry J.**, (1986) Associate Professor of Chemistry; BS, South Carolina State College; MS, PhD, Atlanta University
- GRIMES, Cheryl D.**, (1989) Assistant Professor & Area Coordinator for International Studies; BA, Southern University; MPA, Trinity University
- GUIDA, Leonard**, (1991) Instructor of English; BA, Montclair State University; MA, Louisiana State University

- GURUVADOO, Eranna**, (1988) Assistant Professor of Computer Science; BS, MBA, Embry-Riddle Aeronautical University; MS, University of Central Florida
- HALL, Cathis Marie**, (1993) Instructor of Mass Communication/General Manager of WBCC Radio Station, BA, Shaw University; MA, North Carolina University
- HALKIDES, Mihalis**, (2001) Assistant Professor of Management; BS, MA, MS, MBA & PhD, Florida State University
- HANFORD, Maredy**, (2002) Instructor of Modern Languages (Spanish); BA & MA, University of South Florida
- HARRISON, William**, (1978 & 1988) Assistant Professor of Criminal Justice; BA, University of South Florida; MSCJ, Rollins College
- HARVEY, Ada M.**, (2003) Instructor of Biology; BS, Winston Salem University; MS, Alabama A&M University
- HENDERSON, Bobby R.**, (1983) Director of Carl S. Swisher Library and Learning Resources Center; Instructor; BA, St. Augustine College; MSLS, Atlanta University; PhD, Georgia State University
- HENSON-GOVERNOR, Deborah M.**, (2001) Assistant Professor of Education & Director of the Continuing Education Program; BS, Bethune-Cookman College; MA Ed & EdD, Ball State University
- HUNTER, Jane Maranda Mazur Longino**, (1998) Assistant Professor of English; BA, MA, University of Georgia; PhD, University of Florida
- HURSTON, Clifford J.**, (1991) Associate Professor of Business Education/Business Leadership; BS, MS, Tennessee A & I State University; EdD, Arizona State University
- JACKSON, Leonard**, (2003) Instructor of Hospitality Management; BA, Ryerson University; MBA, University of Guelph
- JAMES-CHILDS, Evelyn**, (2001) Assistant Professor of Nursing; MS, PhD, University of Colorado
- JOHN, Julius R.**, (2003) Assistant Professor of Speech and Theatre/Director of Theatre; BA, Elon College; MFA, Western Illinois University
- JOHN, Mike C.**, (1983) Associate Professor of Biology; BS, MS, PhD, Howard University
- JOHNSON, Gwendolyn S.**, (1964) Assistant Professor of Physical Education; BS, Bethune-Cookman College; MS, North Carolina Central University at Durham
- JOHNSON, Lloyd Cyril**, (1961) Assistant Professor of Physical Education; BS, Bethune-Cookman College; MS, Indiana University
- JOHNSON, Winifred Marie**, (1989) Assistant Professor of History; BA, Wellesley College; MA, PhD, Howard University
- JONES, Steve** (2002) Assistant Professor of English/Humanities; BA, Eckerd College; MA, PhD, Florida State University
- JUNE, Melissa**, (1998) Instructor of English; BA, Barnard College; MA, Stetson University
- KASHIF, Annette** (2002) BA, University of Florida; MA, Atlanta University; PhD, Howard University

- KUO, Wu-Nan**, (1974) Professor of Chemistry; BS, Tunghai University, Taiwan; PhD, University of Oklahoma
- LAFOND, Jean-Ronald**, (2003) Assistant Professor of Music (Voice); BM, Westminster Choir College; MM & PhD, University of Michigan
- LEDGERWOOD, John**, (2003) Visiting Professor/Lecturer, Business Administration; Higher National Diploma, University of Northumbria, (England); MS, University of Central Florida, CPA State of Florida
- LENNING, Vera**, (2001) Instructor, Varying Exceptionalities/Specific Learning Disabilities; MA, Trenton State College; EdS, University of Central Florida
- \***LESTER, Carla Yvette**, (1996) Instructor of Speech Communication/Theater; BA & MA, University of North Carolina
- LEWIS, Melvin**, (1997) Instructor of Woodwinds and Assistant Band Director; BA, Bethune-Cookman College; MM, Florida State University
- LINDBERG, Jr., Kenneth Allen**, (1990) Associate Professor of Biology; BA, University of Massachusetts at Amherst; PhD, University of Pittsburgh
- LONG, Nancy Ann Z.**, (1992) Assistant Professor of English; BA, Ohio Dominican College; MA and EdD, University of Central Florida
- McFADDEN, Claudette**, (1990) Professor of Speech Communication; BA, Morgan State College; MA, PhD, Ohio State University
- McKENZIE, Paula**, (2004) Assistant Professor of Speech Communication & Theatre Arts; BA, University of West Florida, MS, Murray State University; PhD, Howard University.
- MAHY, Yvonne C.**, (1983) Professor of Psychology; BA, Victoria University of Manchester, England; MA, University of West Indies; PhD, University of Florida
- +**MAITLUND, Julie** (2003) Acquisition-Cataloging Librarian/Instructor; BA, Northwestern University; BA & MA, University of Central Florida; MLIS, Dominican University (formerly Rosary College).
- MALIK, Zafar I.**, (1991) Assistant Professor of Mathematics; BS, University of Karachi, India; MA, University of California at Los Angeles; PhD, University of Southern California
- MANZUETA, Camesha S.C. Whittaker**, (2003) Instructor of Mass Communication; BA, Bethune-Cookman College; MA, American University
- MARKETTE, Gloria H.**, (1990) Assistant Professor of Reading; BA, University of Connecticut; MEd, Arizona State University; EdD, University of Central Florida
- MEHEUX, Sybil A.**, (1992) Instructor of Reading; Associate Degree, Bethlehem Teachers Training College, Jamaica; BA, University of West Indies, Jamaica; MS Ed Queens College NY
- MILLER, Daniel Robert**, (1998) Assistant Professor of Criminal Justice; BA, St. John's University, Jamaica; MA, Goddard College; PhD, Walden University
- MOONEN, Christine**, (2000) Instructor of Reading and English; BA & MA, University of Central Florida

- MOOTRY, Jr., Russell**, (1977) Professor of Social Sciences; BA, Bethune-Cookman College; MSW, Barry University; DSW, Howard University
- MUKHERJEE, Amit**, (2003) Assistant Professor of Marketing; BA, University of Calcutta; MA, University of Delaware; MBA, University of Minnesota; PhD, Syracuse University
- NEWCOMB, Chris**, (2004) Assistant Professor of Religion & Philosophy; BA, University of Washington; BD, Baptist Theological Seminary (Switzerland); PhD, Florida State University
- NKI, Joyce**, (2001) Assistant Professor of Religion & Philosophy; BD, St. Paul's United Theological College; MT, Emory University; PhD, Florida State University
- OBENG, Morrison**, (1996) Associate Professor of Computer Science and Engineering; BS & MS, Utah State University; PhD, Florida Atlantic University
- OBLETON, Nettie L**, (2001) Assistant Professor of Psychology; BS, Tuskegee Institute; MS, California State University-Hayward; PhD, Arizona State University
- OGUNSOLA, Isaac A.O.**, (2000) Assistant Professor of Accounting; BS Grambling State University; MBA, Morgan State University; CPA, CMA
- OKOYE, Chiazam Ugo**, (1997) Assistant Professor of Political Science; BBA, University of Central Oklahoma; MPA, Texas Southern University; PhD, Howard University
- OLI, Sampson**, (1985) Professor of Criminal Justice; LLB, University of Nigeria; BL, Nigeria Law School; MA, John Jay College of Criminal Justice; MA, State University of New York; MPh, City University of New York; PhD, John Jay College of Criminal Justice
- OREY, Pedro D.**, (1986) Instructor of Music/Assistant Band Director; BME, Mississippi Valley State University; MA, Eastern Illinois University
- OTURU, Sampson A.**, (1979) Assistant Professor of Accounting; BS, Embry-Riddle Aeronautical University; MPA, Atlanta University
- PATEL, Ranjna K.**, (1976) Professor of Business Administration; Bcom, Mcom, MS, University of Baroda, India; DBA, Kent State University
- PAYTON, Ian E.**, (1991) Associate Professor of Psychology; BS, State University of New York at Plattsburg; MEd, University of Rochester; EdD, University of North Colorado
- PIETY-NOWELL, Sharon**, (2002) Assistant Professor of Exceptional Student Education; BS, Middle Tennessee State College; MA, George Peabody College for Teachers; EdD, Columbia University
- PITCHER, Donald**, (1979) Assistant Professor of Mathematics; BA, Hartwick College; MS, Elmira College; EdS, Florida Institute of Technology
- POLK, Sylvester**, (2002) Instructor of Music Technology; BS, Florida A&M University & MEd, University of Central Florida
- POORANDI, Masood**, (1983) Associate Professor of Computer Science and Mathematics/Director, Honors Program; BS, Bethune-Cookman College; MS, University of Central Florida; PhD, Nova Southeastern University
- PORTER, Karen F. Nails**, (1997 & 1987) Instructor of Reading; BA, Morris Brown College; MA, Atlanta University

- POSTELL-WALDEN, Lawanda**, (2003); Instructor of Reading; BS, Bethune-Cookman College
- POWELL, Hiram C.**, (1980) Professor of Music/Assistant Band Director; BS, Bethune-Cookman College; MFA, University of Florida; PhD & Certificate in Computers and Electrical Music, Florida State University
- QUINN, Jacqueline**, (2001) Instructor of Mathematics; BA, University of South Florida; MEd, University of Central Florida
- RAHMANI, Munir Ahmad**, (1976) Professor of Biology; BS, MS, Punjab University, Pakistan; PhD, Howard University
- RAO, Narsing G.**, (1974) Professor of Physics; BS, MS, Osmania University, India; PhD, Louisiana State University
- RAY, Vivian M.**, (2004) Instructor of Hospitality Management (Food & Beverage); BS Alcorn State University; MS, North Carolina A&T State University
- RAYAM (Jr.), Curtis**, (1997) Lecturer of Music; BM, University of Miami
- REEVES-JOHNSON, Patricia**, (2002); Assistant Professor of Music Education; BM, Jackson State University; MS, Florida International University; PhD, Florida State University.
- RICCITIELLO-JANSEN, Jennifer Kathleen**, (1997) Instructor of English; BA, University of Toledo; MFA, University of Maryland
- RICHARDSON, Thomas, O.**, (1976) Professor of Chemistry; BS, Benedict College; PhD, Howard University
- RIOS, Eunice B.**, (2004) Instructor of Nursing; BS, St. Joseph College; MS, Andrews University.
- ROBERTSON, Gail**, (2001); Instructor of Music; BA, University of Central Florida; MM, Indiana University.
- ROBINSON, Christine**, (1997) Instructor of Nursing; BSN, Lehman College of the City University of New York; MS, Pace University, Lienhard School of Nursing
- ROBINSON-OTURU, Gail M.**, (1984) Associate Professor of Music - Voice, Director of Opera Workshop; BMed, MMed, Howard University; PhD, New York University; Associate/Visiting Scholar, Harvard University, W.E.B. DuBois Institute
- ROPER, Thomas**, (1998) Instructor of Mathematics; BS, University of New Brunswick, Canada; MS, University of Central Florida
- +**SALVO, Angelo J.**, (2003) Circulation Librarian/Instructor; BA (2), Albright College; MA & MS, Simmons College.
- SANDERS, Beverly J.**, (1979) Assistant Professor of Elementary Education; BA, Washington State University; MA, Mercer University, Macon, Georgia
- SCOLA, Linda**, (2002) Assistant Professor, Sociology; BS, Florida Southern College; MA & PhD, University of Florida.
- SEN, Shukdeb**, (1977) Professor of Biology; BS, City College, Calcutta University, India; MS, PhD, Atlanta University

