



## **2014 – 2015 Undergraduate Catalog**

### **BETHUNE-COOKMAN UNIVERSITY**

640 Dr. Mary McLeod Bethune Blvd.  
Daytona Beach, Florida 32114-3099  
Telephone: 386-481-2000  
Office of Admissions: 386-481-2600  
FAX Number: 386-481-2601  
[www.cookman.edu](http://www.cookman.edu)

## 2014 - 2015 UNDERGRADUATE CATALOG

Bethune-Cookman University is accredited by  
the Commission on Colleges of the Southern Association of Colleges and Schools  
to award the Bachelor of Arts, Bachelor of Science and Master of Science **degrees.**  
**Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097**  
**or call 404-679-4500 for questions about the accreditation of Bethune-Cookman University.**

Also accredited by  
Commission on Collegiate Nursing Education (BSN Program)  
National League for Nursing Accrediting Commission, Inc.  
61 Broadway, 33rd Floor,  
New York, NY, telephone: 212-363-5555  
Accreditation Commission for Programs in Hospitality Administration  
National Collegiate Athletic Association  
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

Affiliated with  
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  
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American Management Association  
Association of American Colleges and Universities  
Association of Church-Related Institutions of Higher Education  
Association for Continuing Higher Education  
Association for Computer Machinery  
Association of Fundraising Professionals  
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 of Colleges of Nursing  
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 Network (FLIN)

### **CONTACTING THE UNIVERSITY**

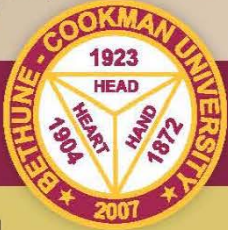
Address for all areas: Bethune-Cookman University  
640 Dr. Mary McLeod Bethune Blvd.  
Daytona Beach, FL 32114  
386-481-2000

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

#### **DISCLAIMER**

*The Catalog of Bethune-Cookman University is, in effect, an agreement between the student and the University. It contains information concerning academic requirements as well as specific regulations of the University. Each student should familiarize himself with its provisions in order to prevent unnecessary uncertainty, difficulties, and delays that will impede progress toward graduation. While this catalog accurately reflects the programs, policies, and requirements of the institution at the time of printing, the University reserves the right to change or amend its contents in any way deemed necessary.*

# B-CU CAMPUS MAP



- |  |   |
|--|---|
| 1. White Hall / Heyn Memorial Chapel   | 24. DeWitt C. LeFevre Residence Hall                          |
| 2. Faith Hall Freshman College   | 25. Harrison Rhodes Hall                                      |
| 3. Freshman College General Studies Bldg.                                    | School of Social Sciences                                     |
| 4. Dr. Mary McLeod Bethune Gravesite   | 26. Richard V. Moore, Sr. Gymnasium                           |
| 5. Bethune Foundation & Dr. Bethune's Home                                   | 27. John O. Gross Science Hall                                |
| 6. Cynthia A. Ranslow Hall   | /School of Science & Mathematics                              |
| 7. Carl S. Swisher Memorial Library  | 27a. Rabie J. Gainous Science Annex/Observatory               |
| 8. Texas A. Adams Student Health Services                                    | 27b. Alice G. Mickens Science Lecture Hall                    |
| 9. Helen Kottle Memorial Bldg.   | 28. Financial Aid Office                                      |
| 10. Charles C. Parlin Student Success Center                                 | 29. Judson/McPhillips Office of College Advancement           |
| 10a. Dining Hall   | 30. Dr. Oswald P. Bronson, Sr., Residence Complex             |
| 11. Ferris Meigs Residence Hall  | 31. Larry Little/Tank Johnson Weight Room/Football            |
| 12. Ja-Flo Davis Residence II Hall   | Offices – Wildcats Training Facilities                        |
| 13. Marjorie Joyner Residence Hall   | 32. Office of Admissions                                      |
| 14. Flora B. Curtis Residence Hall   | 33. Mary McLeod Bethune Performing Arts Center                |
| 16. Dr. Ann Taylor Green Faculty Development Center                          | 33a. Mary McLeod Bethune Statue/Gardens                       |
| 17. Dr. Richard V. Moore, Sr. Gravesite                                      | 34. The Center for Civic Engagements Center                   |
| 18. Dr. M.M. Bethune Fine Arts Bldg. (Humanities)                            | a. President's Dining Room                                    |
| 19. Wendell P. Holmes, Jr., Business/Hospitality Management Training Center  | b. Campus Bookstore   |
| 20. Vera Friend Maintenance Bldg   | c. Wildcat Student Center                                     |
| 21. Taylor G. Miller/Office of Enrollment Management and Student Development | 35. Graduate & Professional Studies Building                  |
| 22. Julia E. Robinson Music Bldg. & Annex                                    | 36. Gale Lemerand Nursing Building                            |
| 22a. Larry R. Handfield Music Bldg   | 37. CIT & Registrar's Office                                  |
| 23. Accounting Modular / Student Accounts                                    | 38. Reverend Dr. Eugene Zimmerman Scholarship House           |
|  | 39. Mrs. Alexis Pugh Scholarship House                        |
|  | 40. LLC Resident Complex/Lee Rhyant Residential Life Ctr.     |
|  | 41. Public Safety/Parking Enforcement Office (behind Bldg. 7) |

# BETHUNE – COOKMAN UNIVERSITY

## Academic Calendar 2014 – 2015

### **FALL SEMESTER 2014 – 87 instructional days**

#### **AUGUST 2014**

1	Drop Fall Schedules and Housing Assignments for all Students with Unpaid Balances
1	Drop Fall Schedules and Housing Assignments for all New Freshman with missing Final Official High School Transcripts (with graduation dates)
1	Student Billing Statements Generated
1	Financial Aid Awards Acceptance Priority Deadline
11	Residence Halls Open for Fall Orientation for freshman
11	Check-In Freshman Orientation #3 attendees only
12-13	Freshman Orientation #3
13	Freshmen Check-In – Orientation #1 attendees only
14	Freshman Check-In – Orientation #2 attendees only
14	Residence Halls Open for Returning Students
15	Last day to submit ASAP appeal for Fall 2014
18	All Classes Begin
18-22	Late Registration/ Add-Drop Period (\$100 Late Registration Fee applies)
18-22	Add and Drop Courses without Academic Penalty
20	Last Day to be Re-admitted for Fall 2014
21	Last Day for Waitlist/Waitlist will be cleared after 5:00 p.m.
22	Last Day for 100% Tuition Refund (Room/Board Assessed)
22	Last Day to Drop Courses without Academic Penalty
22	Payment Due for all Registered Students by 5:00 p.m.
23	First Saturday Class
25	Drop Fall Schedule and Housing Assignments for all Students with Unpaid Balances
25	Fall Financial Aid Disbursement 1
30	No Saturday Class (Labor Day Week-end)

#### **SEPTEMBER 2014**

1	Labor Day Holiday Observed – No Classes
2	Student Billing Statements Generated
18	Last Day to Withdraw from 8-Week Session 1 Courses without Academic Penalty and receive a grade of WD

- 18 Last Day to Withdraw from the University without Academic Penalty and receive W grade
- 22 Census Day
- 26 Student Deadline: Last Day for Students to Remove I's Earned Spring/Summer 2013 Semesters

### **OCTOBER 2014**

- 1 Student Billing Statements Generated
- 3 Faculty Deadline: Submit Removal of I's to Registrar's Office by 5:00 p.m.
- 8 Last Day of 8 week session 1
- 8 Final Examinations for 8-week Session I Courses
  
- 9 First Day of Class for 8-Week Session 2 Courses
- 10 Last Day to Add 8-Week Session 2 Courses
- 10 Last Day for 100% Tuition Refund on 8-Week Session 2 Courses
- 10 Payment Due for 8-Week Session 2 by 5:00 p.m.
- 13-18 Midterm Examination
- 14 Web Opens for Midterm Grade Submission
- 16 Drop Schedule for all Students with Unpaid Balances
- 21 Fall Financial Aid Disbursement 2
- 21 Last Day to Submit Midterm Grades – Must be in Computer by 12 noon
- 22 Last Day to Withdraw from Full-Term Courses without Academic Penalty and receive a grade of WD
- 22 Last Day to Withdraw from the University without Academic Penalty and receive W grade
- 23-25 Fall Break – No Classes
- 27 Early Registration for Spring Begins

### **NOVEMBER 2014**

- 11 Last Day to Drop 8-Week Session 2 Courses without Academic Penalty and Receive a grade of WD
- 11 Last Day to Withdraw from the University Week Session 2 Courses without Academic Penalty and Receive a grade of W
- 26 Thanksgiving Holiday Begins After Last Class (for Faculty)
- 26 Thanksgiving Holiday Begins for Staff at 12 Noon
- 27-30 Thanksgiving Holiday – University Closed

### **DECEMBER 2014**

- 1 Classes Resume
- 1 Student Billing Statements Generated

- 1 Admissions – Deadline for submitting Scholarship
- 1-4 Graduating Seniors Final Examinations
- 5 Final Grades Including Outstanding Grade Changes and Transfer Grades (Official Transcripts) for Graduates Due in Computer & Registrar’s Office by 3:00 p.m.
- 1-6 Final Examinations Miller Center
- 6 Final Examinations Saturday Classes
- 8-10 Final Exams
- 10 Spring Payment **Due** by 5:00 p.m. for all Advance Registered Students
- 12 Final Grades Due in Computer by 3:00 p.m.
- 12 Drop Spring Schedules and Housing Assignments for all Students with Unpaid Balances
- 13 Fall Commencement Ceremony/**PAC**
- 13 Residence Halls close for all students
- 13 Christmas Holiday for Staff according to work responsibilities

## **SPRING SEMESTER 2015 – 85 instructional days**

### **JANUARY 2015**

- 1 New Year’s Day Observance
- 5 Faculty/Staff Report to Work – Faculty/Staff Institute
- 5 Payment Due by 5:00 p.m. for all Advance Registered Student
- 5 Student Billing Statements Generated
- 7 Drop Spring Schedules and Housing Assignments for all Students with Unpaid Balances
- 12 All Classes Begin
- 12-16 Late Registration / \$100 Late Registration Fee Applies
- 12-16 Add & Drop Courses Without Academic Penalty
- 14 Last Day to be accepted or re-admitted for Spring 2015
- 15 Last Day for Waitlist/Waitlist will be worked and then cleared after 5:00 p.m.
- 16 Last Day to Add Courses
- 16 Last Day for 100% Tuition Refund (Room/Board Assessed)
- 16 Last Day to Drop Courses without receiving a grade of WD
- 16 Payment Due for all Registered Students by 5:00 p.m.
- 19 Spring Financial Aid Disbursement 2
- 19 Martin Luther King, Jr. Holiday Observed – No Classes
- 20 Drop Schedules and Housing Assignments for all Students with Unpaid Balances
- 24 First Saturday Class

### **FEBRUARY 2015**

- 2 Student Billing Statements Generated

- 11 Last Day to withdraw from 8-Week Session I Courses without Academic Penalty and receive a grade of WD
- 11 Last Day to Withdraw from the University 8-Week Session 1 Courses without Academic Penalty and receive a grade of W
- 16 Census Day
- 23 Student Deadline: Last Day for Students to Remove I's Earned Fall 2014
- 24-28 Midterm Examinations
- 25 Web Opens for Midterm Grade Submission

### **MARCH 2015**

- 2 Faculty Deadline: Submit Removal of I's Forms to the Registrar's Office by 5:00 p.m.
- 2 Last Day of Midterm Examinations
- 2 Student Billing Statements Generated
- 3 Midterm Grades due in Wildcat Web by 12 noon
- 3 Last Day of Class for 8-Week Session 1
- 3 8-Week Session 1 Final Examinations
- 4 First Day of Class for 8-Week Session 2 Courses
- 5 Last Day to Add 8-Week Session 2 Courses
- 5 Last Day for 100% Tuition Refund for 8-Week Session 2 Courses
- 5 Last Day to Drop 8-Week Session 2 Courses without Receiving a WD
- 5 Payment Due for all Registered Students by 5:00 p.m.
- 5-6 Web Open for 8-Week Session 1 Final Grade Submission
- 6 Drop Schedule and Housing Assignments for all Students with Unpaid Balances
- 7-15 Spring Break – Campus Closed
- 16 Classes Resume
- 19 Spring Financial Aid Disbursements 2
- 23 Last Day to Drop Full-Term Courses without Academic Penalty and receive a grade of WD
- 23 Last Day with Withdraw from the University Full-Term Courses and Receive a grade of W
- 24 Financial Aid - FAFSA Priority Deadline
- 25 Early Registration for Summer and Fall Begins

### **APRIL 2015**

- 1 Student Billing Statements Generated
- 3 Good Friday (No Classes)
- 4 No Saturday Classes (Easter week-end)
- 10 Last Day to Clear Financial Obligations for Summer Session A
- 10 Last Day to Withdraw from 8-Week Session 2 Courses Without Academic Penalty and Receive a grade of WD

- 10 Last Day to Withdraw from University 8-Week Session 2 Without Academic Penalty and receive a grade of W  
27-30 Graduating Senior Final Examinations

### **MAY 2015**

- 1 Final Grades Including Outstanding Grade Changes and Transfer Grades (Official Transcripts) for Graduates Due in Computer & Registrar's Office by 3:00 p.m.  
1 Student Billing Statements Generated  
2 Final Examinations for Saturday Classes  
4-6 Final Examinations  
6 Summer Payment Due by 5:00 p.m. for all Advance Registered Students  
13 Commencement Ceremony  
11 Drop Summer Schedules and Housing Assignments for all Students with Unpaid Balances  
11 Final Grades Due in Computer by 12 Noon

### **SUMMER SEMESTER – 34 instructional days (17 & 17)**

### **MAY 2015**

- 18 Summer A Session Begins/First Day of Class  
18-19 Late Registration/Drop/Add Summer A  
19 Last Day to Drop without Receiving a WD  
19 Last Day for 100% Tuition Refund (Room/Board Assessed)  
19 Payment Due for all Registered Students by 5:00 p.m.  
20 Drop Schedules and Housing Assignments for all Students with Unpaid Summer Balances  
25 Summer A Financial Aid Disbursement  
25 Memorial Day Holiday – No Classes

### **JUNE 2015**

- 1 Student Billing Statements Generated  
3 Last Day to Drop Summer A and Receive WD  
3 Last Day to Withdraw from University Summer A and Receive W  
5 Last Day to Clear Financial Obligations for Summer Session B  
17 Final Exam Day for Summer A (4-Week I)  
18 Final Grades for Summer A due in Computer  
22 First Day of Summer B/First Day of Class  
22-23 Late Registration/Drop/Add Summer B  
23 Last Day to Drop without Receiving a WD  
23 Last Day for 100% Tuition Refund (Room/Board Assessed)  
23 Payment Due for all Registered Students by 5:00 p.m.

- 24 Drop Schedules and Housing Assignments for all Students with Unpaid Summer Balances
- 29 Summer B Financial Aid Disbursement
- 30 Last Day to Clear Financial Obligations for Fall 2015

**JULY 2015**

- 1 Student Billing Statements Generated
- 4 Independence Day Holiday - Observed
- 7 Last Day to Drop Summer B and Receive WD
- 7 Last Day to Withdraw from University Summer B and Receive W
- 21 Final Exam Day for Summer B (4-Week II)
- 22 Final Grades for Summer B due in Computer

## **The Bethune-Cookman University Undergraduate Catalog**

The Bethune-Cookman University Undergraduate Catalog provides current information concerning academic programs, policies, procedures, and requirements pertinent to satisfying requirements for a degree and graduation from the University. The Course Offerings Schedule, which announces courses offered each Semester and summer sessions, is based on vertical curricula in this catalog. The University reserves the right to change this publication, including Major Area and/or University-wide Graduation Requirements. Information regarding changes in the University catalog will be readily available in the offices of the Provost, Academic School Deans, Department Chairs, and Office Directors. Such changes will supersede those here and, while every effort will be made to communicate such changes as widely as possible, no direct notice to individual students should be expected. The University uses its internet-based webmail program as the primary vehicle for communicating with enrolled students. Therefore, each student will want to activate his or her web address and login daily.

To graduate from the University, the student is responsible for completing both the University-wide general education program and major content area requirements. In addition, each student must write and defend a senior thesis and pass a comprehensive exit exam or project. Faculty members are responsible for providing instruction and advisement to assist students in successfully completing all requirements leading to graduation.

**Academic programs and requirements for students enrolled in the master's degree program(s) at Bethune-Cookman University will be printed in the graduate catalog available through the School of Graduate Studies.**

# GENERAL INFORMATION



**White Hall**

**B-CU Administration Building**

## History of the University

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. It underwent several stages of growth and development through the years. As a result of a merger with Cookman Institute of Jacksonville, Florida, it became a co-ed high school in 1923. A year later, the school became affiliated with the United Methodist Church, evolved into a junior college by 1931, and became known as Bethune-Cookman College. In 1941, the Florida State Department of Education approved baccalaureate programs offering liberal arts and teacher education.

Mrs. Bethune retired in 1942, and Dr. James E. Colton became president. In 1946, Mrs. Bethune resumed the presidency for one additional year. In 1947, Dr. Richard V. Moore Sr., became Bethune-Cookman's president. The curriculum expanded, student enrollment increased, and new buildings were constructed for residential housing and classrooms. Under Dr. Moore's tenure, the College received accreditation from the Southern Association of Colleges and Schools (SACS), and in 1970, joined the United Negro College Fund and other academic and professional organizations.

Dr. Oswald P. Bronson Sr., an alumnus, served as its fourth president from 1975 to 2004. Dr. Bronson increased student enrollment and led to the College's continuous development and expansion. Degree offerings increased from 12 in 1974 to 37 by 2003, and seven continuing education centers were operated throughout the state. A rapidly increasing student enrollment resulted in the construction of more student housing and academic buildings.

Dr. Trudie Kibbe Reed served as the College's fifth president from 2004 to 2012. Under Dr. Reed's leadership, the International Institute for Civic Participation and Social Responsibility was launched, expanding student learning about citizenship and leadership development. Under her tenure, with the addition of graduate programs in Transformative Leadership and Integrated Environmental Sciences in 2007, the College became a University. Campus improvements included the Rev. Eugene Zimmerman and Alexis Pugh Student Scholarship Houses, the L. Gale Lemerand School of Nursing, Michael & Libby Johnson Center for Civic Engagement, Odessa Chambliss Wellness Center, and Lee E. Rhyant Residential Life Center.

In March 2012, the Board of Trustees appointed Dr. Edison O. Jackson as the sixth president of Bethune-Cookman University. During his short tenure, he has increased philanthropic giving to the University and garnered the support of the community that was evident during the presidency of Dr. Mary McLeod Bethune. In addition, he has remodeled the Dining Hall, upgraded Joyner and Bronson Halls, renovated Gertrude Heyn Memorial Chapel, and broken ground to add 4 additional floors to the Harrison Rhodes Memorial Social Science building.

In addition to maintaining its accreditations with SACS, the Florida State Board of Education, and the United Methodist Church Board of Higher Education, the College added new accreditations for Nursing and Teacher Education programs. Since 1943, Bethune-Cookman has graduated more than 15,000 students who have continued to provide support to their alma mater. Many alumni are employed in the fields of education, healthcare, business, politics, government, science, religion, athletics, environmental sciences, and research.



**The statue of Dr. Mary McLeod Bethune is located in the Centennial Gardens on the Bethune-Cookman University campus.**



**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. Theirs 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, 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 Home “The Foundation” A National Historic Landmark**

Built in 1905, the Mary McLeod Bethune home is where Dr. Bethune lived and conducted much of the official business of the college she founded in 1904. The grounds of Dr. Bethune’s home are also the location of her final resting place. A memorial gravesite and garden are located in close proximity to her home. The home 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 102<sup>nd</sup> 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. The site is also the 94th United Methodist Historic Site. The home currently serves as a museum and is visited by public and private school students, as well as, Native Floridians and national and international tourists. Visitors capture just a bit of the greatness of this remarkable woman and receive inspiration from the legacy that Dr. Bethune willed to the American public.



**The Bethune Home**

# **Bethune-Cookman University Mission, Vision and Core Values**

## **University Mission Statement**

The mission of Bethune-Cookman University is to develop global leaders committed to service, life-long learning and diversity by providing a faith-based environment of academic excellence and transformative experiences.

**Revised by the Bethune-Cookman Board of Trustees, October, 2013**

## **Vision for the Future**

Bethune-Cookman University seeks to define a new standard for academic excellence as a way to become the best small college in the southern region. To educate and empower people to seek their own solution; to advocate for opportunities for all citizens to improve their quality of life; and to inculcate an international perspective that would facilitate a keen appreciation of the new global realities.

**Dr. Edison O. Jackson, President**

## **The University is guided by its core values:**

**F.I.R.S.T**

**F – Faith:** We recognize and uphold the Christian tradition while welcoming the diversity of faiths.

**I – Integrity:** We live in a way that reflects our deepest convictions.

**R – Respect:** We recognize the inherent dignity and worth of each person.

**S – Service:** We seek social justice through civic engagement.

**T– Thirst for Knowledge:** We are engaged in the continuous pursuit of learning that transforms us and the world.

## UNIVERSITY STATEMENT ON ETHICS AND VALUES

Bethune-Cookman University seeks to develop graduates who are honorable and democratic citizens capable of making worthwhile contributions to society. The University expects its students to uphold the highest moral and **ethical standards** by practicing **self-discipline**. Students are held **accountable** for their behavior. The University 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 University further affirms that students should **respect the environment**, including the University's grounds, buildings, and all other property.

**Bethune-Cookman University** seeks to develop graduates who demonstrate **academic excellence**. Graduates are expected to show competence in their careers and vocations by mastering **verbal and written communication skills, research techniques**, and aggressively pursuing knowledge in their major areas of study. Bethune-Cookman University believes that its graduates are individuals who will enter the future full of 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 University** is a proponent of the concept of human worth that is deeply embodied in its founding and purpose. In communicating this fundamental belief, the University seeks to define those characteristics that reflect **honesty, tolerance, and genuine sincerity** in all phases of **human relations**. The University strives to instill within each student the value of **human worth** and to show **justice, compassion, and equality** towards all.

### Spiritual Growth and Development

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

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

## INSTITUTIONAL STUDENT LEARNING OUTCOMES

As a transformative leader, the graduate will possess:

### 1. Complex cognitive skills

The graduate actively engages in critical reflection based on analysis, synthesis, and evaluation of experiences that promote positive transformation in fellow human beings.

### 2. Practical knowledge and competency

When applying discipline-specific principles, the student will discriminate among possible solutions, selecting and supporting those that take into consideration societal impact (e.g., the health, safety, and empowerment of others).

- Graduates will demonstrate an awareness of the historical development of cultures and societies. (History, Social Sciences)
- Graduates will perform, interpret, analyze or, otherwise, demonstrate appreciation of musical, visual, literary, and/or other works of art. (Fine Arts)
- When performing communication tasks, graduates will provide content that is factually correct, supported with evidence, explained with sufficient details and, if written, properly documented with a minimum of errors in spelling, punctuation, grammar, and usage. (English, Communication)
- When applying the principles of mathematics, science, and/or engineering, the graduate will propose and evaluate a solution to a problem. (Sciences)
- When assigned to teams, graduates will share responsibilities, analyze ideas, discern feasible solutions, build a consensus, and develop a strategy for action and the evaluation of action. (Leadership)
- Using technology, graduates will demonstrate competency in functioning efficiently and effectively in the management of information for problem-solving. (Technology)

### 3. An appreciation of human differences and commonalities

The graduate actively discriminates among positions, selecting and supporting those that empower fellow human beings. Across the curriculum, the student will demonstrate sensitivity and respect for human differences and commonalities in the various domains in which they occur including, but not limited to, differences by age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, and socio-economic status.

#### **4. An integrated sense of identity and civic responsibility**

The graduate actively defends positions that move global society in a direction that promotes self-worth, self-directed lifelong learning, social justice, and civic engagement. The graduate will demonstrate a passion for lifelong learning fostered by a holistic view of self-worth and the capacity to be a self-directed learner. When assigned to teams, graduates will share responsibility, analyze ideas, discern feasible solutions, build a consensus, and develop strategies for action and evaluation in defense of positions that move self and the global society in a direction that promotes social justice and civic responsibility.

### **EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITIES**

Bethune-Cookman University 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 University is also committed to the principles of nondiscrimination in its educational programs and activities. No person shall, on the basis 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 University. Any employee or student who has a complaint regarding the University's compliance with these standards should contact the Office of Regulatory and Legal Affairs in the Department of Human Resources Management.

### **Sexual Harassment**

#### **Statement of Policy**

Bethune-Cookman University is committed to maintaining an educational and working environment free from sexual harassment and sexual violence. Sexual harassment or sexual violence 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 be limited to, written warning, demotion, transfer, suspension, expulsion, dismissal, or termination.

No employee or student shall sexually harass or commit sexual violence against another employee or student, nor shall any employee or student sexually harass or commit sexual violence against any person with whom they have contact in connection with their employment or academic pursuits. No employee or student shall threaten another current or prospective employee or student by stating, suggesting or otherwise indicating that said individual's refusal to submit to sexual advances will result in an adverse job or academic action. No employee or student shall promise a current or prospective faculty, staff or student any benefit in return for submission to sexual advances or granting sexual favors. Any employment or academic decisions which carry out such threats or promises are likewise prohibited.

## **THE DIVISION OF ENROLLMENT MANAGEMENT AND STUDENT DEVELOPMENT**

The Division of Enrollment Management & Student Development is committed to the University's Vision and Strategic Plan. As such, the Division of Enrollment Management & Student Development works diligently to provide a warm and comfortable living and learning environment for the University's students. The Division of Enrollment Management & Student Development is dedicated to creating a "home away from home" while it provides oversight and supervision for students living in the University's nine residence halls, two scholarship houses, and three leadership houses. In addition, the Division of Enrollment Management & Student Development supervises student organizations and social activities.

The holistic development (academically, personally and spiritually) of all Bethune-Cookman students is of paramount importance and is facilitated through the goals, objectives, programs, and activities of the sector's primary departments. These units/departments are Dean of Students, Residence Life, Student Involvement, Orientation & Leadership, Student Activities, Multicultural & International Services, Career Services, Student Health Services, Counseling Services, Judicial Affairs, Admissions, Financial Aid and Registrar. The Division of Enrollment Management & Student Development also works closely with the University's Food Services Department to ensure both nutritious and quality food service. Below is a snapshot of some of the policies, services and programs under the umbrella of Enrollment Management and Student Development. Additional information may be found in the Student Handbook.



## **ADMISSIONS**

Bethune-Cookman University 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. The University also considers the applicant's character and personality as well as a commitment to achieve a university education.

Students seeking admission to Bethune-Cookman University must have satisfactorily completed or earned a standard diploma from an accredited high school and have a cumulative grade point average of 2.25 or greater on a 4.0 scale. The rigor (International Baccalaureate and Advanced Placement classes) of the student's high school program is also carefully considered.

Because high school programs and graduating systems vary widely, the secondary school program cannot be rigidly prescribed. However, the University is most interested in students with solid academic achievements and leadership development activities during each of the four years of high school. This curriculum includes: four units of English, three units of 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 for admission to the University. The General Education Diploma (GED) may be considered in lieu of a complete high school record.

All entering freshmen must have taken either the SAT I: Reasoning Test or the ACT Assessment Test. The University encourages prospective students to take one or both of these tests in their junior year and again early in the fall of their senior year. Information concerning the SAT or ACT can be obtained from the student's high school guidance counselor or directly from the College Entrance Examination Board, P.O. Box 592, Princeton, NJ 08540. Students may also write to ACT at ACT Assessment, P.O. Box 451, Iowa City, IA 52240. Students may register online or receive additional information at <http://www.collegeboard.com> and <http://www.act.org>. Students may also call the College Entrance Examination office at 866-630-9305 for general information and the Southern Region Office of the College Entrance Examination (CEE) at 866-392-4088. Bethune-Cookman's CEEB code number is 5061; its ACT code number is 0720.

### **GENERAL ADMISSION PROCEDURES**

The student seeking admission to Bethune-Cookman University should apply prior to the December 1st Scholarship Deadline, for full consideration for all scholarship opportunities. An Application for Admission can be obtained on-line at <http://www.cookman.edu/admissions/undergraduate/index.html>, or by writing to request an application from the Office of Admissions, Bethune-Cookman University, 640 Dr. Mary McLeod Bethune Boulevard, Daytona Beach, FL 32114-3099. Students may also call the Office of Admissions at 800-448-0228.

To take advantage of the Fall Semester Deadline, student credentials must be received no later than May 1. The deadline to get credentials in for the Spring is November 30. The following credentials are required: A completed Application for Admission (a one-page essay must be included with the returned application and specific directions are included in the application.) A \$25.00 nonrefundable application fee or official fee waiver form obtained from the student's high school guidance office.

- Official copies of transcript(s) including all high school academic experiences;
- Final official high school transcript with graduation date posted; and
- Results of Standardized tests – Results of either the ACT or SAT I are to be forwarded directly to the university

## **TRANSFER STUDENTS ADMISSIONS**

A transfer student is defined as a candidate for admission who has attended a regionally accredited college or university. The credits must not have been earned at the time the student was also enrolled in high school.

If the candidate has less than 28 transferable Semester Hours (one full year) of credit from an accredited college or university, all requirements of a first year student at the University must also be satisfied.

The following credentials must be received by the May 1st deadline for Fall Semester admission. Priority deadline for spring Semester admission is November 30.

- A completed Application for Admission - (a one-page essay must be included with the returned application and specific directions are included in the application). A \$25.00 nonrefundable application fee or official fee waiver form obtained from the student's high school guidance office.
- Official copies of transcript(s) for all college work attempted;
- Final official high school transcript including graduation date if you have accumulated less than 28 transferable credit hours; and

Results of either the ACT or SAT I are to be forwarded directly to the university; The student may be exempted from this requirement, if he or she completed high school at least 10 years before the date of his or her transfer application to Bethune-Cookman University.

## **BETHUNE-COOKMAN UNIVERSITY GENERAL TRANSFER POLICY**

Bethune-Cookman University will accept transferable credits if the following criteria is met:

1. The credits are obtained from an institution that is regionally accredited or equivalent.
2. A grade of C or better was achieved.

3. The credits can be applied to a selected degree program at B-CU.
4. Advanced Placement (AP) exam scores of 3 or higher are achieved.
5. International Baccalaureate (IB) exam scores of 5 or higher, or if you have an IB Diploma a minimum of 4 must be achieved.
6. College Level Examination Program (CLEP) scores of 50 or higher are achieved.
7. Official transcripts and appropriate documentation are received for evaluation.

## **TRANSFER STUDENTS WITH ASSOCIATE OF ARTS DEGREES**

Students holding A.A. degrees from a regionally accredited College or University will be fully admitted and accepted as upper level transfer students. Students must also meet admission requirements for specific majors.

Additionally:

Transfer grades are not included in computing a student's grade point average at Bethune-Cookman University.

To earn a degree from Bethune-Cookman University, at least 25% of the credit hours required for the degree must be earned at the University (25 percent rule). As such, a maximum of 90 transfer credit hours may be applied towards the degree.

For some transfer students additional institutional learning outcomes may be required before graduation.

For evaluation of International and Military credits the University may use third party services.

Credits will not be accepted for transfer into the University if courses are more than 10 years old. Exceptions to this policy can only be made by the Office of the Provost.

## **TRANSFER STUDENTS WITH ASSOCIATE DEGREES OTHER THAN THE ASSOCIATE OF ARTS**

Official transcripts from all Associate degree recipients will be reviewed course by course to determine if courses previously earned qualify the students for full admission with upper level transfer status. The transfer students must also satisfy any other requirements unique to the selected Bethune-Cookman University academic school. The transfer student may have to take the Bethune-Cookman University placement test upon the review of the official transcript.

Transfer grades are not included in computing a student's grade point average at Bethune-Cookman University. Individual "D" grades are not accepted for transfer.

Courses completed at regionally accredited community or state colleges will be accepted with review by department chair and/or academic school deans.

Transfer credits based on CLEP scores will be accepted if the scores meet Bethune-Cookman University's standards for minimum required score. Not more than six Semester Hours of credit may be earned in any one area. Not more than 30 Semester Hours of credit may be earned by examination. Official CLEP scores must be received by B-CU before credit may be posted to the students' record.

If a transfer student wishes to transfer without an A.A. degree, transfer credit will be awarded only for course work with the grade of "C" or better. If the candidate has less than 27 transferable Semester Hours (1 full year) of credit from an accredited college, all requirements for a first year student must also be met.

Transfer students with 30 or more credits will be exempt from Freshman Seminar. No developmental, preparatory or basic skills courses (non-degree credits) can be transferred into Bethune-Cookman University. They must be satisfied at this institution. These courses do not satisfy the general education requirements for graduation.

In order to earn a degree from Bethune-Cookman University, at least 25% of the credit Hours required for the degree must be earned at the University (25 percent rule). Of this minimum amount of work, the last Semester must be taken at the University. Additionally, 30 percent of the student's work in major field must be completed at Bethune-Cookman University.

## **TRANSFER STUDENTS WITH BACHELOR DEGREES**

A transfer student must complete at least 30 Semester Hours of coursework in residence to receive a degree from Bethune-Cookman University. Of this minimum amount of work, the last Semester must be taken at the University. Additionally, 30 percent of the student's work in his major field must be completed at Bethune-Cookman University.

## **CONDITIONAL ADMISSION**

Bethune-Cookman University has always reached out to students which other institutions of higher education might have considered unprepared for college-level work. The Legacy of the University's founder is one that compels the institution to reach out to students who are genuinely seeking a higher education but whose application materials reveal the need for additional academic support. The University is proud to say that scores of these students have taken up residence in communities throughout the United States as productive members of society and citizens committed to civic engagement.

Average of less than the required 2.25. Following deliberations, the Office of Admissions may elect to admit, on a conditional basis, a percentage of these applicants.

The University's Office of Admissions has the authority to consider indicators in individual applicants that would place them at academic risk, including having a cumulative grade point average of less than the required 2.25. Following deliberations, the Office of Admissions may elect to admit, on a conditional basis, a percentage of these applicants.

## **DUAL ENROLLMENT**

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

1. Test scores in the top 15th percentile statewide or nationally (SAT-1350 or above, ACT 24 or above).
2. "A" & "B" grades in high school.
3. A recommendation from the student's high school counselor.
4. Letter of recommendation from the student's high school principal, stating that the student will be awarded a high school diploma after satisfactorily completing the first year of university work.
5. An interview with university officials.
6. Letter of recommendation from parents or guardians.

## **INTERNATIONAL STUDENTS**

The University is authorized under Federal law to enroll nonimmigrant students. International students must complete the Application for Admission and meet all applicable requirements for admission into the University. The application process includes a \$25.00 nonrefundable application fee and certified or official final secondary school records and/or university transcripts. These documents must be verified by an accredited credentialing agency.

All freshman international student applicants must submit ACT or SAT I scores. If English is not the student's 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. Lower scores may require special language assistance. Transfer applicants whose native language or language of instruction is not English must also submit TOEFL scores.

The International Student applicant must also submit a statement of available financial resources, including supporting financial documentation that shows the availability of sufficient funds necessary to cover the expenses associated with attending the University. Students cannot receive the United States Department of Homeland Security Form (I-20) until after they have been accepted into the University and have submitted the completed personal financial resources statement.

## **QUALIFIED DISABLED PERSONS**

Bethune-Cookman University provides equal opportunity to qualified disabled persons in accordance with the requirements of the 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 documented disabilities, it is required by Bethune-Cookman University 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 Office of Assessment and Disability Services within the Division of Enrollment Management and Student Development located on the first floor of the Charles Parlin Student Center.

Students without documented disabilities must also contact the Office of Assessment and Disability Services regarding living and dietary accommodations. All documentation provided to the Office of Assessment and Disability Services will be strictly confidential. No information, except as provided by law, will be released to anyone, including parents, without the student's written consent.

The academic and technical criteria required for acceptance into a particular program or for approval to participate in a particular activity shall be carefully studied and findings documented by the program's administrators in order to ensure reasonable access for persons with qualified disabilities. The interest and determination of the student as well as the feasibility of providing necessary support shall be weighed in deciding whether or not a disabled person can meet the required academic standards of the program or the activity to which they are seeking access.

Appropriate instructional support services are available for students with a documented disability. This auxiliary assistance must be arranged through the Office of Assessment and Disability Services. In situations where special assistance is not sufficient to permit the person with the disability to successfully complete the program or course requirement, course substitutions or formal program modifications may be requested through the Office of Assessment and Disability Services within the Division of Enrollment Management and Student Development.

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

An Application for Re-admission, obtainable from the Office of Admissions, must be submitted by July 30 for the fall Semester or by November 30 for the spring Semester. Students who are inactive (not registered) for one Semester must complete an Application for Re-admission. There is no fee to reapply. When a student fails to enroll for classes at the University for two consecutive Semesters, he or she must apply for re-admission. The Office of Admissions will notify the student, in writing, decision in a timely fashion.

Students who have not enrolled at the University for five or more years are responsible for completing the most recent curriculum in their major area. These students may also be required to take oral or written examinations to demonstrate proficiency in undergraduate courses previously taken.

## **ADVANCED PLACEMENT**

Bethune-Cookman University is a participant in the Advanced Placement Program (AP) and the International Baccalaureate (IB) Diploma Program. If the course or courses taken by a new freshman, while in high school, satisfies the criteria for content and rigor of the college level course, it may be determined that the student has satisfied the requirement for a particular course or courses. The decision to give college credit for AP and IB courses rest with the academic department in which the course is taught. Interested students should apply through the Office of the Registrar.

## **NON-DEGREE SEEKING STUDENTS**

Application for admission as a non-degree seeking student must include records of previous educational experience (high school or college transcript), a statement of studies to be pursued, and evidence of the ability to pursue studies as may be prescribed by the Office of Admissions. These students are normally limited to 9 Hours each Semester.

An undergraduate student enrolled at another accredited collegiate institution may be permitted to enroll at Bethune-Cookman University as a non-degree seeking student in order to complete work for transfer back to the home institution. No evaluation of previous work completed will be made, and it is the student's responsibility to secure approval from the home institution.

Credit earned by a student while in non-degree status will not automatically be applied to a Bethune-Cookman University degree program. Should the student be admitted as a regular student, he or she may petition the University to have such courses applied to the major area, if the courses are a part of the student's required program of study. Students admitted under non-degree status who decide to become regular students must apply through the University's Office of Admissions.

## **AUDITING COURSES**

Students who are interested in auditing a course must formally register to take the course as an "Audit" during the regularly designated preregistration time period. The registration status can only be changed to "audit" in the Office of the Registrar. The course must be paid for according to the Semester Hour rate at the time of registration. Students enrolled in courses for "Audit" are not required to submit assignments or take examinations. No academic credit is given for audited courses. Students may not change from audit to credit or credit to audit after the official drop/add period has ended.

## REGISTRATION

Registration dates are found on the Bethune-Cookman University Academic Calendar. Students are encouraged to pre-register for classes each Semester before leaving for both the summer and Christmas breaks. A late fee of \$100 is charged for late registration. This charge will be added to the student's individual account.

## ADMISSIONS OF VETERANS

Bethune-Cookman University is approved as a provider of educational benefits for the nation's veterans and veterans with disabilities. The University is also approved to provide educational benefits to active service personnel and qualified dependents of veterans (widows, war orphans, etc.). Veterans who seek admission should follow the established admissions procedures. In order to be qualified for benefits under the rules and regulations of the Veterans Affairs Administration, veterans should contact the University's Veterans' Affairs Certifying Official in the Office of the Registrar.

Students who are using veterans' educational benefits to attend the University must maintain a minimum cumulative grade point average. Veterans, as well as, widows, war orphans, etc. **If your cumulative grade point average fall below the minimum acceptable standards to meet Satisfactory Academic Progress (SAP).** *To continue to receive Federal Aid and/or VA Educational Benefits for the upcoming semester, you are required to see your Student Success Coach in the College of Undergraduate Studies in order to file an appeal.* Once your appeal has been approve, you must bring a copy of your A/SAP form to the VA School Certifying Official to continue receiving your VA Benefits. Failure to improve your Academic Progress may result in your Educational Benefits being suspended. Students must meet both the cumulative GPA and PACE requirements. While the student may continue to matriculate at the University, federal funds through the Veterans Affairs Administration will not be available until such time as the minimum acceptable cumulative grade point average has been reached.

### **New Students Orientation For Veterans And / Or Spouse / Dependents**

If you are a veteran or a spouse/dependent of veterans and you plan to use your Veterans' Educational Benefits while attending Bethune-Cookman University, you should contact the University Certifying Official for further instructions at 386.481.2521 and fax or email your Certificate of Eligibility or 22-1990, 22-1990e or 22-5490 to 386.481.2822.

If the veteran or veteran spouse/dependents has made contact with the School Certifying Official the student may go directly to Financial Aid and Bursars Office. **Only** if the Veterans or veterans' spouse/dependents receiving **Post 9/11 Educational Benefit** has made contact with the School Certifying Official, and the student's name has been placed on the approved veterans' recipient

list to receive educational benefits from the Department of Veterans' Affairs the student may go directly to Financial Aid and Bursars Office.

If the veteran or veteran spouse/dependents has not made contact with the University's Certifying Official, he or she should report to the certifying official during Admissions check-in. **Only student's receiving Post 9/11 Educational Benefits** name will be placed on the approved veterans' recipient list to receive educational benefits from the Department of Veterans' Affairs. The student may then go directly to Financial Aid and Bursars Office.

All TA for Active Duty, USAR, and ARNG Soldiers must be requested through GoArmyEd.

Bethune-Cookman University is a participant in the Yellow Ribbon Program. The Yellow Ribbon Program was established by the Post-9/11 Veterans Educational Assistance Act of 2008. This program allows institutions of higher learning (such as colleges, universities, and other degree-granting schools) in the United States to voluntarily enter into an agreement with the Veterans' Administration to fund tuition and fee expenses that exceed the tuition and fee amounts payable under the Post-9/11 GI Bill. Student veterans who have been approved to receive Post 9/11 GI BILL benefits at 100 percent rate qualify for the Yellow Ribbon Program.

### **Veterans Affairs - Educational Funds Information**

To receive veteran educational funds you must first complete an application thru VONAPP (Veterans Online Application Process). You should visit the Department of Veterans Affairs website at GI Bill Forms <http://www.gibill.va.gov/>. To apply for educational benefits (chapter 1606, 1607, 30, 31, 33), you must complete a 22-1990 form. For students applying for Survivors and Dependents Educational Assistance (Chapter 35), you must complete a 22-5490 application.

Students applying for Tuition Assistance must request TA through [www.GoArmyEd.com](http://www.GoArmyEd.com) prior to the course start date or before the school's late registration period but no later than seven (7) days after the course start date. TA is requested on a course-by-course basis. GoArmyEd will notify the Soldier whether the TA is approved or not. If the TA request is not approved, GoArmyEd will advise the Soldier of the reason and next steps. All drops/withdrawals must take place through GoArmyEd. Soldiers who do not successfully complete a class will be required to repay the TA. Soldiers who are unable to successfully complete a class due to military reasons must request a Withdrawal for Military Reasons through GoArmyEd and complete all required steps to ensure that they will not be charged. If the Soldier wishes to take a class with a school that does not participate in the electronic GoArmyEd class schedule, a TA Request Authorization form must be completed in GoArmyEd. The TA Request Authorization will be routed to an Army Education Counselor to be reviewed and approved. Soldiers should allow extra time for this. *If the TA Request Authorization is approved, the Soldier will be notified by email. Soldiers must print the approved TA Request Authorization form in GoArmyEd, provide it to the school and enroll directly with the school.* Soldiers must submit a signed TA Statement of Understanding (TA SOU) each year. Soldiers in the rank of E7 or above do not need their commander's signature. However, by signing this document they agree to the terms of this TA

SOU. Soldiers in the rank of E6 or below must have their commander's signature. GoArmyEd will send a notice to students 90 days before the due date.

If you are registered for classes when you apply for benefits, an enrollment certification (22-1999) can be submitted along with the application for veteran's and veterans' spouse/dependents receiving educational benefits under chapters 30, 31, 35, 1606, and 1607. Once you are approved by the VA to receive benefits, the VA will have the application needed to release your funds. All veterans and veterans' spouse/dependents under Post 9/11 Educational Benefit, the school certifying official must receive approve Certificate of Eligibility (C.O.E) before an enrollment certification can be submitted. There after your Tuition and Fees can be release to your Financial Institution.

You must be enrolled for a minimum of 12 credit Hours (undergraduates) and 9 credit Hours (graduates) to qualify for fulltime benefits. Also remember that 9 Hours is fulltime for the summer (undergraduates) and 6 Hours is fulltime for (graduates).

Effective Fall 2011, Post-9/11, also known as Chapter 33, students must present all of the following documents to the VA Certifying Official to process an enrollment certification **each semester.**

If you are a new student or returning student applying for educational benefits under Post-9/11 GI Bill (Chapter 33), and have receive your approve Certificate of Eligibility (C.O.E.). The following documents must be presented to the VA certifying official to process an enrollment.

- VA Student Registration Form
- A copy of the signed 22-1990 or 22-1990e and a copy of the Certificate of Eligibility
- Copy of Bethune-Cookman University Financial Aid Award Letter
- Copy of Bethune-Cookman University Student Accounts Worksheet
- Final Schedule of Bethune-Cookman University classes

If you are a new student or returning student applying for educational benefits under chapters 1606, 1607, 30, 33, or 35 for the first time, the following documents must be presented to the VA certifying official to process an enrollment certification.

- A copy of the signed 22-1990 or 22-5490, and a copy of the Certificate of Eligibility
- Final Schedule of Bethune-Cookman University classes

If you are a returning student receiving educational benefits under Post-9/11 GI Bill (Chapter 33), and you have previously submitted a copy of the Certificate of Eligibility to the VA Certifying Official, the following documents must be presented to the VA certifying official to process an enrollment certification each semester.

- VA Student Registration Form
- Copy of Bethune-Cookman University Financial Aid Award Letter

- Copy of Bethune-Cookman University Student Accounts Worksheet
- Final Schedule of Bethune-Cookman University classes

It is important that the VA certifying official is informed of any changes in your status that may or may not affect the rate of pay you are receiving, such as drops, withdrawals, etc. When this is not done it sometimes may result in overpayments. (A veteran under chapter 33 benefits must inform VA certifying official of additional changes that affect the rate of payments received, such as dropping/adding classes).

For General questions, students may call 1-888-442-4551 for the Educational Service Hotline Center for any questions pertaining to VA educational benefits.

- For more information concerning the veterans' affairs you can visit the Department of Veterans Affairs website at <http://www.gibill.va.gov/>.
- For more information concerning federal and/or state financial aid, please contact the Office of Financial Aid at 386.481.2620.
- For more information concerning payment of your Bethune-Cookman University balance, please contact our Bursar's Office at 386.481.2507.
- Your local VA Certifying Official is located in the Office of the Registrar. The main office number is 386.481.2525 or 386.481.2521 or you may email [registrar@cookman.edu](mailto:registrar@cookman.edu).

Veterans, Dependents receiving benefits under Chapters 33(Post 9/11), 31 (Voc Rehab), and Tuition Assistance (GoArmyEd): **Tuition and Fees are paid directly to the institution.**

Chapter 33(Post 9/11) VA **does not** pay for Room and Board.

All other chapters (30, 35, 1606, and 1607) are responsible to pay **Tuition and Fees out-of-pocket. VA disburses a monthly stipend directly to veterans, spouse, and dependents.**

**All Chapters (30, 33, 31, 35, 1606, 1607, and TA) – must go through Financial Aid to apply for additional funds for room and board and/or Tuition and Fees.**

All Chapters (30, 31, 33, 35, 1606, 1607, and TA) must go through the Bursar's Office to resolve any outstanding balance by either payment to your student account, a third party payment, and/or enrolling in a payment plan (Deadlines: Nov 8<sup>th</sup> for the Spring and June 30<sup>th</sup> for the Fall).





Bethune-Cookman University Concert Chorale



Bethune-Cookman University Inspirational Gospel Choir

## FINANCIAL INFORMATION



**Students interacting with Financial Advisor during Registration**

## **BURSAR'S OFFICE INFORMATION**

The activities of the Bursar's Office includes billing students, recording payments, processing refunds, coordinating payment plans, collecting outstanding balances, and handling transactions affecting accounts receivable. Each semester the Bursar's Office is responsible for ensuring that students have met their financial obligations to the University before being permitted to register for classes, move into residential halls, and receive bookstore authorizations. The Bursar's Office is also responsible for documenting the receipt of funds necessary for processing students' requests to have official transcripts mailed out. The Bursar's Office is the final exiting point that each student must clear in order to be graduated from the University.

### **TUITION, ROOM AND BOARD CHARGES**

(The 2014-15 Academic Year)

	<b>Fall 2014</b>	<b>Spring 2015</b>	<b>Total</b>
Tuition* (Based on 12 – 18 Semester Hours)	\$6,720	\$6,720	\$13,440
Room** All Halls Except Lee. E. Rhyant Residential Life Center	\$3,355	\$3,355	\$ 6,710
Board	\$ 925	\$ 925	\$ 1,850
Student Insurance Fee	\$ 150	\$ 150	\$ 300
Technology Fee	\$ 100	\$ 100	\$ 200
Band Fee	\$ 40	\$ 40	\$ 80
Student Activity Fee	\$ 75	\$ 75	\$ 150
Cultural Activities Fee	\$ 5	\$ 5	\$ 10
Pre-Alumni Fee	\$ 5	\$ 5	\$ 10
Athletics Fee	\$ 70	\$ 70	\$ 140
Endowment Fee	\$ 15	\$ 15	\$ 30
Student Government Fee	\$ 25	\$ 25	\$ 50
<b>Total</b>	<b>\$11,485</b>	<b>\$11,485</b>	<b>\$22,970</b>

Tuition costs for Fall 2014 and Spring 2015 are based on 12-18 credit hours. Students who enroll in less than 12 credit hours will be charged \$560 per credit hour for tuition and \$50 per credit hour

for their fees. Students who exceed 18 credit hours will be charged the overload fee of \$700 per credit hour for each credit that exceeds 18.

### **Room Reservation Fee**

In order to be considered for on-campus housing the student must have paid a \$200 room fee and have a clear student account. New students remit the fee to the Admissions Office. Once a student checks into the residential hall, all charges will remain on the account, even if the student chooses to move off-campus. The \$200 fee is **non-refundable and non-transferable**. The fee is assessed each academic year that a student resides on campus. Payment of this fee **does not guarantee a room** will be available as rooms are assigned on a first come first served basis. Please refer to the Student Life Section of this Catalog regarding the assignment of on-campus housing.

### **Enrollment Deposit**

**All first time students are required to pay a non-refundable \$100 Enrollment Deposit the first Semester of attendance.**

### **Late Registration Fee**

A \$100 late registration fee may be charged to the account of any student who fails to complete registration by the end of each Semester's regular registration period.

**The University's tuition and fee schedule is subject to change by action of the Board of Trustees. However, changes in tuition and fees do not occur during the Semester. Students should obtain a current schedule of tuition and fees from the Bursar's Office.**

## **METHODS OF PAYMENT TO BETHUNE-COOKMAN UNIVERSITY**

Before the start of each academic year, the University publicizes the deadlines for students to clear their financial obligations. Payment for charges may be made through the following methods:

- Payments can be made with cash, cashier's check, money order, or traveler's check. **Personal checks are not accepted. Cash should never be mailed.** Payments should be made payable to Bethune-Cookman University and include the student's first, middle initial, and last names, student I.D. number or social security number. Payments should be mailed to: **Bethune-Cookman University, 640 Dr. Mary McLeod Bethune Boulevard, Daytona Beach, Florida, 32114-3099, Attn: Cashier's Office.**
- Credit Card payments (American Express, Discover, Visa, or MasterCard) can be made online by accessing the Wildcat Web at [www.cookman.edu](http://www.cookman.edu). Students will need both their B-CU student I.D. & pin numbers in order to access the Wildcat Web. Third party payments to a student's account can be made online through the following link: <http://www.cookman.edu/payment/index.html>

- Payments can also be made in person by visiting the Cashier's Office (located on the first floor of White Hall, the University's Administration Building), or by calling the Cashier's Office at (386) 481-2289 or 2292.

## **TUITION MANAGEMENT SYSTEMS PAYMENT PLAN**

As a special service to students and their families, the University offers the option to make tuition and room & board payments on a monthly basis through Tuition Management Systems. The Tuition Management Systems Payment Plan is an interest-free alternative to having to make lump-sum payments. **If the Tuition Management Systems Payment Plan option is selected, the student/parent must enroll before the start of the Semester and pay a minimum of fifty percent (50%) of the balance due for both tuition and room and board. The remaining balance will be paid monthly through Tuition Management Systems.** The cost of books is not included in the Tuition Management Payment Plan. For further information or to enroll, call Tuition Management Systems at (800) 722-4867 to speak with a consultant. You may also review the Tuition Management Systems website at [www.afford.com](http://www.afford.com). The Tuition Management Systems Payment Plan is not available during summer sessions.

## **BOOKSTORE AUTHORIZATIONS**

Any student who has financial aid in excess of their Semester tuition, room and board (if applicable), and fee charges may receive a Bookstore Authorization which will allow him or her to purchase their books from the University's bookstore. Authorizations are issued only at the beginning of each Semester. Students are made aware of the time period when they are able to use their Bookstore Authorizations through the University's Homepage and email systems. Authorizations may also be given for students who have book funds deposited into their accounts that do not originate from the Office of Financial Aid.

Bookstore charges are posted to the student's account and funds deducted from either the student's financial aid or other book deposit funds. Students are permitted to receive an authorization in an amount not to exceed \$750. The size of the authorization is contingent on the student's available funds. If a student's financial aid is reduced during the Semester, he or she is still responsible for repayment of any purchases made using Bookstore Authorizations.

## **BOOK SCHOLARSHIPS**

If a student has been awarded a book scholarship, any credit remaining from the scholarship, after books have been purchased, is not refundable to the student unless a refund has been approved by the benefactor.

## **UNIVERSITY REFUND POLICY FOR FEES**

### **Dropping Courses**

No adjustment is made to tuition charges when a student drops a course after the last day of the Add/Drop Late Registration Period. It is the student's responsibility to know the last day to drop

courses during Late Registration in order to receive a 100% tuition adjustment in any given Semester. This information is readily available on the University's Homepage and through the Office of the Registrar. Students may call the office at 386-481-2525. Bursar's Office Staff and Academic Student Success Coaches are also able to provide students with this information.

## **Withdrawal from the University**

Withdrawal from the University is not accomplished by no longer attending classes. Withdrawing from the University is a process that involves several steps which must be followed in the prescribed order so as to avoid unnecessary expenses and/or failing grades. When a student officially withdraws from the University, a refund or adjustment to tuition will be calculated, if applicable. Students should familiarize themselves with the following Tuition Refund Schedule:

### Fall and Spring Semesters:

1. 100 percent (100%) of tuition charges, if the student withdraws on or before the last day of the Late Registration Period. Room and Board charges are not refundable once a student moves into the residential hall.
2. Up to 90 percent (90%) of tuition charges, if the student withdraws after the last day of Late Registration but on or before the last day of the second week of classes. Room and Board charges are not refundable, once a student moves into the residential hall.
3. Up to 50 percent (50%) of tuition charges, if the student withdraws after the second week, but on or before the last day of the fourth week of classes. Room and Board charges are not refundable once a student moves into the residential hall.
4. Up to 25 percent (25%) of tuition charges, if the student withdraws after the fourth week, but on or before the last day of the eighth week of classes. Room and Board charges are not refundable once a student moves into the residential hall.

First-time students are eligible to receive a 100 percent (100%) adjustment/refund of tuition charges, if they withdraw on or before the last day of the Late Registration Period; a prorated adjustment/refund will be processed, if they withdraw after the last day of Late Registration but on or before the last day of the tenth week of classes. Room and Board charges are not refundable once a student moves into the residential hall.

### **8-Week Sessions I and II:**

1. 100 percent (100%) of tuition charges. if the student withdraws on or before the last day of the Late Registration Period. Room and Board charges are not refundable once a student moves into the residence hall.
2. Up to 90 percent (90%) of tuition charges, if the student withdraws after the last day of Late Registration, but on or before the last day of the first week of classes. Room and Board charges are not refundable once a student moves into the residence hall.
3. Up to 50 percent (50%) of tuition charges, if the student withdraws after the first week, but on

or before the last day of the second week of classes. Room and Board charges are not refundable once a student moves into the residence hall.

4. Up to 25 percent (25%) of tuition charges, if the student withdraws after the second week, but on or before the last day of the third week of classes. Room and Board charges are not refundable once a student moves into the residence hall.

First-time students are eligible to receive a 100 percent (100%) adjustment/refund of tuition charges, if they withdraw on or before the last day of the Late Registration Period. A prorated adjustment/refund will be processed if they withdraw after the last day of Late Registration, but on or before the last day of the fourth week of classes. Room and Board charges are not refundable once a student moves into the residence hall.

### Summer Sessions A and B:

1. 100 percent (100%) of tuition charges, if the student withdraws on or before the last day of the Late Registration Period. Room and Board charges are not refundable once a student moves into the residential hall.
2. Up to 90 percent (90%) of tuition charges, if the student withdraws after the last day of Late Registration, but on or before the 5<sup>th</sup> day of classes. Room and Board charges are not refundable once a student moves into the residential hall.
3. Up to 50 percent (50%) of tuition charges, if the student withdraws after the 5<sup>th</sup> day of classes, but on or before the 8<sup>th</sup> day of classes. Room and Board charges are not refundable once a student moves into the residential hall.
4. Up to 25 percent (25%) of tuition charges, if the student withdraws after the 8<sup>th</sup> day of classes, but on or before the 10<sup>th</sup> day of classes. Room and Board charges are not refundable once a student moves into the residential hall.

First-time students are eligible to receive a 100 percent (100%) adjustment/refund of tuition charges, if they withdraw on or before the last day of the Late Registration Period. A prorated adjustment/refund will be processed if they withdraw after the last day of Late Registration, but on or before the last day of the second week of classes. Room and Board charges are not refundable once a student moves into the residential hall.

Adjustments/refunds will be processed by the Bursar's Office, if written notice of withdrawal of enrollment from the University is received from the student or designated staff person and approved prior to the end of the eighth week (returning students) or the tenth week (first-time students) of classes during the Fall and Spring Semesters. The withdrawal must be received prior to the end of the 10<sup>th</sup> day of classes (returning students) or the second week (first-time students) of classes during the summer sessions.

There will be no adjustments or refunds for room & board fees, institutional paid charges, waived charges, bookstore charges, late registration fees, housing assessment fees, or fines under the following conditions:

When a student is required to withdraw due to disciplinary action, the student forfeits their legal rights and privileges as a member of the University family. All payments made toward assessed charges are also forfeited. There will be no adjustments or reimbursement of tuition, room and board charges fees/fines, or bookstore charges.

In addition, there will be no adjustments or reimbursement of charges or payments in the event the operation of the University is suspended at any time as a result of an act of God, strike, riot, disruption, or for any other reason beyond the control of the University.

Students who withdraw from courses after the Late Registration Period may be eligible for a 100% adjustment/refund of tuition and room & board charges (if applicable), bookstore charges & fines/fees excluded, if one or more of the following holds true:

1. Student is called 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 not possible.
4. Voluntary or involuntary medical withdrawal requested and deemed necessary by B-CU Administration.
5. Cancellation of the course(s) by the University.
6. Exceptional circumstances, upon approval of the University President or his/her designee.

## **RETURN OF FEDERAL TITLE IV FUNDS**

When a recipient of Federal Title IV grant or loan assistance withdraws from the University during the Semester, the University must determine the amount of the Title IV grant or loan assistance (not including Federal Work Study) that the student earned as of the student's withdrawal date. Unearned Federal Title IV financial aid funds **must be returned** to the Title IV Programs.

Keep in mind that when Title IV funds are returned to the program, the student **may owe a balance** to the institution.

This policy applies to students who withdraw, who are expelled, or who leave the University without notice. The return of funds for these students will be determined according to the following policy:

1. The term "Title IV Funds" refers to the Federal Financial Aid Programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: Unsubsidized Federal Direct Stafford Loans, Subsidized Federal Direct Stafford Loans, Federal Direct Parent PLUS Loans, Federal Pell Grants, Federal SEOG grants, Federal TEACH Grant.
2. A student's withdrawal date is:
  - a. The date the student began the institution's withdrawal process (as described in the B-CU catalog) or officially notified the institution of his/her intent to withdraw; or

- b. The midpoint in the Semester for a student who leaves without notifying the institution; or
  - c. The student's last date of attendance at a documented academically related activity.
3. Title IV aid is earned in a prorated manner up to the 60% point in the Semester. The amount the student has earned is based on the number of days the student attended classes as compared to the number of days in the entire term which runs from the first day of classes to the published last day of final exams. No adjustment will be made to Title IV aid after the 60% point in the Semester.
  4. In accordance with federal regulations, when financial aid is received by any student, funds will be returned to the Title IV programs in the following order:

Unsubsidized Federal Direct Stafford Loan

Subsidized Federal Direct Stafford Loan

Federal Direct PLUS Loan

Federal Perkins Loan

Federal Pell Grant

FSEOG

Other Title IV Aid Programs

Other Federal, State, Private, or Institutional Aid

The Student

## **REFUND OF CREDIT BALANCES**

Refunds are processed by the Bursar's Office when a student has resolved all financial obligations against their University debts and their student account reflects a credit balance. Refunds are processed within 14 days after the student's account reflects a credit balance. Students are responsible for informing the Bursar's Office of any changes to their addresses.

Through the Wildcat Web located on the University's website, students have access to review their charges, financial aid, payments, credit balances, refunds issued, and/or any balances that may be due. If a student visits the Bursar's Office and requests information about his/her account, the student must present university issued identification or another form of picture identification.

Following the full payment of tuition, fees, and other expenses, Bethune-Cookman University will refund excess payments (excluding any non-refundable financial aid) directly to the student. This is university policy, regardless of whether funds were paid by the student, the student's parents or any other third party. **Bethune-Cookman University assumes no responsibility for remitting such excess payments to any person other than the student.**

## **Parental Refund Authorization Form**

If the student's account reflects a credit balance that is the result of a Parent Plus Loan or a Sallie Mae Plus Loan, the parent that authorized and signed the loan must submit a notarized Parental Refund Authorization Form to the Bursar's Office, if the refund is to be issued to the student. Without the form, the refund will be issued to the parent who authorized and signed the loan and will be mailed to the address on the loan application.

## **Credit Balance Authorization Form**

A Credit Balance Authorization Form must be submitted, if the student or parent (Plus Loan) is requesting Student Accounts to hold a credit balance and apply the funds towards the expenses of a future term within the same academic year. If the Credit Balance Authorization Form is not on file prior to processing a refund, the refund will automatically be issued.

## **Billing Statements**

The Bursar's Office will generate billing statements several times during an academic year. The statements will indicate all activity on the student's account and the remaining balance due.

E-mail notifications are sent to the B-CU student's e-mail address and authorized parents when the eBill is available to view on-line. We encourage students to view the eBill to make sure there is no balance due. A reminder e-mail will be sent to those students/parents who have not viewed the eBill.

Students are encouraged to use the Wildcat Web to review their accounts as it is the students' responsibility to be aware of any balances that may be due on their accounts.

## **COLLECTION OF PAST DUE BALANCES**

If a student has a balance due on his/her account, a "hold" will be placed on the student's account, and the balance must be paid in full before the student will be permitted to register for the next Semester, reside on-campus, receive a Bookstore Authorization or graduate.

When a student has a past due balance and is not enrolled, the student will not be permitted to receive a transcript. However, a student with a past due balance, who is enrolled at the time a transcript request is made, will be permitted to receive an "unofficial" transcript.

If the balance is not paid within a year of the date that the balance occurred, the student's account balance will be turned over to an outside collection agency. The selected agency will actively pursue collection of the bad debt against the student.

## **FINANCIAL AID INFORMATION**

Financial Aid is awarded according to an individual's financial need and/or academic potential. Financial Aid comes in the form of loans, grants, scholarships or part-time on campus employment to be used solely for school related expenses. The University expects students and parents to assume the primary responsibility for financing university costs. Students whose family resources are insufficient to meet the cost of attending the University are encouraged to apply for aid from the University 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** of each year and families are encouraged to apply early for financial aid at [www.fafsa.gov](http://www.fafsa.gov). 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 programs. Those who apply after these dates will receive aid pending availability.

### **BASIS ON WHICH FINANCIAL AID IS GRANTED**

Based on the information provided to the 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 University. 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 Award 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 University 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 summer sessions.

### **Awards Notice**

For students whose financial aid documents are processed before March 24<sup>th</sup>, efforts will be made to notify them of their financial aid awards beginning April. For those students whose financial aid documents are submitted after March 24<sup>th</sup>, this is considered our peak season and your processing may not be completed until July. To view your financial aid status go to <https://pfweb.cookman.edu/NetPartner/NetPartnerStudent>.

### **Awards Disbursement**

For students with accepted FAFSA with complete documents, your awards will be released to the Bursar Office 30 days after the first day of class. The Bursar Office then will have 14 days to release the funds to your Wildcat Card. Register for the Wildcat Card at <https://wildcatdebitcard.com>.

For students without a current FAFSA or a rejected FAFSA or have submitted late required documents or required documents are incomplete, and/or required documents are not received, awarding will be delayed and disbursements will not release. To view your financial aid status go to <https://pfweb.cookman.edu/NetPartner/NetPartnerStudent>. To apply for the Free Application for Federal Student Aid (FAFSA) go to [www.fafsa.gov](http://www.fafsa.gov).

### **SATISFACTORY PERFORMANCE STANDARDS**

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

Satisfactory academic progress is defined as meeting or exceeding the minimum number of Semester Hours necessary for the timely completion of the program of study which students are pursuing. Each student must successfully pass a minimum of 70% of the credit Hours attempted during the preceding fall and spring Semesters to satisfy federal program requirements. Students must also pass 24 Semester Hours for Florida programs such as the Florida Student Assistance Grant (FSAG) and the Florida Resident Access Grant (FRAG) Programs. Additionally, a minimum cumulative grade point average (CGPA) of 2.0 for all students must be maintained for Federal programs. For Florida programs, all students must maintain a 2.0 cumulative GPA.

Students' academic records will be reviewed at the end of each semester by the University. If a student does not achieve satisfactory academic progress, the student will be notified by the Registrar's Office. An information sheet outlining the satisfactory academic progress standards is available in the Registrar's Office, Undergraduate Studies Office, and Financial Aid Office. For more information on meeting the University satisfactory academic progress standards go online to [http://www.cookman.edu/financial\\_aid/sappolicy.html](http://www.cookman.edu/financial_aid/sappolicy.html).

## **TRANSFER STUDENTS**

Students who have previously attended other colleges and post-secondary institutions must add the BCU School Code 001467 on the FAFSA. Go to [www.fafsa.gov](http://www.fafsa.gov) to update the FAFSA.

## **INTERNATIONAL STUDENTS AND NONCITIZENS**

International students are expected to have full financial resources to pay tuition, fee, and room & board. Federal and state financial aid programs are for United States citizens or for permanent residents of the United States only. International students are not eligible for federal and state aid. They may, however, participate in the University Undergraduate Fellow Employment Program. The financial responsibility of attending the University will be on the student and his family.

Eligible noncitizens or U.S. permanent residents must provide copies of their Alien Registration ID cards to the Financial Aid Office by March 24<sup>th</sup>.

## **TYPES OF AVAILABLE AID**

### **GRANTS**

The following grant programs are available only to undergraduate students who are working towards their first bachelor's degree. 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. A typical award ranges from \$100 to \$1500 per academic year.

**To apply** for this program, a student must complete the Free Application for Federal Student Aid (FAFSA). The online application should be completed at [www.fafsa.gov](http://www.fafsa.gov). To be given top consideration, the FAFSA must be received by the processor on or before the priority date of March 24<sup>th</sup>.

#### **Federal Pell Grant Program**

This federally sponsored program provides financial aid to those who need it to attend approved colleges or universities. Awards range from \$200 to \$5730 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). The online application should be completed at [www.fafsa.gov](http://www.fafsa.gov). To be given top consideration, the FAFSA must be received by the processor on or before the priority date of March 24<sup>th</sup>. The last day of submission is June 30 yearly. The application should be completed far ahead of the start of a new academic year, August, as possible. If you are not selected for verification we recommend the IRS Data Retrieval option located in the FAFSA at [www.fafsa.gov](http://www.fafsa.gov).

If you decide not to use the IRS Data Retrieval Tool, we will need the IRS Tax Return Transcript available at <http://irs.gov>.

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

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 \$2500 per academic year.

**To apply** for this program, a student must complete the Free Application for Federal Student Aid (FAFSA). The online application should be completed at [www.fafsa.gov](http://www.fafsa.gov). To be given top consideration, the FAFSA must be received by the processor on or before the priority date of March 24<sup>th</sup>.

### **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. The 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 \$3000 per academic year depending on state funding.