- SEN, Sulakshana**, (1999) Instructor of Mathematics; BS, MA, MEd, Utkal University, Orissa, India; MS, University of Central Florida
- SESSION, Willie M.**, (1989) Assistant Professor of Nursing; BS, Bethune-Cookman College; BS, MS, University of Florida
- SHACKELFORD, Ray A.**, (1999) Assistant Professor/Director of Academic Advisement and Freshman Resource Center; BS, Florida A & M University; Master of Public Health, University of Alabama at Birmingham; PhD, Florida State University
- SHANBHAG, Pandurang M.**, (1983) Professor of Chemistry; BS, MS, University of Bombay, India; MS, PhD, Florida State University
- SHOOK, Michael**, (2001) Associate Professor/Department Head, Clinical Laboratory Science; BS & MS, University of Hawaii; Doctor of Arts, Catholic University of America
- +SMITH, Mary Alice**, (1972) Professor of Psychology; Director of Student Support Services; BS, Bethune-Cookman College; MEd, University of Pittsburgh; EdD, Indiana University
- SMITH, Michael O.**, (1995) Instructor of Mathematics; BS, Fairfield University, Conn; MS, Michigan State University
- SPEIGHT, Marion M.**, (1942) Associate Professor of Modern Languages - French; BA, LeMoyné College; MA, Atlanta University; Certificate, Ecole Normale d'Institutrics, Portau-Prince, Haiti; Honorary Doctorate of Humanities, Bethune-Cookman College
- STEELE, Rebecca Walker**, (1976) Professor of Music; Director of College Concert Chorale; Director of Cultural Affairs Program; BA, Alabama State University; MA, Columbia University; PhD, Florida State University
- THOMPSON, Herbert**, (1985) Professor of Biology; BS, Bethune-Cookman College; MS, PhD, Atlanta University
- +THOMPSON, Joan C.**, (1974) Assistant Professor of Education; BA, Bethune-Cookman College; MA, EdS, Atlanta University
- \*THOMPSON, Michelle**, (2000) Instructor of English; BS, Bethune-Cookman College; MA, Nova Southeastern University
- THOMPSON, Shirley**, (1997) Instructor of Medical/Surgical Nursing; AS, Seminole Community College; Certificate in Case Management, The Learning Tree University; MS and Certificate in Gerontology, Georgia State University
- THORHALLSSON, Maryann**, (2004) Assistant Professor of Nursing; BA, City University of New York; MS, University of Florida; PhD, Union Institute.
- TURNER, Jerry** (2003) Assistant Professor of Mathematics; BS Spring Arbor College, PhD, Florida Institute of Technology.
- UHAKHEME, A. Smart**, (1989) Associate Professor of Political Science; BA, Union University; MA, Texas A & I University; PhD, Atlanta University
- UKAWUILULU, John O.**, (1993) Associate Professor of Sociology and Gerontology/ Director of the Gerontology Center; BA, MA & PhD, Howard University

- WAKEFIELD, Edward W.**, (1995) Assistant Professor of Mathematics; BS and MS, Edinboro University; PA, (ABD) University of Pittsburgh
- WALLENBERG, Williams B.**, (1997) Instructor of Modern Languages; Bachelor of Public Law & Master of Public Law, University of Bordeaux-I; Master of Francophone Literature, University of Bordeaux-III; PhD, Florida State University
- WALROND, Helena Mariella-**, (1997) Assistant Professor of Education and Co-Department Head of Elementary Education; BA, University of North Carolina; MA, Wake Forest University; PhD, University of South Carolina
- WALWYN-MACK, Karen M.**, (2003) Assistant Professor of Music (Piano); BM & MM, University of Miami; DMA, University of Michigan
- WANJOHI, Elsie Wairimu**, (1996) Associate Professor of Mass Communications/Journalism; BS, MS, EdD, Oklahoma State University
- WELLS, Donovan**, (1997) Director of Bands & Instructor of Music; BA, Bethune-Cookman College; MM, Norfolk State University
- WELTER, Thomas A.**, (1995) Instructor of Mathematics/Area Coordinator of Mathematics (General Studies); BS, LeMoyne College, Syracuse NY; MS, Xavier University of Ohio
- WHITE, Jontoinette**, (2000) Instructor of English and Reading; BS, Bethune-Cookman College; MA, University of Central Florida
- WILLIAMS, Thomas**, (2003) Assistant Professor of Psychology; BA, Psychology; MA, California State University; PhD, University of Iowa.
- WOOD, Alice**, (2000) Assistant Professor, Religion & Philosophy; BA, MA, PhD, Rice University
- YRIGOLLEN, Michelle S.**, (2001) Instructor of Modern Languages-Spanish; BA, Universidad of Puerto Rico, Colegio Universitario de Cayey, (Cayey, Puerto Rico); MA, California State University-Fresno
- ZURSTADT, William** (2000) Instructor of History; AB & MS, Indiana University; BS, University of Southern Indiana

Legend:

\*On Leave

+NonTeaching Faculty

++Part-time Teaching Faculty/Full-time Staff

()Dates of B-CC appointments and reappointment

### IMMEDIATE PAST PRESIDENT

- BRONSON, Oswald P., Sr.**, (1975-2004) College President; BS, Bethune-Cookman College; BD, Gammon Theological Seminary; PhD, Northwestern University

### PROFESSORS EMERITI

- CASKEY, Charles F.**, (1973-2000) Professor Emeritus, BS, MS, Utah State University; BS, Weber State College, Utah; PhD, University of Utah

**HIGGINS, Cleo S.,** (1945-56 & 1970-88) Distinguished Professor Emerita; BA, LeMoyne-Owen College; PhM, PhD, University of Wisconsin at Madison

**MILLER, Jake C.,** (1959-64, 1976-93) Professor Emeritus; BS, Bethune-Cookman College; MA, University of Illinois; PhD, University of North Carolina at Chapel Hill

**PART-TIME FACULTY**  
**(as of Fall Semester 2003)**

**Bartley, Sandra**

**Diaz, Carlos**

**Corliss, Peter**

**Fink, Calvin D.**

**Henson, Denise**

**Ingram, Rev. Claude**

**Jackson, Deloris**

**Johnson, Patrick**

**LaCasse, Dana**

**Long, Rev. John T. (III)**

**Lugo-Torres, Dr. Jose**

**Mahannah, Sharan**

**Rogan, Iris**

**Rogan, Dr. William**

**Salib, Galila**

**Thorhallsson, Dr. Maryann**

**Volante, Dr. Karen**

**Waidelich, Peter**

**STAFF DEPARTMENTS/OFFICES**

**ACADEMIC ADVISEMENT CENTER/FRESHMAN RESOURCE CENTER**

Dr. Ray Shackelford, Director

**ACCOUNTS PAYABLE**

Ms. Cathy Washington, Supervisor

**ADMISSIONS**

Mr. Les Ferrier, Director

**ALUMNI AFFAIRS**

Ms. Patricia James, Assistant Vice President/Director of Alumni Relations

**ATHLETICS DEPARTMENT**

Mr. Lynn W. Thompson, Athletics Director

Mr. Jack "Cy" McClairen, Associate Athletics Director

Mr. Alvin Wyatt, Jr., Assistant to the Athletics Director: Gymnasium Activities Coordinator

Ms. Clara Acker, Athletics Director's Secretary

Mrs. Karen Zahnen, Athletics Department Secretary

Mr. Tony O'Neal, Director of Compliance & Head Bowling Coach

Mr. Mervyl Melendez, Head Baseball Coach

Mrs. Shelia Jackson, Head Cheerleaders' Coach

Mr. Walter McCoy, Head Track/Cross Country Coach

Mr. Alvin Wyatt, Sr., Head Football Coach

Dr. Gary Freeman, Head Golf Coach

Mr. Clifford Reed, Head Men's Basketball Coach

Ms. Laura Watten, Head Softball Coach

Mr. Trey Bogue, Head Tennis Coach

Ms. Paula Thompson, Head Volleyball Coach

Ms. Sandra Booker, Head Women's Basketball Coach

Mr. Opio Mashariki, Sports Information Director  
Mr. Brian Jansen, Head Athletic Trainer  
Ms. Sonya Hurt, Academic Coordinator for Athletics  
Dr. Ray Shackelford, Faculty Athletics Representative

**BOOKSTORE**

Mr. Omar Betts, Manager

**CAREER PLANNING AND COUNSELING SERVICES**

Mrs. Claudine McKee, Assistant Vice President/Director  
Ms. Davita Bonner, Interpersonal/Group Counselor  
Ms. LaShan Y. Mallory, Career Counselor

**CONTINUING EDUCATION PROGRAM**

Dr. Deborah Henson-Governor, Director

**FACULTY DEVELOPMENT**

Dr. Patricia Frazier, Director

**FINANCIAL AID**

Mr. Joseph Coleman, Director

**HEALTH SERVICES**

Dr. John Parnell, College Physician  
Mrs. Sylvia James, Nurse

**HUMAN RESOURCES**

Ms. Cynthia Graham, Director

**INFORMATION TECHNOLOGY**

Mr. Alson Been, Director

**INSTITUTIONAL EFFECTIVENESS**

Dr. Yvonne Mahy, Director

**INSTITUTIONAL RESEARCH**

Mr. Narendra Patel, Assistant Vice President/Director

**LIBRARY/LEARNING RESOURCE CENTER**

Dr. Bobby Henderson, Director

**OFFICE OF THE REGISTRAR**

Mrs. Annie Thomas, Registrar

**PHOTOGRAPHY**

Mr. John Reeves

**PHYSICAL PLANT**

Mr. Ervin Ross, Director

**PUBLIC RELATIONS**

Ms. Catherine Kershaw, Assistant Vice President/Director

**RESIDENTIAL LIFE/HOUSING**

Mr. Roderick Mobley, Acting Dean of Men

Mrs. Roslyn Page, Dean of Women

**SPONSORED PROGRAMS**

Dr. Claudette McFadden, Director

**STUDENT SUPPORT SERVICES**

Dr. Mary A. Smith, Director

Mrs. Mattie Murphy, Counselor

**STUDENT ACTIVITIES/INTERNATIONAL STUDENT SERVICES**

Ms. Valencia Cooper, Director

**TALENT SEARCH**

Mr. Fernando Lecuona

**TRANSPORTATION**

Mr. Raymond Carswell, Director

## APPENDIX

**BETHUNE-COOKMAN COLLEGE COURSES  
WITH CURRICULUM IDENTIFICATION NUMBERS**

<b>CURRICULUM ID#</b>	<b>REQ. CODE</b>	<b>SHORT DESCRIPTION</b>	<b>HOURS</b>	<b>REQ. GRADE</b>
41	ACL231	Principles of Accounting	.00	
61	ACL232	Principles of Accounting	.00	
40	ACM231	Prin Accounting I for Acct	3.00	
60	ACM232	Prin Accounting II for Acct	3.00	
20	AC131	Elementary Accounting	3.00	
40	AC231	Principles Of Accounting	3.00	
60	AC232	Principles Of Accounting	3.00	
230	AC290	Internship Sophomore Lev	3.00	
80	AC333	Intermediate Accounting I	3.00	
100	AC334	Intermediate Accounting I	3.00	
120	AC335	Intermediate Accounting I	3.00	
140	AC336	Managerial Accounting	3.00	
160	AC338	Income Tax I	3.00	
200	AC341	Cost Accounting	3.00	
210	AC342	Cost Accounting II	3.00	
240	AC390	Internship Junior Level	3.00	
260	AC411	Seminar In Accounting	3.00	
280	AC431	Auditing I	3.00	
300	AC432	Auditing II	3.00	
320	AC435	Advanced Accounting	3.00	
180	AC439	Income Tax II	3.00	
360	AC444	Accounting Information Sys	3.00	
380	AC450	Government Accounting	3.00	
420	AC490	Internship Senior Level	3.00	
521	AFL101	Leadership Lab	.00	
541	AFL102	Leadership Lab	.00	
561	AFL201	Leadership Lab	.00	
581	AFL202	Leadership Lab	.00	
601	AFL301	Air Force Leadership & Man	.00	
621	AFL302	Leadership Lab	.00	
641	AFL401	National Security Forces	.00	
661	AFL402	Leadership Lab	.00	
520	AF101	The Air Force Today	1.00	
540	AF102	The Air Force Today	1.00	
560	AF201	Development of Air Power	1.00	
580	AF202	The Development Of Air Po	1.00	
600	AF301	Air Force Leadership & Man	3.00	
620	AF302	Air Force Leadership & Ma	3.00	
640	AF401	National Security Forces	3.00	