**To apply** for this program, a student must complete the Florida Resident Access Grant Application available online at <https://pfweb.cookman.edu/NetPartner/NetPartnerStudent>. A student must complete the Free Application for Federal Student Aid (FAFSA). The online application should be completed at [www.fafsa.gov](http://www.fafsa.gov). To be given top consideration, the FAFSA must be received by the processor on or before the priority date of March 24<sup>th</sup>.

### **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. The program rewards 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. Deadline is determined by the high school graduation date. High school students should contact their school guidance office for information on eligibility criteria or visit the Florida Bright Futures Program website at <http://www.floridastudentfinancialaid.org/SSFAD/factsheets/BF.pdf>.

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

This program, offered by the State of Florida, provides financial assistance 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). A student must also submit an application for this program to the Financial Aid Office, postmarked by March 24<sup>th</sup> 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 University's tuition and books and provide the student a tax free subsistence allowance each month.

### **Institutional Scholarships**

Bethune-Cookman University scholarships recognize academic excellence. The major purpose of these scholarships is to encourage outstanding students and assist them along the path to leadership and service to humanity. Institutional scholarships are not refundable.

### **Who Can Apply?**

Since most scholarship awards are merit awards, many require specific grade point averages as well as proof of financial need determined by the FAFSA and other supporting documents. When students are awarded institutional scholarships, they will be required to complete the Scholarship Acknowledgement Form and provide a Letter of Gratitude address to the donor the scholarship awarded, and a Digital Photograph. Students 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 and most will not exceed the tuition and the on campus room/board expenses. In most cases, the specific requirements are set by the donors who provide the scholarship funds. Some of the scholarships are renewable over four years, if students continue to maintain the required grade point average, but are not guaranteed.

### **Categories of Scholarships**

Most scholarships are awarded in one of six categories:

- Academic achievement
- General scholarships
- Scholarships for specific major areas
- Scholarships for students from specific geographical areas
- Scholarships for athletics and performing arts (band, concert chorale, etc.)
- Specific employer and labor union scholarships

### **How to Apply**

Scholarship applicants should apply online at <http://cookman.scholarships.ngwebsolutions.com>. For information on performing arts scholarships (e.g. band, concert chorale, etc.), students should contact the Music Department. Those interested in athletic scholarships should contact the Athletics Department.

## **Academic Scholarships**

Bethune-Cookman University recognizes outstanding academic achievement in prospective and returning students by offering a range of scholarships to both freshmen and transfer students. For an incoming student, scholarship consideration is based on credentials submitted with the student's Application for Admission. The University encourages academic excellence by recognizing and rewarding outstanding academic performance. 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 Provost.

## **Presidential Scholarships**

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) that are not covered by federal and/or state financial aid and other non-institutional 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 scholarship. Under special circumstances (e.g. educational travel abroad) awards may be renewed for a maximum of 10 Semesters of study. Recipients of this award should expect to render a minimum of 45 Hours of peer tutoring per Semester.

## **Excelsior Scholarships**

The Excelsior Scholarship is offered to high school graduates who will enter college for the first time. The award covers the cost of full-time tuition after all federal and/or state financial aid and other non-institutional scholarships have been applied. The award does not cover room and board or books. Students must register for at least 12 Semester Hours (college-credit courses) and maintain a 3.40 cumulative grade point average to renew the scholarship. Under special circumstances awards may be renewed for a maximum of 10 Semesters of study. Recipients of this award should expect to render a minimum of 30 Hours of peer tutoring per Semester.

## **Academic Merit Award**

The Academic Merit Award provides 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 the University for at least one academic year and have earned at least 24 college credit Hours. Students must register for at least 12 Semester Hours (college-credit courses) and maintain a 3.25 cumulative grade point average to renew the scholarship. The Academic Merit Award is granted on an annual basis, and students must reapply each year. The Academic Merit Award application is available in the Office of the Provost. Recipients of this award should expect to render a minimum of 20 Hours of peer tutoring per Semester.

## 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. For more information on student employment call (386) 481-2549 or visit the Center for Academic Career and Development located at 325 Dr. Martin Luther King Blvd, Daytona Beach, FL. The Center for Academic Career and Development arranges jobs on campus or off campus with public or private nonprofit agencies. Students cannot exceed 20 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 every two weeks 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 FAFSA application is available at [www.fafsa.gov](http://www.fafsa.gov).

## LOAN PROGRAMS

To apply for the following programs, a student must complete the Free Application for Federal Student Aid (FAFSA). This application is available at [www.fafsa.gov](http://www.fafsa.gov).

### Federal Direct Stafford-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 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 \$3,500 per year, sophomores up to \$4,500; and juniors and seniors may borrow up to \$5,500 per year. The maximum allowable undergraduate indebtedness over five years is \$23,000.

Federal Direct 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.

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

**To apply** for this program, a student must complete the Master Promissory (MPN) on the Federal Student Aid Website (FSA). On the FSA site, a student must use the Federal Student Aid PIN to sign in and complete the process. This MPN is available at [www.studentloans.gov](http://www.studentloans.gov).

## **Federal Direct Stafford - Unsubsidized Loan**

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

A Federal Direct 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 program, 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 Unsubsidized Loan is determined by the Financial Aid Office using a federally mandated formula.

Eligible dependent freshmen may borrow up to \$3,500 per year; sophomores up to \$4,500; juniors and seniors may borrow up to \$5,500 per year, less any amount of subsidized Direct Loan eligibility. A student who shows a need for only part of an annual subsidized Federal Direct Loan may borrow the remainder through an unsubsidized loan. The maximum allowable loan undergraduate indebtedness over five years is \$31,000. Annual and aggregate loan limits for independent students are different.

Federal Direct 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.

**To apply** for this program, a student must complete the Master Promissory (MPN) on the Federal Student Aid Website (FSA). On the FSA site, a student must use the Federal Student Aid PIN to sign in and complete the process. This MPN is available at [www.studentloans.gov](http://www.studentloans.gov).

## **Federal Direct Stafford 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 educational costs. Financial need is not an eligibility factor.

**To apply** for this program, a parent must complete the Federal Direct PLUS Loan Application and the Master Promissory (MPN) on the Federal Student Aid Website (FSA). On the FSA site, a parent must use the parent's Federal Student Aid PIN to sign in and complete the process. The application and MPN is available at [www.studentloans.gov](http://www.studentloans.gov).



**A student purchasing instructional materials from the University bookstore**



**B-CU Wildcat Mascot**



**Wildcats in a Basketball Contest**

# STUDENT LIFE AND SUPPORT SERVICES

## GENERAL REGULATIONS

### STUDENT RESPONSIBILITY

Each student who accepts admission to Bethune-Cookman University also accepts the University's standards of personal conduct (Code of Honor). The student is expected to take full advantage of the opportunities offered within formal and informal learning environments in order to learn how to make wise decisions regarding appropriate behavior, attitude, and conduct in all settings. Policies and practices governing students and student life are found in the Student Handbook, posted in the Parlin Student Center, in classrooms, and online.

### ON-CAMPUS HOUSING

Bethune-Cookman University's Office of Residence Life makes every effort to accommodate those students wishing to reside in on-campus housing. All room assignments are made on a first-come, first-served basis. Students wishing to reside on campus are urged to submit the non-refundable \$200 housing fee to the Cashier's Office (or online at [www.cookman.edu/payment](http://www.cookman.edu/payment)) in February. Students wishing to return to the residence halls in the upcoming academic year (Fall through Spring) will go through the online room selection process during the Spring term before they leave for the summer. In order to be eligible, returning students must meet the following requirements:

- \* Pay the \$200 non-refundable housing fee
- \* Have no balance for the current or previous semester
- \* Completed a FAFSA for the upcoming school year
- \* Be early registered for classes

Incoming students will have an opportunity to submit their requests, online, for a room and roommate in June. Housing will be guaranteed only for students who have paid their \$200 non-refundable housing fee by the deadline set out by Admissions.

Paying the \$200 non-refundable housing fee does not guarantee you a room or put you on the wait-list. You will need to go through the online room selection process on the dates provided, or contact the Office of Residence Life after you've paid for more instructions on receiving a room assignment or a spot on the wait-list (if housing is full at the time). If a student is on the wait-list, there is no guarantee is made that spaces will open up; it is possible that space will become available at the end of the Fall semester for the Spring term. Students should check with the Office of Residence Life in November for Spring availability.

When on-campus housing cannot be assigned to a student, it becomes the responsibility of the student and his or her parent(s)/guardian(s) to make all necessary legal and financial arrangements to secure off-campus housing. Bethune-Cookman University assumes no responsibility for

payment of rent or lease agreements, and has no official affiliations with any off-campus apartments, houses, etc.

## **OFF-CAMPUS HOUSING**

Incoming Freshman students under the age of 21 are required to live on University-provided housing, except in the following instances:

1. Married students.
2. Residents of Daytona Beach who live with their parents or a close relative.
3. On-campus housing is unavailable.

## **RESIDENCE LIFE**

Residential students are under the direct supervision of the residence hall staff. Rules governing residence life are provided in the Student Handbook (available in print and online), and under the discretion of the professional staff in each specific residence hall.

Residence Life rooms are furnished with a bed, dresser, and desk; however, students may wish to personalize their rooms with their own curtains, rugs, bedspreads, and other personalized items. The items that are strictly prohibited in the rooms include air conditioners, space heaters, hot plates, and other cooking appliances. In addition to these items, students should not bring refrigerators larger than 5 cubic feet, televisions larger than 32 inches, George Foreman or other grills, toaster ovens, crock pots, deep fryers, deep freezers, and stereo systems having wattage of 50 or above. These items will be confiscated by Residence Life staff. Pets are not allowed within the residence halls. All students should bring the following items:

Sheets  
Bedspreads  
Blankets

Towels  
Washcloths  
School Supplies

It is the goal and desire of each Residence Life staff member to make each student's living and study environment as safe and comfortable as possible. In instances where a student is destructive, non-cooperative, insubordinate, disruptive, disrespectful of staff and fellow students or persistent in violating residence hall policies and procedures, the student will be given notice that he or she cannot be allowed to remain on campus. In these unfortunate instances, the student will be given a notice to remove his or her things from their room to an off-campus residence secured by the student and/or the student's parent(s)/guardian(s). Every effort will be made to notify parent(s)/guardian(s) by telephone, email, fax or letter of any such decision or action.

## **STUDENT CONDUCT**

Bethune-Cookman University seeks to safeguard the integrity of all students. It is expected that individual students will refrain from participating in acts which are considered inappropriate. Students who persist in violating any of the privileges, standards, and policies of the University; who are consistently delinquent in their academic responsibilities; who continuously neglect their financial obligations; or who embarrass the University in any manner are subject to disciplinary action up to dismissal from the University. Bethune-Cookman reserves the right to dismiss students for unbecoming social conduct which brings embarrassment to the University, the student body as a whole, the student's family, and the larger community of citizens. The possession of firearms, knives, and other items, considered as weapons by the community of reasonable citizens, the possession and use of alcoholic beverages and narcotics, and fighting are strictly forbidden and grounds for immediate dismissal. The minimum length of disciplinary dismissals is one Semester. However, depending on the severity of the case, dismissals from the University may be permanent. In addition to the above, the University reserves the right to notify local law enforcement officials whenever any of its students have been charged with or is found responsible of a violation(s) of any civil law. The University also reserves the right to dismiss any student who has been arrested, been charged with breaking a civil law, or who has charges pending for a violation. The student may apply for readmission upon being cleared of all charges. In such cases, the student will forfeit all registration costs (Tuition and Fees) for the Semester in which he or she has been dismissed because of such conduct.

Students may be required to take the B-CU Skills Assessment Test. The Skills Assessment Test is administered to all non-exempted freshmen and transfer students at the beginning of New Student Orientation Week. Students are strongly encouraged to take the Skills Assessment Test as soon as possible on campus or at an approved remote testing facility prior to attending Spring or Fall New Student Orientation. Moreover, students may be exempted from taking the skills assessment test based on meeting B-CU's required ACT/SAT scored and high school grade point average.

## **CHAPLAINCY DEPARTMENT**

- Chaplaincy Department Mission Statement

Our mission is to foster the centrality of God at Bethune-Cookman University through faith based initiatives, and to promote academic excellence through scripture, reason, tradition and experience.

- Chaplaincy Department Explanation and Priorities

### Our Explanation

Bethune-Cookman University is an exceptional place established on the historic foundation of the Christian faith. Our President, faculty, staff and students all represent diverse religious traditions

from around the globe. As a Methodist endowed University B-CU is unapologetically Christian and anchored in the Wesleyan practice of Scripture, Reason, Tradition and Experience.

These are exciting times here at the world renowned B-CU. Our Chaplaincy Department is the first of its kind within our history and is made up of a Dean of the Chapel/ Executive Chaplain, BCU Chaplain, and now has the support of a full-time Administrative Assistant, a Chapel Advisory Team, the Presidents' Office, faculty, staff, students and local churches. Together, we share the responsibility of coordinating God centered programs and initiatives that encourage the cultivation of faith through scholarship and service.

The Chaplaincy Department is open to serving all faith groups regardless of race, culture, religion, sexual orientation, socio-economic status, gender or ability. We are intentional in providing compassionate care to all who desire spiritual counseling, encouragement and guidance.

Due to our historical roots in being an institution established on faith, we will encourage God-centeredness throughout our entire university.

### Our Priorities

- Improve and increase the number of student mentorships, e-learning opportunities and faith based activities for students.
- Provide students with leadership opportunities to cultivate faith, growth and development.
- Strengthen the freshmen profile to increase quality, retention and graduation.
- Promote civic engagement service activities of faculty, staff and students.
- Integrate stakeholders into University through faith-based partnerships and activities.
- Raise freshmen profile by providing opportunities that help them excel in faith-based transformative experiences.
- Educational exposure through worship services, mission trips, outreach collaborative efforts with local churches, and forums based on faith, culture, scholarship and service.

### Our Activities & Partnerships Programs

Our programs and services are varied in their essence and approach.

Chapel Services are offered in the Gertrude Hotchkiss Heyn Memorial Chapel on Wednesdays at 10:20am and Worship and Communion Services are held the first Sunday of each month at 3:00pm for faculty, staff, students and community.

Additional programming includes Spiritual Emphasis Week, Spiritual Awareness conferences and celebrations, Midweek noon day prayer, Weekly Bible studies in residence halls, Fellowship of Christian Athletes, Alpha Nu Omega, Delta Psi Epsilon Christian Sorority, Inc., F.A.I.T.H., The Justice Coalition, Volunteer Service Project, Book Reviews, The BCU Prayer Room in the Odessa Chambless Center for Health Equity Wellness Center, Faith Community

Internships, Chaplain Assistant Program, Seminary Guided Tours and a Where Wildcats Worship prayer request text and voicemail hotline.

## **STUDENT HEALTH SERVICES**

The primary goal of Health Services is to help build a better and healthier future for all students by providing exceptional care, advocacy and support. We are committed to students' personal wellness, the prevention of illness and disease, and their ability to remain mentally, spiritually, and socially healthy. For students with chronic diseases, we provide support with the management and control of their disease, referrals and resources if needed. Healthy lifestyle choices are promoted through health education programs such as, sexual health, nutrition and fitness. Health maintenance and a balanced lifestyle are essential for academic success. Students are encouraged to utilize the services and programs offered by a very caring and knowledgeable staff.

The Student Health Center is open from 8:30 am - 5:00 pm Monday through Friday. Some of the services provided include:

- Evaluation and Treatment of Illnesses
- First Aid and Follow Up Care of Injuries
- STD Education and Referrals
- Diagnostic Services and Referrals
- Pregnancy Testing
- Education and Management of Chronic Diseases
- Over the Counter Medications

A full-time Registered Nurse and support staff are on site to assist students. If the services needed are not available, a referral with an appropriate consultant will be arranged. The health and well-being of students is the number one priority.

## **STUDENT ORGANIZATIONS**

Any student who seeks membership in fraternities, sororities, clubs, and other organized groups that are recognized and approved by the University for Students Participation and membership must meet the minimum scholastic standards as set forth by the University before approval and admission into such organizations. For students having met the minimum requirements set forth for participation, the University encourages participation in:

### **1. Honor Societies**

Bethune-Cookman University 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 University:

The following honor societies are available at the University:

Alpha Chi Honor Society (all disciplines)

Alpha Phi Sigma (criminal justice)

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)

Golden Key International Honour Society (all disciplines)

Kappa Delta Pi Honor Society (education)

Lambda Pi Eta National Communications Honor Society

Phi Beta Lambda Business Fraternity

Pi Gamma Mu (National Honor Society of Social Sciences)

Pi Sigma Alpha (National Political Science Honor Society)

Psi Chi National Honor Society (psychology)

Sigma Upsilon Nu (science, engineering, and mathematics)

Sigma Alpha Pi (The National Society of Leadership and Success)

Sigma Iota Rho (Honor Society for International Studies)

Sigma Tau Delta (International English Honor Society)

Theta Alpha Kappa (National Honor Society for Religious Studies and Theology)

## 2. General Organizations

Clubs, activities, and organizations in which membership is not restricted because of a declared major within a particular department are considered general organizations. Participation in these groups is voluntary. These programs may be national or local in scope.

- a. *The Student Government Association* at Bethune-Cookman University is the student governing body in matters pertaining to the common interests of all currently enrolled students.
- b. *Student Activities Board* (SAB) is to develop and create programs, while working towards the mission of Bethune-Cookman University, involve students, alumni, faculty, and staff in the university to provide a premier education for its students through programming.

- c. *Voice of the Wildcat* newspaper is the University's student run monthly publication. It reports on activities of individual students, student organizations and, in general, the university community, especially as it relates to and impacts students.
- d. *The B-Cean* is the University's annual yearbook. Students are encouraged to respond to calls to have their pictures included in each issue and student organizations are urged to schedule group photo shoots for inclusion. Students also have opportunities to contribute artwork, articles, photos, etc. to the publication.
- e. University-wide performing groups include the (a) marching, stage, and concert bands, (b) Concert Chorale, (c) Tra-Co-Dram - The Mary McLeod Bethune Players, (d) Orchesis Dance Ensemble, (e) Inspirational Gospel Choir, and (f) Cheerleaders.

### **3. Major Area Clubs**

Major area clubs are organizations designed to give students an opportunity to interpret the broader educational implications of their chosen fields of study while helping them gain important professional perspectives. Some major area clubs are affiliated with national organizations.

### **4. Religious Organizations**

The Religious Life Fellowship (RLF) is an organization charged with the responsibility of assisting the Dean of the Chapel and the Chaplin / Director of Religious Life in coordinating religious activities on campus, to increase communication between all of the religious life organizations, and to provide opportunities for fellowship to promote religious unity. Its composition is that of both students and faculty - staff members who represent a cross section of denominations and faiths.

### **5. Fraternal Organizations**

Fraternal organizations are international Greek letter organizations that have chapters on the campus of Bethune-Cookman University:

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

## 6. Service And Social Organizations

Students interested in other service or social organizations may choose from the following:

Gamma Beta Chi Fraternity  
 Gamma Sigma Sigma National Service Sorority  
 Kappa Kappa Psi National Band Fraternity  
 Phi Mu Alpha Sinfonia  
 Rotaract Club  
 Sigma Alpha Iota International Music Fraternity  
 Tau Beta Sigma Band Sorority  
 Gamma Phi Delta  
 Alpha Nu Omega Fraternity/Sorority, Inc.

A cumulative grade point average of 2.65 is required to participate in service organizations. To participate in the Intake process (for fraternities and sororities), a student must meet the rules of the National Pan Hellenic Council and have a cumulative grade point average of 2.70 and 28 Semester credit Hours. Intake and Initiation take place only at prescribed times during the school year. Each student organization and activity must be registered in the Office of Greek Life/Department of Student Involvement. A copy of the charter and the names of the organization's current officers must also be on file.

Students wishing to start a new organization at the University must first obtain permission from the Office of Student Activities and Leadership. Students must also identify two members of the faculty and/or staff to serve as the organization's sponsors. The Office of Student Activities and Leadership will approve recommended persons to serve as the official sponsors of the organization.

To participate in extracurricular activities or performing groups that represent Bethune-Cookman University, students must maintain a minimum cumulative grade point average of 2.5 and a minimum course load of 12 Semester Hours.

## INTERCOLLEGIATE ACTIVITIES

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

The University expects student-athletes to make earning an undergraduate degree their top priority. The University's Athletics Department is committed to high standards of academic performance, sportsmanship, leadership, and equal opportunities for both male and female athletes. To facilitate this priority, faculty members, academic support staff, athletic coaches, medical staff, and student-athletes work as collaborators and partners. The Department of Athletics provides assistance to all student-athletes to ensure their academic success. The department monitors and implements the

academic advisement, tracking, and tutorial programs of its student athletes at all times to ensure academic progress and, ultimately, graduation.

The Office of Student-Athlete Support (OSAS) also provides assistance to each Bethune-Cookman University student-athlete until graduation. The OSAS links directly to Freshman College, the Student Success Center, and respective major departments for additional retention and tutorial services and support. OSAS also maintains a Tutorial Resource Center for all students, regardless of their academic status. In addition, personal academic counseling is available and provided when requested.

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

## **DEPARTMENT OF INTERCOLLEGIATE ATHLETICS MISSION STATEMENT**

The mission of the Department of Intercollegiate Athletics is to serve in the Christian tradition the diverse educational, social, gender and cultural needs of its student athletes and to develop in them a desire and capacity for continuous intellectual and moral growth as well as a commitment to the highest level of sportsmanship, ethics, academic and athletic performance. The University has deep roots in the history of America and continues to provide services to the broader community through a focus on service learning and civic engagement by student-athletes enrolled in a variety of courses.

## **GENDER AND DIVERSITY STATEMENT**

The Department of Intercollegiate Athletics at Bethune-Cookman University considers itself an integral part of the fabric of the University. In accordance with the University's mission, policies and procedures are developed and routinely evaluated to illustrate the University's continued commitment to accommodate the interests and abilities of all students, student-athletes, faculty, and staff. The department is also committed to providing equal scholarship and employment opportunities to all qualified student-athletes and prospective employees regardless of race, color, creed, national origin, political affiliation, gender and sexual orientation, religion, age or disability through its intercollegiate athletics program. The Department of Intercollegiate Athletics recognizes the value and strength of diversity, which is evident in our staff and on our team rosters. We celebrate the victories that come through a commitment to inclusion of people from all walks of life.

## **VARSITY PROGRAMS**

Bethune-Cookman University sponsors 17 sanctioned sports in conjunction with NCAA and Mid-Eastern Athletic Conference rules and regulations. They consist of nine sports for women and eight for men. The current sponsored sports are:

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| 1. Football                      |                                     |
| 2. Men's Basketball              | 10. Women's Basketball              |
| 3. Baseball                      | 11. Women's Tennis                  |
| 4. Men's Outdoor Track and Field | 12. Women's Indoor Track and Field  |
| 5. Men's Cross Country           | 13. Women's Outdoor Track and Field |
| 6. Men's Tennis                  | 14. Women's Cross Country           |
| 7. Men's Golf                    | 15. Softball                        |
| 8. Men's Indoor Track and Field  | 16. Women's Golf                    |
| 9. Volleyball                    | 17. Women's Bowling                 |

## **MID-EASTERN ATHLETIC CONFERENCE (MEAC) PHILOSOPHY**

The members of the MEAC subscribe to the principle that intercollegiate athletics is a vital part of higher education, 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 MEAC are obligated to ensure that the academic and athletic mission is achieved ethically.

It is the function of the MEAC to encourage intercollegiate athletics 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

## **CULTURAL AFFAIRS**

To supplement classroom instruction, Bethune-Cookman University offers a well-rounded schedule of cultural programs including, plays, lectures, and musical performances by outstanding individuals and groups. Most of these programs are free for all students upon presentation of their

Bethune-Cookman University identification card. All University cultural events are open to the community and, in most cases, are free or made available at reasonable fees.

## **CAREER RELATED WORK EXPERIENCE**

The process of career exploration begins during the student's first year at the University and continues throughout the student's matriculation. The major components of career exploration and preparation are Interviewing Skills, Resume Writing, Professional Dress/Business Etiquette, Job Application Process, Selecting a Major, Graduate School Advisement/Information, the Internship Process, Networking, and overall Employability Skills. Additional career services are Career Counseling, Career Resource Materials, and Campus Recruitment Programs. Special career programs include the annual Career and Graduate School Fairs, Career/Recruiter Classroom Visitations and General Sessions, Interviews/Employment Opportunities (Part-Time/Full-Time), and Professional Development Sessions.

Students are encouraged to utilize the Student Success Center to determine the availability of internship opportunities which are available throughout the United States. These opportunities greatly enhance the students' marketability and many times result in part-time or full-time positions being offered at the conclusion of the internship.

## **INTERNSHIP POLICY**

Internships (including externships, cooperative education, student teaching or similar work experience) are academic, curriculum-based, educational programs that allow students to gain practical work experience, enhance student learning and, in most instances, earn academic credit at the same time. These are supervised programs of work and study which involve students working in governmental, community service, school, medical, or business settings. While a qualified supervisor in the workplace directs the day-to-day learning, the student is also supervised by a Student Success Coach or faculty liaison who sets the criteria for performance, observes the intern periodically, monitors the student's progress, and resolves any immediate concerns related to the internship.

Internships are hands-on and/or in-the-field experiences specifically related to the student's major. Students are eligible for internships beginning in their sophomore year of study. Occasionally, internships are available for first-year students. Students should be aware that specific major areas of study also establish course completion and classification status as additional criteria for internship assignments. Internships must be approved by the student's Department Chair, Academic Liaison, and/or Student Success Coach the University requires that all students applying for internships have at least a grade point average of 2.0. It is possible, however, that individual organizations will require a higher grade point average for those students they permit to intern with them. Such requirements are beyond the control of the University and students are encouraged to research specific criteria of organizations with whom they are interested in securing an internship. While some internships are paid, most are not. Students are urged not to select an internship solely on the basis of whether or not it is a paid internship opportunity. Many students have had amazing

learning experiences, established significant networking channels, and laid the foundation for life-long friendships through unpaid internships. Whether an internship is paid or unpaid is determined by each individual agency/organization. For assistance in obtaining an internship, please contact the Student Success Center

While teacher candidate interns work fulltime in a school setting for one Semester, the typical intern works ten to twenty Hours per week. An average of 45 Hours of work is required for each Semester credit Hour pursued. Internships are appropriate for advanced undergraduate students working in fields that relate directly to their career goals or academic interests. Internships are normally taken within a Semester or two of the student's date of graduation. All internships must be approved prior to beginning the experience.

### **Criteria used in approving internships:**

- There must be a clear and specified relationship to an academic program.
- Placement must be at a professional level of responsibility appropriate for university credit.
- Internship credit is not appropriate in an organization where a student is already employed. Exceptions may be appropriate under special circumstances. All exceptions must be approved by the School Dean, Faculty Liaison, and Student Success Coach
- Internships involving potential conflict of interests are not appropriate.
- Internships require prior approval of authorized officials including, the, Department Chair/Student Success Coach, and/or Faculty Liaison.
- A written agreement signed by a site supervisor and the School Dean is required. A copy of the signed agreement must be on file in the School Dean's office. A list of all approved internship sites can be verified through records maintained in the Office of the Provost. It is also recommended that students attend an Internship Preparation or Employability Skills session through the Student Success Center, prior to the assignment.

The conditions of an internship should be finalized with the student before he or she reports for the assignment. These include the nature of the internship, supervisory arrangements, specific responsibilities of the intern, work schedules, and expected learning outcomes. It is expected that agency supervisors will provide a safe environment in which students can work and the materials that students need to complete their internship assignments (a desk, computer, etc.). Once the internship begins, agency supervisors should review students' work with them regularly and treat them as professionals. The supervisor must also complete the supervisor's evaluation form which is due on the last day of classes in the Semester in which the internship is taken. The units of credit applied to the internship are determined by the vertical curriculum for each degree and are based on certification/licensing requirements, best practices in higher education, and standards of professional societies as evidenced in the rationale for the curriculum.

For example, a maximum of three units is applied to the major in Business Administration. Units exceeding three are considered elective units and may be applied toward the overall unit total needed for a degree.

## **Roles**

The Intern fills a position offered by a sponsoring organization and executes duties commensurate with careers and occupations found within his/her major in order to receive appropriate academic credit. The Internship Coordinator for the School reviews the students' qualifications for an internship, discusses available internships with the intern, and assigns the intern to an opportunity that is desirable in terms of the intern's interests and career goals. The primary supervisor of the intern is the University's course instructor or faculty liaison. The agency's on-site supervisor has daily oversight of the intern.

All programs allowing internships must have an Internship Coordinator. He/she is responsible for arranging the internship and communicates with the intern's course instructor. The Coordinator is the University's liaison with the on-site supervisor and normally has minimal contact with the intern during the course of the internship. The Coordinator also serves as the resource person for any general program problems that might arise during the internship. The Course Instructor is the intern's Supervisor and is responsible for setting the criteria for performance, observing the intern periodically, monitoring the student's progress, grading the student, resolving any immediate concerns related to the internship, and securing all evaluation documents. The institutional Internship Coordinator in the Student Success Center must also receive verification of all finalized application information.

## **Internship Provider**

The Internship Provider must agree to the learning objectives, monitor student progress and make regular reports to the Faculty Liaison, or Student Success coach. Progress reports provided by the Course Instructor should include attendance as well as qualitative assessments of student learning. The Internship Provider must agree, in writing, to a contractual arrangement which must be approved by a Student Success coach. Completed internship evaluations must be provided for the Student Success Coaches in the Student Success Center

## **Documentation**

The department/school must make available to the student and the Internship Provider copies of program documents and contracts describing the purpose and principles of the internship, including the activities and works involved and submit to the Student Success Center

**Students also need to complete an internship application form through the center.**

## **Assessment and Feedback**

The department/student success center must provide scheduled contact with the Internship Provider for feedback and assessment of the student's performance and the suitability of the

site/provider. The department/school must provide routine assessment of internship providers to ensure quality learning experiences.

### **Internship Grading**

Grades for internships are determined by the evaluation completed by the course's instructor and from input provided on the evaluation forms completed by the internship onsite supervisor.

## **GENERAL ACADEMIC INFORMATION**

The procedures, policies, and regulations stated in this section are designed to assist Bethune-Cookman University students during their matriculation.

### **ACADEMIC REGULATIONS**

Special attention should be given to the following regulations.

#### **ATTENDANCE**

Class attendance is mandatory for ALL students. Students are expected to take advantage of the educational opportunities available to them by attending classes and laboratory periods as. Class attendance and participation are part of the requirements for passing the course (see individual course syllabi for information regarding class attendance and participation). Excessive absences can result in lower grades.

Students who are absent are responsible for completing and submitting all assignments. If students miss a scheduled assignment, quiz, midterm or final exam, students must obtain the instructor's approval to make up work.

#### **EXCUSED ABSENCES:**

Excused absences may include those incurred by the student's participation in university or class sponsored activities, family emergencies, and significant illness. (Proof of family emergencies and illness is an important factor in being permitted to make up missed assignments).

#### **VERIFICATION OF ATTENDANCE:**

At the beginning of each Semester, faculty members are required to verify class attendance per Federal Financial Aid Regulations. The second purpose is to ensure that students sitting in their classes are listed on the official class rosters. Once generated, the Verification of Attendance Report is sent to the Office of Financial Aid according to the published deadline. Students will receive credit only for those courses for which they are officially registered and for which they pay the necessary tuition at the time of registration.

**SYLLABUS:**

The syllabus is an agreement between the student and the faculty member. Students will receive a class syllabus at the beginning of the term for each course in which they are enrolled.

**CONFERENCES WITH STUDENT SUCCESS COACHES:**

Each student is assigned a student success coach. The student success coach will give advice on required courses and other pertinent academic information. It is the responsibility of the student to review his or her progress each Semester with the student success coach and to keep informed of changes, procedures, and regulations which may affect successful pursuit of a university degree.

Before making a final choice of courses, all students should consult with the assigned student success coach and, when in doubt, the instructor in charge of a particular course. Electives should be chosen in support of the student's major field and in keeping with the interests of the student.

Mandatory conference(s) are required before completing the University's Application for Graduation.

*(Students classified as seniors should submit degree applications to the Office of the Registrar for degree audits as soon as they earn 92 Semester Hours.)*

**CONTINUOUS ENROLLMENT IN CERTAIN GENERAL EDUCATION COURSES:**

Students must continuously enroll in general education **Mathematics, English, and Speech** courses each Semester until a minimum passing grade of C is earned.

**FINAL EXAMINATION SCHEDULES:**

The Office of the Registrar will schedule final examination dates and times.

**PHYSICAL EDUCATION EXEMPTIONS:**

Students over 30 years of age, at the beginning of their matriculation at the University, may be exempted from health and wellness courses. Alternative courses are available and may be used to earn credit.

**STUDENT COURSE LOAD:****COURSE LOAD RESTRICTION:**

- Students on academic probation will be limited to a maximum load of 15 Semester credit Hours. (See Satisfactory Academic Progress, Academic Probation, and Dismissal)

**OVERLOAD REQUIREMENTS:**

- The academic requirements for taking an overload, 19-23 Semester Hours, is a minimum

cumulative grade point average of 3.0. Course overloads may be granted by permission of the academic deans.

**RESIDENCY REQUIREMENT:** In order to earn a degree from Bethune-Cookman University, at least 25% of the credit Hours required for the degree must be earned at the University.

## **GRADES:**

### **ISSUANCE OF "I" (INCOMPLETE) GRADES:**

Instructors may issue “I” or Incomplete grades to students who, for legitimate reasons, have not completed coursework at the time final grades must be submitted. At the time the request is made, the student must be passing the course with the required minimum grade for the course. At the discretion of the instructor, an “I” grade may be given to a student who is experiencing extraordinary personal challenges, but who has not formally requested an Incomplete grade.

### **REMOVAL OF "I" GRADES:**

It is the student’s responsibility to initiate action to meet with the instructor and complete the work necessary to remove the “I” grade. Students receiving "I" grades should report to the instructor(s) who issued the grade(s) within the first week of classes in their next Semester of enrollment. The assignments needed to remove the "I" grade(s) must be completed within the first six weeks of the next Semester. Failure to complete the assigned work in the appropriate time frame will cause “I”s to automatically change to “F”grades.

### **GRADE CHANGE POLICY:**

All grades (A, B, C, D, F) are considered final when assigned by an instructor at the end of a term. Final grades can be changed if an instructor makes the request based on a computational or procedural error in the original assignment of a grade. A change of grade may not take place as a result of additional work submitted, re-evaluation, or other special arrangement. A request for grade change is accompanied by supporting material.

Procedure:

1. The grade change is initiated by the instructor
2. The instructor submits the grade change form, with supporting documentation to the department Chair. If the Chair approves, the form and supporting materials are submitted to the Academic Dean.
3. If the grade change is approved, the Academic Dean submits the form and supporting materials to the Provost.
4. If the grade change is approved, the Provost sends the form to the Registrar.