<b>CURRICULUM ID#</b>	<b>REQ. CODE</b>	<b>SHORT DESCRIPTION</b>	<b>HOURS</b>	<b>REQ. GRADE</b>
660	AF402	National Security Forces	3.00	
680	ARH210	Art History I	3.00	
740	ART110	Drawing & Composition I	3.00	
760	ART120	Drawing & Composition II	3.00	
780	ART130	Analysis Of Visual Arts	3.00	
800	ART211	Principles Of Design I	3.00	
820	ART212	Principles Of Design II	3.00	
840	ART215	Photography I	3.00	
860	ART216	Photography II	3.00	
700	ART310	Printmaking	3.00	
880	ART313	Acrylic Painting I	3.00	
710	ART314	Acrylic Painting II	3.00	
900	ART317	Silkscreening I	3.00	
730	ART318	Silkscreening II	3.00	
720	ART320	Selected Topics in Art	3.00	
940	ART410	Art Seminar	3.00	
1240	BAA490	Internship	3.00	
1320	BAB490	Internship	6.00	
2	BAB491	Internship	1.00	
1460	BAT380	Business Technical Writing	3.00	
70	BA130	Intro to Personal Finance	3.00	
220538	BA133	Business Com Appl	3.00	C
220539	BA134	Info Proc In Business	3.00	C
980	BA231	Macro Economics	3.00	
1000	BA232	Micro Economics	3.00	
1020	BA234	Business Law I	3.00	
1040	BA236	Statistics I	3.00	
1060	BA237	Statistics II	3.00	
2320	BA312	Business Research Methods	3.00	
1080	BA330	Money & Banking	3.00	
1100	BA334	Business Law II	3.00	
1120	BA335	Financial Management	3.00	
1140	BA345	Economic Theory	3.00	
1160	BA360	Business Communications	3.00	
1220	BA411	Seminar In Business Admin	3.00	
4	BA490	Internship	9.00	
1240	BA491	Internship	1.00	
1280	BA492	Internship	2.00	
1320	BA493	Internship	3.00	
1260	BA499	Senior Seminar	3.00	
960	BE120	Computer Keyboarding	1.00	
1500	BE133	Business Computer Appl	3.00	
1520	BE134	Info Processing In Business	3.00	
1160	BE360	Business Communications	3.00	
1180	BE361	Multimedia Communications	3.00	
1190	BE380	Seminar in Business Comm	3.00	
1560	BE438	Special Methods In Bus Ed	3.00	

<b>CURRICULUM ID#</b>	<b>REQ. CODE</b>	<b>SHORT DESCRIPTION</b>	<b>HOURS</b>	<b>REQ. GRADE</b>
1581	BIL131	General Biology Lab	.00	
1581	BIL133	Honors General Biology La	.00	
1621	BIL141	General Biology I Lab	.00	
1641	BIL142	General Biology II Lab	1.00	
1621	BIL151	Honors General Biology I	.00	
1681	BIL235	Anatomy/Physiology I Lab	.00	
1701	BIL236	Anatomy/Physiology II Lab	.00	
1721	BIL241	Zoology I Lab	.00	
1741	BIL242	General Zoology II Lab	.00	
1761	BIL244	Microbiology Lab	.00	
1821	BIL331	Botany I Lab	.00	
1841	BIL332	Botany II Lab	.00	
1861	BIL335	Human Anatomy/Physiology	.00	
1871	BIL338	Histology Lab	.00	
1881	BIL345	Comparative Vertebrate An	.00	
1901	BIL346	Vertebrate Embryology Lab	.00	
1961	BIL430	Molecular Biology Lab	.00	
2001	BIL436	General Ecology I Lab	.00	
2021	BIL437	General Ecology II Lab	.00	
2061	BIL446	Animal Physiology Lab	.00	
2081	BIL447	Genetics Lab	.00	
2101	BIL449	General Bacteriology Lab	.00	
2121	BIL450	Cell Biology Lab	.00	
1580	BI131	General Biology	3.00	
1580	BI133	Honors General Biology	3.00	
1620	BI141	General Biology I	3.00	
1640	BI142	General Biology II	3.00	
8	BI150	General Biology Honors	4.00	
1620	BI151	Honors General Biology I	4.00	
1680	BI235	Anatomy/Physiology I	4.00	
1700	BI236	Anatomy/Physiology II	4.00	
1720	BI241	General Zoology I	4.00	
1740	BI242	General Zoology II	4.00	
1760	BI244	Microbiology	4.00	
1780	BI303	Pathophysiology I	3.00	
1800	BI304	Pathophysiology II	3.00	
1820	BI331	Botany I	3.00	
1840	BI332	Botany II	3.00	
1860	BI335	Human Anatomy/Physiology	3.00	
1870	BI338	Histology	3.00	
1880	BI345	Comp Vertebrate Anatomy	4.00	
1900	BI346	Vert Embryology	4.00	
1940	BI360	Special Methods In Biology	3.00	
1970	BI410	Topics in Biological Science	3.00	
1980	BI412	Seminar In Biology	3.00	
1960	BI430	Molecular Biology	3.00	
2000	BI436	General Ecology I	4.00	

<b>CURRICULUM ID#</b>	<b>REQ. CODE</b>	<b>SHORT DESCRIPTION</b>	<b>HOURS</b>	<b>REQ. GRADE</b>
2020	BI437	General Ecology II	4.00	
2040	BI440	Research	3.00	
2060	BI446	Animal Physiology	4.00	
2080	BI447	Genetics	4.00	
2100	BI449	Gen Bacteriology	4.00	
2120	BI450	Cell Biology	4.00	
2140	BI499	Senior Seminar	3.00	
2260	BL211	Business Leadership I	1.00	
2280	BL212	Business Leadership II	1.00	
2300	BL311	Business Leadership III	1.00	
2920	CHD490	Cooperative Education	12.00	
2421	CHL141	General Chemistry I Lab	1.00	
2441	CHL142	General Chemistry II Lab	1.00	
2501	CHL238	Principles of Research La	.00	
2521	CHL241	Organic Chemistry I Lab	.00	
2541	CHL242	Organic Chemistry II Lab	.00	
2561	CHL331	Physical Chemistry I Lab	.00	
2581	CHL332	Physical Chemistry II Lab	.00	
2601	CHL345	Quantitative Analysis Lab	.00	
2621	CHL346	Instrumental Analysis Lab	.00	
2661	CHL431	Advanced Chemistry Lab	.00	
2681	CHL433	Advanced Chemistry I Lab	.00	
2671	CHL434	Advanced Chemistry II Lab	.00	
2701	CHL435	Inorganic Chemistry Lab	.00	
2721	CHL445	Biochemistry I Lab	.00	
2741	CHL446	Biochemistry II Lab	.00	
2400	CH131	Intro To Chemistry	3.00	
2420	CH141	General Chemistry I	3.00	
2440	CH142	General Chemistry II	3.00	
2500	CH238	Principles Of Research	3.00	
2520	CH241	Organic Chemistry	4.00	
2540	CH242	Organic Chemistry	4.00	
2560	CH331	Physical Chemistry I	3.00	
2580	CH332	Physical Chemistry II	3.00	
2600	CH345	Quantitative Analysis	4.00	
2620	CH346	Instrumental Analysis	4.00	
2640	CH360	Special Methods	3.00	
2900	CH390	Cooperative Education	6.00	
2660	CH431	Advanced Chemistry Lab	3.00	
2680	CH433	Advanced Chemistry I	3.00	
2670	CH434	Advanced Chemistry II	4.00	
2700	CH435	Inorganic Chemistry	3.00	
2720	CH445	Biochemistry I	4.00	
2740	CH446	Biochemistry II	4.00	
2920	CH490	Cooperative Education	6.00	
2760	CH491	Individual Research I	3.00	
2780	CH492	Individual Research II	3.00	

<b>CURRICULUM ID#</b>	<b>REQ. CODE</b>	<b>SHORT DESCRIPTION</b>	<b>HOURS</b>	<b>REQ. GRADE</b>
2800	CH499	Senior Seminar	2.00	
2960	CIS330	Cobol I	3.00	
2980	CIS331	Management Information Sys	3.00	
2990	CIS332	Management Information Sys	3.00	
3000	CIS390	Cooperative Education	6.00	
3070	CIS411	Computer Info Systems Sem	1.00	
3020	CIS431	Systems Analysis	3.00	
3040	CIS434	Systems Design & Implemen	3.00	
3060	CIS490	Cooperative Education	6.00	
3820	CJA490	Field Experience	6.00	
3840	CJB490	Field Experience	9.00	
3860	CJC490	Field Experience	12.00	
3880	CJD490	Field Experience	15.00	
3080	CJ131	Intro To Criminal Justice	3.00	
3100	CJ201	Foundations of Criminal Jus	3.00	
3120	CJ205	Criminal Law	3.00	
3140	CJ206	Ethics, Crime & Justice	3.00	
3160	CJ216	Criminal Procedure	3.00	
3180	CJ230	Introduction To Private Sec	3.00	
3200	CJ233	Substance Abuse	3.00	
3240	CJ305	Crime and the Elderly	3.00	
3260	CJ310	Deprivation of Liberty	3.00	
3300	CJ316	CJ Management	3.00	
3320	CJ320	Women & the Criminal Just	3.00	
3340	CJ325	Comparative Criminal Just	3.00	
3360	CJ327	Corrections	3.00	
3380	CJ331	Prin of Criminal Invest	3.00	
3400	CJ332	Security Management	3.00	
3440	CJ334	Counseling & Interviewing	3.00	
3450	CJ335	Fundamentals of Interview	3.00	
3480	CJ337	Law Enforcement	3.00	
3500	CJ351	Community Relations	3.00	
3520	CJ389	Criminology	3.00	
3540	CJ406	Probation & Parole	3.00	
3560	CJ420	Criminal Justice Research	3.00	
3600	CJ435	Assessmt & Treatmt of Drug	3.00	
3620	CJ436	Ident Techniques	3.00	
3640	CJ461	Juvenile Justice	3.00	
3660	CJ480	Topics in Criminal Justice	3.00	
3700	CJ492	Research Writing In CJ	3.00	
3800	CJ499	Senior Seminar in Crim Jus	3.00	
	CLAST	CLAST REQUIREMENT	.00	
10	CLM200	CLAST TEST MATH	.00	
11	CLR200	CLAST TEST READING	.00	
3	CLST300	Must Pass 3 Parts	.00	
9	CLW200	CLAST TEST WRITING	.00	
3961	CSL230	Computer Programming I La	1.00	