Grade changes can only happen within a year of the initial assigned grade. Additionally, grade changes may not occur after a student has graduated.

## **GRADE REPEAT POLICY:**

Students must complete all General Education courses in which they receive and “F” grade. Students must repeat the following specific General Education courses if they receive grades lower than a “C.”

English, Mathematics, Speech and Freshman Seminar courses: EN 131, 132 or (EN 134 & 135 Honors), MAT 131, MAT 132, MAT 134 or (MAT 135, 136 OR MAB 138), (MAT 141 & 142, Honors), SC 230 (SC 240 Honors) and FC 110 and FC 111.

Students must repeat all major courses if they receive grades lower than a “C.”

## **REPEAT:**

The University will only compute the hours earned from the higher grade in the calculation of the cumulative grade point average (GPA). If a student makes the same grade in the repeated course, the grade for the repeated course will NOT be recalculated into the student’s GPA. All grades, courses and hours attempted/earned, remain a part of the student’s transcript.

## **GRADE FORGIVENESS:**

When students change their major a maximum of two (2) courses, totaling less than nine credits, in one former major may be forgiven (i.e., not calculated in the cumulative grade point average.). This option is available only once.

It is the responsibility of the student to initiate the process of the “forgiveness policy” by obtaining the appropriate approval from their student success coach and the Office of the Provost.

Students must have officially changed their major and spent at least one (1) Semester in the new major (taking and passing at least one (1) course required for the new major). The completed form should be returned to the Office of the Registrar. **General education courses are not eligible for grade forgiveness.**

## **RIGHT TO APPEAL A FINAL GRADE:**

Every student has the right to appeal final grades given by an instructor. Steps in the grade appeal process are outlined under "Student Grade Appeal."

## **TRANSFER ACADEMIC CREDIT:**

Bethune-Cookman University will accept transferable credits if the following criteria is met:

- The credits are obtained from an institution that is regionally accredited or equivalent.
- A grade of C or better was achieved.
- The credits can be applied to a selected degree program at B-CU.

- Advanced Placement (AP) exam scores of 3 or higher are achieved.
- International Baccalaureate (IB) exam scores of 5 or higher, or if you have an IB Diploma a minimum of 4 must be achieved.
- College Level Examination Program (CLEP) scores of 50 or higher are achieved.
- Official transcripts and appropriate documentation are received for evaluation.

### **TRANSFER STUDENTS WITH ASSOCIATE OF ARTS DEGREES**

Students holding A.A. degrees from a regionally accredited College or University will be fully admitted and accepted as upper level transfer students. Students must also meet admission requirements for specific majors.

Additionally:

- Transfer grades are not included in computing a student's grade point average at Bethune-Cookman University.
- To earn a degree from Bethune-Cookman University, at least 25% of the credit hours required for the degree must be earned at the University (25 percent rule). As such, a maximum of 90 transfer credit hours may be applied towards the degree.
- For some transfer students additional institutional learning outcomes may be required before graduation.
- For evaluation of International and Military credits the University may require the use of third party services.
- Credits will not be accepted for transfer into the University if courses are more than 10 years old. Exceptions to this policy can only be made by the Office of the Provost.

### **TO WITHDRAW FROM BETHUNE-COOKMAN UNIVERSITY:**

Withdrawal from the University can only be successfully completed by following specific prescribed steps. Failure to follow the process to the end may result in unnecessary charges to the student's account and/or failing grades.

A student who desires to withdraw from the university must contact the Student Success Center and explain the circumstances which he or she feels require him or her to withdraw from the university. The student is then directed to the offices indicated on the form to secure clearance, including Financial Aid and Student Accounts. If living on campus, the student is also required to turn in all residence hall keys to the counselor of the residence hall in which the student is residing and meet all other stipulations required by the university. A student must bring the signed/approved form to the Office of the Registrar within 5 business days. If the student does not return the form, but leaves the university, the student's classes will NOT be dropped. A student may receive 'F' grades for nonattendance. A student must notify the Dean of Students' Office in

writing within 48 Hours (2 business days) if he or she changes his or her mind about withdrawing from the University.

If final examinations are scheduled to take place 10 days or less at the time the student begins the withdrawal process in either the Fall or Spring Terms, he or she will not be allowed to withdraw from the University. If final examinations are scheduled to take place 5 days or less at the time the student begins the withdrawal process during either the Summer A or B Term, he or she will not be allowed to withdraw from the University.

Proper withdrawal from the University will result in a notation of “W” being placed beside each course the student enrolled in the Semester or summer term of the withdrawal. Failure to properly drop classes or withdraw from the university will result in “F” grades for nonattendance.

Note: Adjustments to Tuition will only be made to a student’s account based on the date the student “officially” withdraws from Bethune-Cookman University. For additional details, please review one of the following: “Institutional Refund Policy for Fees” under Student Accounts on the B-CU Website, or see the policy in the university catalog. Students may also contact Student Accounts.

## **PRIVACY OF 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 to any party without a written request from the student.

### **Family Educational Rights and Privacy Act of 1974**

#### **Notice to Students**

With limited exceptions, including “directory information,” no personally identifiable information from the education records of any current or former student will be disclosed to any third party, except authorized companies providing official services to the College, by any official or employee of the College without written consent of the student or as required by law. “Directory information” includes the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. A student has the right to prohibit the release of his or her own “directory information” by advising the Office of Enrollment Services in writing.

#### **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the Vice President for Student Development and Academic Integration written requests that identify the record(s) they wish to inspect. The Vice President for Student Development and Academic Integration will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Vice President for Administration and Student Services, he shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education record(s) that the student believes is inaccurate.

Students may ask the University to amend a record that they believe is inaccurate. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Bethune-Cookman University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **OFFICIAL TRANSCRIPTS**

Official transcripts of student academic records, for transfer to another institution or for 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 University appears on them.

Unofficial copies of transcripts are available only to the student. As a safeguard against improper disclosure of academic information, transcript requests will not be accepted over the telephone or by email.

There is a fee for official or unofficial transcripts. The University issues two complimentary official transcripts, along with the diploma, to each of its graduates. Requests for official transcripts will not be granted if the student has a balance. However, if the student is enrolled during the time of the request, an unofficial copy can be released upon request and payment made of the required fee. A transcript of a student's record, received from another university or college, becomes a permanent part of the student's file at Bethune-Cookman. The transcripts cannot be forwarded to another institution. Should a student need a copy of the transcript, he or she must make an original request from the previous institution.

## **COURSE CREDIT AND GRADING INFORMATION**

### **Unit of Credit:**

Bethune-Cookman University awards semester credit hours for both online and residential courses. A minimum of 750 minutes (fifteen 50 minute classroom hours) of instruction is required for each credit hour, including final examinations for residential courses. Laboratory practice requires additional hours per week. The content of online courses must be equivalent in depth to residential courses. Both residential and online courses are 15 weeks in length. Semester hour credits are also awarded for courses which are shorter than 15 weeks; however, in these instances class periods are longer in order to complete the total time required in lecture or laboratory.

Students will receive credit only for those courses for which they are officially registered and for which they pay the necessary tuition at the time of registration. Minimum passing grades are required to earn credit.

## GRADING SYSTEM

Students are graded according to the following grade point average (GPA) system

### A. Used in GPA Computation:

Grade	Interpretation	Point Value
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Fail	0
P	Pass	

### B. Not used in GPA Computation

I	Incomplete	Becomes an "F" if not satisfied by date given on the University Calendar
DR	Dropped Course	No Credit – Same as WD
W	Withdrawal	Official Withdrawal from the University
WD	Withdrawal	Withdrawal from a Course
AU	Audit	No Credit
FG	Forgiven Grade	Replaces D or F
NG	No Grade Assigned	No Credit
NS	No Show	No Credit

**Full-Time Course Load:** Students registered for 12 or more Semester Hours.

**Part-Time Course Load:** Students registered for less than 12 Semester Hours.

### Grade Point Average Calculation Example:

If a student received an "A" in three 3-Hour courses, a "B" in two 3-Hour courses, and a "C" in one 1-Hour course, the GPA would be computed by using the following method:

Credit Hours for Course	Quality Points per Hour	Quality points per course
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(A = 4, B = 3, C = 2, D = 1)

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	1	2 (“C” grade) =	2
	16 total		56 total quality points

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

Bethune-Cookman University truncates each student’s grade point at the hundredth (e.g.  $3.504 = 3.50$ ;  $3.506 = 3.50$ ).

### Explanation of Course Number System:

000-099	Developmental Courses
101-199	Freshman Courses
200-299	Sophomore Courses
300-399	Junior Courses
400-499	Senior Courses
500-599	Graduate level courses open to undergraduate students

“IS” – Printed next to course number (SC 230 IS) indicates Independent Study course.

“H”- Printed next to course number indicates Honors courses.

“#”– Printed next to course number (SC 230 5) indicates an extension site course location.

### 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 with the instructor and/or chair and dean. If the student is unable to have the situation resolved at these levels, he or she may file an official Grade Appeal. **Grade appeals must be initiated within 6 weeks after the conclusion of the Semester in which the course(s) was taken.**

#### Steps in the grade appeal process are as follows:

1. The student submits a written statement to the Chair. The written statement sets forth the complaint, efforts to resolve it, and supporting evidence or justification for the complaint. Upon receipt of the appeal statement, the chair will investigate and render a decision.

2. If the decision is not satisfactory, the student may appeal the decision to the dean. Upon receipt of the appeal statement and materials the dean will investigate and render a decision.
3. The student and the instructor have the right to appeal the decision of the school dean to the Office of the Provost. The Provost may convene the Appeals Committee. The Provost will investigate and render a decision. The decision of the Provost is final.

## **ACADEMIC TERMS**

Fall Semester: August - December  
Spring Semester: January - April  
Summer Session A: May and June  
Summer Session B: June and July  
8 Week Sessions

## **ACADEMIC HONESTY-HONOR CODE**

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 will result in 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 University. If students receive recognition, the value of the recognition is diminished if the student is accused of academic dishonesty. In such cases, the reputation of the University and its graduates are jeopardized. Academic dishonesty hurts the University and is unfair to other students.

This information is intended to help students understand academic honesty and provide guidance on how to protect them 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 are found in the University's Student Handbook.

When there is reason to suspect a student has violated either a University policy on academic honesty or the instructor's specific codes, as found in the course syllabus, the instructor should discuss the charges and the evidence with the student, preferably in private. Without taking punitive action, the instructor will submit a written report to the dean through the chair. The instructor's report should include the charge against the student, evidence supporting the

instructor's charge, and a summary of the discussion between the student and the instructor, including any admission or denial of guilt.

Upon receipt of the instructor's report, the dean will inform the student, in writing, of his/her right to a hearing and enclose a copy of the instructor's entire report. The student will not be permitted to withdraw from the course during an academic dishonesty investigation. If the student does not request a hearing by the dean, the dean will render a decision and, subsequently, notify the instructor and the student.

A copy of the dean's decision will be forwarded to the Provost. If the student chooses to appeal the dean's decision:

1. The student will be permitted five (5) school days from receipt of the dean's letter to request an appeal before the Appeals Committee. The letter requesting the appeal shall be submitted to the Provost.
2. If the request for appeal is granted, then the Provost will schedule a hearing.
3. At the appeal hearing, all parties will have an opportunity to respond to the charges, to present evidence and/or argument on all issues involved, and to present rebuttal evidence. The hearing will be conducted in an informal but orderly manner.

The Appeals Committee will provide a recommendation to the Provost who will render a decision. The decision is final.

## **COURSE SUBSTITUTIONS**

Upon the approval of the appropriate academic chair and dean, students may substitute courses in their program of study. This may include courses transferred into the University.

Students must obtain the Course Substitution Request Form from the Student Success Center and obtain appropriate signatures for processing: the department chair of the area responsible for the substituted course, the dean of the academic school that offers the course, and the student success coach. The form must then be submitted to the Office of the Provost for final approval.

## **CREDIT BY EXAMINATION**

Students desiring credit for a course through examination must contact the department chair of the area which offers the course. **SOME COURSES ARE NOT AVAILABLE FOR CREDIT BY EXAMINATION.**

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

If the course in question is available for Credit by Examination and approved by the department chair, the student follows the following steps:

1. The student makes arrangements to take the examination (date, time, place, who will be administering the exam) with the department chair.
2. The student picks up the Credit by Examination Form from the Student Success Center.
3. The student goes to the Office of Student Accounts to determine the cost for the class which is based on the number of credit Hours. The student then goes to the Cashier's Office to pay for the examination.
4. The student takes the form and the receipt, showing that the examination has been paid, to the department chair or instructor administering the examination. **NO EXAMINATION IS TO BE ADMINISTERED WITHOUT PROOF OF PAYMENT.**
5. The student takes the examination and leaves all paperwork with the instructor. **IF THE EXAMINATION IS FAILED, THE STUDENT LOSES THE PAYMENT FOR THE EXAM.** Credit by Examination earns only credit Hours. The grade is not calculated in the student's grade point average.

## **INDEPENDENT STUDY**

1. Independent Study may take place only after other alternatives have been exhausted.
2. Independent Study must be approved by the instructor, the department chair, the school dean, and the Provost.
3. 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.
4. Independent Study may be taken only by matriculating students who are in acceptable standing.
5. Independent Study may be administered only by full-time faculty.
6. Independent Study courses are limited to **two (2)** during the student's matriculation.
7. A student will pay the normal course fee for an Independent Study course.
8. Under no circumstances will Independent Study be approved after two weeks from the start of a Semester or after the first week of a summer session.
9. Independent Study must be for a course listed in the undergraduate catalog.
10. This Independent Study policy applies to all students.

## **ADD-DROP POLICY**

### **Adding a Class**

Students desiring to add a course may do so only during the registration period until the last day of late registration. Approval of the student's academic student success coach is necessary before any course change can be made. Added courses are not finalized until appropriate forms are submitted to the Office of the Registrar.

### **Dropping a Class**

A student desiring to drop a course should initiate drop procedures with the classroom instructor. A course may be dropped from the first day of classes to the last day of the drop period as defined in the University calendar. Dropped classes are not official until appropriate forms are completed by the student success coach and submitted to the Office of the Registrar.

A reduction in course Hours (less than 12) may jeopardize a student's eligibility to receive financial aid benefits and participate in campus and intercollegiate activities.

### **Academic Honors**

1. Students are eligible for academic honors at the end of each Semester, if they have earned the following averages while carrying at least 12 college-level Semester credit Hours: 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 at Bethune-Cookman University.
3. Upon the recommendation of the Dean of the Honors College, "Honors Program Graduate" will be written on the diploma of an Honors Program student who has completed 21 college-level Semester credit Hours of honors courses and who has maintained a CGPA of 3.3.

***NOTE: Bethune-Cookman University truncates grade point averages to the nearest hundred; i.e., 3.50.***

## **ACADEMIC/ SATISFACTORY ACADEMIC PROGRESS (A/SAP) POLICY 2014-2015**

Federal regulations (CFR 668.34) require Bethune-Cookman University to establish, publish and adhere to Satisfactory Academic Progress (SAP) standards for federal Title IV financial aid eligibility. Students who wish to be considered for Federal Title IV financial aid (Federal Pell Grant, Federal SEOG, Federal Work-Study, Federal Perkins Loan, Federal Direct/PLUS loan), in addition to meeting other eligibility criteria, must meet or exceed these established standards. This University's academic standard has been structured to reflect the qualitative (GPA) and quantitative (PACE) SAP standards that have been approved by the Department of Education. At the end of each semester, a review will be made to ensure compliance with the Academic/ SAP standards.

**Please note Satisfactory Academic Progress Standards do not pertain to FL State Grants.**

### **ACADEMIC/ SATISFACTORY ACADEMIC PROGRESS (A/SAP) MINIMUM STANDARDS**

To maintain Academic/SAP standards a student must meet or exceed both the qualitative - cumulative Grade Point Average (GPA) and quantitative - successful completion of attempted credits hours (PACE) standards, and stay within the Maximum Time Frame to complete his or her course of study. Students requesting consideration for Federal financial aid must demonstrate a positive forward movement toward their degree. Students must meet the standards listed as follows:

#### **Qualitative Standard (Cumulative GPA)**

<b>Standards</b>	<b>Minimum Requirement</b>
<b><i>Qualitative Standard: Undergraduate</i></b>	Maintain a cumulative grade point average (GPA) of 2.0
<b><i>Qualitative Standard: Graduate</i></b>	Maintain a cumulative grade point average (GPA) of at least a 3.0.

**Quantitative Standard (Successful completion of attempted credit hours (PACE) and Maximum Time Frame)**

Each student must successfully complete the minimum percentage of the attempted credit hours each semester in order to complete their degree within the maximum time frame. . This includes courses in which the student remained enrolled past the Last Day for Registration/Program Change.

**PACE is calculated as follows:**  $Credits \frac{Successfully\ Completed}{Attempted} = PACE\ \%$

**Students are required to successfully complete a minimum of 67% of all attempted credits each semester.**

Credits Attempted	15	30	45	60	75	90	105	120	135	150	165	180
Credits Successfully Completed (required 67% Pace)	10	20	30	40	50	60	70	80	90	101	111	121
Cumulative GPA	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0

**Maximum Time Frame**

Federal financial aid will be provided for up to 150% of the credit hours required to complete your Undergraduate or Graduate degree. This includes institutionally accepted transfer credits from other schools attended. In a proactive approach to assist students in not maxing out of their financial aid eligibility, Bethune-Cookman University Office of Financial Aid will send all students, who have reached or exceeded a total of 160 credit hours, a Maximum Time Frame Courtesy Letter. It is recommended that students visit their respective schools for guidance and an evaluation of the credits remaining to complete their degree in order to stay within the Federal requirements of 150%. The Standards for Satisfactory Academic Progress apply to all coursework attempted including coursework for which the student did not receive financial aid.

**EXAMPLE OF MAXIMUM TIME FRAME**

Degree Program	Credits Required for Degree*	Maximum Credits That You May Attempt
Undergraduate	120 credits	180 credits
Graduate	36 credits	54 credits

## **SATISFACTORY COURSE COMPLETION**

The following grades are considered to demonstrate satisfactory course completion: A, B, C, D, and S (Satisfactory). Drops, withdrawals, incompletes, repeated and non-credit coursework will be counted towards the attempted credit hours (PACE) A/SAP standards.

The following grades will be counted towards the attempted credit hours (PACE), but do not demonstrate satisfactory course completion: F, U, W, I (Incomplete), DR (Drop), Needs Repeating (NR), No Grade (NG) and WD.

## **ISSUANCE OF "I" (INCOMPLETE) GRADES**

Instructors may issue an “I” or Incomplete grades to students who, for legitimate reasons, have not completed coursework at the time final grades must be submitted. At the time the request is made, the student must be passing the course with the required minimum grade for the course. At the discretion of the instructor, an “I” grade may be given to a student who is experiencing extraordinary personal challenges but who has not formally requested an Incomplete grade.

Please note a grade of I (Incomplete) does not calculate into a students’ GPA and therefore could delay the A/SAP determination process. Essentially the “I” grade is similar to an “F” grade until it can be resolved or revert back to a letter grade.

If an A/SAP status cannot be determined due to a grade of incomplete, the student will not be able to submit A/SAP Appeal or be awarded any financial aid until the incomplete grade has been updated. An incomplete grade can last up to 6 weeks into the following semester. A student who is attempting to enroll, who has an outstanding incomplete grade from the previous semester, will not be allowed to enroll for the following semester.

## **REMEDIAL COURSES**

Remedial courses count as *attempted hours* and *completed hours*, but do not impact the GPA.

## **REPEATED COURSES**

As per federal policy, courses being paid for using federal financial aid dollars, and which are successfully completed courses can only be repeated for degree requirements once. For courses repeated, only the most recent grade is included in the students cumulative GPA. However, each time a student attempts a course, even if that course is part of a forgiveness or amnesty policy whereby credits attempted and grades earned in prior semesters are excluded from the GPA, it must be included as part of the cumulative attempted credit record for the measuring of pace of progression. Therefore, repeated courses, regardless of the prior grade, reduce a student’s capacity to meet the pace of progression standard. *See the Universities Course Repeat Policy for further clarification.*

## **TRANSFER CREDIT HOURS**

All students attending Bethune-Cookman University institution are required to stay within the maximum time frame of 150% of program pursued that is required by federal regulations. Transfer credits that are accepted and that count toward a student's degree do not count in the calculation of the GPA, however will be included in the calculation of both attempted and earned credit hours (In other words, transfer credit hours are only included in the PACE calculation and not GPA or Maximum Time Frame calculation.)

## **CHANGE OF MAJORS**

If a student changes majors, only the hours that transfer from the previous major into the student's new major will be included in the calculation of attempted and earned hours.

## **A/SAP WARNING**

- The minimum credit hour completion rate and the GPA standard are assessed at the end of each semester. If a student does not earn the minimum grade point average and/or complete the minimum number of credit hours required, he/she is placed on financial aid warning for the next semester attended.
- Financial aid eligibility continues during the warning period.
- The student will be required to develop and A/SAP Academic Plan with their Success Coach within the College of Undergraduate Studies (Freshman Year Program or Student Success Center).
- **During the warning period, you must take at least 12 credit hours, complete 100% of the attempted hours and have at least a 2.0 term GPA.** If the student does not meet these stipulations, he/she will be placed on financial aid suspension. (See Financial Aid Suspension/Academic Dismissal – Failing to Meet Minimum A/SAP Standards Stipulations below)
- If the student meets the warning stipulations, have a minimum 2.0 cumulative GPA and have a completion rate of at least 67% of cumulative hours attempted, he/she will be removed from financial aid warning and must continue to meet this policy.
- If the student meets the warning stipulations, and the cumulative GPA is less than 2.0 or the completion rate is less than 67% of the cumulative hours attempted, the student will be placed on financial aid probation. (See Probation section.)

## **A/SAP PROBATION/APPEAL**

- **A student who fails to meet the minimum A/SAP standards after two consecutive semesters will no longer be eligible for financial aid and will placed on Financial Aid Suspension.**
- To be considered for financial aid eligibility, prior to the probationary period, the student must submit the following to the Student Success Center:

A. The Academic/Satisfactory Academic Progress (A/SAP) Appeal Form.

There are two types of A/SAP Appeals:

1. GPA and/or PACE Appeal
2. Maximum Time Frame Appeal (Can only be appealed once)  
Once a student has reached 150% of the required credit hours in order to complete their degree they are no longer eligible for financial aid.

The following extenuating circumstances are reason(s) for appealing:

- Death of an Immediate Family Member.
- Serious Illness or Injury.
- Emergency.
- Non-Voluntary Military Activation.
- Other Special Circumstances

B. A typed statement, signed and dated, from the student explaining in detail the reason for not meeting the minimum A/SAP Standards, the changes that have occurred and what measures are being taken in order to meet the minimum A/SAP Standards in the future.

C. Documentation of the extenuating circumstance(s) (A/SAP Appeals with no documentation submitted will be considered incomplete and **will NOT be reviewed**).

D. A revised A/SAP Plan from a Student Success Coach.

- During the probationary period, you must take at least 12 credit hours, complete 100% of the attempted hours, continue to follow the academic plan, and have at least a 2.0 cumulative GPA at the completion of the semester. If the student does not meet these stipulations, he/she will be placed on financial aid suspension and academically dismissed from the University. (See Financial Aid Suspension/Academic Dismissal – Failing to Meet Minimum A/SAP Standards Stipulations below)
- If you meet the probationary stipulations, have a minimum 2.0 cumulative GPA, and have a completion rate of at least 67% of the cumulative hours attempted, you will be removed from financial aid probation and must continue to meet this policy.

**FINANCIAL AID SUSPENSION/ACADEMIC DISMISSAL – FAILING TO MEETING THE MINIMUM A/SAP STANDARDS**

Students will be reviewed for academic/satisfactory academic progress (A/SAP) at the end of each semester. If after two consecutive semesters of review, a student is not meeting the minimum A/SAP standards required of all Bethune-Cookman University students, he/she will be placed on Financial Aid Suspension and must follow the Appeals process to maintain their aid eligibility. The student is not academically dismissed from the University, but if the appeal process is not followed he/she must pay out of pocket for all school related expenses during the academic probation period. If after completion of proceeding semesters, after aid has been suspended, the student meets the minimum A/SAP standards, here at Bethune-Cookman University, financial aid

will be reinstated. Awards cannot be paid retroactively for the term(s) during which eligibility was lost.

If after three consecutive semesters a student is not meeting the minimum A/SAP standards required of all Bethune-Cookman University students, he/she will be academically dismissed from the University, and their financial aid eligibility will be suspended.

### **Academic Dismissal Appeal**

See Academic Dismissal Appeal Policy. If a student appeals academic dismissal and is approved to return he/she will remain on financial aid suspension until A/SAP standards are met. The student will be required to meet the qualitative, quantitative, as well as the maximum time frame standards.

### **GRADUATION REQUIREMENTS:**

Only students, who have completed all academic requirements and all financial aid obligations, will be allowed to participate in commencement exercises. Additionally, the Office of the Registrar must receive all official transcripts, which include transfer credits necessary for satisfying graduation requirements, **BEFORE** a student is allowed to participate in commencement exercises.

Students graduate under the catalog in effect at the time of their initial undergraduate enrollment as a degree-seeking student at B-CU, provided they maintain continuous enrollment (registration for and completion of at least one course for one term in an academic year). Students who do not maintain continuous enrollment will be assigned the catalog in effect at the time they resume enrollment.

Students must meet and/or satisfy the following requirements in order to graduate from Bethune-Cookman University:

- A. Satisfactorily complete a major in a field of study with a minimum of 120 Semester Hours of course work and have a minimum cumulative grade point average of "C" or 2.0.
- B. Assume full responsibility for all financial obligations to the University, including participating in a financial aid exit interview through the Financial Aid Office. Reporting for the financial aid exit interview is a **FEDERAL GOVERNMENT REQUIREMENT** for students who have received assistance through federal student loans during their matriculation at Bethune-Cookman University.

## **INTELLECTUAL PROPERTY**

### **PURPOSE**

To set policy regarding trademarks copyrights, patents, and revenue related thereto.

## ACCOUNTABILITY

Under the direction of the President, the Provost, the Vice President for Administrative Services and Finance, and the Academic Deans shall ensure compliance with this policy. The Office of Institutional Research, Planning and Effectiveness shall implement this policy. The Deans shall ensure that each new faculty member receives a copy of this policy or is directed to it in the Faculty Handbook or on the B-CU web site.

## APPLICABILITY

This policy applies to all faculty members, staff, students and any other person employed by Bethune-Cookman University.

### 1. General Policy

- 1.1. As an institution of higher learning, Bethune-Cookman University is entrusted with the responsibility to facilitate application of scientific, technical, artistic, and intellectual endeavors for public use and to provide for an equitable disposition of interests among the authors or inventors, the University and, where applicable, the sponsoring or contracting funding source.
- 1.2. The University recognizes that faculty, staff, or student research and scholarship may result in materials subject to intellectual property protection, including material subject to copyright or patent protection. It is the policy of the University that such research and scholarship should be undertaken to serve the public interest by encouraging scholarly activity without regard to potential financial gain. However, the University recognizes that appropriate recognition and incentives should be given to sponsors, inventors, and authors.
- 1.3. The Intellectual Property Policy, as adopted, shall apply to all faculty, staff, students, and to anyone using university facilities or supervised by university personnel. Individuals employed by, enrolled in, or using university facilities agree to abide by this policy as a condition of their employment, enrollment, or use.

### 2. Definitions

The following terms shall have the following meanings for purposes of this policy:

- a. **“Commissioned Projects”**: Works or Inventions created or developed (1) specifically or predominantly for use by or at B-CU, or (2) at the request or on behalf of B-CU, or (3) under the specific direction of, or (4) by a person acting within the scope of his or her employment at B-CU, or (5) under a written contract between the Developer and B-CU, or (6) under a contract between B-CU and an external agency. “Traditional Works of Scholarship” will not be considered “Institutional Works” for the purposes of this policy.

- b. **“Developer(s)”**: The individual or group of individuals who create material subject to copyright or patent protection. The term Developer, as applicable, is co-extensive with the term "author" as used in the Copyright Act (17 U.S.C. §102) and the term "inventor" as determined by the Patent Act (35 U.S.C.A. §100 et. seq.).
- c. **“Institutional Resources”**: Tangible resources provided by B-CU to a Developer, including, but not limited to, financial resources, office space, lab space, equipment, electronic network resources ( both hardware and software), support personnel, secretarial support, research, teaching and lab assistants, assistance from graduate students or work-aid students, media specialists or illustrators, supplies, and utilities. The term "financial resources" as used herein includes grants and contracts or awards made to B-CU by an extramural sponsor.
- d. **Instructional Materials**. Works created by or for instruction of B-CU students, including but not limited to textbooks, study guides, outlines, and other classroom materials.
- e. **Inventions**. Material that is subject to patent protection under the Patent Act, (35 U.S.C.A. §100 et. seq.), which provides that patent protection is granted to "whoever invents or discovers any new and useful process, machine, manufacture, or composition of matter, or any new and useful improvement thereof."
- f. **Trademarks**. Words, designs, or devices that are subject to trademark protection in the University under the Lanham Act, (15 U.S.C.A. §1051 et. seq), which provides that trademark protection is granted to "any word, name, symbol, or device, or any combination thereof used . . . to identify and distinguish his or her goods, including a unique product, from those manufactured or sold by others and to indicate the source of the goods, even if that source is unknown."
- g. **Traditional Works of Scholarship**. Works reflecting research and/or creativity which is considered evidence of accomplishment in the Developer’s academic discipline or professional field, and is specifically created to be predominately used by persons or entities other than B-CU and/or its students. Such works include, but are not limited to, books, book chapters, journal articles, abstracts, student theses, plays, poems, pictorial and sculptural works, films, cassettes, musical compositions and other literary works, to the extent that such works do not fall within the scope of the term "Commissioned Projects."
- h. **“Works.”** Material that is subject to copyright protection under the Copyright Act, (17 U.S.C.A. §101, et seq.), which provides that copyright protection subsists in "original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device."

### **3. Trademark Usage**

- 3.1. Trademarks may only be used with the permission of the University. Requests for trademark usage must be directed to Fiscal and Financial Affairs.

### **4. Copyright Ownership and Revenues.**

- 4.1. Copyright ownership of Commissioned Projects shall vest in the University at the time of creation. Notwithstanding the foregoing, copyright ownership of Instructional Materials shall vest in the Developer at the time of creation.
- 4.2. The owner of the copyright shall have the exclusive right and authority to determine whether the work shall be licensed or otherwise transferred and, if so, the terms and conditions of such license, except that:
  - 4.2.1. The Developer of any Instructional Material shall grant a perpetual, non-exclusive, non-sub licensable, royalty-free license in the Instructional Material to the University; and
  - 4.2.2. The University shall seek input from the Developer of any work that the University has determined to license or otherwise transfer if, and only if, the Developer is still employed by the University.
- 4.3. Any and all monetary revenues derived from a Commissioned Work shall be paid to the University, which shall retain fifty percent (50%) and pay fifty percent (50%), in equal shares, to the Developer(s).

### **5. Patent Ownership and Revenues.**

- 5.1. Developers shall assign any and all patent rights in any Invention resulting from a Commissioned Project or the use of Institutional Resources to the University. The University shall have the exclusive right and authority to determine whether the work shall be licensed or otherwise transferred and, if so, the terms and conditions of such license or transfer, except that the University shall seek input from the Developer of any Invention that the University has determined to license or otherwise transfer if, and only if, the Developer is still employed by the University.
- 5.2. Any and all monetary revenues derived from a patent shall be paid to the University, which shall retain fifty percent (50%) and pay fifty percent (50%), in equal shares, to the Developer(s).

### **6. Sponsored Research or Development.**

- 6.1. In the event that a Work or Invention is created, subject to a contract with a third party sponsor, then the contract may vary the terms of copyright ownership and revenue distribution if, and only if, the University has approved and is a signatory to the contract



**Graduation Day**

## **CIVIC PARTICIPATION AND SOCIAL RESPONSIBILITY**

Bethune-Cookman University's commitment to Civic Engagement and Social Responsibility is, in part, reflected in its official motto, "Enter to Learn . . . Depart to Serve." The University has a history of civic engagement, the spirit of service and outreach has been one of the institution's guiding principles since its founding in 1904.

The University is proud to be known as a Periclean Institution of Higher Learning and has made a commitment to Project Pericles, Inc., an organization that was founded by its President and CEO, philanthropist, Mr. Eugene Lang. Our commitment is to educate students to become engaged, motivated citizens who are prepared to function in a democracy. Therefore, the undergraduate curriculum includes learning opportunities that promote social responsibility and participatory citizenship, in the classroom, on campus, and in the community. Through Project Pericles' activities and programming, students are exposed to film series, debates, guest lecturers, petition drives, city commission meetings, political task force issues and initiatives, and a wealth of other citizen engagement opportunities.

In addition, each of the academic schools provide service learning activities that promote civic participation and social responsibility. For example, , the Professional Development School Partnership with Westside Elementary (grades K-5) and the School of Education is based on a shared vision and focus on collaborative initiatives that support the mission and strategic plans at both schools. As a partnership, faculty members, classroom teachers, and teacher candidates work together to continuously improve instruction, academic excellence, school culture, and build stronger community relationships. As another example, the Volunteer Income Tax Assistance (VITA) program in the School of Business provides free preparation of individual federal income tax returns for community residents and Bethune-Cookman University students.

The Bethune-Cookman University Odessa Chambliss Wellness Center functions to improve health literacy in order to decrease racial/ethnic disparities in illness, injury and death related to chronic diseases. Students matriculating through the Center learn that individuals can be empowered to make lifestyle changes that improve their health if they are given understandable, culturally sensitive information about health issues. In partnership with local health service institutions, students identify and develop strategies to address health disparities and the social determinants that impact health. The Center is an integral part of the University's commitment to health equity, students learn that we all share responsibility to help our fellow citizens attain their full potential with no one being disadvantaged from achieving this potential because of their race, ethnicity, gender or social position.

The University's commitment to Civic Participation and Social Responsibility is not confined to the efforts and activities of its students. Faculty members, staff, and administrators are committed to the axiom that, "service is the price you pay for the space you take." Therefore the entire Bethune-Cookman University family embraces Dr. Bethune's command in her Last Will and Testament "We must spread out as far and as fast as we can, but we must also help each other as we go."

## **RESEARCH**

Bethune-Cookman University has built a reputation as an emerging center for research, 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, and research opportunities for students and faculty members, and to improve research facilities.

Some of the significant research efforts involve the University's service learning and civic engagement outreach programs, teaching and learning strategies, Computer Science and Nanotechnology, environmental science, health disparities among the African American and lower income communities, strategies to reduce juvenile delinquency, and instructional materials development in the basic skills, political activities, and sociological phenomena.

Modern Language Research is done in the University's International Studies Abroad program; 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 also requires their senior students to write a senior research paper. A faculty committee selects the best senior thesis paper from each school for publication in the Undergraduate Research Journal which is published by the University annually. The journal accomplishes the goals of showcasing graduating seniors and providing models of research and writing excellence for the larger student body.

Many of the University's faculty and staff members have distinguished themselves through work in their various disciplines and are renowned in their fields. 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*. University faculty members are also recipients of numerous awards and citations, including "keys" to various cities. Faculty members hold memberships in such professional societies and organizations as Phi Beta Kappa, Beta Kappa Psi, Pi Lambda Theta, Phi Kappa Phi, and the American Chemical Society. Both faculty members and students present their research findings at state, national, and international meetings and conferences.



**Individualized Instruction**

# **DIVISION OF ACADEMIC AFFAIRS**

## **ACADEMIC SCHOOLS AND PROGRAMS**

Information regarding academic programming at the University is found on the following pages. Additional information may be obtained from the deans and department chairs of each academic school. The University reserves the right to withdraw or modify any course or to change instructors of courses as deemed necessary. Class locations are included on the registration schedules that are provided to students each Semester and are posted on the University's website.



**Historical Faith Hall; Administrative Offices for Freshman College**

## DEGREES

Bethune-Cookman University confers the Bachelor's and Master's Degrees in the following major fields:

<b>Bachelor of Arts Degrees</b>	<b>CIP*Codes</b>
English .....	23.0101
English Education 6-12/ESOL.....	13.1305
History .....	54.0101
International Studies/International Affairs .....	45.0901
Liberal Studies.....	24.0101
Mass Communications .....	09.0102
Music .....	50.0901
Music Recording Technology .....	50.0913
Music Education K-12 .....	13.1312
Political Science .....	45.1001
Religion and Philosophy .....	38.9999
Social Science Education K-12 .....	13.1318
Sociology .....	45.1101
Speech Communication .....	23.1001

### **Bachelor of Science Degrees**

Accounting .....	52.0301
Aging Studies .....	30.1101
Biology .....	26.0101
Biology Education 6-12 .....	13.1322
Business Administration .....	52.0201
Business Education 6-12 .....	13.1303
Chemistry .....	40.0501
Computer Engineering .....	14.0901
Computer Information Systems .....	11.0401
Computer Science .....	11.0701
Criminal Justice .....	43.0199
Elementary Education K-6/ESOL .....	13.1202
Finance.....	52.0801
Hospitality Management .....	52.0904
Information Systems Management.....	52.0201
Mathematics .....	27.0101
Nursing (or with RN-BSN Track) .....	51.3801
Physical Education K-12 .....	13.1314
Psychology .....	42.0101

### **Masters of Science Degrees** (Refer to the current Graduate catalog for details)

Transformative Leadership .....	52.0206
Integrated Environmental Science .....	03.0104
Counseling Psychology.....	42.0101

## **TECHNOLOGY RESOURCES**

All residential halls are wired for access to the Internet. Personal computers, workstations, and specialized computing equipment, found in computing labs throughout campus, are available to all registered students. The University has a 24hr computer lab for students located in the Parlin Center, with faxing and color printing capabilities. Wireless Internet access is also throughout the campus, including all academic buildings and residential halls.

Students have access to computers that have a wide range of compatibilities, including personal computers that run the latest versions of Microsoft and Apple operating systems that are connected to the University's academic computing network. All computer labs run the latest Microsoft Office, Adobe, and virus protection software.

A 300mb pipe connects the university 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. The Center for Information Technology (CIT) provides email addresses, wildcat web and blackboard accounts for all registered students, faculty, and staff.

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. The CIT HelpDesk provides hardware, software and networking technical support for both residential hall students and commuting students.

## **STUDENT SUCCESS CENTER**

- Academic Services
  - Individual and Group Advisement
  - Degree Planning
  - ASAP Appeals
  - Early Alert Monitoring
  
- Career Services
  - Career and Graduate Fairs
  - Resume Critiques
  - Mock Interviewing
  - Employability Skills
  - Internships
  - Graduate School and Career Recruitment Sessions
  
- Academic Support Services
  - Student Success Workshops

- Resources and Referrals

#### Repository for Commonly Used Forms

- Change of Major
- Drop/Add
- Graduation Audits
- Transient Student Request
- Course Overrides
- Withdrawal
- Grade Forgiveness
- Course Substitutions
- Independent Study

#### **Referral Services**

The Student Success Center will also serve as the main point of contact for referring students to academic resources on and off campus. In part, the SSC is designed to streamline academic protocols and processes by directing all students in the University towards the many support services provided in the Student Success Center and across campus. Referral services include, but are not limited to the following:

- Academic Schools
- Athletics
- Computer Information Technology
- Financial Aid and Student Accounts
- Health and Counseling Services
- Honors College
- Library
- Multicultural Affairs
- Residence Life
- Student Development

### **THE COLLEGE OF UNDERGRADUATE STUDIES**

The College of Undergraduate Studies is a comprehensive first- year experience designed to provide students with a historical context in which to view the school and the core values that are important to the institution. Further, The College of Undergraduate Studies provides a network of resources to help students as they matriculate so that students are prepared for success in their upper- level classes. The College of Undergraduate Studies does this with a core of dedicated

faculty, staff and Student Success Coaches who are committed to the success of first-year students and who understand the unique challenges of the first-year experience.

## **Testing and Quality Assurance**

The Office of Testing and Quality Assurance provides extensive testing accommodations for Bethune-Cookman University students and the surrounding community.

- Placement Testing – The Office of Testing and Quality Assurance administers examinations to freshmen and transfer students for placement in reading, English, and mathematics. All entering students will be evaluated for placement testing and/or exemptions.
- College Credit - Bethune-Cookman University is a participant in the Advanced Placement Program (AP) and the International Baccalaureate Diploma Program (IB). 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 Office of the Registrar no later than the end of the sixth week of their first Semester enrolled at Bethune-Cookman University.
- College-Level Examination Program (CLEP®) - The College-Level Examination Program (CLEP) tests by the College Board are offered to 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 exams is available at <http://clep.collegeboard.org/exams/offered> or in the Testing Offices in the L. Gale Lemerand Building (Nursing Build).
- National Test Center - The University also serves as a national test center for limited test offerings of the Educational Testing Service (ETS), including subject examinations of the Graduate Record Examinations (GRE) and Law School Admission Test (LSAT).
- Collegiate Assessment of Academic Proficiency Test (CAAP). This is a special test that measures how much students know about a particular subject. Sections included on the test are Reading, Mathematics, Science, Critical Thinking, Writing Skills, and Essay. Except for the essay portion, all tests are in a multiple choice format. Calculators are allowed.

ADA Compliance – Individuals requiring special testing accommodations needs must submit documentation of a professional diagnostic evaluation not older than 3 years to the Office of Student Disability Services (ext. 2170).

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

CLEP examinations allow students to move through the academic curriculum at an accelerated pace. CLEP examinations may be taken by interested students in order to measure their

competence and proficiency in five general education areas (Business, Composition and Literature, Science and Mathematics, Foreign Languages, History and Social Sciences). Students should be aware of the following guidelines:

1. Fees are assessed for students wishing to earn college credit through the CLEP.
2. Not more than six Semester Hours of credit may be earned in any one area.
3. Not more than 30 Semester Hours of credit may be earned through the CLEP.
4. Transfer credits based on CLEP scores will be accepted, if the scores meet Bethune-Cookman University guidelines.

### **Requirements for applying for CLEP credit:**

1. Take the CLEP exam corresponding to the course that credit is desired.
2. Score the minimum score required to receive credit for the particular course.

### **Requirements for awarding of credit for CLEP Examinations:**

1. Students must review the College Board “CLEP Shorten Your Path to a College Degree” brochure and current “CLEP Information for Candidates” booklet.
2. Students must complete a CLEP REGISTRATION-ADMISSION FORM on the back of the “CLEP Information for Candidates” booklet and submit to Director of Testing with payments in order to schedule an appointment.
3. Students may retake a CLEP exam; however, they cannot retake the same test or exam for six months. Scores of exams repeated earlier than six months will be canceled and test fees forfeited. The CLEP program has a longstanding policy that exams may not be retaken within a six-month period.
4. Not more than six (6) Semester Hours of credit may be earned in any one area. (Additional Semester Hours of credit may be possible by special petition through the Department Chair or Area Coordinator of the specific area.)
5. Please allow at least 4-6 weeks for your CLEP scores to be processed and transferred to your transcripts. Graduating seniors must take the CLEP 90 days (3 months) prior to graduation (No Exceptions).
6. Not more than thirty (30) Semester Hours of credit may be earned by examination.
7. Transfer credits based on CLEP scores will be accepted if the scores meet Bethune-Cookman University’s standards for minimum required score.

8. Refer to the “Credit-by-Examination Policy for CLEP Examinations” for awarding of credit in applicable subject areas based on test score(s) [*Student is to receive “What Your CLEP Score Means” by the College Board at conclusion of exam(s).]*

## **HONORS COLLEGE**

### **Mission Statement**

The mission of the Honors College is to provide students with exceptional educational and personal growth opportunities within the context of an active community of students and faculty that share a dedication to academic distinction and personal scholarly achievement. The Honors College provides conventional coursework, labs, intensive seminars, symposiums, conferences, workshops, field trips, internships, fellowships, honor societies, study-abroad, student selected research projects and service experiences in a curricular array suitable for students from their freshmen to senior year. The Honors College and its programs provide rigorous, creative, faculty-student engagement, a dedication to academic integrity, and community enrichment.

### **Philosophy of the Honors College**

The Honors College is devoted to providing an array of formal and informal learning opportunities intended to deepen each student's overall experience at Bethune-Cookman University. Our goal is to encourage interaction between students and faculty that stimulates intellectual and student self-growth. We are dedicated to working with the rest of the B-CU faculty to develop well-crafted curricula as the foundation for the Honors College.

To achieve this, the Honors College heightens the level of communications at B-CU by promoting and nurturing in Honors students a direction of intellectual quest, and an inspired approach to learning. The Honors College joins the larger University community in promoting the significance of life-long learning among its students, faculty, administration and staff.

Students in Honors College are Presidential, Excelsior and Merit Scholars. Also, students with 3.3 and above GPA with approval of the Dean of Honors College are considered for Honors College.

### **General Education Curriculum - Honors**

EN 134-135 - College English I and II, Honors - 6 Hours

HON 201 – Honors Colloquium – 0 Hours

MAT 141 - College Algebra, Honors - 3 Hours

MAT 142 - College Mathematics, Honors - 3 Hours

MAT 143 - Applied Calculus I, Honors\* - 3 Hours

MAT 144 - Applied Calculus II, Honors\* - 3 Hours

RE 261 - Critical Reading, Honors - 3 Hours

RP 240 - Ethics, 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 233 - Romanticism to Contemporary Humanities, Honors – 3 Hours

RP 230 - Ethics, Honors – 3 Hours

RP 241- Religions of the World, Honors – 3 Hours

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

The library collection contains over 140,000 volumes, as well as print and electronic periodicals, microforms and other electronic media. 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, EBSCO, Britannica Online, JSTOR, Black Studies Center, CREDO, and others other prominent scholarly resources.

As a member of the Northeast Florida Library Network (NEFLIN), Independent Colleges and Universities of Florida (ICUF), Historically Black and Colleges and Universities Library Alliance, and LYRASIS, the Swisher Library has access to other resources and collections in Florida and around the country through consortia agreements and inter-library loan programs.

The Carl S. Swisher Library/Learning Resource Center (LRC) also houses seven conference rooms for group study, an exhibition area, a Bibliographic Instructional (BI) lab for library instructional classes, and the university archives. Special collections include: the Mary McLeod Bethune; the Attica Collection; and the Black Collection of books by and about Blacks. The archival area is the repository for documentary, photographic and other materials of historic value to the University and the community. Although the Library provides wireless access for laptop computers, there are also 2 computer labs computers which have a total of 97 computers throughout the building.

The Carl S. Swisher Library/LRC serves as a major focus for improving learning, teaching, and research. It addresses the academic, administrative, and cultural needs of the University through the provision of resources identified above as well as consultative services offered to faculty, staff, students, and visitors.

## **ACADEMIC COMPUTING**

The Office of Academic Computing has established a Student Support Program that focuses on student success in the areas of technology use and support. Students also have access to computer labs throughout campus. Each computer lab has access to all necessary hardware and software used for instruction at B-CU. Students receive training on the use of Blackboard through their instructor. Students are also offered several training opportunities with software that is used in their courses. Students may also request one-on-one training through Academic Computing.

## CAREER AND PROGRAM SERVICES

The Office of Career and Programs Services provides individual and group career based sessions assisting students in the career development process. Our area offers career assessment inventories, employability skills sessions, such as Resume Writing, Mock Interviewing, Networking, Internships, The Job Application Process and many others.

Recruiters and Human Resource Professionals also facilitate career/internship sessions providing essential information regarding their companies and other professional development initiatives.

A Graduate School Fair is held in the Fall and our annual Career Fair in the Spring. Preparation sessions are held prior to each event.

Among the services provided is graduate school counseling, a service by which students are advised on the process of applying for and obtaining graduate study.



**Wildcats getting fit with Fun Run**

# THE GENERAL EDUCATION CURRICULUM

## **INTRODUCTION:**

The General Education Curriculum is a coordinated program of courses that provide opportunities for students enrolled in Bethune-Cookman University to demonstrate the general education competencies. The General Education Curriculum is a substantial component of each undergraduate degree, ensures a breadth of knowledge, and is based on a coherent rationale. The required coursework does not narrowly focus on skills, techniques, and procedures specific to a particular occupation or profession; instead, coursework draws from the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics.

## **MISSION FOR THE PROGRAM:**

Undergirding the General Education Curriculum is the University's stated mission, "...to develop global leaders committed to service, life-long learning and diversity by providing a faith-based environment of academic excellence and transformative experiences." The General Education Curriculum provides all students, regardless of major, with an education grounded in our mission and core values.

## **PHILOSOPHY AND RATIONALE:**

The primary goal of the general education program at Bethune-Cookman University is to provide a solid foundation in the areas of the curriculum that supports our Institutional Student Learning Outcomes. The Student Learning Outcomes are: The African-American Experience, Faith, Reasoning, Moral and Ethical Judgment, Knowledge of Human Cultures, Literacy and Communication, Leadership, Service and Entrepreneurship and Practical Knowledge and Skills.

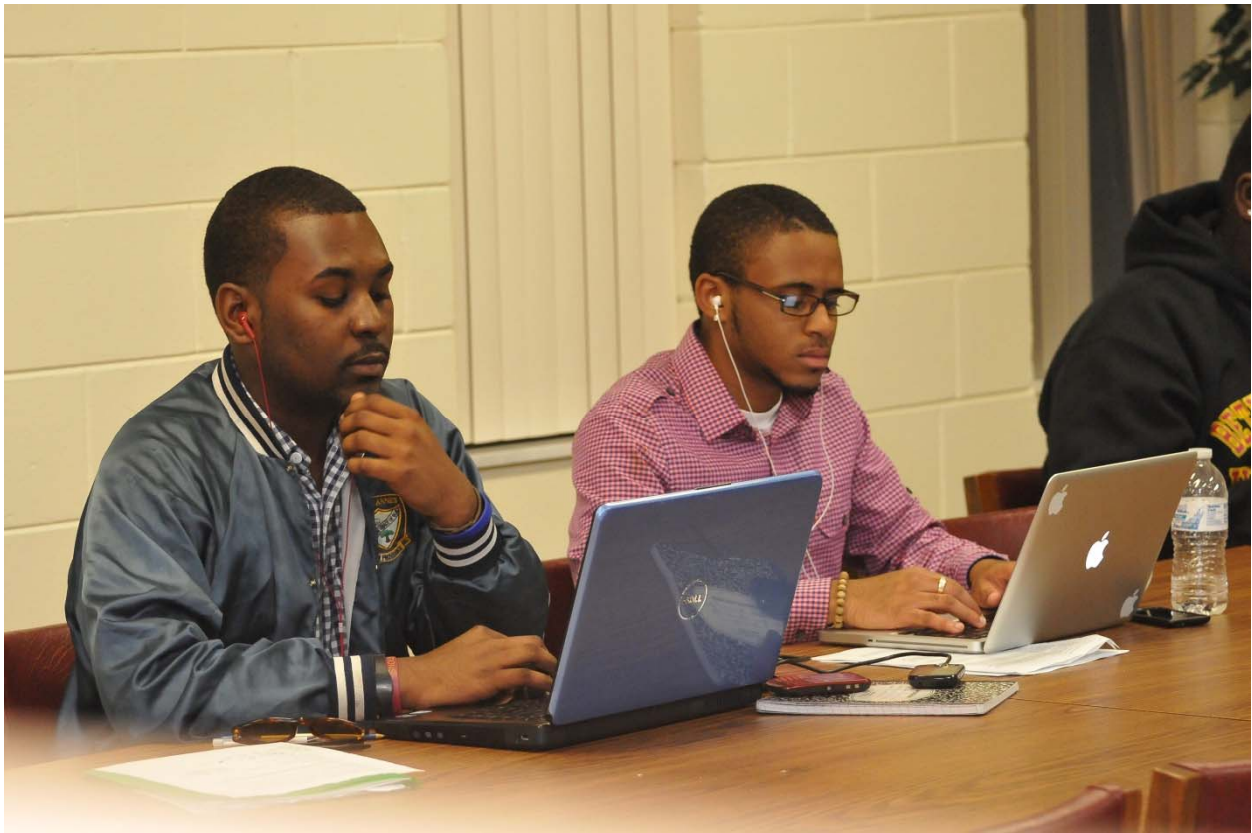
In addition, the learning outcomes constitute the foundation upon which degree programs build specific knowledge, skills and disposition. The Institutional Student Learning Outcomes are:

- ***The African American Experience*** - Graduates demonstrate an understanding of the foundational social, political, economic, and cultural role African Americans played in the development of the United States.
- ***Faith*** – Graduates are able to articulate knowledge of Christian traditions and values, and apply this knowledge to analyze the faith commitments in other world religions.
- ***Reasoning*** – Graduates are able to reason, analyze, and think critically to solve complex problems quantitatively and scientifically in their professional and personal life.
- ***Moral and Ethical Judgment*** – Graduates are able to clearly articulate and apply their knowledge of ethics and aesthetic values, particularly in terms of a study of social justice, to determine and defend actions which improve our society.

- ***Knowledge of Human Cultures*** – Graduates are able to analyze, compare, and assess the values, arts, social structures, and material practices of world cultures.
- ***Literacy and Communication*** – Graduates are able to use technology to gather and evaluate information in order to interpret and communicate complex ideas using written, oral, and visual media. Graduates are able to use digital environments to communicate and work collaboratively.
- ***Leadership, Service and Entrepreneurship*** - Graduates demonstrate true servant-leadership in keeping with Dr. Mary McLeod Bethune's imperative that students "enter to learn and depart to serve." Graduates have vision, strategic planning and collaboration skills to translate ideas into action and to promote the growth and well-being of people and communities to which they belong.
- ***Practical Knowledge and Skills*** – When applying discipline-specific principles, graduates are able to discriminate among possible solutions, selecting and supporting those that take into consideration societal impact (e.g., the health, safety, and empowerment of others).

The University's General Education Curriculum core includes 45 credit Hours of mission-aligned and outcome-driven courses:

African-American History	3 Credit Hours
English	6 Credit Hours
Entrepreneurship	1 Credit Hour
Ethics	2 Credit Hours
Fine Arts and Humanities	3 Credit Hours
Freshman Seminar	2 Credit Hours
Health and Wellness	1 Credit Hour
Leadership	1 Credit Hour
Mathematics	6 Credit Hours
Modern Language	6 Credit Hours
Oral Communication	2 Credit Hours
Religion	3 Credit Hours
Science	6 Credit Hours
Social Science	3 Credit Hours



**Figure 1 Students Using Technology to enhance Learning.**



**Fine Arts Building**

# COLLEGE OF ENTREPRENEURSHIP & BUSINESS

The College of Entrepreneurship & Business recognizes that leadership is more than a position. It is an action. Mastery of the major tenets of business is accomplished through innovative and cutting edge technologies and systems. Students are trained in Accounting, Business Administration, Entrepreneurship, Finance, Information Systems Management, Management, Marketing, International Business, and Hospitality Management. Activities are designed to help students become critical and analytical thinkers, and effective communicators who exemplify the highest levels of ethical and moral behavior.

## OBJECTIVES

The objectives of the College of Entrepreneurship & 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.

## STUDENT LEARNING OUTCOMES

Students who complete CEB programs, will be able to possess the following competencies:

**SSLO1. Critical Thinking** - Analyze and evaluate both critical thinking and problem solving skills, individually and collaboratively, across all disciplines.

**SSLO2. Technology** - Consider and formulate technological competencies required for handling vital business information and decision making.

**SSLO3. Ethics** - Evaluate the professional code of conduct within their discipline and adapt ethical behavior in their professional lives.

**SSLO4. Communication** – Prepare and express communication skills, written, orally, and visually to diverse audiences within individual and collaborative learning environments.

**SSLO5. General Knowledge** – Distinguish and integrate general knowledge across business and other disciplines.

**SSLO6. Globalization** – Differentiate key global and diverse components of countries' business environments and assess how environmental components differ across countries.

**SSLO7. Civic Engagement** - Consider and support civic responsibility and engagements with a commitment to active citizenship.

**SSL08. Life Long Learner** - Formulate the groundwork to become a lifelong learner through ongoing personal and professional development.

### **CEB General Requirements:**

Students are required to complete the Business Core and must earn a "C" or better in all business courses. Students are required to complete the standardized, comprehensive College of Entrepreneurship and Business Exit Exam, Major Field Test (MFT) for Business, or a comparable comprehensive exam, designed for their specific major. 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 the following courses to satisfy General Education Requirements:

- MAT 134 and MAB 138 - Math Requirements
- RP 200 or 300 Elective - RP 241 Preferred Business

Core\*:.....59 Hours

- AC 231 Principles of Accounting I
- AC 231L Accounting I Lab
- AC 232 Principles of Accounting II
- AC 232L Accounting II Lab
- BA 110 Introduction to Business
- BA 231 Microeconomics
- BA 232 Macroeconomics
- BA 234 Legal and Ethical Environment of Business
- BA 236 Business Statistics
- BA 237 Quantitative Tools and Methods
- BA 360 Business Communication
- BA 499 Capstone Course
- BL 230 Business Leadership and Professional Development
- FI 335 Corporate Finance
- IB 350 International Business
- ITM 100 Computer Literacy
- ITM 110 Business Computer Applications for Microcomputers
- ITM 200 Information Systems Essentials
- MG 300 Management and Organizational Behavior
- MG 493 Business Ethics

- MG 495 Business Strategy and Policy
- MK 341 Principles of Marketing

**\*Core courses may differ for Hospitality Management Majors**

### **Dress Policy:**

All B-CU College of Entrepreneurship & Business “students,” faculty,” and “staff,” without exception, are required to "Dress Professionally" each Tuesday and Wednesday (8:00 am – 5:00pm), as well as during all CEB sponsored functions, and activities.

The College of Entrepreneurship & Business at Bethune-Cookman University, strongly maintains the traditional notion of acceptable professional dress. The “appearance” of every business student plays a pivotal role in maintaining a business centered, successful learning environment. In order to achieve a holistic professional and educational experience, the College of Entrepreneurship & Business has adopted the following guidelines as part of the dress code policy:



The dress code applies not only during class time, but throughout the day (irrespective, of whether one is conducting business in, or merely visiting the Holmes Business Bldg.).

Guests from other Colleges, may not abide by this dress code on Tuesdays, but must fully comply on Wednesdays, per B-CU university-wide standards.

- Mondays: Business Casual
- Tuesdays: Formal Business Attire
- Wednesdays: Formal Business Attire
- Thursdays: Business Casual
- Fridays: CEB Shirt /Business Casual

All students, faculty, and staff **MUST**, without exception, wear their CEB Shirt / Business Casual (as in Friday wear), when engaging in Experiential Learning Fridays (ELFs), Entrepreneurship Learning Community work, whether on, or off Campus, irrespective of the day of the week this may occur.

### **Acceptable Dress Code Guidelines:**

- Women:** Business suits consisting of matching jacket and bottom in conservative dark colors. Navy, dark gray, and black. Black is preferred for evening events.  
**{Suit Skirt/Dress}:** Knee length required. The split should be in the back, 3-6 inches. Tight and miniskirts are unacceptable for business.  
**{Pantsuits}:** Are acceptable
- Pumps:** Wear black, or navy blue, basic pumps with heels up to 1 to 2 inches

No suede, pattern, fabric multicolor trimming, laces, straps or decorative pumps. No open-toed or open-heeled shoe; no flips flops or sandals.

**Men Suit** A suit is a must! Conservative, 2 or 3 buttons single or double-breasted suits are acceptable. Navy, dark gray, and black conservatively tailored (cuffs). Black is preferred for evening events. Long suit jackets are unacceptable. Conservative ties (Bowties are not acceptable).

**Shoes:** Black leather; laces or loafers, cordovan, or brown classic lace-up, shined, and in good shape/repair. No cloth fabric or skin (gators.) No buckles; no athletic apparel. Patent leather shoes, sandals and brogans are unacceptable. Shoes should have no metal ornaments, or designs on them.

The College of Entrepreneurship & Business Dress Code Policy bans caps, do-rags, hoods, torn, bleached, clothing, sexually explicit wear, and “sagging” trousers.

Unless medical documentation is provided, sunglasses or “shades” will not be worn in classrooms or during indoors business programs and activities.

**Everyone is required to purchase College of Entrepreneurship & Business dress shirt (\$35) to be worn during Experiential Learning Fridays, business functions, and community service activities and events. Payments for the shirt, can be made directly to the cashier’s office at (386) 481-2289.**

**CEB provides dress code compliance assistance for students with limited resources.**

## OFFERINGS

### 1. Degree of Bachelor of Science in the following areas:

Accounting  
Business Administration  
Finance  
Hospitality Management  
Information Systems Management

### 2. Minors:

**Accounting Majors** - A minor within the College of Entrepreneurship and Business is offered in Business Administration and Hospitality Management

Business Administration.....9 Credit hours beyond the business core of 300-400 level business courses

Hospitality Management.....18 Hours in HM courses please refer to the HM program

**Business Administration Majors** – A minor within the College of Entrepreneurship and Business is offered in Hospitality Management. Please refer to the HM program

**Hospitality Management Majors**- A minor within the College of Entrepreneurship and Business is offered in Business Administration and Culinary Arts.

Business Administration.....9 Credit hours within the business core

- BA 231 and/or BA 232 (*both BA 231 and BA 232 are required to satisfy the minor requirement*)
- ITM 200
- A 300-400 Business Elective

Culinary Arts.....17 Credit hours within Culinary Arts

- CUL 105
- CUL 301
- CUL 302
- CUL 303
- CUL 304
- CUL 305

**Non-Business Majors**- A minor in the College of Entrepreneurship and Business is offered in Business Administration, Hospitality Management or Culinary Arts

Business Administration.....23 Credit Hours

- AC 231 and AC 231 Lab
- AC 232 and AC 232 Lab
- BA 110
- BA 232
- MG 300
- MK 341
- One 300 or 400 Level Business Elective Course (MUST be Pre-Approved)

Hospitality Management.....25 Credit Hours

- AC 231 and ACL 231 Lab
- MG 300
- 18 hours of HM courses; refer to HM program

## **DEPARTMENT OF ACCOUNTING**

The Department of Accounting offers a degree program leading to the Bachelor of Science in Accounting.

### **PROGRAM STUDENT LEARNING OUTCOMES (PSLO)**

- PSLO 1.** Demonstrate the ability to understand the uses of accounting information by investors, creditors and managers including hands-on learning techniques.
- PSLO 2.** Demonstrate the ability to use accounting concepts and techniques essential to the administration of business enterprises and the accounting cycle for financial statement presentations.
- PSLO 3.** Demonstrate the ability to understand accounting for manufacturing, merchandising, and the service industries.
- PSLO 4.** Demonstrate an understanding of generally accepted accounting principles (GAAP) and how they relate to financial statements.
- PSLO 5.** Demonstrate the ability to understand ethical behavior and social responsibility relating to accounting and auditing issues.
- PSLO 6.** Demonstrate the ability to effectively communicate and apply analytical skills to accounting information.

### **Bachelor of Science in Accounting**

The Bachelor of Science degree in Accounting is a four year program that provides an excellent foundation in accounting and business. Its conceptual focus is designed to prepare students for success in a constantly evolving business environment and to also prepare students for graduate studies. Today's global business environment brings new opportunities and challenges to the accounting profession. New business reporting models, international financial reporting standards, financial disclosure, corporate governance, fraud prevention, and government regulations are all shaping the future of the profession. New business reporting models, international financial reporting standards, financial disclosure, corporate governance, fraud prevention, and government regulations are all shaping the future of the profession.

### **Admission to the Program**

A formal declaration of major and satisfactory completion of Accounting I w/Lab and II w/Lab (AC231, AC231L and AC 232, AC232L).

## **Major Requirements**

Students are required to complete 27 Credit Hours of 300-400 Level Accounting courses, apart from Principles of Accounting I and II, and must earn a "C" or better in all courses.



### 2014 - 2015 Bethune-Cookman University

#### Accounting : Total Semester Hours=124

Freshman Year								
First Semester				Second Semester				
EN	131	College English I	3	EN	132	College English II	3	
MAT	134	College Algebra	3	MAB	138	Business Calculus	3	
FC	110	Freshman Seminar I	1	BA	110	Introduction to Business	3	
HI	130	African American History	3	BI	131	General Biology	3	
ITM	110	Bus. Computer App	3	FC	111	Freshman Seminar II	1	
ES	130	Environmental Science	3	RELI	110	Understanding Religion	3	
PE		Health and Wellness	1					
			<b>Total</b>	<b>17</b>				<b>Total</b>
								<b>16</b>
Sophomore Year								
First Semester				Second Semester				
AC	231	Accounting I	3	AC	232	Accounting II	3	
ACL	231	Accounting I – Lab	1	ACL	232	Accounting II – Lab	1	
BA	231	Microeconomics	3	BA	232	Macroeconomics	3	
BA	236	Business Probability & Statistics	3	BA	334	Business Law II	3	
BL	230	Leadership & Professional Development	2	BA	360	Business Communication	3	
HU		Humanities	3	BAL	360	Oral & Business Communication Lab	0	
BA	234	Business Law I	3			Interdisciplinary Social Science	3	
			<b>Total</b>	<b>18</b>				<b>Total</b>
								<b>16</b>
Junior Year								
First Semester				Second Semester				
AC	333	Intermediate Accounting	3	AC	330	Accounting Info. Systems	3	
AC	341	Cost Accounting	3	AC	334	Intermediate Accounting II	3	
AC	338	Income Tax	3	AC	439	Income Tax II	3	
MG	300	Management Org. Behavior	3	IB	350	International Business	3	
MK	341	Principles of Marketing	3	ML	132	Modern Language	3	
ML	131	Modern Language	3					
			<b>Total</b>	<b>18</b>				<b>Total</b>
								<b>15</b>
Senior Year								
First Semester				Second Semester				
AC	335	Intermediate Accounting II	3	AC	435	Advanced Accounting	3	
AC	431	Auditing	3	AC	450	Government Accounting	3	
FI	335	Corporate Finance	3	AC		CPA Review	3	
MG	493	Business Ethics	3	BA	499	Capstone Course	3	
			<b>Total</b>	<b>12</b>				<b>Total</b>
								<b>12</b>

General Education Courses are in the shaded area.

\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.

\*\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.

\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)

\*Students have the choice of completing an Internship or selecting a 300+Business Elective in the Junior Year.

+++ 300 or higher and 400 or higher

## **DEPARTMENT OF BUSINESS ADMINISTRATION**

The Department of Business Administration offers a degree program leading to a Bachelor of Science in Business Administration and offers Business Administration with an emphasis in Management, and Marketing.

### **PROGRAM STUDENT LEARNING OUTCOMES (PSLO)**

- PSLO 1.** Demonstrate the ability to evaluate and understand risk, returns, management theories, effective decision making, critical thinking, planning and measuring profitability through case studies, projects and other assignments.
- PSLO 2.** Demonstrate the ability to understand the uses of technology concepts by managers, including hands-on learning techniques.
- PSLO 3.** Demonstrate the ability to understand ethical behavior and social responsibility in the workplace and satisfy stakeholders' interests.
- PSLO 4.** Demonstrate the ability to use effective communication skills both written and oral through case studies, business plans, and/or oral presentation and research papers.
- PSLO 5.** Demonstrate an acceptable level of learning competencies across business discipline (i.e. courses) that encompass each functional area of core business curriculum.
- PSLO 6.** Demonstrate satisfactory skills and abilities in doing business across international boundaries and discuss the impact of global competitiveness on multinational organizations through internships, research and/or presentations.
- PSLO 7.** Demonstrate an acceptable level of engagement in community service.

### **Bachelor of Science in Business Administration**

The Business Administration degree program is designed to prepare graduates with the requisite knowledge, skills, and values to effectively apply various business principles and tools in an organizational setting. The program is designed to bridge the gap between theory and practical application, while examining the areas of accounting, critical thinking and decision-making, finance, business law, leadership, management, marketing, organizational behavior, research and evaluation, and technology. Students are required to demonstrate a comprehensive understanding of the undergraduate business curricula through an integrated capstone course. Upon graduation, students will be adequately prepared for entry into the public and private sectors as entry-level managers.

**Admission to the Program:** Through a formal declaration of major.

## **Business Administration Minor**

Students majoring in Accounting and International Business can earn a minor in Business Administration by completing nine Hours beyond the business core of 300 or 400 level courses in Business Administration or any emphasis within Management or Marketing.

## **Major Requirements**

Students are required to complete 24 credit Hours beyond the Core Business Courses and must earn a "C" or better in all business courses. All students are required to successfully pass a standardized, comprehensive School of Business Exit Examination (MFT for Business) before the last Semester of their senior year.