<b>CURRICULUM ID#</b>	<b>REQ. CODE</b>	<b>SHORT DESCRIPTION</b>	<b>HOURS</b>	<b>REQ. GRADE</b>
3981	CSL231	Computer Programming II L	1.00	
4111	CSL340	Computer Networks & Comm	1.00	
4261	CSL437	Digital Circuits Lab	.00	
3900	CS132	Computer Applications	3.00	
3920	CS133	Internet Applications	3.00	
3940	CS135	Intro to Logic of Program	3.00	
3960	CS230	Computer Programming I	3.00	
3980	CS231	Computer Programming II	3.00	
4020	CS290	Cooperative Education	3.00	
4180	CS330	Databases	3.00	
4040	CS332	Assembly Language Program	3.00	
4060	CS333	Data Structures	3.00	
4080	CS334	Object Oriented Programming	3.00	
4100	CS335	Discrete Mathematics	3.00	
220526	CS336	Software Engineering	3.00	
4110	CS340	Computer Networks & Comm	3.00	
4120	CS390	Cooperative Education	12.00	
4140	CS411	Computer Science Seminar	3.00	
4160	CS412	Computer Science Seminar	3.00	
4190	CS432	Numerical Analysis	3.00	
4200	CS433	Operating Systems	3.00	
4240	CS436	Programming Languages	3.00	
4260	CS437	Digital Circuits	2.00	
4280	CS438	Computer Architecture	3.00	
220527	CS439	Unix Systems Administration	3.00	
4300	CS490	Cooperative Education	6.00	
4320	CS499	Senior Seminar	3.00	
5040	EDA352	Contemporary Teach Practice	2.00	
5060	EDB352	Teaching Practicum	1.00	
5080	EDD380	Developing Teaching Compt	2.00	
5180	EDK300	Principles in Pre K Prima	3.00	
4900	EDK433	Kindergarten Workshop	3.00	
4920	EDK434	Kindergarten Practicum	3.00	
5240	EDL350	Children's Literature	3.00	
5260	EDM380	Prof Education Seminar	.00	NG
5340	EDP352	Teaching Practicum	1.00	
5320	EDP499	Pre Student Teaching	1.00	
5400	EDS499	Senior Research Paper	1.00	
5420	EDT380	Test Taking Skills	2.00	
5500	EDX462	Student Teaching Seminar	.00	
4520	ED231	Intro To Education	3.00	
4560	ED320	Inquiry Science	3.00	
4580	ED325	Discovery Social Studies	3.00	
4620	ED330	Creative Expression: PE	3.00	
4640	ED333	Creative Expression: Art	3.00	
4660	ED336	Creative Expression: Music	3.00	
4720	ED351	Curriculum Design & Dev	3.00	

<b>CURRICULUM</b>	<b>REQ.</b>	<b>SHORT</b>		<b>REQ.</b>
<b>ID#</b>	<b>CODE</b>	<b>DESCRIPTION</b>	<b>HOURS</b>	<b>GRADE</b>
4740	ED352	Contemporary Teaching Met	3.00	
4780	ED363	Technology in Education	3.00	
4800	ED368	Reading Strategies	3.00	
4820	ED369	Content Reading	3.00	
4880	ED403	Classroom Management	3.00	
4940	ED437	Inquiry Mathematics	3.00	
4960	ED439	Language Learning	3.00	
4980	ED462	Student Teaching	12.00	
220517	EL230	Intro Electric Circ Lab	1.00	
220519	EL431	VLSI Design I Lab	1.00	
220521	EL432	VLSI Design II Lab	1.00	
220525	EL437	Microproc & Embedded Lab	1.00	
6040	ENA490	Internship	6.00	
6100	ENB490	Internship	9.00	
6120	ENC490	Internship	12.00	
6140	END490	Internship	15.00	
5561	ENL112	Essentials of Writing II-	.00	
5581	ENL131	College English I Lab	.00	
5601	ENL132	College English II Lab SS	.00	
6160	ENT290	Intro To Entrepreneurship	3.00	
6180	ENT320	Small Business Management	3.00	
6200	ENT330	Small Business Marketing	3.00	
6202	ENT400	Small Business Planning	3.00	
25	ENT411	Inter Trade & Finance	3.00	
5520	EN000	English Lab	.00	
5540	EN111	Essentials Of Writing I	3.00	
5560	EN112	Essentials Of Writing II	3.00	
5510	EN130	English Placement	.00	
5580	EN131	College English I	3.00	
5600	EN132	College English II	3.00	
5600	EN133	Required Writing Lab	.00	
5580	EN134	Honors College English I	3.00	
5600	EN135	Honors College English II	3.00	
5640	EN141	Literary Genres	3.00	
5680	EN240	Advanced Composition	3.00	
5690	EN250	Technical Report Writing	3.00	
5700	EN320	Black American Literature	3.00	
5720	EN330	Functional Grammar	3.00	
5740	EN331	English Literature I	3.00	
5760	EN332	English Literature II	3.00	
5780	EN334	American Literature	3.00	
5800	EN335	Women In Literature	3.00	
5820	EN336	Contemporary Literature	3.00	
5840	EN340	Creative Writing I	3.00	
5860	EN341	Creative Writing II	3.00	
5880	EN360	Special Methods of Teaching	3.00	
5900	EN435	Romantic Literature	3.00	

<b>CURRICULUM ID#</b>	<b>REQ. CODE</b>	<b>SHORT DESCRIPTION</b>	<b>HOURS</b>	<b>REQ. GRADE</b>
5920	EN436	Victorian Literature	3.00	
5960	EN443	Shakespeare I	3.00	
5980	EN444	Shakespeare II	3.00	
6020	EN462	Student Teaching	12.00	
5940	EN499	Seminar In English	3.00	
6341	ESEL330	Assessment of Exceptional	.00	
6541	ESEL462	Student Teaching Seminar	.00	
6560	ESEP455	Found of Early Childhood	3.00	
6580	ESEP460	Assessment of Pre-K Handi	3.00	
6600	ESEP465	Methods of Teaching Pre-K	3.00	
6620	ESEP470	Family Collabor & Supp Pr	3.00	
6220	ESE200	Survey Of Exceptional Stud	3.00	
6240	ESE300	Nat & Needs/of Mildly Han	3.00	
6280	ESE305	Language Dev/Except	3.00	
6300	ESE310	Theories Of Ld	3.00	
6340	ESE330	Assessment Of Except Stud	3.00	
6360	ESE400	Social/Personal	3.00	
6400	ESE403	Applied Behavior Analysis	3.00	
6440	ESE410	Curriculum & Instruct Mat	3.00	
6480	ESE430	Instr Strategies For Ld	3.00	
6500	ESE440	Instructional Strategies	3.00	
6520	ESE450	Instr Strategies For E. H	3.00	
6540	ESE462	Student Teaching	12.00	
4340	E121	Engineering Drawing I	2.00	
4360	E122	Engineering Drawing II	2.00	
220516	E230	Intro Electric Circuits	3.00	
4380	E331	Engineering Mechanics I:	3.00	
4400	E332	Engineering Mechanics II:	3.00	
220518	E431	VLSI Design I	3.00	
220520	E432	VLSI Design II	3.00	
220522	E434	Engineering Circuit Analysis	3.00	
220523	E435	Stochastic Models Comp Sc	3.00	
220524	E437	Microprocessor & Embed Sys	3.00	
220528	E499	Senior Seminar	3.00	
7600	FBM190	Internship	.00	
7680	FBM290	Internship	.00	
7900	FBM390	Internship	.00	
6660	FI239	Investments	3.00	
6650	FI280	Corporation Finance	3.00	
6660	FI293	Investment Management	3.00	
6730	GEC280	CLAST TEST	.00	
6750	GEE280	CLAST Seminar-Essay	.00	
6752	GEM280	CLAST Seminar-Math	.00	
6753	GER280	CLAST Seminar-Reading	.00	
26	GEW280	CLAST Writing	.00	
6700	GE110	Freshman Seminar I	1.00	
6720	GE111	Freshman Seminar II	1.00	

<b>CURRICULUM ID#</b>	<b>REQ. CODE</b>	<b>SHORT DESCRIPTION</b>	<b>HOURS</b>	<b>REQ. GRADE</b>
6700	GE120	Honors Freshman Seminar I	1.00	
6740	GE280	CLAST Seminar	.00	
7000	GRA490	Gerontology Practicum 3	3.00	
7020	GRB490	Gerontology Practicum 6	6.00	
7040	GRC490	Gerontology Practicum 9	9.00	
7060	GRD490	Gerontology Practicum 12	12.00	
7080	GRE490	Gerontology Practicum 15	15.00	
7800	GR230	Nutrition in Health & Dis	3.00	
6940	GR231	Introduction To Gerontology	3.00	
3240	GR305	Crime and the Elderly	3.00	
11800	GR310	Cellular & Physiologic As	3.00	
27	GR335	Minority Aging	3.00	
6960	GR350	Seminar In Gerontology I	3.00	
6970	GR420	Seminar in Gerontology II	3.00	
6980	GR499	Senior Seminar/Original T	3.00	
7500	HIA490	Field Experience 6	6.00	
7520	HIB490	Field Experience 9	9.00	
7540	HIC490	Field Experience 12	12.00	
7560	HID490	Field Experience 15	15.00	
7100	HI130	African American History	3.00	
7120	HI131	World History I	3.00	
7140	HI132	World History II	3.00	
7100	HI140	Honors African American H	3.00	
7160	HI230	Survey of U.S. History	3.00	
7180	HI231	United States History to	3.00	
7200	HI232	U.S. History Since 1865	3.00	
7210	HI233	African American History	3.00	
7220	HI234	African American Hist Since 1	3.00	
7230	HI235	Florida History	3.00	
7250	HI250	Survey Of African History	3.00	
7310	HI253	Oral History	3.00	
7240	HI310	US Economic History since	3.00	
7260	HI320	History of Women in U. S.	3.00	
7270	HI325	History of Women in Contemp	3.00	
7280	HI333	Europe I	3.00	
7300	HI334	Europe II	3.00	
7320	HI335	History Of West Africa	3.00	
7340	HI336	History East Africa	3.00	
7360	HI337	Topics In History	3.00	
7370	HI338	Recent U.S. History 1929	3.00	
7350	HI353	Modern Asian Studies	3.00	
7420	HI420	Contemporary African Stud	3.00	
7440	HI431	History of Latin America &	3.00	
7450	HI480	Historical Research	3.00	
7480	HI499	Senior Seminar	3.00	
7581	HML110	Intro to Hospitality Indus	.00	
7621	HML211	Hospitality Marketing Lab	.00	

<b>CURRICULUM ID#</b>	<b>REQ. CODE</b>	<b>SHORT DESCRIPTION</b>	<b>HOURS</b>	<b>REQ. GRADE</b>
7641	HML230	Tourism Principle Lab-Afr	.00	
8161	HML262	Culture & Cuisine Lab	.00	
7821	HML352	Fundamentals F.P.P. I Lab	.00	
7841	HML353	Restaurant Management Lab	.00	
7861	HML354	Catering Management F.P.P	.00	
7871	HML355	Stocks/Soups/Sauces F.P.P	.00	
7911	HML357	Bakery Lab	.00	
7891	HML456	Advanced Culinary Lab	.00	
8011	HML457	Bakery Management F.P.P.	.00	
8161	HML462	Culture & Cuisine Lab	.00	
7580	HM110	Intro To Hospitality Indus	3.00	
7600	HM190	Internship I	1.00	
7620	HM211	Hospitality Marketing	3.00	
7640	HM230	Tour Principles	3.00	
7660	HM250	Sanitation & Safety	3.00	
8160	HM262	Culture & Cuisine	3.00	
7680	HM290	Internship II	1.00	
7700	HM312	Convention Sales, Plan &	3.00	
7720	HM320	Hospitality Accounting	3.00	
8190	HM321	Food & Beverage & FFE Pur	3.00	
7740	HM331	Hospitality Law	3.00	
7750	HM332	Travel Transportation Man	3.00	
7760	HM340	Lodging Operations Manage	3.00	
7780	HM341	Lodging Operations Mgmt I	3.00	
7800	HM351	Nutrition	3.00	
7820	HM352	Fundamentals F.P.P. I	3.00	
7840	HM353	Restaurant Management	3.00	
7860	HM354	Catering Management F.P.P	3.00	
7870	HM355	Stocks/Soups/Sauces F.P.P	3.00	
7910	HM357	FPPI Bakery	3.00	
7880	HM360	Human Resource Management	3.00	
7900	HM390	Internship III	1.00	
7920	HM411	Seminar: Business Admin	3.00	
8030	HM420	F&B FFE Purchasing	3.00	
7940	HM421	Hosp Managerial Accting	3.00	
7960	HM422	Hospitality Financial Mgmt	3.00	
7970	HM423	Management By Menu	3.00	
7980	HM424	Hosp Comput Accounting App	3.00	
7990	HM433	Tourism Research Institute	3.00	
8000	HM434	Theme Park, Recr, Entrt Fac	3.00	
8050	HM443	Fac: Engineer Maint/Layo	3.00	
8070	HM444	Classic Resort Operations	3.00	
8060	HM445	Involuntary Lodging Con	3.00	
8100	HM454	Beverage Management	3.00	
8080	HM455	Food & Beverage & Labor Cost	3.00	
7890	HM456	Advanced Culinary F.P.P.	3.00	
8010	HM457	Bakery Management F.P.P.	3.00	