## 2014 - 2015 Bethune-Cookman University

### Business Administration : Total Semester Hours=122

Freshman Year									
First Semester				Second Semester					
EN	131	College English I	3	EN	132	College English II	3		
MAT	134	College Algebra	3	MAB	138	Business Calculus	3		
FC	110	Freshman Seminar I	1	BA	110	Introduction to Business	3		
HI	130	African Amer. Hist.	3	BI	131	General Biology	3		
ITM	110	Bus. Computer App	3	FC	111	Freshman Seminar II	1		
ES	130	Environmental Science	3	RELI	110	Understanding Religion	3		
PE	113	Health and Wellness	1						
			<b>Total</b>	<b>17</b>				<b>Total</b>	<b>16</b>
Sophomore Year									
First Semester				Second Semester					
AC	231	Accounting I	3	AC	232	Accounting II	3		
ACL	231	Accounting I – Lab	1	ACL	232	Accounting II – Lab	1		
BA	231	Microeconomics	3	BA	232	Macroeconomics	3		
BA	236	Business Probability & Statistics	3	BA	234	Business Law	3		
BL	230	Leadership & Professional Development	2	ML	132	Modern Language	3		
HU		Humanities	3			Interdisciplinary Social Science	3		
ML	131	Modern Language	3						
			<b>Total</b>	<b>18</b>				<b>Total</b>	<b>16</b>
Junior Year (Summer Internship*-3 credit hours)									
First Semester				Second Semester					
BA	360	Business and Oral Communication	3	+++	300	Business Elective –	3		
BAL	360	Communications- Lab	0	+++	300	Business Elective- Accounting or Finance	3		
FI	335	Corporate Finance	3	+++	300	Business Elective – ITM	3		
ITM	200	In fo. Systems Essentials	3	BA	237	Quantitative Tool & Methods	3		
MG	300	Management Org. Behavior	3	IB	350	International Business	3		
MK	341	Principles of Marketing	3	MG	350	Production Management	3		
			<b>Total</b>	<b>13</b>				<b>Total</b>	<b>18</b>
Senior Year									
First Semester				Second Semester					
+++	300	Business Elective	3	+++	400	Business Elective	3		
+++	300	Business Elective	3	+++	400	Business Elective	3		
BA	312	Research Methods	3	BA	499	Capstone Course	3		
MG	493	Business Ethics	3	IB	470	International Management	3		
			<b>Total</b>	<b>12</b>				<b>Total</b>	<b>12</b>

**General Education Courses are in the shaded area.**

**\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.**

**\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.**

**\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)**

**\*Students have the choice of completing an Internship or selecting a 300+Business Elective in the Junior Year.**

**+++ 300 or higher and 400 or higher**



## 2014 - 2015 Bethune-Cookman University

### Business Electives

<u>Accounting Electives</u>			<u>Finance Electives</u>			
AC	336	Mangerial Accounting	3	FI	310 Personal Finance	3
AC	338	Income Tax I	3	FI	330 Money and Banking	3
AC	439	Income Tax II	3	FI	363 Equity Securities & Mkts	3
				FI	390 Investments	3
				FI	462 Financial Futures & Options	3
<u>Entrepreneurship Electives</u>			<u>Management Electives</u>			
ENT	350	Entrepreneurship	3	MG	350 Production Management	3
ENT	315	Financing New Bus Ventures	3	MG	360 Human Resource Mgmt	3
ENT	320	Entrepreneurship and Small	3	MG	385 Problem of Supervision	3
				MG	411 Seminar in Management	3
<u>Marketing Electives</u>			<u>ITM Elective</u>			
MK	350	Consumer Behavior	3	ITM	200 Information Systems Essen	3
MK	360	Promotional Stategies	3	ITM	222 Enterprise Info Systems	3
MK	370	Sales Management	3	ITM	302 Business Process Modl & Mgmt	3
MK	400	Marketing Research	3	ITM	402 IS Project Management	3
MK	410	Marketing Systems	3	ITM	432 IT Audits & Controls	3
MK	411	Seminar in Marketing	3			
MK	415	Creating Customer Value	3			
<u>International Business</u>			<u>Hospitality Elective</u>			
IB	365	International Economics	3	HM	230 Principles of Tourism	3
IB	400	Seminar in Global Issues	3	HM	431 Guest Service Management	3
IB	420	Int'l Finance and Trade	3	HM	432 Conf. & Conv. Management	3
IB	440	Int'l Marketing	3	HM	440 Vacation Ownership & Resort Development	3
IB	455	Int'l HR Management	3	HM	462 Culture and Cuisine	3
IB	470	Int'l Management	3			
<u>Free Electives ##</u>						
PS	231	General Psychology	3			
SS	130	Intro to Social Science	3			

## Free elective means you can take any course you want as long as you meet the Course Pre-Requisites. It is prefered that students take PS 231 General Psychology or SS 130 Intro to Social Science.

## **DEPARTMENT OF FINANCE**

The Department of Accounting offers a degree program leading to the Bachelor of Science in Finance.

### **PROGRAM STUDENT LEARNING OUTCOMES (PSLO)**

**PSLO 1.** The student will exhibit the skills necessary to successfully pass a government finance licensing exam.

**PSLO 2.** The student will exhibit the skills necessary to successfully manage a portfolio of funds in real time.

**PSLO 3.** The student will demonstrate an understanding of generally accepted accounting principles (GAAP) and how they relate to financial statements analysis.

**PSLO 4.** The student will demonstrate the skills necessary to evaluate a long term capital project using capital budgeting techniques.

**PSLO 5.** The student will demonstrate the ability to understand ethical behavior and social responsibility relating to finance issues.

**PSLO 6.** The student will demonstrate the ability to communicate effectively.

### **Bachelor of Science in Finance**

The Bachelor of Science degree in Finance is a four year program that provides an excellent foundation in finance. Its conceptual focus is designed to prepare students for success in a constantly evolving business environment and to also prepare students for graduate studies. Today's global business environment brings new opportunities and challenges to the finance profession. New business reporting models, international financial reporting standards, financial disclosure, corporate governance, fraud prevention and government regulations are all shaping the future of the finance profession.

### **Admission to the Program**

A formal declaration of major and a GPA of at least a 3.0.

### **Major Requirements**

Students are required to complete 16 credit Hours of finance courses and 15 Hours of accounting courses, apart from Principles of Accounting I and II and must earn a "C" or better in all courses taken in the School of Business. They must also pass all courses in the General Education

Department at Bethune-Cookman University and all required common core business courses in the School of Business. Finance students are also required to successfully pass a comprehensive exit examination prior to graduation.

**Required Finance Courses:**

FI 363 Equity Securities	3 Hours
FI 390 Investments	3 Hours
FI 462 Financial Futures & Options	3 Hours
FI 463 Advanced Finance	3 Hours
FI 391 Equity Trading	1 Hour
FI 392 Futures Trading	1 Hour
FI 393 Index Trading	1 Hour
FI 394 ETF Trading	1 Hour
 TOTAL	 16 Hours

**Required Accounting Courses:**

AC 333 Intermediate Accounting I	3 Hours
AC 333 Intermediate Accounting II	3 Hours
AC 338 Tax	3 Hours
AC 341 Cost Accounting	3 Hours
AC 435 Advanced Accounting	3 Hours
 TOTAL	 15 Hours


**2014 - 2015 Bethune-Cookman University**
**Finance : Total Semester Hours=125**

<b>Freshman Year</b>							
<u>First Semester</u>				<u>Second Semester</u>			
EN	131	College English I	3	EN	132	College English II	3
MAT	134	College Algebra	3	MAB	138	Business Calculus	3
FC	110	Freshman Seminar I	1	BA	110	Introduction to Business	3
HI	130	African Amer. Hist.	3	BI	131	General Biology I	3
ITM	110	Bus. Computer App	3	FC	111	Freshman Seminar II	1
ES	130	Intro Environmental Science	3	RELI	110	Understanding Faith	3
PE		Health and Wellness	1				
			Total				Total
			17				16
<b>Sophomore Year</b>							
<u>First Semester</u>				<u>Second Semester</u>			
AC	231	Accounting I	3	AC	232	Accounting II	3
ACL	231	Accounting I – Lab	1	ACL	232	Accounting II – Lab	1
BA	231	Microeconomics	3	BA	232	Macroeconomics	3
BA	234	Business Law	3	FI	335	Corporate Finance	3
BL	230	Leadership & Professional Development	2	ML	132	Modern Language	3
HU		Humanities	3			Interdisciplinary Social Science	3
ML	131	Modern Language	3	FI	391	Equity Trading	1
			Total				Total
			18				17
<b>Junior Year</b>							
<u>First Semester</u>				<u>Second Semester</u>			
AC	333	Intermediate Acct. I	3	AC	334	Intermediate Acct. II	3
BA	236	Business Probability & Statistics	3	BA	237	Quantitative Tool & Methods	3
BA	360	Business and Oral Communication	3	FI	390	Investments	3
BAL	360	Communications Lab	0	FI	392	Futures Trading	1
FI	363	Equity Securities & Markets	3	MK	341	Principles of Marketing	3
MG	300	Management Org. Behavior	3	ITM	200	Info. Systems Essentials	3
			Total				Total
			15				16
<b>Senior Year</b>							
<u>First Semester</u>				<u>Second Semester</u>			
AC	341	Cost Accounting	3	AC	435	Advanced Accounting	3
BA	312	Research Methods	3	BA	499	Capstone Course	3
FI	462	Financial Futures & Options	3	FI	394	ETF Trading	1
FI	393	Index Trading	1	FI	463	Advanced Finance	3
IB	350	International Business	3	MG	493	Business Ethics	3
			Total				Total
			13				13

**All students MUST see a Student Success Coach to review the details of the vertical curriculum and prerequisites requirements.**

**General Education Courses are in the shaded area.**

**\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.**

**\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.**

**\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)**

## **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.

### **Major Requirements**

Students are required to take 48 credit Hours in lodging, food and travel courses and 38 credit Hours from course offerings throughout the School of Business including two mandatory internships requiring a minimum Grade Point Average of 2.5. Students must earn a "C" or better average in all Business/Hospitality Management courses.

**All students are required to successfully pass a Hospitality Management Senior Exit Examination before the last Semester of their senior year.**


**2014 - 2015 Bethune-Cookman University**
**Hospitality Management : Total Semester Hours=125**
**Freshman Year**

<u>First Semester</u>				<u>Second Semester</u>			
EN	131	College English I	3	EN	132	College English II	3
MAT	134	College Algebra	3	MAB	138	Business Calculus	3
FC	110	Freshman Seminar I	1	BI	131	General Biology I	3
ES	130	Intro to Environmental Science	3	FC	111	Freshman Seminar II	1
HI	130	African American History	3	HM	110	Intro to Hospitality Industry	3
ITM	110	Bus. Computer App.	3	RELI	110	Understanding Religion	3
		Entrepreneurship Seminar	1	ITS	190	Internship I	1
PE	113	Health and Wellness	1				
		<b>Total</b>	<b>18</b>			<b>Total</b>	<b>17</b>

**Sophomore Year**

<u>First Semester</u>				<u>Second Semester</u>			
AC	231	Accounting I	3	AC	232	Accounting II	3
ACL	231	Accounting I – Lab	1	ACL	232	Accounting II – Lab	1
BL	230	Leadership & Professional Development	2	BA	236	Bus. Probability & Statistics	3
HM	230	Principles of Tourism	3	HM	260	Food Prep. & Plan. II	3
HM	XXX	Food Planning and Preparation I	3	HML	260	Food Prep. & Plan. II	1
HU		Humanities	3			Interdisciplinary Social Science	3
ML	131	Modern Language	3	ML	132	Modern Language	3
				ITS	290	Internship II	1
		<b>Total</b>	<b>18</b>			<b>Total</b>	<b>18</b>

**Junior Year**

<u>First Semester</u>				<u>Second Semester</u>			
HM	XXX	Lodging Operations	3	HM	XXX	Food and Beverage Mngt.	4
HM	331	Hospitality Law	3	HM	330	Hosp. Marketing	3
BA	231/232	Microeconomics OR Macroeconomics	3	FI	335	Corporate Financial Mgmt.	3
BA	360	Business and Oral Communications	3	MG	300	Management & Organization Behavior	3
BAL	360	Communications Lab	0	ITS	390	Internship III	1
		HM, BUS or CUL Elective #	3				
		<b>Total</b>	<b>15</b>			<b>Total</b>	<b>14</b>

**Senior Year**

<u>First Semester</u>				<u>Second Semester</u>			
HM	345	Event Management	3	HM	499	Hospitality Capstone Course	3
HML	345	Event Management Lab	1	HM	421	Hospitality Purchasing & Cost Control	3
MG	493	Business Ethics	3	HM	443	Facilities Engineering Design	3
HM	360	Hosp. Human Resource Man.	3			HM, BUS or CUL Elective #	3
BA	312	Research Methods	3				
		<b>Total</b>	<b>13</b>			<b>Total</b>	<b>12</b>

General Education Courses are in the shaded area.

\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.

\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.

\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)

\*Students have the choice of completing an Internship or selecting a 300+ Business Elective in the Junior Year.

+++ - 300 or higher and 400 or higher

## **DEPARTMENT OF INFORMATION SYSTEMS MANAGEMENT**

The Department of Information Systems Management offers a degree leading to the Bachelor of Science in Information Systems Management.

The mission of the IS Department is to provide a learning-centered environment that enables students, faculty, and staff to achieve their goals and to empower our students to compete on a global level for careers in government, industry, secondary education, and acceptance to graduate school.

The Department provides programs in information systems. The curricula offers opportunities for students to develop a sound understanding of IS fundamentals as well as specialized theories, practices, and ethics that enhance their learning.

The IS faculty is committed to providing high-quality education, individual guidance and assistance to students, helping them to develop the attributes of critical thinking, effective communication, lifelong learning, and individual integrity while pursuing their academic goals as well as engaging in scholarly activities to enhance our classes, involve students and, to assist in the economic development of the region through partnerships with industry, non-governmental community organizations, and entrepreneurs.

### **Program Student Learning Outcomes (PSLO)**

- PSLO 1.** Demonstrate independent and critical thinking skills, as well as the ability to be innovative within the global environment. Measured through Case Studies, Projects, Research, Presentation and Internships. Demonstrate competency on taught skills and productivity improvements over time.
- PSLO 2.** Demonstrate professional skills, collaborative, multicultural team efforts, and technological competency. Measured through Case Studies, Projects, Research and Presentations.
- PSLO 3.** Demonstrate the ability to create, compile, synthesize and deliver professional presentations (oral and written). Measured through Case Studies, Projects, Research Presentations, and Internships.
- PSLO 4.** Demonstrate the ability to comprehend, synthesize and evaluate ethical issues within a global context, Measured through Case Studies, Articles, Videos, News Item Reviews, Projects, Research and Presentations. Demonstrate a desire to engage in

community service activities. Measured through participation in community service activities, and Internships.

### **Bachelor of Science in Information Systems Management**

The Bachelor of Science degree in Information Systems Management is a four year degree that provides an excellent foundation in information systems and business. Its conceptual focus is to prepare students for success in a constantly evolving global business environment and to also prepare students for graduate studies.


**2014 - 2015 Bethune-Cookman University**
**Information Systems Management : Total Semester Hours=124**

Freshman Year									
First Semester				Second Semester					
EN	131	College English I	3	EN	132	College English II	3		
MAT	134	College Algebra	3	MAB	138	Business Calculus	3		
FC	110	Freshman Seminar I	1	BA	110	Introduction to Business	3		
HI	130	African Amer. Hist.	3	BI	131	General Biology I	3		
ITM	110	Bus. Computer App	3	FC	111	Freshman Seminar II	1		
ES	130	Environmental Science	3	RELI	110	Understanding Faith	3		
PE		Health and Wellness	1						
			<b>Total</b>	<b>17</b>				<b>Total</b>	<b>16</b>
Sophomore Year									
First Semester				Second Semester					
AC	231	Accounting I	3	AC	232	Accounting II	3		
ACL	231	Accounting I – Lab	1	ACL	232	Accounting II – Lab	1		
BA	231	Microeconomics	3	BA	232	Macroeconomics	3		
BL	230	Leadership & Professional Development	2	BA	234	Business Law	3		
HU		Humanities	3	ML	132	Modern Language	3		
ITM	200	Info. Systems Essentials	3			Interdisciplinary Social Science	3		
ML	131	Modern Language	3						
			<b>Total</b>	<b>18</b>				<b>Total</b>	<b>16</b>
Junior Year									
First Semester				Second Semester					
BA	236	Business Probability & Statistics	3	BA	237	Quantitative Tool & Methods	3		
BA	360	Business and Oral Communication	3	FI	335	Corporate Finance	3		
BAL	360	Communications- Lab	0	IB	350	International Business	3		
CS	330	Databases	3	ITM	310	Info Tech Management	3		
CIS	241	Intro to Comp Networks	3	ITM	302	Business Process Modeling & Mgmt.	3		
MG	300	Management Org. Behavior	3	MK	341	Principles of Marketing	3		
			<b>Total</b>	<b>15</b>				<b>Total</b>	<b>18</b>
Senior Year									
First Semester				Second Semester					
BA	312	Research Methods	3	BA	499	Capstone Course	3		
CIS	431	System Analysis & Design	3	CIS	434	Enterprise Architecture	3		
ITM	402	Project Management	3	ITM	442	IT Audit and Controls	3		
ITM	422	IT Security and Risk Mgmt.	3	MG	493	Business Ethics	3		
			<b>Total</b>	<b>12</b>				<b>Total</b>	<b>12</b>

All students MUST see a Student Success Coach to review the details of the vertical curriculum and prerequisites requirements.

General Education Courses are in the shaded area.

\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.

\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.

\*\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)

\*Students have the choice of completing an Internship or selecting a 300+ Business Elective in the Junior Year.

+++ - 300 or higher and 400 or higher

## **BACHELOR OF SCIENCE IN BUSINESS EDUCATION 6 – 12**

The Business Education curriculum is designed to serve students who wish to focus on the needs of today's workplace and combine teaching with business experience while achieving initial teaching certification for grades 6-12.

### **Admission to the Program**

Admission to the program in business education is specified under the admission section for the School of Education

### **Major Requirements**

The students are required to satisfy General Education requirements, requirements in the School of Education, and requirements in the area of specialization (Business Education). In addition, students must satisfy all requirements specified by the Florida State Department of Education and at least 120 Hours and others as specified. Additional Hours may be specified. Student must meet with the academic student success coach to ensure proper matriculation and timely program completion.

**The School of Education offers a degree leading to the Bachelor of Science in Business Education. The major is offered in cooperation with the School of Business.**


**2014 - 2015 Bethune-Cookman University**
**Business Education : Total Semester Hours=127**

Freshman Year							
First Semester				Second Semester			
FC	110	Freshman Seminar I	1	FC	111	Freshman Seminar II	1
EN	131	College English I	3	EN	132	College English II	3
MAT	134	College Algebra	3	MAB	138	Business Calculus	3
BI	131	General Biology	3	ES	130	Environmental Science	3
HI	130	African American History	3	BA	110	Introduction to Business	3
CIS	138	Introduction to Web Design	3	RELI	110	Understanding Faith	3
PE		Health and Wellness	1				
		<b>Total</b>	<b>17</b>			<b>Total</b>	<b>16</b>
Sophomore Year							
First Semester				Second Semester			
ML	131	Modern Language	3	ML	132	Modern Language	3
ED	231	Introduction to Education	3	SC	230	Oral Communications	2
ITM	110	Business Computer Applications	3	BL	230	Leadership and Prof. Development	2
AC	231	Principles of Accounting I	3	AC	232	Principles of Accounting II	3
ACL	231	Principles of Accounting I Lab	1	ACL	232	Principles of Accounting II Lab	1
EDM	380	Professional Ed. Seminar	0	EDM	380	Professional Ed. Seminar	0
ESE	200	Survey:ESE	3	RP	230	Ethics	2
						Sophomore Seminar: Leadership	1
				BA	232	Macroeconomics	3
		<b>Total</b>	<b>16</b>			<b>Total</b>	<b>17</b>
Junior Year							
First Semester				Second Semester			
PS	236	Developmental Psychology	3	MK	341	Principles of Marketing <b>OR</b>	3
BA	360	Business Communication	3	MG	300	Man & Org Behavior	
BAL	360	Business Communication Lab	0	ES	340	Assessment & Evaluation	3
BA	234	Business Law	3	EDM	351	Curriculum Design & Development	3
ED	352	Contemp. Teach Methods	3	EDB	352	Teaching Practicum	1
EDA	352	Comtemp. Teach Practicum	2	ED	360	General Methods in Secondary Education	3
TS	370	Principle/Issue ESOL	3	EDM	380	Professional Ed. Seminar	0
EDM	380	Professional Ed. Seminar	0	ED	369	Content Reading 6-12	3
						Junior Seminar: Entrepreneurship	1
		<b>Total</b>	<b>17</b>			<b>Total</b>	<b>17</b>
Senior Year							
First Semester				Second Semester			
EDS	499	Senior Seminar	3	ED	462	Student Teaching	12
ED	403	Classroom Management	3	EDX	462	Student Teaching Seminar	0
HU		Humanities	3				
IB	350	International Business	3				
EDM	380	Professional Ed. Seminar	3				
		<b>Total</b>	<b>15</b>			<b>Total</b>	<b>12</b>

General Education Courses are in the shaded area.

\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.

\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.

\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)

# COLLEGE OF EDUCATION

The College of Education offers the Bachelor's degree in 9 areas and teacher certification in eight areas in conjunction with courses available from four other Schools (Business, Liberal Arts and Science, Engineering, and Mathematics).

## OFFERINGS

**Degree of Bachelor of Science** with certification in the following areas:

Elementary Education K-6/ESOL

Physical Education K-12

Biology Education 6-12

Business Education 6-12

**Degree of Bachelor of Arts** with certification in the following areas:

English Education 6-12/ESOL

Music Education K-12

Social Science Education 6-12

## ADMISSIONS REQUIREMENTS TO THE TEACHER EDUCATION PROGRAM (TEP)\*

As the School of Education must comply with mandates by the State Department of Education (DOE), we want to remind you that prospective teacher candidates cannot be admitted into the Teacher Education Program (TEP) upper division without the proper credentials:

- Completion of all General Education requirements
- Passed all four (4) subtests of the FTCE General Knowledge (GK) Test
- Submit an application for admission into the Teacher Education Program (TEP)
- Have a 2.50 cumulative grade point average at the time of submission of application
- Make an appointment for an interview

Only after the completion of the above five items, will teacher candidates be allowed to proceed to 300-400- level education courses. If you have not yet passed all four (4) subtests of the FTCE General Knowledge (GK) test, please go online ([www.fl.nesinc.com](http://www.fl.nesinc.com)) as soon as possible, to register and establish an account. **This is important! Teacher candidates will only be allowed to proceed to register for junior and senior level education courses once documentation is furnished indicating that all four (4) parts of the GK test have been successfully passed.**

**In order to register for EDB 352 Teaching Practicum (Practicum B), students must be admitted to Upper Division and have successfully completed ED 352 Contemporary Teaching Methods and EDA 352 Contemporary Teaching Practicum (Practicum A) with a passing grade of C or better.**

Documentation of passing scores on the FTCE General Knowledge (GK), Professional Education, and Subject Area exams must be submitted to the TEI office by September 30<sup>th</sup> to intern during the Spring Semester, or by February 1<sup>st</sup> to intern in the Fall semester. **DO NOT PROCRASTINATE!** Study materials, computerized test questions, and tutors are available to assist you. Limited funds are available through the TEI office to assist qualified students with the fees required to take the state FTCE exams.

Students can complete the application for admittance into upper division by signing in to their LiveText account and selecting form E2.01 TEP Admission Application to Upper Division.

\* Teacher Education Program admission criteria may change due to requirements of the Florida State Department of Education (consult with academic student success coaches).

## GOALS

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 goals of the School of Education are to produce graduates who are:

1. Caring, committed, and competent teachers for K-12 schools.
2. Competent in applying instructional strategies learned in multiple and varied field and clinical experiences.
3. Able to use research techniques and apply instructional technology in classroom settings.
4. Able to teach effectively in classrooms with students from diverse backgrounds and experiences.
5. Prepared for successful entrance into graduate studies in Education.

## SCHOOL STUDENT LEARNING OUTCOMES

1. Students who desire to earn a degree in Education and who seek to receive a teaching certificate in Education programs offered at Bethune-Cookman University will demonstrate mastery of the Florida Educator Accomplished Practices (FEAP) in teaching environments in early field experiences and student teaching internship experiences by obtaining a minimum rating of “Basic” on the rubric evaluations on the FEAPS, and a passing score on the appropriate Florida Teacher Certification Examination tests.
2. Students who desire to earn a degree in Education and who seek to receive a teaching certificate in Education programs offered at Bethune-Cookman University will demonstrate mastery of the subject area competencies that are appropriate for the certificate in teaching environments in early field experiences and student teaching internship experiences by obtaining a minimum rating of “Basic” on the rubric evaluations of reflected tasks and a passing score on the appropriate Florida Teacher Certification Examination tests.

3. Students who desire to earn a degree in Education programs offered at Bethune-Cookman University will apply critical and creative thinking skills to reflect on their practice in their disciplines and as lifelong learners during their field experiences by obtaining a minimum rating of “Basic” on the rubric evaluations of selected tasks. (**Reflective Practice**)
4. Students who desire to earn a degree in Education programs offered at Bethune-Cookman University will demonstrate mastery of the essential knowledge for their disciplines by obtaining a minimum rating of “Basic” on the rubric evaluations of selected tasks. (**Essential Knowledge**)
5. Students who desire to earn a degree in Education programs offered at Bethune-Cookman University will demonstrate the use of assessment and evaluation to improve their practice and student learning during their field experiences by obtaining a minimum rating of “Basic” on the rubric evaluations of selected tasks. (**Assessment & Evaluation**)
6. Students who desire to earn a degree in Education programs offered at Bethune-Cookman University will exhibit professionalism in their discipline during their field experiences by obtaining a minimum rating of “Basic” on the rubric evaluations of selected tasks. (**Professionalism**)

## **GRADUATION REQUIREMENTS**

In order to receive a Bachelor’s 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 Florida Teacher Certification Examinations (FTCE): **General Knowledge (GK)**, **Professional Education (PEd)**, **Subject Area (SAE)**.
4. Satisfy all published requirements of the University and of the School of Education.

## **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 **Florida Teacher Certification Examination (FTCE): General Knowledge (GK), Professional (PEd), and Subject Area (SAE)**. Please note that there is a fee attached to each examination. It is the responsibility of the student to keep abreast of all deadlines and fees associated with these examinations.

The student who has been accepted into 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 catalog. In addition, the students should arrange with their student success coach 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 STUDENT SUCCESS COACH ON A REGULAR BASIS. THE STUDENT MAY NOT REGISTER FOR CLASSES WITHOUT PRIOR APPROVAL FROM THE STUDENT SUCCESS COACH.**

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 some states.

Graduates of approved teacher education programs will be provided transcripts that carry the endorsement of the National Council for Accreditation of Teacher Education (NCATE) and Florida State Department of Education (FLDOE).

## **TEACHER EDUCATION ALLIANCE**

The Teacher Education Alliance, composed of unit B-CU faculty and public school personnel, meets at least 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 **January 15** of each academic year. Students must qualify by **February 1** for placement during the fall term and by **September 30th** for spring term (all passing scores on FTCE tests, all courses completed, and the 2.50 required GPA).

Applications are available in each student's LiveText account.

Students in Teacher Education who have received Ds and Fs 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 before the student is assigned to Student Teaching. 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.

## **DEPARTMENT OF ELEMENTARY EDUCATION**

### **Bachelor of Science in Elementary Education K – 6/ESOL Endorsement**

The Bachelor of Science in Elementary Education is designed for students who plan to teach students in grades K-6.

#### **Admission to the Teacher Education Program (TEP)**

Admission to the program in Elementary Education is specified under the admission section for the School of Education.

**Major Requirement:** A minimum of 124 Hours is required. Additional Hours may be specified.



## 2014 - 2015 Bethune-Cookman University

## Elementary Education/ESOL K-6 : Total Semester Hours=124

Freshman Year									
First Semester				Second Semester					
EN	131	College English I	3	EN	132	College English II	3		
MAT	131	Liberal Arts Mathematics	3	MAT	132	College Math	3		
FC	110	Freshman Seminar I	1	FC	111	Freshman Seminar II	1		
BI	131	General Biology I	3	ES	130	Environmental Science	3		
HI	130	African American History	3	ED	240	Educational Technology	3		
PE		Health and Wellness	1	RELI	110	Understanding Faith	3		
			Total	14				Total	16
Sophomore Year									
First Semester				Second Semester					
ML	131	Modern Language	3	ML	132	Modern Language	3		
MAT	275	Math for Teachers	3	PS	236	Developmental Psychology	3		
HU		Humanities	3	ESE	200	Survey:ESE	3		
HI	230	United States History	3	ED	231	Introduction to Education	3		
SC	230	Oral Communications	2	EDM	380	Professional Ed. Seminar	0		
EDM	380	Professional Ed. Seminar	0	SS	230	World Geography	3		
POL	230	American Government	3	RP	230	Ethics	2		
		Sophomore Seminar: Leadership	1						
			Total	18				Total	17
Junior Year									
First Semester				Second Semester					
ED	352	Contemp. Teach Methods	3	ED	320	Inquiry Science	3		
EDA	352	Contemp. Teach Practicum	2	ED	403	Classroom Management	3		
ED	370	Content Reading K-6	3	ED	351	Curriculum Design & Development	3		
ED	325	Discovery Social Studies	3	EDB	352	Teaching Practicum	1		
TSL	370	Principles/Issues ESOL	3	ED	368	Reading Strategies	3		
EDM	380	Professional Ed. Seminar	0	EDM	380	Professional Ed. Seminar	0		
		Junior Seminar: Entrepreneurship	1	ED	340	Assessment and Evaluation	3		
				PH		Elementary Ed. Science Lab	1		
			Total	15				Total	17
Senior Year									
First Semester				Second Semester					
ED	437	Inquiry Mathematics	3	ED	462	Student Teaching	12		
ED	439	Language Learning	3	EDX	462	Student Teaching Seminar	0		
TSL	440	Methods of Teaching ESOL	3						
EDS	499	Senior Seminar/English	3						
EDM	380	Professional Ed. Seminar	0						
EDL	350	Children's Literature	3						
			Total	15				Total	12

Courses must be taken in sequence listed above. ED 352 and EDA 352 must be taken together (co-requisites) All students MUST see a Student Success Coach to review the details of the vertical curriculum and prerequisites requirements.

General Education Courses are in the shaded area.

\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.

\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.

\*\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)

# DEPARTMENT OF SECONDARY AND PHYSICAL EDUCATION

## **Certifying Programs:**

Biology Education 6-12

Business Education 6-12

English Education 6-12

Music Education K-12

Physical Education K-12

Social Science Education K-12

## **Bachelor of Science in Biology Education 6 – 12**

The Bachelor of Science in Biology Education is designed for students who plan to teach Biology in grades 6-12.

### **Admission to the Program**

Admission to the program in Biology Education is specified under the admission section for the School of Education.

### **Major Requirements**

The students are required to satisfy General Education requirements, requirements in the School of Education, and requirements in the area of specialization. In addition, students must satisfy all requirements specified by the Florida State Department of Education. A minimum of 126 Hours is required. Additional Hours may be specified. Students must meet with their academic student success coach to ensure proper matriculation and timely program completion.



Biology Education 6-12: Total Semester Hours=127

Freshman Year

First Semester				Second Semester			
FC	110	Freshman Seminar I	1	FC	111	Freshman Seminar II	1
EN	131	College English I	3	EN	132	College English II	3
MAT	135	Pre Calculus*	3	MAT	136	Analytical Trigonometry	3
BI	111	Introduction to Biology	1	RELI	110	Understanding Faith	3
HI	130	African American History	3	BI	141	General Biology I	3
CH	141	General Chemistry I	3	BIL	141	General Biology I Lab	1
CHL	141	General Chemistry I Lab	1	CH	142	General Chemistry II	3
PE		Health and Wellness	1	CHL	142	General Chemistry II Lab	1
			<b>Total</b>	<b>16</b>			
							<b>Total</b>
							<b>18</b>

Sophomore Year

First Semester				Second Semester			
BI	142	General Biology II	4	ML	132	Modern Language	3
ML	131	Modern Language	3	RP	230	Ethics	2
ED	231	Introduction to Education	3	BI	244	Microbiology	4
PS	236	Developmental Psychology	3	SC	230	Oral Communication	2
ESE	200	Survey:ESE	3	BI	240	General Biology III	4
EDM	380	Professional Ed. Seminar	0	ED	240	Educational Technology	3
		Sophomore Seminar:Leadership	1	EDM	380	Professional Ed. Seminar	0
			<b>Total</b>	<b>17</b>			
							<b>Total</b>
							<b>18</b>

Junior Year

First Semester				Second Semester			
PH	241	General College Physics I	4	ED	340	Assessment & Evaluation	3
PHL	240	General College Physics I Lab	0	BI	351	Plant Physiology	4
ED	352	Contemp Teach Methods	3	ED	351	Curriculum Design & Development	3
EDA	352	Contemp Teach Methods Practicum	2	ED	360	Content Specific Methods in Sec. I	3
TS	370	Principles/Issues ESO	3	EDM	380	Professional Ed. Seminar	0
EDM	380	Professional Ed. Seminar	0			Junior Seminar: Entrepreneurship	1
BI	341	General Zoology	4	EDB	352	Teaching Practicum	1
			<b>Total</b>	<b>16</b>			
							<b>Total</b>
							<b>15</b>

Senior Year

First Semester				Second Semester			
ED	403	Classroom Management	3	ED	462	Student Teaching	12
BI	499	Senior Seminar	3	EDX	462	Student Teaching Seminar	0
ED	369	Content Reading 6-12	3				
EDM	380	Professional Ed. Seminar	0				
HU		Humanities	3				
SS		Interdisciplinary Social Science	3				
			<b>Total</b>	<b>15</b>			
							<b>Total</b>
							<b>12</b>

General Education Courses are in the shaded area.

\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.

\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.

\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)

## **Bachelor of Science in Business Education 6-12**

The Bachelor of Science in Business Education is designed for students who plan to teach Business in grades 6-12.

### **Admission to the Program**

Admission to the program in Business Education is specified under the admission section for the School of Education.

### **Major Requirements**

The students are required to satisfy General Education requirements, requirements in the School of Education, and requirements in the area of specialization. In addition, students must satisfy all requirements specified by the Florida State Department of Education. A minimum of 125 Hours is required. Additional Hours may be specified. Students must meet with their academic student success coach to ensure proper matriculation and timely program completion.



## 2014 - 2015 Bethune-Cookman University

### Business Education : Total Semester Hours=127

Freshman Year									
First Semester					Second Semester				
FC	110	Freshman Seminar I	1		FC	111	Freshman Seminar II	1	
EN	131	College English I	3		EN	132	College English II	3	
MAT	134	College Algebra	3		MAB	138	Business Calculus	3	
BI	131	General Biology	3		ES	130	Environmental Science	3	
HI	130	African American History	3		BA	110	Introduction to Business	3	
CIS	138	Introduction to Web Design	3		RELI	110	Understanding Faith	3	
PE		Health and Wellness	1						
			<b>Total</b>	<b>17</b>				<b>Total</b>	<b>16</b>
Sophomore Year									
First Semester					Second Semester				
ML	131	Modern Language	3		ML	132	Modern Language	3	
ED	231	Introduction to Education	3		SC	230	Oral Communications	2	
ITM	110	Business Computer Applications	3		BL	230	Leadership and Prof. Development	2	
AC	231	Principles of Accounting I	3		AC	232	Principles of Accounting II	3	
ACL	231	Principles of Accounting I Lab	1		ACL	232	Principles of Accounting II Lab	1	
EDM	380	Professional Ed. Seminar	0		EDM	380	Professional Ed. Seminar	0	
ESE	200	Survey:ESE	3		RP	230	Ethics	2	
							Sophomore Seminar: Leadership	1	
					BA	232	Macroeconomics	3	
			<b>Total</b>	<b>16</b>				<b>Total</b>	<b>17</b>
Junior Year									
First Semester					Second Semester				
PS	236	Developmental Psychology	3		MK	341	Principles of Marketing <b>OR</b>	3	
BA	360	Business Communication	3		MG	300	Man & Org Behavior		
BAL	360	Business Communication Lab	0		ES	340	Assessment & Evaluation	3	
BA	234	Business Law	3		EDM	351	Curriculum Design & Development	3	
ED	352	Contemp. Teach Methods	3		EDB	352	Teaching Practicum	1	
EDA	352	Comtemp. Teach Practicum	2		ED	360	General Methods in Secondary Education	3	
TS	370	Principle/Issue ESOL	3		EDM	380	Professional Ed. Seminar	0	
EDM	380	Professional Ed. Seminar	0		ED	369	Content Reading 6-12	3	
							Junior Seminar: Entrepreneurship	1	
			<b>Total</b>	<b>17</b>				<b>Total</b>	<b>17</b>
Senior Year									
First Semester					Second Semester				
EDS	499	Senior Seminar	3		ED	462	Student Teaching	12	
ED	403	Classroom Management	3		EDX	462	Student Teaching Seminar	0	
HU		Humanities	3						
IB	350	International Business	3						
EDM	380	Professional Ed. Seminar	3						
			<b>Total</b>	<b>15</b>				<b>Total</b>	<b>12</b>

General Education Courses are in the shaded area.

\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.

\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.

\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)

## **Bachelor of Arts in English Education 6 – 12/ESOL Endorsement**

The Bachelor of Arts in English Education is designed for students who plan to teach English in grades 6-12.

### **Admission to the Program**

Admission to the program in English Education is specified under the admission section for the School of Education.

### **Major Requirements**

The students are required to satisfy General Education requirements, requirements in the School of Education, and requirements in the area of specialization. In addition, students must satisfy all requirements specified by the Florida State Department of Education. A minimum of 120 Hours is required. Additional Hours may be specified. Students must meet with their academic student success coach to ensure proper matriculation and timely program completion.


**2014 - 2015 Bethune-Cookman University**
**English Education/ESO K-6 : Total Semester Hours=123**

Freshman Year									
First Semester				Second Semester					
EN	131	College English I	3	EN	132	College English II	3		
MAT	131	Liberal Arts Mathematics	3	MAT	132	College Math	3		
FC	110	Freshman Seminar I	1	FC	111	Freshman Seminar II	1		
BI	131	General Biology I	3	ES	130	Environmental Science	3		
HI	130	African American History	3	ED	240	Educational Technology	3		
PE		Health and Wellness	1	RELI	110	Understanding Faith	3		
			Total	14				Total	16
Sophomore Year									
First Semester				Second Semester					
ML	131	Modern Language	3	ML	132	Modern Language	3		
EN	210	Introduction to Literary Analysis	3	EN	270	Introduction to Linguistics	3		
HU		Humanities	3	ESE	200	Survey:ESE	3		
PE	301	Theory & Practice of Teaching	2	ED	231	Introduction to Education	3		
SC	230	Oral Communications	2	EDM	380	Professional Ed. Seminar	0		
EDM	380	Professional Ed. Seminar	0	EN	240	Advanced Composition	3		
PS	236	Developmental Psychology	3						
		Sophomore Seminar	1						
RP	230	Ethics	2						
			Total	17				Total	15
Junior Year									
First Semester				Second Semester					
TS	370	Principles/Issues in ESO	3	ED	336	Contemporary Literature	3		
ED	352	Contemp. Teach Methods	3	EN	384	American Literature	3		
EDA	352	Contempt. Teach Practicum	2	ED	369	Content Reading 6-12	3		
ED	351	Curriculum Design & Development	3	ED	340	Assessment & Evaluation	3		
EN	340	Creative Writing	3	ED	360	Content Specific Methods in Sec. Ed	3		
EDM	380	Professional Ed. Seminar	0	EDB	352	Teaching Practicum	1		
		Junior Seminar: Entrepreneurship	1	EDM	380	Professional Ed. Seminar	0		
			Total	15				Total	16
Senior Year									
First Semester				Second Semester					
ED	403	Classroom Management	3	ED	462	Student Teaching	12		
EN	440	Shakespeare	3	EDX	462	Student Teaching Seminar	0		
TS	440	Methods of Teaching ESO	3						
EDS	499	Senior Seminar/English	3						
EDM	380	Professional Ed. Seminar	0						
EN	331	English Literature 1	3						
EN	332	English Literature 2	3						
			Total	18				Total	12

All students MUST see a Student Success Coach to review the details of the vertical curriculum and prerequisites requirements.

General Education Courses are in the shaded area.

\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.

\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.

\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)

## **Bachelor of Arts in Music Education K-12**

The Bachelor of Arts in Music Education is designed for students who plan to teach Music in grades K-12.

### **Admission to the Program**

Admission to the program in Music Education is specified under the admission section for the School of Education.

### **Major Requirements**

The students are required to satisfy General Education requirements, requirements in the School of Education, and requirements in the area of specialization. In addition, students must satisfy all requirements specified by the Florida State Department of Education. A minimum of 124 Hours is required. Additional Hours may be specified. Students must meet with their academic student success coach to ensure proper matriculation and timely program completion.



**Music Education K-12 : Total Semester Hours=128**

**Freshman Year**

First Semester				Second Semester			
FC	110	Freshman Seminar I	1	FC	111	Freshman Seminar II	1
EN	131	College English I*	3	EN	132	College English II	3
MAT	131	Math for Liberal Arts	3	MAT	132	College Math	3
RELI	110	Understanding Faith	3	HI	130	African American History	3
ES	130	Environmental Science	3	BI	131	General Biology	3
PE		Health & Wellness(May Sub. Band/ROTC)	1	MUN	112	Class Piano II	1
MUAL	100	Fundamentals of Musicianship	1	MU	213	Vocal Methods	1
MUN	111	Class Piano I	1	MU_	210	Applied Music Major	1
MU_	210	Applied Music Major	1	MU_	110	Large Ensemble	1
MU_	110	Large Ensemble	1	HUA	290	Performance Seminar	0
HUA	290	Performance Seminar	0				
		<b>Total</b>	<b>18</b>			<b>Total</b>	<b>17</b>

**Sophomore Year**

First Semester				Second Semester			
ML	131	Modern Language	3	ESE	200	Survey of Exceptional Students	3
SC	230	Oral Communication	2	MUE	350	Music Methods in Elementary Ed.	3
PS	236	Developmental Psychology	3	ED	352	Contemp. Teach Methods	3
MUE	231	Intro. to Music Education	3	EDA	352	Contemp. Teach Practicum	2
MU	251	Musicianship Skills I	2	MU	252	Musicianship Skills II	2
MUL	251 L	Aural Skills I Lab	1	MUL	252 L	Aural Skills II Lab	1
MU_	210	Applied Music Major	1	MU	313	Percussion Methods	1
MU_	110	Large Ensemble**	1	MU_	210	Applied Music Major	1
HUA	290	Performance Seminar	0	MU_	110	Large Ensemble**	1
EDM	380	Professional Ed. Seminar	0	HUA	290	Performance Seminar	0
		Sophomore Seminar: Leadership	1	MU	214	String Methods	1
		<b>Total</b>	<b>17</b>			<b>Total</b>	<b>18</b>

**Junior Year**

First Semester				Second Semester			
ML	132	Modern Language	3	MUE	340	Assessment & Eval in Mus Ed.	3
EDB	325	Teaching Practicum	1	MU	354	Musicianship Skills IV	2
MUE	360	Music Methods in Secondary Ed.	3	MUL	354 L	Aural Skills IV Lab	1
MU	238	Intro to Conducting	1	MU	325	Music History & Culture	3
MU	413	Woodwinds Methods	1	MU	435	Arranging for Inst. & Vocal Ens.	3
MU	353	Musicianship Skills III	2	MU	438	Advanced Conducting Techniques	2
MUL	353 L	Aural Skills II Lab	1	MU_	410	Applied Music Major	1
MU	324	Music History & Culture I	3	MU	314	Brass Methods	1
MU_	410	Applied Music Major	1	MU_	310	Chamber Ensemble**	1
MU_	310	Chamber Ensemble**	1	HUA	290	Performance Seminar	0
HUA	290	Performance Seminar	0	EDM	380	Professional Ed.Seminar	0
EDM	380	Professional Ed.Seminar	0				
		<b>Total</b>	<b>17</b>			<b>Total</b>	<b>17</b>

**Senior Year**

First Semester				Second Semester			
RP	230	Ethics	2	ED	462	Student Teaching	12
TSL	370	Principles & Issues in ESOL	3	EDX	462	Student Teaching Seminar	0
ED	369	Content Reading	3				
MUS	499	Senior Seminar in Music	1				
MU_	410	Applied Music Major	1				
MUZ	410	Senior Recital	0				
MU_	310	Chamber Ensemble**	1				
HUA	290	Performance Seminar	0				
		Junior Seminar: Entrepreneurship	1				
EDM	380	Professional Ed.Seminar	0				
		<b>Total</b>	<b>12</b>			<b>Total</b>	<b>12</b>

General Education Courses are in the shaded area. Students must pass FTCE, GK, PED and SAE

**\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.**

**\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)**

## **Bachelor of Science in Physical Education K-12**

The Bachelor of Science in Physical Education is designed for students who plan to teach Physical Education in grades K-12.

### **Admission to the Programs**

Admission to the program in Physical Education is specified under the admission section for the School of Education.

**Major Requirements:** A minimum of 126 Hours is required. Additional Hours may be specified.



## Bethune-Cookman University

### Physical Education K-12 : Total Semester Hours=127

Freshman Year									
First Semester				Second Semester					
EN	131	College English I	3	EN	132	College English II	3		
MAT	131	Liberal Arts Mathematics	3	MAT	132	College Math	3		
FC	110	Freshman Seminar I	1	FC	111	Freshman Seminar II	1		
BI	131	General Biology	3	ES	130	Environmental Science	3		
HI	130	African American History	3	ED	240	Educational Technology	3		
PE	232	Foundations Principles, Trends	3	RELI	110	Understanding Faith	3		
				RP	230	Ethics	2		
			Total	16				Total	18
Sophomore Year									
First Semester				Second Semester					
ML	131	Modern Language	3	ML	132	Modern Language	3		
PE	215	Prevention & Care Athletic Injury	3	PE	224	Principles of Coaching & Officiating	2		
HU		Humanities	3	ESE	200	Survey:ESE	3		
PE	301	Theory & Practice of Teaching	2	ED	231	Introduction to Education	3		
SC	230	Oral Communications	2	EDM	380	Professional Ed. Seminar	0		
EDM	380	Professional Ed. Seminar	0	BI	235	Anatomy & Physiology I	4		
PS	236	Developmental Psychology	3	ED	340	Assessment and Evaluation	3		
		Sophomore Seminar:Leadership	1						
			Total	17				Total	18
Junior Year									
First Semester				Second Semester					
PE	338	Org. & Admin./Health, PE & Rec.	3	ED	351	Curriculum Design & Development	3		
PE	302	Theory & Practice of Teaching	2	PE	303	Theory & Practice of Teaching Dance	2		
ED	352	Contemp. Teach Methods	3	PE	335	Kinesiology	3		
EDA	352	Contemp. Teach Practicum	2	PE	325	Teaching PE in E School	2		
TS	370	Principles/Issues in ESO	3	EP	341	Motor Development	3		
EDM	380	Professional Ed. Seminar	0	ED	360	Content Specific Methods in Sec. Ed	3		
		Junior Seminar: Entrepreneurship	1	EDB	352	Teaching Practicum	1		
ED	369	Content Reading K-12 or	3	EDM	380	Professional Ed. Seminar	0		
ED	370	Content Reading K-6							
			Total	17				Total	17
Senior Year									
First Semester				Second Semester					
PE	435	Physiology of Exercise	3	ED	462	Student Teaching	12		
ED	403	Classroom Management	3	EDX	462	Student Teaching Seminar	0		
PE	430	Adaptive & Corrective PE	3						
EDS	499	Senior Seminar	3						
EDM	380	Professional Ed. Seminar	0						
			Total	12				Total	12

General Education Courses are in the shaded area.

\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.

\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.

\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)

## **Bachelor of Arts in Social Science Education 6 -12**

The Bachelor of Arts in Social Science Education is designed for students who plan to teach Social Science in grades 6-12.

### **Admission to the Program**

Admission to the program in Social Science Education is specified under the admission section for the School of Education.

### **Major Requirements**

The students are required to satisfy General Education requirements, requirements in the School of Education, and requirements in the area of specialization. In addition, students must satisfy all requirements specified by the Florida State Department of Education. A minimum of 120 Hours is required. Additional Hours may be specified. Students must meet with their academic student success coach to ensure proper matriculation and timely program completion.



## 2014 - 2015 Bethune-Cookman University

### Social Science Education 6-12 : Total Semester Hours=126

#### Freshman Year

First Semester				Second Semester			
EN	131	College English I	3	EN	132	College English II	3
MAT	131	Liberal Arts Mathematics	3	MAT	132	College Math	3
FC	110	Freshman Seminar I	1	FC	111	Freshman Seminar II	1
BI	131	General Biology I	3	ES	130	Environmental Science	3
HI	130	African American History	3	HI	132	World History II	3
PE		Health and Wellness	1	RELI	110	Understanding Faith	3
			Total				Total
			14				16

#### Sophomore Year

First Semester				Second Semester			
ML	131	Modern Language	3	ML	132	Modern Language	3
HI	231	U.S. History to 1865	3	EDM	231	Introduction to Education	3
HI	349	U.S. from 1877 - 1929	3	ESE	200	Survey:ESE	3
EDM	380	Professional Ed. Seminar	0	HI	232	U.S History since 1865	3
SC	230	Oral Communication	2	EDM	380	Professional Ed. Seminar	0
EDM	240	Educational Technology	3	RP	230	Ethics	2
PS	236	Developmental Psychology	3	HU		Humanities	3
						Sophomore Seminar:Leadership	1
			Total				Total
			17				18

#### Junior Year

First Semester				Second Semester			
ED	352	Contemp. Teach Methods	3	SS	210/220	Human or Physical Geography	3
EDA	352	Contemp. Teach Practicum	2	ED	360	Content Specific Methods in Sec. Ed	3
POL	230	American Government	3	EDB	352	Teaching Practicum	1
HI	334	European History II	3	TS	370	Principles/Issues ESO	3
ED	369	Content Reading 6-12	3	ED	351	Curriculum Design & Development	3
EDM	380	Professional Ed. Seminar	0	HI	235	Florida History	3
ES	340	Assessment & Evaluation	3	EDM	380	Professional Ed. Seminar	0
						Junior Seminar:Entrepreneurship	1
			Total				Total
			17				17

#### Senior Year

First Semester				Second Semester			
HI	353	Modern Asian Studies	3	ED	462	Student Teaching	12
HI	335	History of West Africa	3	EDX	462	Student Teaching Seminar	0
HI	431	History of Latin America/Caribbean	3				
ED	403	Classroom Management	3				
EDS	499	Senior Seminar	3				
EDM	380	Professional Ed. Seminar	0				
			Total				Total
			15				12

General Education Courses are in the shaded area.

**\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.**

**\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.**

**\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)**

# COLLEGE OF HEALTH SCIENCES

The College of Health Sciences is committed to forging a bold path to health. It works to suffuse Health Equity, Aging and Lifespan Health, and Health Policy and Advocacy into all of its programs via: the School of Nursing, the Department of Psychology, the Department of Aging Studies, the Department of Public Health, the Health Careers Program (offered jointly with the College of Science, Engineering and Math), and the Odessa Chambliss Center for Health Equity.

## VISION

The vision of the College of Health Sciences is to address the health needs of the community, the nation and the world by focusing on the education and preparation of students while maintaining clear linkage to and immersion in community health and policy initiatives.

## MISSION

The mission of the College of Health Sciences is to educate and prepare engaged, culturally competent, and strategically astute health professionals who will serve as scholars, thought leaders, advocates and activists in their respective fields.

## GOALS

The goals of the College mirror the goals of the University and are infused into our academic and support programs and activities:

1. Enhance Academic Enterprise
2. Promote Student Success
3. Increase Access, Opportunity and Affordability
4. Enhance Operational Effectiveness and Efficiency
5. Increase Institutional Visibility and Image
6. Upgrade Physical Infrastructure

## OUTCOMES

Students are expected to:

- Uphold and model the core values of Bethune-Cookman University. These values are faith, integrity, respect, service and thirst for knowledge.
- Apply the principles of ethics to interactions with others, care of patients and clients, academic pursuit, research endeavors and expression of thought.
- Display and model professionalism in all of their career, community, personal and institutional relationships.
- Engage in inter-professional and interdisciplinary endeavors to strengthen and augment your knowledge, skill and attitudes.
- Demonstrate competence at the highest level (excellence) in your chosen health profession, academic studies, community service, clinical and field experiences, and public speaking.
- Represent the Bethune-Cookman University positively in all of their internship/practicum, clinical rotation, employment, and community interactions.

## **OFFERINGS**

### **1. Degree of Master of Science in the following area:**

- Counseling Psychology

### **2. Degree of Bachelor of Science in the following areas:**

- Aging Studies
- Nursing
- Psychology

### **3. Minors in the following areas in conjunction with the Bachelor's Degree:**

- Aging Studies
- Athletic Training
- Psychology

### **4. Certificate in Health Equity**

# DEPARTMENT OF AGING STUDIES

The Department of Aging Studies offers the Bachelor of Science in Aging Studies.

## **Bachelor of Science in Aging Studies**

The Bachelor of Science degree program in Aging Studies 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 gerontology knowledge to current and future issues of our aging society. With a Bachelor's degree in Aging Studies, students are prepared for graduate study, whereby they may assume administrative and research positions. Also, a Bachelor of Science degree prepares students for employment in community and government agencies, retirement communities, and the aging network of agencies.

## **Aging Studies Minor**

The minor consists of 18 Hours, all of which must be completed at Bethune-Cookman University.

## **Course Requirements**

Aging Studies 9 Hours

- GR 310 - Cellular and Physiologic Aspects of Aging
- GR 335 - Minority Aging
- GR 390 - Psychology of Aging

Aging Studies Practicum 6 Hours

- GR 490 – Aging Studies Practicum

Sociology 3 Hours

- SOG 337 - Death and Dying

## **Major Requirements**

A grade of “C” or higher must be earned in all major courses. Refer to the Vertical Curriculum.



## 2014 - 2015 Bethune-Cookman University

### Aging Studies : Total Semester Hours=120

#### Freshman Year

<u>First Semester</u>				<u>Second Semester</u>			
FC	110	Freshman Seminar I	1	FC	111	Freshman Seminar II	1
EN	131	College English I*	3	EN	132	College English II	3
MAT	131	Math for Liberal Arts	3	MAT	132	College Math	3
BI	131	General Biology	3	ES	130	Environmental Science	3
RELI	110	Understanding Faith	3	HI	130	African American History	3
SO	131	Intro to Sociology	3	PE		Health and Wellness	1
<b>Total</b>			<b>16</b>	<b>Total</b>			<b>14</b>
Sophomore Year							
<u>First Semester</u>				<u>Second Semester</u>			
EN	240	Advanced Composition	3	GR	240	Social & Cultural Aspects of Aging	3
PS	231	Psychology	3	SC	230	Intro. Effective Oral Communications	2
HU		Humanities	3	PS	236	Developmental Psychology	3
GR	231	Intro. Gerontology	3	GR	230	Nutrition in Health and Disease	3
SS		Sophomore Seminar: Leadership	1	ML	132	Modern Language	3
ML	131	Modern Language	3				
<b>Total</b>			<b>16</b>	<b>Total</b>			<b>14</b>
Junior Year							
<u>First Semester</u>				<u>Second Semester</u>			
GR	310	Cellular Aspects of Age	3	GR	335	Minority Aging	3
POL	301	Aging and Political Systems	3	GR	340	Organization & Management	3
SS	239	Intro. To Statistics	3	GR	350	Seminar in Gerontology I	3
RP	230	Ethics	2	PS	330	Social Psychology	3
HI	338	Recent History US 1929-Present	3	PS	325	Abnormal Psychology	3
JS		Junior Seminar: Entrepreneurship	1				
<b>Total</b>			<b>15</b>	<b>Total</b>			<b>15</b>
Senior Year							
<u>First Semester</u>				<u>Second Semester</u>			
GR	492	Gerontology Research & Planning	3	GR	490	Ger. Practicum (6 hours required)	6
GR	380	End of Life Issues	3	GR	499	Senior Seminar	3
RP	434	Death & Immortality	3	GR	420	Seminar in Gerontology II	3
GR	390	Psychology of Aging/or	3			Gerontology Elective	3
PS	441	Psychology of Aging					
POL	338	Administration of Social Services	3				
<b>Total</b>			<b>15</b>	<b>Total</b>			<b>15</b>

General Education Courses are in the shaded area.

\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.

\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.

\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)

## DEPARTMENT OF NURSING

When Bethune-Cookman's nursing program was founded in 1978, it became only the second nursing program to be established at a minority institution in the state of Florida. In 2005, the nursing program became the School of Nursing. The University's School of Nursing is approved by the Florida State Board of Nursing and is 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 in 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, 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.

### **End-of-Program Individual Student Outcomes**

1. Provides safe, quality, patient-centered, evidence-based nursing care that is guided by caring.
2. Uses critical thinking/clinical reasoning when providing nursing care.
3. Implements quality improvement related to patient care.
4. Participates in collaborative relationships with members of the interdisciplinary team.
5. Incorporates information management principles, techniques, and systems to communicate, manage knowledge, mitigate error, and support decision-making.
6. Provides leadership in a variety of healthcare settings for the purpose of providing and improving patient care.
7. Functions as a competent nurse assimilating all professional, ethical, and legal principles.

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).

### **Philosophy of the School of Nursing**

The philosophy of the School of Nursing emerges from and is consistent with the mission of the University. The university mission includes a dedication to leadership and service to others. Subsequently, faculty and staff are committed to making higher education in nursing accessible to a diverse student body, both traditional and nontraditional. The faculty believes that the purpose of baccalaureate education is to educate men and women as beginning practitioners who are qualified

for leadership roles in the practice of their profession and are prepared to serve the communities in which they live.

Central to the philosophy of the School of Nursing are the definitions that follow:

## **Health**

Health is viewed by the faculty as the faculty believes that health is a dynamic state of being that exists on a continuum from optimal wellness to illness and death. Changes on this continuum are influenced and, in fact, may be caused by internal and external environmental stressors. Health is an essential element for effective adaptation and growth in a changing environment, an environment which is influenced by health beliefs, culture, genetic disposition, and individual behavior. A state of health exists when a person functions as an integrated whole, living and interacting with environments in a productive manner. Movement on the health-illness continuum depends on the severity of stressors, the adaptive mechanisms of the person, and the accessibility to quality health care services. Furthermore, it suggests a harmonious development and preservation of physical functioning; a balance in the ability to gain support from and give support to others, and a fulfillment of perfect trust in a higher power, and a sharing of this trust with mankind.

The wellness-illness continuum is dynamic, indicating that a person's health status can move from one level to another. The ultimate goal is achieving an optimal level of health. The levels of functioning will vary according to the individual's state of health and the developmental level. When the usual adaptive abilities are inadequate, the individual moves on the wellness-illness continuum towards a lower level of functioning.

## **Environment**

Environment is the sum of all external and internal conditions affecting the life and development of an individual. This includes the physical and nonphysical environment (temperature, water, air, food, workplaces, cultural/ethnic beliefs, values, attitudes, religion, community relationships, etc.). All aspects of environment interact and influence the person's unique response to illness.

## **Nursing**

The faculty in the School of Nursing believe nursing is a unique profession that is concerned with all the variables affecting a client's health (physically, psychologically, and spiritually). The goal of nursing is to form therapeutic partnerships with the client, family, community, and other health care providers to improve, maintain, or restore health.

This goal is implemented throughout the framework of the nursing process and interdisciplinary care plans. The expected outcome is optimal health that adds to the value of life and quality care that is cost effective.

As an interdisciplinary profession, nursing influences and is influenced by internal and external forces which must be considered while working to maintain, promote, and restore health.

## **Client**

The faculty in the School of Nursing believe that the client is a holistic being who, as an individual and a member of society, has rights, choices, and responsibilities. To promote these attributes, an interactive and collaborative relationship between the client and the client's health care providers must be facilitated.

In accordance with the Christian belief, faculty members in the School of Nursing strive to instill spiritual growth by nurturing a continuous understanding and appreciation of the ecumenical tradition of Bethune-Cookman University. These beliefs and values of religious culture are manifested by demonstrating understanding, acceptance, and love toward all mankind.

Furthermore, the faculty believes that the client may be an individual, family, group, or community and that these ought to be an interactive and collaborative relationship with clients at all times. In order to insure this relationship, the faculty is committed to preparing, caring, and competent nurses who respect and value differences in others, engage in critical thinking, provide therapeutic interventions, communicate effectively, and demonstrate professionalism at all times.

## **Professionalism**

The faculty defines professionalism as an outcome of professional behavior demonstrated by the baccalaureate prepared nurse's ability to synthesize specialized and abstract knowledge, adhere to standards of competence, and believe in a commitment to public service. Students learn that nursing practice is autonomous, self-regulated through professional organizations and agencies, and is guided by a code of ethics.

## **Nursing Education**

The faculty believes that nursing education is a dynamic process by which a person adopts or establishes values, develops the ability to think critically and assimilates knowledge and skills, which will help others to achieve optimal health. Nursing education is an integration of the teaching and learning process. The learning process is self-directed and requires active participation. It is effectively accomplished by an orderly sequencing of learning experiences which incorporate the student's cognitive, affective, and psychomotor domains.

The teaching process helps the student acquire values, knowledge and skills. This process is enhanced by the teacher's ability to synthesize, evaluate, coordinate, and serve as a catalyst in the learning process.

## **Research**

Research and scholarly activities are essential components to the mission of Bethune-Cookman University. Therefore, Bethune-Cookman University's School of Nursing faculty members are encouraged to take an active part in the development and improvement of research. The primary focus research should be directed towards the solution of problems and the development of knowledge and technology essential to the improvement of the quality of life.

## **Commitment to Diversity**

B-CU serves a diverse student population from city, state, national and international communities. Faculty in the School of Nursing shares a commitment to the value of incorporating diversity in its programs and services because of a belief that diversity contributes to the quality and relevance of the educational experience.

## **Nursing B.S.N.**

### **PROGRAM STUDENT LEARNING OUTCOMES (PSLO):**

- SSLO/PSLO 1:** Safe and Effective Care Environment: The generalist nurse will promote achievement of client outcomes by providing and directing nursing care that enhances care delivery setting in order to protect clients, family, significant other, and other health care personnel.
- SSLO/PSLO 2:** Health Promotion and Maintenance: The generalist nurse will provide and direct nursing care of the client, and family/significant others that incorporate the knowledge of expected growth and development principles; prevention and/or early detection of health problems, and strategies to achieve optimal health.
- SSLO/PSLO 3:** Psychosocial Integrity: The generalist nurse will provide and direct nursing care that respects human differences and commonalities in the area of physical, emotional, mental, and social well-being of the client and family/significant others.
- SSLO/PSLO 4:** Physiological Integrity: The generalist nurse promotes achievement of client outcomes by providing and directing nursing care that enhances the care delivery in order to promote self-care and responsibility in clients, family/significant others and other health care personnel by clinical practice in variety of settings.

### **ADMISSION REQUIREMENTS GENERIC PROGRAM**

Students are admitted to the School of Nursing at the beginning of the spring or fall Semester of their sophomore year, after completion of all pre-nursing curriculum courses. Enrollment may be limited by the number of physical and clinical facilities that are available for comprehensive learning environments.

Credit received on the basis of CLEP examinations or equivalent transfer credit from another educational institution may be included as part of these requirements. Nursing transfer credits in the generic BSN program are not accepted from other institutions.

The following requirements are part of the process used to determine eligibility for admission to the School of Nursing:

1. Students must demonstrate appropriate communication and mathematical skills as part of the University's General Education competencies as described in the Bethune-Cookman University Academic Catalog.
2. Completion of the Pre-Nursing Major Prerequisites (lower division courses) with a minimum 2.80 overall, cumulative grade-point-average (GPA) and a minimum 2.50 GPA in support courses (totaling 24 Semester credit Hours) in the following areas:
  - Anatomy and Physiology I and II
  - General Biology
  - Mathematics (6 credits)
  - Psychology (General and Developmental)
  - Nutrition
3. Courses designated as support and natural science courses may not be repeated more than once to achieve a minimum passing grade of "C".
4. No more than two (2) of the support courses may be repeated. Support courses are designated by asterisk in the Nursing Vertical Curriculum.
5. Students must take and pass a Nursing Admission Examination (NAE). The student must achieve a passing score as designated by the Bethune-Cookman University School of Nursing. The NAE will be administered as a proctored examination after an initial screening evaluation of applicants completed admission packets. The fee for the examination is separate and students are responsible for paying for the exam. The approximate cost is estimated to be between \$50.00 to \$70.00. Students will have two attempts to obtain the minimum passing score.
6. A physical examination is required from a qualified physician or advanced health care practitioner as defined in the School of Nursing Student Handbook. Proof of an up to date and complete immunization record must be submitted at the time of application.
  - a) Two letters of personal reference are required. Sources of references may include an employer, academic student success coach, professor, counselor or community leader.
  - b) Applicants must have a current Healthcare Provider Cardio-Pulmonary Resuscitation (CPR) card.

## **Background Check Policy**

Bethune-Cookman University 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 and urine drug/alcohol screens, as well. The University 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.

## **Major Requirements**

Prerequisites 60 Hours (including General Education)

Nursing 68 Hours

## **RN-BSN Program**

Within the bachelor's degree program there is a specifically designated for Registered Nurses who practice in the State of Florida to enroll in the RN-BSN program. Registered nurses with an Associate of Arts degree, Associate of Science, 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, 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 co requisite courses and all courses in the upper level of the School of Nursing must be completed with a grade of "C" or above.
- 2) 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 283 Nursing Concepts, and NU 285 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.
- 3) Students must pass progression examinations that are part of the core curriculum. These policies are found in the syllabi for all courses.
- 4) Students who earn a failing grade in NU 281 Fundamentals of Nursing, NU 282 Health Assessment, NU 284 Care of the Emerging Family, NU 303 Adult Health I, NU 305 Adult Health II, NU 307 Child Health, NU 403 Psychiatric Mental Health Nursing, NU 405 Community Health Nursing, NU 406 Nursing Research, NU 449 Comprehensive Review I, NU 407 Adult Health III, NU 433 Leadership & Management, NU 499 Nursing Seminar, and NU 450 Comprehensive Review II, and are considered out of sequence in the nursing curriculum. In such cases, the students must take and pass NU 395 Developmental Survey I or NU 495 Developmental Survey II prior to repeating the course in which a failing grade was earned.
- 5) Failure in a course that was repeated constitutes a second failure in a nursing course and the student will be dismissed from the School of Nursing. A student who fails two nursing courses

is permanently dismissed from the School of Nursing. Such students may not reapply to the Bethune-Cookman University School of Nursing.

- 6) A comprehensive exit examination is required at Bethune-Cookman University. In the School of Nursing this comprehensive examination is given in NU 450, Comprehensive Review II.

The student must achieve a 95% predicted probability of passing NCLEX score. This score is required to pass NU 450 and progress to graduation. The student may retake the examination once. The Student must demonstrate remediation before a retake will be allowed.

- 7) The School of Nursing adheres to all general requirements and procedures of the University for Progression and Graduation.

### **Special Requirements for Nursing Majors**

Clinical experience is essential to augment learning in the classroom. In order to practice in the clinical area a student must have an annual PPD skin test. Standardized tests are also an important measure of student mastery of classroom content and clinical experiences. These special requirements are defined in the School of Nursing Student Handbook.



## 2014 - 2015 Bethune-Cookman University

### Nursing : Total Semester Hours=124

Freshman Year									
<u>First Semester</u>				<u>Second Semester</u>					
FC	110	Freshman Seminar I	1	FC	111	Freshman Seminar II	1		
EN	131	College English I	3	EN	132	College English II	3		
MAT	132	College Math	3	HI	130	African American History	3		
BI	141	General Biology I & Lab	4	BI	235	Anatomy and Physiology I & lab	4		
RELI	110	Understanding Faith	3	PS	231	General Psychology	3		
PE		Health and Wellness	1	ML	131	Modern Language I	3		
			<b>Total</b>	<b>15</b>				<b>Total</b>	<b>17</b>
Sophomore Year									
<u>First Semester</u>				<u>Second Semester</u>					
PS	236	Developmental Psychology	3	NU	281	Fundamentals of Nursing	6		
ML	132	Modern Language II	3	NUL	281	Fundamentals Lab/Clinical	0		
BI	236	Anatomy and Physiology II & lab	4	NU	282	Health Assessment	3		
SC	230	Oral Communications	2	NUL	282	Health Assessment Lab	0		
BI	244	Microbiology & Lab	4	NU	283	Nursing Concepts	3		
				NU	279	Nutrition	3		
				HU		Humanities	3		
			<b>Total</b>	<b>16</b>				<b>Total</b>	<b>18</b>
Junior Year									
<u>First Semester</u>				<u>Second Semester</u>					
NU	303	Adult Health I	6	NU	305	Adult Health II	6		
NUL	303	Adult Health I Lab	0	NUL	305	Adult Health II Lab	0		
BI	303	Pathophysiology I	3	BI	305	Pathophysiology II	3		
	385	Pharmacology	3	NU	307	Maternal/Child Health	5		
MAT	260	Statistics	3	NUL	307	Maternal/Child Health Lab/Clinical	0		
			<b>Total</b>	<b>15</b>				<b>Total</b>	<b>14</b>
Senior Year									
<u>First Semester</u>				<u>Second Semester</u>					
NU	405	Community	5	NU	407	Adult Health III	6		
NUL	405	Community Lab/Clinical	0	NUL	407	Adult Health III Lab/Clinical	0		
NU	406	Nursing Research	3	NU	433	Leadership/MGMT	3		
NU	449	Comp-Review I	3	NU	450	Comp-Review II	1		
NU	403	Mental Health	5	NU	499	Nursing Seminar	3		
NUL	403	Mental Health Lab/Clinical	0						
			<b>Total</b>	<b>16</b>				<b>Total</b>	<b>13</b>

General Education Courses are in the shaded area.