<b>CURRICULUM ID#</b>	<b>REQ. CODE</b>	<b>SHORT DESCRIPTION</b>	<b>HOURS</b>	<b>REQ. GRADE</b>
8080	HM458	Food & Beverage Labor Cost	3.00	
8100	HM459	Beverage Management	3.00	
8140	HM461	Service Management	3.00	
8160	HM462	Culture & Cuisine	3.00	
8180	HM463	Contract Management	3.00	
28	HU	Humanities Requirements	3.00	
8240	HU180	Humanities Professional Sem	.00	
8260	HU231	Humanities	3.00	
8280	HU232	Humanities	3.00	
8300	HU233	Humanities	3.00	
8320	HU234	Humanities	3.00	
8260	HU241	Honors Humanities I	3.00	
8280	HU242	Honors Humanities II	3.00	
8300	HU243	Honors Humanities III	3.00	
8320	HU244	Honors Humanities IV	3.00	
8340	HU280	Humanities Professional S	.00	
8360	HU380	Humanities Professional S	.00	
8380	HU480	Humanities Professional S	.00	
1360	IBB411	Sem in International Bus	3.00	
1340	IBE411	Seminar in Economics	3.00	
1350	IBG411	Management The Global Work	3.00	
1390	IBI411	Principles of International	3.00	
1400	IBPR411	Principle of International	3.00	
1330	IBP411	International Business-Pu	1.00	
1370	IBT411	Sem in International Finan	3.00	
8420	INT131	Intro to International St	3.00	
8420	INT140	Intro to International St	3.00	
18620	INT330	International Politics	3.00	
18740	INT336	Comparative Politics	3.00	
8430	INT337	Topics in International S	3.00	
18820	INT340	Third World Politics	3.00	
18810	INT341	International Development	3.00	
18830	INT342	Global Policywriting	3.00	
18880	INT343	Diplomacy	3.00	
18840	INT350	Transnational Concerns	3.00	
18860	INT351	American Foreign Policy	3.00	
18870	INT352	Foreign Policy of Emerging	3.00	
18960	INT440	International Political E	3.00	
8450	INT499	Senior Seminar	3.00	
29	JUNIOR	Junior Classification	.00	
8440	KPE322	Gymnastics In The Elem Sc	3.00	
8460	LO333	Logic	3.00	
9100	MAA490	Research 3 hrs	3.00	
9190	MAB138	Applied Business Calculus	3.00	
9110	MAB490	Research 6 hrs	6.00	
9161	MACL250	Computer Program-Fortran	.00	
9160	MACS250	Intro Computer Programming	3.00	

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9140	MAC490	Research 9 hrs	9.00	
9130	MAD490	Research 12 hrs	12.00	
9180	MAED360	Spec Meth-Explo Sec Sch M	3.00	
8541	MAL131	College Algebra-Lab SS	.00	
8561	MAL132	College Math-Lab Lab SS	.00	
8661	MAL241	Calculus I W/Analytic Geo	.00	
8681	MAL242	Analytical/Calculus II La	.00	
8781	MAL330	Intro To Numeric Analysis	.00	
8480	MA000	Mathematics Lab	.00	
8500	MA111	College Prep Math	3.00	
8520	MA112	College Prep Algebra	3.00	
8540	MA131	College Algebra	3.00	
8560	MA132	College Math	3.00	
8580	MA133	Required Math Lab	.00	
8600	MA135	Pre-Calculus	3.00	
8620	MA136	Analytical Trigonometry	3.00	
8540	MA143	Honors Applied Calculus I	3.00	
8560	MA144	Honors Applied Calculus II	3.00	
8650	MA220	Introduction to Symbolic	3.00	
8640	MA230	Foundations Of Mathematic	3.00	
8660	MA241	Calculus I w/Analytic Geo	4.00	
8680	MA242	Calculus II w/Analytic Geo	4.00	
8740	MA260	Statistical Methods	3.00	
8750	MA300	History of Mathematics	3.00	
8780	MA330	Intro To Numerical Analysis	3.00	
8920	MA331	Calculus III w/Analytic Geo	3.00	
8820	MA332	Advanced Calculus I	3.00	
8840	MA333	Advanced Calculus II	3.00	
8860	MA334	Differential Equations	3.00	
8880	MA335	Linear Algebra	3.00	
8900	MA337	Probability & Statistics	3.00	
8920	MA341	Calculus III w/Analytic G	3.00	
8960	MA390	Mathematics For Teachers	3.00	
8980	MA411	Mathematics Seminar	3.00	
9000	MA412	Mathematics Seminar	3.00	
9020	MA430	Introduction to Real Anal	3.00	
9040	MA431	Abstract Algebra I	3.00	
9030	MA432	Modern Algebra II	3.00	
9060	MA433	College Geometry	3.00	
9080	MA437	Complex Variables I	3.00	
9090	MA438	Complex Variables II	3.00	
9010	MA440	Introduction to the Theory	3.00	
9120	MA499	Senior Seminar	3.00	
9960	MCA490	Internship	12.00	
10000	MCB490	Internship	9.00	
10020	MCC490	Internship	3.00	
9200	MC151	Intro To Mass Comm	3.00	

<b>CURRICULUM ID#</b>	<b>REQ. CODE</b>	<b>SHORT DESCRIPTION</b>	<b>HOURS</b>	<b>REQ. GRADE</b>
9260	MC250	Intro To Journalism	3.00	
9280	MC251	Desktop Publishing	3.00	
9300	MC252	Intro To Broadcast Prod	3.00	
9360	MC330	Photojournalism	3.00	
9400	MC350	Mass Media Research	3.00	
9420	MC352	Radio Production I	3.00	
9440	MC353	Radio Production II	3.00	
9460	MC354	TV Production I	3.00	
9480	MC355	Advanced TV Production	3.00	
9500	MC356	Broadcast Programming I	3.00	
9520	MC357	Broadcast Programming II	3.00	
9540	MC358	Writing Elect Media	3.00	
9560	MC359	Broadcast Journalism	3.00	
9580	MC361	Communication Graphics	3.00	
9600	MC362	Public Affairs Reporting	3.00	
9620	MC363	Public Relation Practices	3.00	
9640	MC364	Broadcast Prod Mgmt	3.00	
9650	MC365	Digital Multitrack Record	3.00	
9660	MC380	Reporting & Writing	3.00	
9680	MC390	Mass Communication Pract	3.00	
9700	MC431	Communication Law	3.00	
9760	MC455	Advertising	3.00	
9780	MC458	Telecommunication Proj Mg	3.00	
9800	MC459	Public Opinion	3.00	
9820	MC460	Advance News Report Feature	3.00	
9840	MC461	Journalism & the Commercial	3.00	
9860	MC463	Announcing	3.00	
9880	MC464	Corporate Telecommunication	3.00	
8762	MC49001	Internship Selection	12.00	C
9920	MC499	Senior Seminar-Broadcast	3.00	
1380	MGM411	Seminar in Materials Man	3.00	
1420	MGQ411	Quality Management	3.00	
10400	MGT411	Seminar in Transportation	3.00	
6160	MG290	Introduction to Entrepren	3.00	
10060	MG300	Principles Of Management	3.00	
6180	MG320	Small Business Management	3.00	
6200	MG330	Small Business Marketing	3.00	
10080	MG340	Quantitative Analysis	3.00	
10120	MG350	Operations Management	3.00	
10140	MG355	Organizational Behavior	3.00	
10160	MG360	Human Recourse Management	3.00	
10180	MG365	Industrial Relations	3.00	
10200	MG385	Problems Of Supervision	3.00	
6202	MG400	Small Business Planning	3.00	
10260	MG411	Seminar In Mgmt	3.00	
30	MG455	Food & Beverage Cost Cont	3.00	
10320	MG470	International Management	3.00	

<b>CURRICULUM</b>	<b>REQ.</b>	<b>SHORT</b>		<b>REQ.</b>
<b>ID#</b>	<b>CODE</b>	<b>DESCRIPTION</b>	<b>HOURS</b>	<b>GRADE</b>
10340	MG485	Government & Business	3.00	
10360	MG493	Business Ethics	3.00	
10380	MG495	Business Policy	3.00	
10820	MKB411	Sem in Marketing: Merchand	3.00	
10640	MKD411	Sem in Marketing: Direct M	3.00	
10800	MKI411	Sem in Marketing: Internet	3.00	
10760	MKL411	Sem in Marketing: Logistic	3.00	
10850	MKM411	Seminar in Marketing	3.00	
10720	MKN411	Sem in Marketing: New Prod	3.00	
10680	MKR411	Sem in Marketing: Real Est	3.00	
10830	MKV411	Sem in Marketing: Virtual	3.00	
10420	MK341	Introduction to Marketing	3.00	
10440	MK350	Consumer Behavior	3.00	
10460	MK360	Advertising	3.00	
10480	MK370	Sales Management	3.00	
10500	MK380	Contemporary Issues In Mktg	3.00	
10520	MK393	Retail Management	3.00	
10540	MK400	Market Research	3.00	
10560	MK405	International Marketing	3.00	
10580	MK410	Marketing Systems	3.00	
10620	MK420	Marketing Management	3.00	
10660	MK485	Marketing Policies & Strat	3.00	
10732	MLFA402	Modern Language Seminar F	3.00	
10840	MLF131	Elementary French I	3.00	
10860	MLF132	Elementary French II	3.00	
10880	MLF231	Intermediate French I	3.00	
10900	MLF232	Intermediate French II	3.00	
10920	MLF331	Advance Composition & Conver	3.00	
10940	MLF332	Advance Composition & Conver	3.00	
10960	MLF336	Culture & Civilization of	3.00	
10980	MLF337	Culture & Civilization of	3.00	
11010	MLF360	French Special Methods	3.00	
10990	MLF401	French Linguistics Seminar	3.00	
10732	MLF402	Modern Language Seminar-	3.00	
11020	MLF431	Intro to French Literature	3.00	
11040	MLF432	Intro To French Literature	3.00	
11080	MLF499	French Senior Seminar	3.00	
11100	MLG131	Elementary German I	3.00	
11120	MLG132	Elementary German II	3.00	
11140	MLG231	Intermediate German I	3.00	
11160	MLG232	Intermediate German II	3.00	
11180	MLG331	Composition & Adv Conver	3.00	
11200	MLG332	Composition& Adv Conver	3.00	
11220	MLG336	Culture & Civilization of	3.00	
11240	MLG337	Culture & Civilization of	3.00	
11270	MLG360	German Special Methods	3.00	
11260	MLG401	German Linguistics Seminar	3.00	

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10733	MLG402	Modern Lang.Sem-Germany	3.00	
11280	MLG431	Intro To German Literature	3.00	
11300	MLG432	Intro To German Literature	3.00	
11320	MLG499	Senior Seminar	3.00	
11340	MLH336	International Understanding	3.00	
11350	MLH337	International Understanding	3.00	
11360	MLI131	Elementary Italian I	3.00	
11380	MLI132	Elementary Italian II	3.00	
11420	MLK131	Elementary Greek I	3.00	
11440	MLK132	Elementary Greek II	3.00	
11460	MLK231	Intermediate Greek I	3.00	
11480	MLK232	Intermediate Greek II	3.00	
11520	MLS131	Elementary Spanish I	3.00	
11540	MLS132	Elementary Spanish II	3.00	
11560	MLS231	Intermediate Spanish I	3.00	
11580	MLS232	Intermediate Spanish II	3.00	
11600	MLS331	Adv Composition & Convers	3.00	
11620	MLS332	Adv Composition & Convers	3.00	
11640	MLS336	Culture & Civilization of	3.00	
11660	MLS337	Culture & Civilization of	3.00	
11700	MLS360	Spanish Special Methods	3.00	
11680	MLS401	Spanish Linguistics Semin	3.00	
10734	MLS402	Modern Language Seminar-S	3.00	
11720	MLS431	Intro To Literature-Spain	3.00	
11740	MLS432	Intro to Literature Hispan	3.00	
11780	MLS499	Senior Seminar	3.00	
11881	MTL331	Immunology/Serology Lab	.00	
11961	MTL335	Urinalysis & Body Fluids	.00	
12021	MTL352	Hematology II Lab	.00	
12041	MTL354	Clinical Microbiology	.00	
12101	MTL431	Parasitology/Mycology Lab	.00	
12141	MTL441	Immunoematology Lab	.00	
12241	MTL451	Clinical Chemistry I Lab	.00	
12261	MTL452	Clinical Chemistry II Lab	.00	
11820	MT121	Intro to Bio-medical Term	2.00	
12010	MT132	Fundamentals of Clinical	3.00	
11800	MT310	Cellular & Physiologic As	3.00	
11820	MT311	Intro To Medical Technology	1.00	
12001	MT312	Hematology I Lab	2.00	
12021	MT313	Hematology II Lab	1.00	
12020	MT323	Hematology II	2.00	
11880	MT331	Immunology/Serology	3.00	
11960	MT335	Urinalysis & Body Fluids	3.00	
12000	MT343	Hematology I	3.00	
12000	MT351	Hematology I	5.00	
12020	MT352	Hematology II	5.00	
12040	MT354	Clinical Microbiology	5.00	

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12100	MT431	Parasitology/Mycology	3.00	
12120	MT435	Parasitology/Mycology	3.00	
12140	MT441	Immunohematology	4.00	
12160	MT442	Hematology Clinical Rot	4.00	
12180	MT443	Immunohematolgy/Serology	4.00	
12200	MT444	Chemistry Clinical Rot	4.00	
12220	MT445	Microbiology Clinical Rot	4.00	
12240	MT451	Clinical Chemistry I	5.00	
12260	MT452	Clinical Chemistry II	5.00	
12280	MT493	Directed Individual Study	3.00	
12400	MT499	Senior Seminar	3.00	
13120	MUA110	Concert Band	1.00	
13200	MUB110	Marching Band	1.00	
13340	MUC110	Concert Chorale	1.00	
13440	MUD110	Jazz Laboratory Band	1.00	
13460	MUE110	B-CC Young Artist	1.00	
13500	MUF110	Opera Workshop	1.00	
13520	MUG110	Brass Ensemble	1.00	
13540	MUH110	Woodwind Ensemble	1.00	
13560	MUI110	Percussion Ensemble	1.00	
13580	MUJ110	Chamber Singers	1.00	
13600	MUK110	Steel Drum Band	1.00	
13620	MUL110	Latin Percussion Ensemble	1.00	
12561	MUL231	Music Theory I-Lab	.00	
12581	MUL232	Music Theory II Lab	.00	
12741	MUL333	Music Theory III Lab	.00	
12761	MUL334	Music Theory IV Lab	.00	
13660	MUM110	Percussion Jazz Ensemble	1.00	
13680	MUM111	Class Voice	1.00	
13700	MUM112	Class Voice	1.00	
13720	MUM211	Class Voice	1.00	
13740	MUM212	Class Voice	1.00	
13760	MUM311	Class Voice	1.00	
13780	MUM312	Class Voice	1.00	
13800	MUM411	Class Voice	1.00	
13820	MUM412	Class Voice	1.00	
13840	MUN110	Symphonic Band	1.00	
13860	MUN111	Class Piano	1.00	
13880	MUN112	Class Piano	1.00	
13900	MUN211	Class Piano	1.00	
13920	MUN212	Class Piano	1.00	
13940	MUN311	Class Piano	1.00	
13960	MUN312	Class Piano	1.00	
13980	MUN411	Class Piano	1.00	
14000	MUN412	Class Piano	1.00	
14020	MUO099	Applied Piano Major	1.00	
14040	MUO110	Jazz Combo	1.00	

<b>CURRICULUM ID#</b>	<b>REQ. CODE</b>	<b>SHORT DESCRIPTION</b>	<b>HOURS</b>	<b>REQ. GRADE</b>
14060	MUO111	Applied Piano Major	1.00	
14080	MUO112	Applied Piano Major	1.00	
14030	MUO121	Applied Piano Major	1.00	
14050	MUO122	Applied Piano Major	1.00	
14070	MUO211	Applied Piano Major	2.00	
14090	MUO212	Applied Piano Major	2.00	
14100	MUO221	Applied Piano Major	2.00	
14120	MUO222	Applied Piano Major	2.00	
14130	MUO311	Applied Piano Major	2.00	
14150	MUO312	Applied Piano Major	2.00	
14140	MUO321	Applied Piano Major	2.00	
14160	MUO322	Applied Piano Major Jun	2.00	
14170	MUO411	Applied Piano Major	2.00	
14190	MUO412	Applied Piano Major	2.00	
14180	MUO421	Applied Piano Major	2.00	
14200	MUO422	Applied Piano Major Sen	2.00	
14390	MUP099	Applied Percussion Major	1.00	
14210	MUP110	Pep Band	1.00	
14220	MUP111	Applied Percussion Major	1.00	
14240	MUP112	Applied Percussion Major	1.00	
14230	MUP121	Applied Percussion Major	1.00	
14250	MUP122	Applied Percussion Major	1.00	
14270	MUP211	Applied Percussion Major	2.00	
14290	MUP212	Applied Percussion Major	2.00	
14260	MUP221	Applied Percussion Major	2.00	
14280	MUP222	Applied Percussion Major	2.00	
14310	MUP311	Applied Percussion Major	2.00	
14330	MUP312	Applied Percussion Major	2.00	
14300	MUP321	Applied Percussion Major	2.00	
14320	MUP322	Applied Percussion Major	2.00	
14350	MUP411	Applied Percussion Major	2.00	
14370	MUP412	Applied Percussion Major	2.00	
14340	MUP421	Applied Percussion Major	2.00	
14360	MUP422	Applied Percussion Major	2.00	
13430	MUQ110	Accompanying Ensemble	1.00	
14550	MUR099	Applied Brass Major	1.00	
14400	MUR111	Applied Brass Major	1.00	
14420	MUR112	Applied Brass Major	1.00	
14410	MUR121	Applied Brass Major	2.00	
14430	MUR122	Applied Brass Major	1.00	
14440	MUR211	Applied Brass Major	2.00	
14450	MUR212	Applied Brass Major	2.00	
14460	MUR221	Applied Brass Major	2.00	
14480	MUR222	Applied Brass Major	2.00	
14470	MUR311	Applied Brass Major	2.00	
14490	MUR312	Applied Brass Major	2.00	
14500	MUR321	Applied Brass Major	2.00	

<b>CURRICULUM ID#</b>	<b>REQ. CODE</b>	<b>SHORT DESCRIPTION</b>	<b>HOURS</b>	<b>REQ. GRADE</b>
14520	MUR322	Applied Brass Major Jun	2.00	
14510	MUR411	Applied Brass Major	2.00	
14530	MUR412	Applied Brass Major	2.00	
14540	MUR421	Applied Brass Major	2.00	
14560	MUR422	Applied Brass Major Sr Re	2.00	
14610	MUS464	Music Technology and Re	12.00	
14630	MUS498	Senior Project	3.00	
14640	MUS499	Senior Seminar	3.00	
14660	MUV099	Applied Voice Major	1.00	
14680	MUV111	Applied Voice Major	1.00	
14700	MUV112	Applied Voice Major	1.00	
14650	MUV121	Applied Voice Major	1.00	
14670	MUV122	Applied Voice Major	1.00	
14690	MUV211	Applied Voice Major	2.00	
14710	MUV212	Applied Voice Major	2.00	
14720	MUV221	Applied Voice Major	2.00	
14740	MUV222	Applied Voice Major	2.00	
14730	MUV311	Applied Voice Major	2.00	
14750	MUV312	Applied Voice Major	2.00	
14760	MUV321	Applied Voice Major	2.00	
14780	MUV322	Applied Voice Major Jr Re	2.00	
14770	MUV411	Applied Voice Major	2.00	
14790	MUV412	Applied Voice Major	2.00	
14800	MUV421	Applied Voice Major	2.00	
14820	MUV422	Applied Voice Major Sr Re	2.00	
14840	MUW099	Applied Woodwind Major	1.00	
14860	MUW111	Applied Woodwind Major	1.00	
14880	MUW112	Applied Woodwind Major	1.00	
14830	MUW121	Applied Woodwind Major	1.00	
14850	MUW122	Applied Woodwind Major	1.00	
14870	MUW211	Applied Woodwind Major	2.00	
14890	MUW212	Applied Woodwind Major	2.00	
14900	MUW221	Applied Woodwind Major	2.00	
14920	MUW222	Applied Woodwind Major	2.00	
14910	MUW311	Applied Woodwind Major	2.00	
14930	MUW312	Applied Woodwind Major	2.00	
14940	MUW321	Applied Woodwind Major	2.00	
14960	MUW322	Applied Woodwind Major Jr	2.00	
14970	MUW411	Applied Woodwind Major	2.00	
14990	MUW412	Applied Woodwind Major	2.00	
14980	MUW421	Applied Woodwind Major	2.00	
15000	MUW422	Applied Woodwind Major Sr	2.00	
15020	MUX099	Applied Guitar Major	1.00	
15040	MUX111	Applied Guitar Major	1.00	
15060	MUX112	Applied Guitar Major	1.00	
15030	MUX121	Applied Guitar Major	1.00	
15050	MUX122	Applied Guitar Major	2.00	

<b>CURRICULUM ID#</b>	<b>REQ. CODE</b>	<b>SHORT DESCRIPTION</b>	<b>HOURS</b>	<b>REQ. GRADE</b>
15080	MUX211	Applied Guitar Major	1.00	
15100	MUX212	Applied Guitar Major	2.00	
15120	MUX221	Applied Guitar Major	2.00	
15140	MUX222	Applied Guitar Major	2.00	
15130	MUX311	Applied Guitar Major	2.00	
15150	MUX312	Applied Guitar Major	2.00	
15160	MUX321	Applied Guitar Major	2.00	
15180	MUX322	Applied Guitar Major Jr R	2.00	
15170	MUX411	Applied Guitar Major	2.00	
15190	MUX412	Applied Guitar Major	2.00	
15200	MUX421	Applied Guitar Major	2.00	
15220	MUX422	Applied Guitar Major Sr R	2.00	
15230	MUY099	Applied String Major	1.00	
15240	MUY111	Applied String Major	1.00	
15260	MUY112	Applied String Major	1.00	
15270	MUY121	Applied String Major	1.00	
15290	MUY122	Applied String Major	1.00	
15310	MUY211	Applied String Major	2.00	
15330	MUY212	Applied String Major	2.00	
15350	MUY221	Applied String Major	2.00	
15370	MUY222	Applied String Major	2.00	
15390	MUY311	Applied String Major	2.00	
15410	MUY312	Applied String Major	2.00	
15430	MUY321	Applied String Major	2.00	
15450	MUY322	Applied String Major Jr R	2.00	
15470	MUY411	Applied String Major	2.00	
15490	MUY412	Applied String Major	2.00	
15510	MUY421	Applied String Major	2.00	
15530	MUY422	Applied String Major Sr R	2.00	
12460	MU133	Computer Application	3.00	
12480	MU213	Vocal Methods	1.00	
12500	MU214	String Methods	1.00	
12560	MU231	Music Theory I	3.00	
12580	MU232	Music Theory II	3.00	
12620	MU313	Percussion Methods	1.00	
12640	MU314	Brass Methods	1.00	
12700	MU324	Music History I	3.00	
12720	MU325	Music History II	3.00	
12740	MU333	Music Theory III	3.00	
12760	MU334	Music Theory IV	3.00	
13360	MU341	Worship	3.00	
12770	MU343	Music Production I	3.00	
12775	MU344	Music Production II	3.00	
12780	MU369	Music Methods	3.00	
12820	MU413	Woodwind Methods	1.00	
12840	MU414	Guitar Methods	1.00	
12900	MU430	Marching & Concert Tech	3.00	

<b>CURRICULUM ID#</b>	<b>REQ. CODE</b>	<b>SHORT DESCRIPTION</b>	<b>HOURS</b>	<b>REQ. GRADE</b>
12920	MU431	Hymnology	3.00	
12940	MU432	Advance Computer Appl	3.00	
12960	MU433	Music in the Black Church	3.00	
12980	MU434	Adv Choral Techniques	3.00	
13000	MU435	Arranging for Vocal &Inst	3.00	
13020	MU436	Conducting	3.00	
13040	MU437	Form & Analysis	3.00	
13060	MU439	18th Century Counterpoint	3.00	
13400	MU442	Church Music Admin	3.00	
13380	MU444	Service Playing	3.00	
13420	MU448	Church Music Practicum	3.00	
13070	MU450	Multimedia Audio	3.00	
13080	MU462	Student Teaching	3.00	
13090	MU464	Music Technology & Record	12.00	
15301	MYL103	Basic Military Science La	.00	
15321	MYL104	Basic Military Science La	.00	
15361	MYL203	Basic Military Leadership	.00	
15381	MYL204	Basic Military Leadership	.00	
15421	MYL303	Officership I Lab	.00	
15441	MYL304	Leadership II Lab	.00	
15481	MYL403	Advanced Military Leaders	.00	
15501	MYL404	Advance Military Leaders	.00	
15300	MY103	Basic Military Science	1.00	
15320	MY104	Basic Military Science	1.00	
15360	MY203	Basic Military Leadership	1.00	
15380	MY204	Basic Military Leadership	1.00	
15420	MY303	Officership I	3.00	
15440	MY304	Officership II	3.00	
15480	MY403	Adv Military Leadership I	3.00	
15500	MY404	Adv Military Leadership I	3.00	
37	NUA280	Critical Thinking	3.00	
38	NUA299	Nursing Concepts	6.00	
16332	NUA395	Developmental Survey-3	3.00	
16342	NUA495	Developmental Survey-3	3.00	
16333	NUB395	Developmental Survey-6	6.00	
16343	NUB495	Developmental Survey-6	6.00	
16334	NUC395	Developmental Survey-9	9.00	
16344	NUC495	Developmental Survey-9	9.00	
16335	NUD395	Developmental Survey-12	12.00	
16345	NUD495	Developmental Survey-12	12.00	
15621	NUL280	Critical Thinking Lab	.00	
15661	NUL297	Fundamental of Nursing Lab	.00	
15681	NUL298	Health Assessment Lab	.00	
15701	NUL302	Care of Emerging Family Lab	.00	
15721	NUL303	Adult Health I Lab	.00	
15761	NUL305	Adult Health II Lab	.00	
16121	NUL407	Adult Health III Lab	6.00	

<b>CURRICULUM ID#</b>	<b>REQ. CODE</b>	<b>SHORT DESCRIPTION</b>	<b>HOURS</b>	<b>REQ. GRADE</b>
16281	NUL433	Leadership & Management Lab	3.00	
15620	NU280	Critical Thinking	2.00	
15660	NU297	Fundamentals of Nursing	6.00	
15680	NU298	Health Assessment	3.00	
15640	NU299	Nursing Concepts	3.00	
15700	NU302	Care of Emerging Family	6.00	
15720	NU303	Adult Health I	6.00	C
15760	NU305	Adult Health II	6.00	C
16000	NU307	Child Health	6.00	C
15825	NU320	Pharmacology	3.00	C
15920	NU395	Developmental Survey	12.00	C
16010	NU401	Nursing Internship	2.00	C
16040	NU403	Psychiatric & Mental Health	6.00	C
16080	NU405	Community Health	6.00	C
16100	NU406	Nursing Research	3.00	C
16120	NU407	Adult Health III	6.00	C
16280	NU433	Leadership & Management	3.00	C
16320	NU449	Comprehensive Review I	1.00	C
16340	NU450	Comprehensive Review II	1.00	C
16380	NU499	Nursing Seminar	3.00	C
17140	PEA111	Badminton I	1.00	
17160	PEA112	Badminton II	1.00	
17420	PEA490	PE Field Experience 6	6.00	
17180	PEB111	Basketball I	1.00	
17200	PEB112	Basketball II	1.00	
17220	PEB212	Basketball III	1.00	
17440	PEB490	PE Field Experience 9	9.00	
17580	PEC490	PE Field Experience 12	12.00	
17260	PED212	Modern Dance	1.00	
17620	PED490	PE Field Experience 15	15.00	
17280	PEF111	Physical Fitness	1.00	
17290	PEF112	Physical Fitness	1.00	
17600	PEF211	Physical Fitness	1.00	
17300	PEF212	Physical Fitness	1.00	
17320	PEG112	Golf I	1.00	
17340	PEG211	Golf II	1.00	
17360	PEG212	Golf III	1.00	
17380	PEH231	Health Education	3.00	
17400	PEI212	Intramural Basketball	1.00	
17460	PEK111	Bowling	1.00	
17480	PEK112	Bowling	1.00	
17500	PEK211	Bowling	1.00	
17520	PEK212	Bowling	1.00	
17540	PEL111	Slimnastics	1.00	
17560	PEL112	Slimnastics	1.00	
17600	PEP111	Physical Fitness	1.00	
17020	PER421	Areas & Facilities Manage	3.00	

<b>CURRICULUM ID#</b>	<b>REQ. CODE</b>	<b>SHORT DESCRIPTION</b>	<b>HOURS</b>	<b>REQ. GRADE</b>
17680	PER430	Adaptive & Corrective PE	3.00	
17700	PES111	Intro to Soccer	1.00	
17910	PES112	Soccer	1.00	
17720	PES211	Intro to Soccer	1.00	
17740	PET211	Tennis	1.00	
17760	PET212	Tennis	1.00	
17780	PEV111	Volleyball	1.00	
17800	PEV112	Volleyball	1.00	
17820	PEV212	Volleyball	1.00	
17900	PEZ111	Jazz Exercise	1.00	
17420	PEZ112	Jazz Exercise	1.00	
17440	PEZ211	Jazz Exercise	1.00	
17920	PEZ212	Jazz Exercise	1.00	
16440	PE111	Football	1.00	
45	PE223	Principles in Coaching & Offic	2.00	
16520	PE224	Prin In Coaching & Offic	2.00	
16560	PE230	First Aid & Safety	2.00	
16580	PE231	Intramural Sports	2.00	
16600	PE232	Foundations Of P.E.	3.00	
16640	PE301	Theory & Practice Swim,Ft	2.00	
16660	PE302	Theory & Practice Bkbl,Bd	2.00	
16680	PE303	Theory & Practice Sftbl,M	2.00	
16700	PE310	Departmental Internship	1.00	
16720	PE315	Care & Prev Of Athl Injur	3.00	
17640	PE320	Games In Elementary School	3.00	
16760	PE321	Dance in Elementary School	3.00	
220220	PE322	Gymnastics in Elementary	3.00	
16800	PE325	Teaching P.E. In Elem Sch	3.00	
16820	PE326	Teaching P.E. In Sec School	3.00	
16880	PE335	Kinesiology	3.00	
16900	PE336	Personal & Community Heal	3.00	
16920	PE337	School & Community Rec	3.00	
16940	PE338	Organ & Adm Of Health, PE	3.00	
16960	PE340	Tests & Measurement in PE	3.00	
16980	PE341	Motor Development	3.00	
17060	PE413	Movement Education	3.00	
17020	PE421	Areas & Facilities Man	3.00	
17080	PE435	Physiology Of Exercise	3.00	
17100	PE462	Student Teaching	12.00	
18001	PHL241	General Physics I Lab	1.00	
18021	PHL242	General Physics II Lab	.00	
18041	PHL251	College Physics I Lab	1.00	
18061	PHL252	College Physics II Lab	1.00	
18081	PHL261	Electronics Laboratory	1.00	
18100	PHL311	Intermediate Laboratory I	2.00	
18211	PHL361	Digital Electronics Lab	1.00	
18261	PHL364	Transducers & Sensors Lab	1.00	

<b>CURRICULUM ID#</b>	<b>REQ. CODE</b>	<b>SHORT DESCRIPTION</b>	<b>HOURS</b>	<b>REQ. GRADE</b>
18411	PHL461	Microprocessor Appl	.00	
18431	PHL462	Computer Based Instrument	.00	
17940	PH130	Intro To Physics	3.00	
17960	PH230	Physical Science	3.00	
17980	PH231	Intro to Astronomy	3.00	
17960	PH240	Honors Physical Science	3.00	
18000	PH241	General Physics I	4.00	
18020	PH242	General Physics II	4.00	
18040	PH251	College Physics I	3.00	
18060	PH252	College Physics II	3.00	
18080	PH261	Electronics Circuits of D	3.00	
18470	PH290	Cooperative Education	6.00	
18140	PH320	Math Methods In Physics	3.00	
18160	PH331	Mechanics I	3.00	
18180	PH332	Mechanics II	3.00	
18200	PH333	Thermodynamics	3.00	
18210	PH361	Digital Electronics	3.00	
18260	PH364	Transducers and Sensors	3.00	
18490	PH390	Cooperative Education	6.00	
18280	PH430	Biophysics	3.00	
18300	PH431	Electricity & Magnetism I	3.00	
18320	PH432	Electricity & Magnetism I	3.00	
18340	PH434	Optics	3.00	
18360	PH435	Modern Physics I	3.00	
18370	PH436	Modern Physics II	3.00	
18380	PH438	Materials Science	3.00	
18400	PH439	Advanced Laboratory	2.00	
18410	PH461	Microprocessor Appl	4.00	
18430	PH462	Computer Based Instrument	4.00	
18450	PH472	Student Teaching	12.00	
18510	PH490	Cooperative Education	6.00	
18500	PH498	Senior Project	1.00	
18520	PH499	Senior Seminar	1.00	
10690	PM300	Intro to Project Management	3.00	C
220530	PM310	Procurement Management	3.00	C
220531	PM320	Leadership	3.00	C
220535	PM330	Negotiation Principles	3.00	C
211117	PM400	Risk Management	3.00	C
220533	PM410	Quality Management	3.00	C
220534	PM420	Earned Value Management	3.00	C
220536	PM430	Prin of E-Business Mgmt	3.00	C
220537	PM495	Project Management Policy	3.00	C
19040	POLA490	Field Experience	6.00	
19060	POLB490	Field Experience	9.00	
19080	POLC490	Field Experience	12.00	
19100	POLD490	Field Experience	15.00	
18540	POL130	Intro to Political Science	3.00	

<b>CURRICULUM ID#</b>	<b>REQ. CODE</b>	<b>SHORT DESCRIPTION</b>	<b>HOURS</b>	<b>REQ. GRADE</b>
18560	POL230	American Government	3.00	
18580	POL236	State And Local Government	3.00	
18600	POL237	Intro To Public Admin	3.00	
18630	POL301	Aging & Political Systems	3.00	
18620	POL330	International Politics	3.00	
18640	POL331	Politics Of Black America	3.00	
18660	POL332	Political Socialization	3.00	
18680	POL333	Budgetary Process	3.00	
18700	POL334	Public Personnel Admin	3.00	
18720	POL335	American Constitutional L	3.00	
18740	POL336	Comparative Politics	3.00	
18760	POL337	Public Policy Analysis	3.00	
18780	POL338	Admin Of Social Services	3.00	
18800	POL339	Organizational Theory	3.00	
18820	POL340	Third World Politics	3.00	
18840	POL350	Transnational Concerns	3.00	
18860	POL351	American Foreign Policy	3.00	
18870	POL352	Foreign Policy of Emerging	3.00	
18900	POL420	Contemp African Studies	3.00	
18920	POL431	Political Science Research	3.00	
18940	POL436	Political Theory	3.00	
18960	POL440	International Political	3.00	
19020	POL499	Senior Seminar	3.00	
19540	PSA440	Seminar in Psychology Of	3.00	
19560	PSA490	Field Experience	6.00	
19580	PSB440	Seminar Of Black Psychology	3.00	
19600	PSB490	Field Experience	9.00	
19620	PSC440	Seminar in Child Abuse	3.00	
19640	PSC490	Field Experience	12.00	
19660	PSD490	Field Experience	15.00	
19670	PSE440	Seminar in Ecological Psy	3.00	
19700	PSG440	Seminar In Group Dynamics	3.00	
19740	PSH440	Seminar in Social Psy	3.00	
19760	PSI440	Seminar in Industrial Psy	3.00	
19780	PSP440	Seminar in Group Process	3.00	
19800	PSS440	Seminar in History/System	3.00	
19820	PSW440	Seminar in Psychology of	3.00	
19120	PS222	Adolescent Psychology	3.00	
19140	PS230	Intro To Psychology	3.00	
19160	PS236	Developmental Psychology	3.00	
19140	PS240	Honors Intro to Psychology	3.00	
19120	PS322	Adolescent Psychology	3.00	
19180	PS325	Abnormal Psychology	3.00	
19200	PS328	Educational Psychology	3.00	
49	PS330	Social Psychology	3.00	
19220	PS332	Personality Theories	3.00	
19240	PS336	Psych of Exceptionalities	3.00	

<b>CURRICULUM ID#</b>	<b>REQ. CODE</b>	<b>SHORT DESCRIPTION</b>	<b>HOURS</b>	<b>REQ. GRADE</b>
19250	PS337	African/Black Psychology	3.00	
19260	PS338	Experimental Psychology	3.00	
19280	PS340	Psychological Measurement	3.00	
19340	PS420	Guidance and Counseling	3.00	
19360	PS421	Counseling	3.00	
19380	PS425	Perception	3.00	
19390	PS428	Physiological Psychology	3.00	
19400	PS430	Research Methods and Stat	3.00	
19420	PS438	Motivation	3.00	
19440	PS440	Seminar in Psychology	3.00	
19550	PS441	Psychology of Aging	3.00	
19450	PS442	Psychology of Women	3.00	
19490	PS443	Industrial/Organizational	3.00	
19460	PS444	Human Sexuality	3.00	
19470	PS445	Community Psychology	3.00	
19480	PS452	Emotional Disturbances	3.00	
19520	PS499	Senior Research	3.00	
220233	RECA490	Recreation Field Internsh	6.00	
220234	RECB490	Recreation Field Internsh	9.00	
220235	RECC490	Recreation Field Internsh	12.00	
220236	RECD490	Recreation Field Internsh	15.00	
220238	RECE490	Recreation Field Exper	18.00	
220000	REC225	Intro to Recreation	3.00	
16580	REC231	Intramural Sports	3.00	
16660	REC232	History & Philosophy of R	3.00	
8440	REC322	Gymnastics	3.00	
220120	REC331	Recreation Leadership	3.00	
220140	REC333	Outdoor Resources/Camping	3.00	
16920	REC337	School & Community Rec	3.00	
16940	REC338	Organization/Admin of Rec	3.00	
220160	REC430	Recreation/Special Popul	3.00	
220170	REC499	Directed Research Study	3.00	
6	RE100	Reading Placement	.00	
19840	RE111	Essential Reading I	3.00	
19860	RE112	Essential Reading II	3.00	
19880	RE133	Required Reading Lab	.00	
6	RE200	Reading Placement	.00	
19900	RE260	Critical Reading	3.00	
50	RE260REQ	18 College Credit Hours	18.00	
19900	RE261	Honors Critical Reading	3.00	
19940	RPA130	Introduct to Bible (OT)	3.00	
220300	RPA490	Religion Field Experience	3.00	
19940	RPB130	Introduct to Bible (NT)	3.00	
220301	RPB490	Religion Field Experience	6.00	
220302	RPC490	Religion Field Experience	9.00	
220303	RPD490	Religion Field Experience	12.00	
220304	RPE490	Religion Field Experience	15.00	

<b>CURRICULUM ID#</b>	<b>REQ. CODE</b>	<b>SHORT DESCRIPTION</b>	<b>HOURS</b>	<b>REQ. GRADE</b>
19940	RPN130	Intro to Bible-New Testament	3.00	
19940	RPO130	Intro to Bible-Old Testament	3.00	
51	RP001	RP Elective 120 or 130	3.00	
52	RP002	RP Electives	3.00	
19920	RP120	Intro To Religion & Philo	3.00	
19940	RP130	Intro To Bible	3.00	
19940	RP140	Intro to the Bible Honor	3.00	
20000	RP230	Ethics	3.00	
19960	RP231	Hist of Ancient & Medieval	3.00	
20040	RP232	History of Modern Phil	3.00	
19980	RP235	Intro To Philosophy	3.00	
20000	RP330	Ethics	3.00	
20020	RP331	History Of Ancient Phil	3.00	
20040	RP332	History Of Modern Phil	3.00	
20060	RP333	Prophets Of Israel	3.00	
20080	RP335	Life And Teaching Of Jesus	3.00	
20100	RP336	Life Of Paul	3.00	
20120	RP337	Genesis	3.00	
20140	RP338	Moral Values And Contemp	3.00	
20160	RP339	Logic	3.00	
20180	RP340	Religion In America	3.00	
20200	RP341	Religions Of Mankind	3.00	
20000	RP342	Ethics-Honors	3.00	
20350	RP355	Contemporary Philosophy	3.00	
20220	RP430	Christian Education	3.00	
20240	RP431	History Of Christianity	3.00	
20260	RP434	Death, Immort & Prob Evil	3.00	
20280	RP435	Black Church/Black Theolo	3.00	
20300	RP436	Philosophy Of Religion	3.00	
20340	RP440	Seminar in Religion & Phi	3.00	
20140	RP458	Moral Values and Contemporary	3.00	
20360	RP490	Field Experience	3.00	
20390	RP498	Research in Religion & Ph	3.00	
20380	RP499	Senior Seminar	3.00	
20710	SCA407	Situation Analysis & Resp	3.00	
20730	SCA490	Internship	3.00	
20750	SCB490	Internship	6.00	
20770	SCC490	Internship	9.00	
20780	SCD490	Internship	12.00	
20420	SC201	Intro To Human Comm	3.00	
20440	SC203	Effective Listening	3.00	
20480	SC220	Oral Communication Ethics	3.00	
20500	SC230	Intro To Efft Oral Comm	3.00	
20510	SC231	Voice & Diction	3.00	
20500	SC240	Intro to Effect Oral Comm	3.00	
20520	SC245	Intro To Theatre	3.00	
20540	SC300	Speech Comm Research	3.00	

<b>CURRICULUM ID#</b>	<b>REQ. CODE</b>	<b>SHORT DESCRIPTION</b>	<b>HOURS</b>	<b>REQ. GRADE</b>
20560	SC301	Issues In Multicultural C	3.00	
21960	SC302	Organizational Comm	3.00	
20580	SC304	Intro Interpersonal Comm	3.00	
21980	SC305	Persuasion Theory & Pract	3.00	
20620	SC335	Introduction Argumentation	3.00	
20660	SC401	Small Group Communication	3.00	
20680	SC403	Comm Confl: Mediation	3.00	
20700	SC407	Special Topics	3.00	
20720	SC425	Phonetics	3.00	
20740	SC432	Spec Methods Speech Comm	3.00	
20760	SC499	Senior Seminar	3.00	
21300	SOA490	Field Experience	6.00	
21320	SOB490	Field Experience	9.00	
21340	SOC490	Field Experience	12.00	
21360	SOD490	Field Experience	15.00	
21380	SOG230	Medical Sociology	3.00	
21400	SOG235	Sociology of Aging	3.00	
21460	SOG337	Death & Dying	3.00	
20800	SO131	Intro to Sociology	3.00	
20820	SO132	Social Problems	3.00	
20840	SO230	Social Psychology	3.00	
20860	SO231	Introduction Social Welfare	3.00	
20880	SO235	Marriage & The Family	3.00	
20900	SO236	Cultural Anthropology	3.00	
20920	SO239	Social Stratification	3.00	
20940	SO331	Demography	3.00	
20960	SO332	Social Casework Processes	3.00	
20970	SO339	Social Stratification	3.00	
21100	SO344	Sociology Of Deviant Behav	3.00	
21140	SO432	Community Organization	3.00	
21180	SO435	Groups & Group Behavior	3.00	
21200	SO436	Sociological Theory	3.00	
21220	SO438	Urban Sociology	3.00	
21240	SO439	Sociology of Race & Ethnic	3.00	
21160	SO499	Senior Seminar	3.00	
21810	SSA390	Study Abroad 6	6.00	
21890	SSA490	Internship Abroad 6	6.00	
21930	SSB390	Study Abroad 9	9.00	
21910	SSB490	Internship Abroad 9	9.00	
21850	SSC390	Study Abroad 12	12.00	
21970	SSC490	Internship Abroad 12	12.00	
21870	SSD390	Study Abroad 15	15.00	
21950	SSD490	Internship Abroad 15	15.00	
21660	SS130	Intro To Social Science	3.00	
21660	SS140	Honor Intro to Social Sci	3.00	
21650	SS150	Introduction to Computer	3.00	
21680	SS210	Human Geography	3.00	

<b>CURRICULUM ID#</b>	<b>REQ. CODE</b>	<b>SHORT DESCRIPTION</b>	<b>HOURS</b>	<b>REQ. GRADE</b>
21690	SS211	Leadership Seminar I	1.00	
21670	SS212	Leadership Seminar II	1.00	
21700	SS220	Physical Geography	3.00	
21710	SS230	Regional Geography	3.00	
21720	SS239	Stats For Social Research	3.00	
21740	SS240	Introduction to Data Proc	3.00	
21750	SS250	Sociology of Gender Stud	3.00	
21760	SS300	Pre Law Orientation	3.00	
21770	SS313	Leadership Seminar III	1.00	
21780	SS333	Technique Soc Sci Research	3.00	
7360	SS337	Topics in Legal Studies	3.00	
21820	SS360	Spec Meth In Teach Soc St	3.00	
20520	TA100	Introduction to Theater	3.00	
20400	TA101	Acting I	3.00	
21860	TA102	Elements Of Play Production	3.00	
21840	TA103	Participation Seminar	1.00	
20410	TA107	Voice Production for the	3.00	
20430	TA201	Movement for the Actor	3.00	
20450	TA220	Theatre Crafts	3.00	
20460	TA221	Introduction to Design	3.00	
21830	TA245	Oral Interpretation of Li	3.00	
20470	TA300	Theatre Arts Rsrch & Jr R	3.00	
21880	TA301	Acting II	3.00	
21900	TA302	Theatre History	3.00	
20490	TA320	Narrative Theatre	3.00	
21990	TA330	Performance Repertory	3.00	
21920	TA401	Acting III	3.00	
21940	TA402	Black American Drama	3.00	
30000	TA420	Script Interpretation	3.00	
30010	TA421	Directing	3.00	
30020	TA430	Performance Repertory I	3.00	
30030	TA499	Senior Seminar in Theatre	3.00	
5430	TSL370	Principles and Issues in	3.00	
5440	TSL440	Applied Linguistics	3.00	

Source: Registrar's Office, Fall 2003

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### **PUBLICATION CREDIT**

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