\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.

**\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.**

**\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)**

## DEPARTMENT OF PSYCHOLOGY

### **Bachelor of Science in Psychology**

The Bachelor of Science degree program in Psychology focuses on the scientific study of behavior as it is influenced by physical, cognitive, emotional, environmental factors, and includes the analysis of behavior problems and disorders. This comprehensive program of study emphasizes instruction in the principles of the subfields of psychology which include developmental, abnormal, counseling, personality, measurement, and research methodology in psychology. Students complete a senior empirical research thesis which prepares them for success in graduate programs of their choice. Programs often include social work, public health, business, sports, law, human services, mental health counseling and psychiatric services. A required Field Experience in which they volunteer at local mental health agencies often gives students an advantage in obtaining entry-level employment with the agencies.

### **Psychology Minor**

#### **Requirements: 18 Hours**

- Select any 2 three-hundred level psychology courses offered at Bethune-Cookman University and
- PS 231 - General Psychology
- PS 236 - Developmental Psychology
- PS 332 – Personality Theories
- PS 330 – Social Psychology
- EN 240 Advanced Composition is the prerequisite for ALL 300 and 400 level courses in Psychology

**Major Requirements:** Refer to Vertical Curriculum.



## 2014 - 2015 Bethune-Cookman University

## Psychology : Total Semester Hours=120

Freshman Year							
First Semester				Second Semester			
FC	110	Freshman Seminar I	1	FC	111	Freshman Seminar II	1
EN	131	College English I	3	EN	132	College English II	3
MAT	131	Math for Liberal Arts	3	MAT	132	College Math	3
ES	130	Environmental Science	3	BI	131	General Biology	3
RELI	110	Understanding Faith	3	HI	130	African American History	3
SO	131	Intro. To Sociology	3	ML	131	Modern Language	3
PE		Health and Wellness	1				
		<b>Total</b>	<b>17</b>			<b>Total</b>	<b>16</b>
Sophomore Year							
First Semester				Second Semester			
HU		Humanities	3	CS	132	Computer Applications or SS 150	3
RP	230	Ethics	2	SS	240	Intro to Data Processing	
PS	231	Psychology	3	PS	201	APA Writing	1
EN	240	Advanced Composition	3	SC	230	Oral Communication	2
MLS	132	Modern Language	3	PS	330	Social Psychology or	3
		Sophomore Seminar: Leadership	1	SO	230	Social Psychology	
				PS	236	Developmental Psychology	3
				CHS	200	Health Coaching	2
		<b>Total</b>	<b>15</b>			<b>Total</b>	<b>14</b>
Junior Year							
First Semester				Second Semester			
PS	325	Abnormal Psychology	3	PS	444	Human Sexuality	3
PS	332	Personality Theories	3	**PS	430	Statistics Psych Research	3
PS	328	Educational Psychology	3	PS	337	African/Black Psychology	3
PS	338	Research Methods	3	PS	352	History and Systems of Psych	3
PS	340	Psychological Measurement	3			Free Elective (200 and higher)	3
		Junior Seminar: Entrepreneurship	1				
		<b>Total</b>	<b>16</b>			<b>Total</b>	<b>15</b>
Senior Year							
First Semester				Second Semester			
PS	418	Health Psychology	3	PS	499	Senior Thesis Research	3
PS	428	Physiological Psychology	3	PS	490	Field Experience	6
PS	420	Counseling Theories	3			Free Elective (200 and higher)	3
PS	435	Cognitive Psychology	3				
PS	441	Psychology of Aging	3				
		<b>Total</b>	<b>15</b>			<b>Total</b>	<b>12</b>

General Education Courses are in the shaded area.

\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.

\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.

\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)

# COLLEGE OF LIBERAL ARTS

The College of Liberal Arts provides students with the latest technologies and the most up to date creative, intellectual, and research experiences which prepare them to compete on a global level for career success and for success in rigorous graduate and professional schools. Guided by an outstanding faculty, students gain knowledge, values, and skills that encourage personal and professional growth.

The College of Liberal Arts also provides service and support courses for the requirements of the General Education Program in the fulfillment of English, African American History, Humanities, Languages, Religion and Philosophy, and Interdisciplinary Social Sciences.

## **THE COLLEGE OF LIBERAL ARTS MISSION**

The mission of the College of Liberal Arts is to provide excellent instruction in all of the courses offered within interdisciplinary programs in the arts, humanities, and social sciences. The College of Liberal Arts is the core of the university, providing the foundation that supports the general educational goals of each of the schools and colleges within the university as a whole. The Liberal Arts faculty are dedicated to providing excellence in the core curriculum to all students at the university. The faculty are committed to promoting student success at the highest levels of achievement to students whose major is in the College of Liberal Arts.

The Liberal Arts degree programs cultivate creative and critical thinking skills, moral judgment, artistic appreciation, and through research the ability to access and analyze information and ideas in a multi-culturally diverse and technologically sophisticated world. Our students are, therefore, prepared to enter the job market, to enter graduate and professional schools, and to serve as morally astute leaders in a wide array of professions within ever-changing local and global environments.

## **THE COLLEGE OF LIBERAL ARTS VISION**

The vision of the College of Liberal Arts is to offer courses and programs which will prepare students to value the significance of continuous learning, keeping foremost the critical importance of serving our local and global communities through civic engagement in a socially responsible and morally sound manner.

## **The College of Liberal Arts Goals**

1. Expose students to cutting edge disciplinary and interdisciplinary approaches from faculty who sustain active scholarship as practitioners in their fields.
2. Foster student capacity for complex reasoning, analysis and ability to employ discipline-specific methodologies.
3. Promote student understanding of diverse world cultures, helping them to achieve internationalist perspectives and to become empathetic members of the global community.

4. Promote student development in written and oral communication skills to achieve an advanced, professional level of clarity, precision, sophistication, and conceptual nuance.
5. Prepare students for graduate study and/or their chosen profession through theoretical and applied knowledge acquisition.
6. Build active student community leadership and service through enlightened discourse and activism on vital issues regarding environmental stewardship, social justice, and arts and culture.
7. Encourage student to make decisions based upon the understanding of ethical codes and the value of faith and morality in decision making.

## **THE COLLEGE OF LIBERAL ARTS OBJECTIVES**

The College of Liberal Arts focuses on a student-centered learning environment. Within this setting, students and faculty can explore the many dimensions of the human experience as conveyed in artistic and musical expressions, in historical, legal, philosophical, political, religious, and sociological perspectives, and in various languages and forms of communications in both community and global environments.

The courses, programs, activities and events within the College of Liberal Arts provide opportunities for students to enhance:

- Critical thinking, communication, and research skills
- Team-building and leadership skills
- Creativity
- Information literacy
- Ethical and spiritual development
- Social responsibility
- Respect for diversity
- Global citizenship

## **THE COLLEGE OF LIBERAL ARTS STUDENT LEARNING OUTCOMES**

1. Graduates will apply critical thinking skills to reflect, analyze, and evaluate information and experiences using an integration of disciplines' theories, terminology, and paradigms as measured in exit exams, senior papers, projects, and/or portfolios at an acceptable level on a rubric.
2. Graduates will demonstrate practical knowledge and competency in interdisciplinary studies comprised of combinations of the following disciplines: Criminal Justice; Language Arts and Cultures; History; International Studies; Political Science; Religion, Philosophy and Humanities; and Sociology as measured through exit exams, senior papers, projects and/or portfolios at an acceptable level on a rubric.
3. Graduates will communicate clearly, concisely and correctly in written and spoken English in order to write and orally present an academic paper or project using appropriate investigative and research strategies and use computer and audio-visual technology.
4. Graduates will articulate value-centered positions on global issues that evidence awareness of commonalities and differences across diverse cultures through papers/presentations at an acceptable

level on a rubric.

5. Graduates will demonstrate civic engagement, productive teamwork, and personal responsibility as measured through field experiences at an acceptable level on a rubric.

6. Graduates will demonstrate a passion for lifelong learning and growth by entrance into a wide range of careers, graduate programs, or professional schools to be shown by job entries and graduate school admissions.

## **MAJOR AND MINOR PROGRAMS**

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

- English
- History
- International Studies
- Political Science
- Religion and Philosophy
- Sociology

2. Degree of Bachelor of Science in the following area:

- Criminal Justice

Minors in the following areas in conjunction with the Bachelor's Degree:

- Africana Social Sciences
- Certified Addiction Professional Studies (CAPS)
- Criminal Justice
- English
- Homeland Security
- International Affairs
- International Studies
- Modern Language (French, German or Spanish)
- Paralegal Certificate
- Political Science
- Pre-Law
- Public Administration
- Religion and Philosophy
- Social Work
- Sociology
- Women Studies

4. **Other Programs:**

ROTC

**Note:** A minor shall consist of 18 Semester Hours, and the grade “C” (2.0) or better for all classes taken toward the minor must be earned.

**ADMISSION REQUIREMENTS:** Students seeking admission into a major program in the College of Liberal Arts must:

1. Complete all requirements for General Education as identified in the undergraduate catalog.
2. Have a cumulative grade point average of 2.0

### **General Requirements**

The requirements and objectives, which are discussed in this section, apply to the College of Liberal Arts as a whole. Departmental requirements are given with the major area offerings.

**Note:** All students are encouraged to earn a cumulative grade point average of 2.0 or higher for all courses required to complete their program. However, for course credit toward graduation in a major area, students must earn at least a “C” grade. Before graduation, each student must pass an exit examination covering the major subject areas of their major and complete a senior level research paper.

### **Computer Technology:**

Students in the following majors are required to satisfy competency in computer technology, which can be met by enrolling in SS 150, SS 240 or CS 132: Criminal Justice, History, International Studies, Political Science, and Sociology.

### **Liberal Arts Professional Seminar**

The College of Liberal Arts majors are required to register for the Liberal Arts Professional Seminar of their department every semester. The college seminar meets once a month on the fourth Friday of every month that the university is in session. Department seminar meetings will convene every week on 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 every student’s transcript, even though no hour credit is earned.

#### **LA 180 Humanities Professional Seminar**

**0 Semester Hours**

Freshmen should register for this seminar.

#### **LA 280 Humanities Professional Seminar**

**0 Semester Hours**

Sophomores should register for this seminar.

#### **LA 380 Humanities Professional Seminar**

**0 Semester Hours**

Juniors should register for this seminar.

#### **LA 480 Humanities Professional Seminar**

**0 Semester Hours**

Seniors should register for this seminar.

## **DEPARTMENT OF CRIMINAL JUSTICE AND LEGAL STUDIES**

The emphasis of the Bachelor of Science degree program in criminal justice consists of research, administration of justice, law enforcement, adjudication, corrections, criminology and juvenile justice processes. Legal Studies is an interdisciplinary program that engages the meanings, values and practices of law and equity. The program is designed to stimulate critical thinking and inquiry. 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. Minors in criminal justice and pre-law are also available. A Paralegal certificate is also available for students that are interested in law.

### **Bachelor of Science in Criminal Justice**

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.

### **Admission to the Program**

Admission is through filing of a formal application for a major, after completion of General Education requirements.

### **Major Requirements**

Pass all criminal justice courses with a grade of "C" or higher.

### **Criminal Justice Minor**

The minor consists of 18 Semester Hours of Criminal Justice courses plus three Semester Hours of open electives, all of which must be completed at Bethune-Cookman University.

- CJ 131 - Introduction to Criminal Justice
- CJ 205 - Criminal Law
- CJ 216 - Criminal Procedure
- CJ 337 – Law Enforcement
- CJ 389 - Criminology
- CJ 461 - Juvenile Justice

### **Pre-Law Minor**

The minor consists of 15 Semester Hours of Criminal Justice courses plus three Semester Hours of Minor specific electives, all of which must be completed at Bethune-Cookman University.

- EN 240 Advanced Composition
- POL 335 American Constitutional Law
- CJ 216 Criminal Procedure
- RP 239 Logic
- SS 300 Pre-Law Orientation
- Open Elective (200 level or above)

**Notes: \*Choose one of the following for the above Minor specific elective requirement.**

- SS337 Topics in Legal Studies
- BA231 Micro Economics
- BA232 Macro Economics
- CJ 206 Ethics Crime and Justice
- HI 333 Survey of European History
- POL230 American Government
- POL236 State and Local Government
- PS 325 Abnormal Psychology
- SO344 Sociology of Deviant Behavior

### **Paralegal Certificate**

The paralegal certification consist of 18 credit hours in the courses below:

- LS 301 Legal Research and Writing I
- LS 302 Legal Research and Writing II
- LS 305 Employment Law
- CJ 310 Adjudication and Legal Terminology
- POL 335 American Constitutional Law
- BA 234 Business Law I OR MC 431 Mass Communication Law

Certificates will be issued after conferring of the degree

**\*\*Legal Studies courses cannot substitute for major course electives\*\***



## 2014 - 2015 Bethune-Cookman University

### Criminal Justice : Total Semester Hours=120

#### Freshman Year

First Semester				Second Semester					
FC	110	Freshman Seminar I	1	FC	111	Freshman Seminar II	1		
EN	131	College English I	3	EN	132	College English II	3		
MAT	131	Math for Liberal Arts	3	MAT	132	College Math	3		
HI	130	African American History	3	BI	131	General Biology	3		
PE		Health and Wellness	1	RELI	110	Understanding Faith	3		
ES	130	Environmental Science	3	CJ	131	Introduction to Criminal Justice	3		
LAA	180	Professional Seminar	0	LAA	180	Professional Seminar	0		
			<b>Total</b>	<b>14</b>				<b>Total</b>	<b>16</b>

#### Sophomore Year

First Semester				Second Semester					
SC	230	Oral Communication	2	ML	132	Modern Language	3		
SS/SO		Elective	3	HU		Humanities	3		
SS/CS		SS 150, 240 or CS	3	CJ	205	Criminal Law	3		
CJ		CJ Elective (200 Level)	3	EN	240	Advanced Composition	3		
MLS	131	Modern Language	3	CJ	206	Ethics, Crime & Justice	3		
		Sophomore Seminar: Leadership	1	RP	230	Ethics	2		
LAA	280	Professional Seminar	0	LAA	280	Professional Seminar	0		
			<b>Total</b>	<b>15</b>				<b>Total</b>	<b>17</b>

#### Junior Year

First Semester				Second Semester					
CJ	216	Criminal Procedure	3	CJ	337	Law Enforcement	3		
CJ	327	Corrections	3	CJ	389	Criminology	3		
CJ		Elective (300 Level)	3	SS	239	Introduction to Statistics	3		
CJ	360	Victimology	3	CJ		Free Elective (300 level)	3		
LAA	380	Professional Seminar	0	LAA	380	Professional Seminar	0		
		Free Elective (200 and above)	3	SO	439	Race and Ethnicity	3		
		Junior Seminar: Entrepreneurship	1	LAA	180	Professional Seminar	0		
			<b>Total</b>	<b>16</b>				<b>Total</b>	<b>15</b>

#### Senior Year

First Semester				Second Semester					
CJ	461	Juvenile Justice	3	CJ	499	Senior Seminar in CJ	3		
CJ	498	Methodologies and Research Writing	3	CJ		CJ Elective (300-400 level)	3		
CJ		CJ Elective (300 Level)	3	CJ		CJ Elective (300-400 level)	3		
CJ		CJ Elective (300-400 level)	3	CJ		CJ Elective (300-400 level)	3		
		Free Elective (200 and above)	3	LAA	480	Professional Seminar	0		
LAA	480	Professional Seminar	0						
			<b>Total</b>	<b>15</b>				<b>Total</b>	<b>12</b>

General Education Courses are in the shaded area.

\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.

\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.

\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)

## DEPARTMENT OF ENGLISH

The Department of English offers the degree of Bachelor of Arts in English.

**Note:** Students desiring a Bachelor of Arts in English Education must contact the School of Education.

### The Bachelor of Arts in English

The Bachelor of Arts in English prepares students for graduate and professional studies in any field and for unlimited career opportunities in which a strong foundation in English is essential. Students graduating from this program apply their skills and abilities in professions such as public relations staff, editor, writer, desktop publisher, reporter, legal assistant, and research assistant.

### Minor in English

Majors of other disciplines may receive a minor in English by completing a minimum of 18 semester hours, not including EN 131, EN 132, and RE 260.

### Admission to the English Program

Students are conditionally admitted to the program when they have fewer than 10 semester hours to complete their General Education requirement.

### PROGRAM STUDENT LEARNING OUTCOMES (PSLO)

Following the completion of a major in English, students will demonstrate:

- Critical thinking and communication skills. Students will demonstrate the ability to analyze, synthesize, interpret and evaluate, and the ability to compose organized and grammatically proficient essays, use diction and syntax which demonstrate maturity, and do research using appropriate research tools and the Internet.
- Literary skills. Students will demonstrate the ability to appreciate and analyze literary works of various genres, periods, and nationalities.
- Humanistic values. Students will demonstrate the ability to recognize human worth, dignity and cultural differences.

### Major Requirements

Students must complete a minimum of 123 hours, including the General Education program.

### Course Requirements

**Note:** Please refer to the vertical curriculum for additional course requirements.



## 2014 - 2015 Bethune-Cookman University

### English : Total Semester Hours=123

Freshman Year									
First Semester				Second Semester					
EN	131	College English I	3	EN	132	College English II	3		
MAT	131	Liberal Arts Mathematics	3	MAT	132	College Math	3		
FC	110	Freshman Seminar I*	1	FC	111	Freshman Seminar II*	1		
RELI	110	Understanding Faith	3	BI	131	General Biology	3		
ES	130	Environmental Science	3	HI	130	African American History	3		
PE		Health and Wellness	1	LAB	180	Professional Seminar	0		
LAB	180	Professional Seminar		CS	132	Computer Applications	3		
			<b>Total</b>	14				<b>Total</b>	16
Sophomore Year									
First Semester				Second Semester					
ML	131	Modern Language	3	ML	132	Modern Language	3		
EN	210	Introduction to Literary Analysis	3	HU		Humanities	3		
		Interdisciplinary Social Science	3	EN	230	World Literature	3		
EN	245	Introduction to Poetry	3	PS	231	General Psychology	3		
RP	230	Ethics	2	EN	240	Advanced Composition	3		
LAB	280	Professional Seminar	0	SC	230	Oral Communications	2		
		Sophomore Seminar: Leadership	1	LAB	280	Professional Seminar	0		
			<b>Total</b>	15				<b>Total</b>	17
Junior Year									
First Semester				Second Semester					
EN	331	English Literature 1	3	EN	332	English Literature 2	3		
EN	255	Lit. of the African Diaspora	3	EN	334	American Literature	3		
EN	250	Technical Communication	3			Free Elective (200-400 level)	3		
EN		English Elective ~	3	EN	270	Introduction to Linguistics	3		
EN	350	Post-Colonial Literature	3	EN	235	Film & Popular Culture	3		
LAB	380	Professional Seminar	0	LAB	380	Professional Seminar	0		
		Junior Seminar: Entrepreneurship	1						
			<b>Total</b>	16				<b>Total</b>	15
Senior Year									
First Semester				Second Semester					
EN	320	African American Literature	3	EN	335	Women in Literature	3		
EN	340	Creative Writing	3	EN	431-4	Major Authors	3		
EN	499	Senior Seminar	3	EN	336	Contemporary Literature	3		
EN	440	Shakespeare	3	EN		English Elective ~	3		
EN	421-4	Special Topics	3			Free Elective (200-400 level)	3		
LAB	480	Professional Seminar	0	LAB	480	Professional Seminar	0		
			<b>Total</b>	15				<b>Total</b>	15

\*English Elective can be another Special Topic (EN 421-4), Major Author (431-4), or an Internship Course (EN 490).

All students MUST see a Student Success Coach to review the details of the vertical curriculum and prerequisites requirements. General Education Courses are in the shaded area.

\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.

\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.

\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)

## **DEPARTMENT OF HISTORY**

The Department of History offers a degree program leading to the Bachelor of Arts in History. Students may also minor in History or Africana Social Sciences.

### **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 evidence and theories about the history of humankind in particular civilizations, cultures and societies. Students are encouraged to follow either the U.S. History track or the International History track, but may select courses from either track. Interdisciplinary and research-based coursework prepares History Department to pursue graduate studies or a variety of careers in Education, Government, Foreign Service, Law, Research, Communications, Editing, Archival or Library Sciences.

#### **Required Courses**

**HI 131: World History I**

**HI 132: World History II**

**HI 234: African American History to 1865**

**HI 235: African American History since 1864**

**HI 231: U.S. History to 1865**

**HI 232: U.S. History Since 1865**

**HI 250 Survey of Africa**

**HI 260: Historiography & Historical Methods**

**HI 353: Modern Asian Studies**

**HI 431: History of Latin America and the Caribbean**

**HI 480: Historical Research**

**HI 499: Senior Seminar**

Students are required to take three POL, INT or HI 200 level courses based on theme, region, or period. Students are also required to take two POL, INT, or HI 300 level courses based on theme or religion of period.

### **Africana Social Sciences Minor**

Course Requirements: 18 Hours

Required Courses:

- HI 234 - African-American History Since 1865

- HI 250 - Survey of African History
- HIA 337 - Topics in Africana History
- HI 420 - Contemporary African Studies
- 2 Electives from the list below:

Electives:

- EN 320 - Black American Literature
- HI 233 - African-American History to 1865
- HI 325 - History of Women in Contemporary Africa
- HI 335 - History of West Africa
- HI 336 - History of East Africa
- POL 331 - Politics of Black Americans
- PS 337 - African/Black Psychology
- TA 402 - Black American Drama

## **History Minor**

Course Requirements: 18 Hours

Required Courses:

- HI 131 - World History I
- HI 231 - United States History to 1865
- HI 232 - United States History Since 1865
- HI 333 - European History I: From 1890 to the Present
- 2 Electives please see below:

Electives:

Students may take any two additional history courses listed in the catalog, with the exception of HI 130.



## 2014 - 2015 Bethune-Cookman University

### History: Total Semester Hours=120

#### Freshman Year

First Semester				Second Semester			
FC	110	Freshman Seminar I	1	FC	111	Freshman Seminar II	1
EN	131	College English I	3	EN	132	College English II	3
MAT	131	Math for Liberal Arts	3	MAT	132	College Math	3
HI	130	African American History	3	BI	131	General Biology	3
HI	131	World History I	3	HI	132	World History II	3
ES	130	Interdisciplinary Science	3	Rel	110	Understanding Faith	3
LAC	180	Professional Seminar	0	LAC	180	Professional Seminar	0
			<b>Total</b>				<b>Total</b>
			<b>16</b>				<b>16</b>
Sophomore Year							
First Semester				Second Semester			
ML	131	Modern Language	3	ML	131	Modern Language	3
HI	260	Historiography and Historical Methods	3	PIAS		Elective (200 and above)	3
HI	231	US To 1865	3	HI	231	US Since 1865	3
PE		Health and Wellness	1	SS	150	Computer Applications	3
RP	230	Ethics	2	HU		Humanities	3
SP	232	Oral Communications	2	LAC	280	Professional Seminar	0
		Sophomore Seminar: Leadership	1				
LAC	280	Professional Seminar	0				
			<b>Total</b>				<b>Total</b>
			<b>15</b>				<b>15</b>
Junior Year							
First Semester				Second Semester			
		Junior Seminar: Entrepreneurship	1	POL		Human Geography	3
PIAS	200	Regional, Thematic, or Period	3	PIAS	300	Theme or Regional	3
HI	233	African American History	3	HI	234	African American History	3
HI	353	Modern Asian Studies	3		336	American Government	3
HI	131	Oral History	3	HI	200	Elective (200 and above)	3
		Free Elective (200 and above)	3	LAC	380	Professional Seminar	0
LAC	380	Professional Seminar	0				
			<b>Total</b>				<b>Total</b>
			<b>16</b>				<b>15</b>
Senior Year							
First Semester				Second Semester			
HI	356	International Politics	3	SS	239	Statistics for Social Research	3
HI	431	Latin American and the Caribbean	3	PIAS	300	Regional, Thematic, or Period	3
PIAS	300	Regional, Thematic, or Period	3	HI	499	Senior Seminar	3
HI	480	Historical Research	3			Free Elective (200 and above)	3
LAC	480	Professional Seminar	0	LAC	480	Professional Seminar	0
HI		Free Elective (200 and above)	3				
			<b>Total</b>				<b>Total</b>
			<b>15</b>				<b>12</b>

General Education Courses are in the shaded area.

\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.

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\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)

## **DEPARTMENT OF INTERNATIONAL STUDIES**

The Department of International Studies is an interdisciplinary program of studies in the social sciences, business and the humanities. 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/ International Affairs**

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 complement any major offered in the University.

### **Major Requirements**

A total of 66 Semester Hours with a grade of C or better in all major area courses is required in international affairs.

### **INTERNATIONAL STUDIES MINOR**

#### **Course Requirements: 24 Hours**

- ML 231
- ML 232
- BA 231 - Microeconomics
- BA 232 - Macroeconomics
- INT 131 - Introduction to International Studies
- MG 470 - International Management
- POL 440 - International Political Economy
- SS 210 - Human Geography



## 2014 - 2015 Bethune-Cookman University

### International Studies : Total Semester Hours=120

#### Freshman Year

First Semester				Second Semester					
EN	131	College English I	3	EN	132	College English II	3		
MAT	131	Liberal Arts Mathematics	3	MAT	132	College Mathematics	3		
FC	110	Freshman Seminar I	1	FC	111	Freshman Seminar II	1		
HI	130	African Amer. Hist.	3	RELI	110	Understanding Religion	3		
ES	130	Environmental Science	3	INT	131	Introduction to International Studies	3		
PE	113	Health and Wellness	1	AD	180	Professional Seminar	0		
BI	131	General Biology	3				0		
AD	180	Professional Seminar	0						
			Total	17				Total	13

#### Sophomore Year

First Semester				Second Semester					
ML	131	Modern Language	3	ML	132	Modern Language	3		
POL	230	American Government	3	HU		Humanities	3		
RP	230	Ethics	2	SS	239	Statistics for SS Research	3		
SC	230	Oral Communication	2	SS	210	Human Geography	3		
		Sophomore Seminar: Leadership	1	BA	232	Macroeconomics	3		
BA	231	Principles of Economics	3	AD	280	Professional Seminar	0		
AD	280	Professional Seminar	0						
			Total	14				Total	15

#### Junior Year

First Semester				Second Semester					
		Junior Seminar: Entrepreneurship	1	HI	335	Area Study: History of West Africa	3		
ML	231	Modern Language	3	HI	336	Africa or History of East Africa	3		
INT	330	International Politics	3	INT	341	International Development	3		
POL	336	Comparative Politics	3	INT	342	Global Policy Writing	3		
INT	340	Third World Politics	3	ML	231	Modern Language	3		
SS	333	Techniques of Social Science Research	3	AD	380	Professional Seminar	0		
AD	380	Professional Seminar	0			Free Elective	3		
			Total	16				Total	18

#### Senior Year

First Semester				Second Semester					
SS	239	Statistics for Social Research	3	INT	499	International Studies Senior Seminar	3		
INT	352	Foreign Policy Emerging Nations	3	IB	470	International Management	3		
INT	400	Topics, Writing & Research	3	INT	440	International Political Economy	3		
HI	431	History of Latin America and Caribbean	3	INT	4__	INT Elective	3		
HI	333	European History	3	AD	480	Professional Seminar	0		
AD	480	Professional Seminar	0						
			Total	15				Total	12

**All students MUST see a Student Success Coach to review the details of the vertical curriculum and prerequisites requirements.**

**General Education Courses are in the shaded area.**

**\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.**

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**\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)**

## **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.

In addition to the Major 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.

### **International Affairs Minor**

#### **Requirements: 18 Hours**

- POL 330 - International Politics
- POL 336 - Comparative Politics
- POL 340 - Third World Politics
- POL 350 - Transnational Concerns
- POL 351 - American Foreign Policy  
and
- POL 420 - Contemporary African Studies

### **Political Science Minor**

#### **Requirements: 18 Hours**

Political Science

- Nine (9) Semester Hours of political science electives  
and
- POL 130 - Introduction to Political Science
- POL 230 - American Government
- POL 236 - State and Local Government

### **Public Administration Minor**

#### **Requirements 18 Hours**

Public Administration

- Nine (9) Semester Hours in political science electives  
and

- POL 237 Introduction to Public Administration
- POL 334 Public Personnel Administration
- POL 337 Public Policy Analysis

## **Homeland Security Minor**

### **Requirements 18 Hours**

- POL 351 American Foreign Policy
- CJ 332 Criminal Security Management
- INT 360 Intro to Homeland Security
- INT 480 National Security Studies
- INT 380 Domestic and International Terrorism
- PAD 310 Private and Public Partnerships

## **PROGRAM STUDENT LEARNING OUTCOMES (PSLOs)**

### **Program Outcome 1: Command of Content**

- Students will demonstrate familiarity with common themes, including: the institutions of government and politics at the local, state, national and international level; the roles of actors, elites, masses and institutions in the governmental process; compare and contrast alternative economic and political systems; study the history and significance of imperialism and globalization; the importance and dynamics that revolve around the protection of human rights, protecting the environment, and other transnational concerns; identify historical themes and events affecting current events.
- Students will understand the research processes of Political Science

### **Program Outcome 2: Critical Learning Skills**

- Students will demonstrate learning skills, including analytical and conceptual skills, reading skills and writing skills
- Students will demonstrate effective communication skills
- Students will exercise leadership and collaborative skill

### **Program Outcome 3: Integrated Sense of Identity and Civic Responsibility**

- Students will demonstrate a sense of identity within social and political contexts.
- Students will demonstrate reflection on global ideas based on self-worth and social and economic justice
- Students will demonstrate an understanding of the role of civic engagement in democratic societies and exhibit a strong sense of civic, social, and environmental responsibility.

**Major Requirements:** Refer to the Vertical Curriculum on the next page



## 2014 - 2015 Bethune-Cookman University

### Political Science : Total Semester Hours=120

Freshman Year									
First Semester					Second Semester				
EN	131	College English I	3		EN	132	College English II	3	
MAT	131	Liberal Arts Mathematics	3		MAT	132	College Mathematics	3	
FC	110	Freshman Seminar I	1		FC	111	Freshman Seminar II	1	
HI	130	African Amer. History	3		POL	130	Introduction to Political Science	3	
ES	130	Environmental Science	3		POL		Elective	3	
PE		Health and Wellness	1		RELI	110	Understanding Religion	3	
BI	131	General Biology	3						
		Total	17				Total	16	
Sophomore Year									
First Semester					Second Semester				
ML	131	Modern Language	3		HU		Humanities	3	
SC	230	Oral Communication	2		SS	210	Human Geography	3	
SS	240	Intro. To Data Processing & Analysis	3		ML	132	Modern Language	3	
POL	236	State and Local Government	3		RP	230	Ethics	2	
POL	230	American Government	3		POL	237	Intro to Public Administration	3	
		Sophomore Seminar: Leadership	1		POL		Political Science Elective (200 & higher)	3	
		Total	15				Total	17	
Junior Year									
First Semester					Second Semester				
SS	239	Statistics for Social Science Research	3		POL	330	International Politics	3	
POL	336	Comparative Politics	3		POL		POL/INT Elective	3	
POL	335	American Constitutional Law	3				Free Elective (200 & higher )	3	
POL		POL/INT Elective	3		POL		POL/INT Elective	3	
		Junior Seminar: Entrepreneurship	1		HI	353/420	Area Studies	3	
		Total	13				Total	15	
Senior Year									
First Semester					Second Semester				
POL	431	Political Science Research	3		POL	499	Political Science Seminar	3	
POL	436	Political Science Theory	3		POL	490	Field Experience (6 hours required)	6	
		Free Elective	3		POL		POL/INT Elective	3	
POL		POL/INT Elective	3				Free Elective (200 & higher)	3	
		Total	12				Total	15	

**All students MUST see a Student Success Coach to review the details of the vertical curriculum and prerequisites requirements.**

**General Education Courses are in the shaded area.**

**\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.**

**\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.**

**\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)**

## **DEPARTMENT OF RELIGION, PHILOSOPHY AND HUMANITIES**

The Department of Religion, Philosophy and Humanities offers a degree program leading to the Bachelor of Arts in Religion and Philosophy. In addition, the department contributes to the General Education curriculum of the university.

### **Department Mission and Goals**

Courses in Religion, Philosophy and Humanities foster students' development of complex cognitive skills, competence and preparation in the fields of religion and philosophy, practical knowledge and life skills, appreciation of human differences, and integration of personal identity with civic responsibility. In these concrete ways, the Department of Religion and Philosophy and Humanities actively supports the university's core values of faith, scholarship, and service.

The goals of the Department of Religion, Philosophy and Humanities at Bethune-Cookman University are to:

- (1) Prepare women and men dedicated to vocations of responsible service and scholarship;
- (2) Equip leaders for a future with people of diverse beliefs, morals, values, religions and cultures;
- (3) Teach patterns of faith which nurture commitment, justice, integrity, and peace in conjunction with other major areas of the university and community;
- (4) Serve as an educational and theological/philosophical resource for local communities, the nation, and the world.

### **Bachelor of Arts in Religion and Philosophy**

Students may choose an area of concentration for the degree, either Christian studies or philosophy. 120 credit Hours are required for the completion of the program. Eighteen Hours are available for electives and students are encouraged to choose a minor in ethics for leadership or in another discipline. Religion and philosophy can be combined with courses in business, music, education, journalism, the social sciences, or any other discipline depending on a student's interests and career goals.

### **Minor in Religion and Philosophy**

Majors of other disciplines may receive a minor in Religion and Philosophy by completing a minimum of 18 Semester Hours in the Religion and Philosophy course program. Courses must be at the 200-level or above to count toward the minor.

### **Minor in Ethics for Leadership**

Available to all majors in all schools, this minor requires 18 Semester credit Hours. Please contact the Dept. of Religion, Philosophy and Humanities for details and curriculum.

**Admission to the Program:** Admission is through a formal declaration of major.

## **PROGRAM STUDENT LEARNING OUTCOMES (PSLOs)**

- Graduates critically reflect upon and evaluate competing philosophies, values, ethics and leadership qualities prominent in various cultures, eras, and religious traditions as assessed as acceptable on a rubric.
- Graduates can explain and critique the arguments of others and can construct their own logically-valid arguments both orally and in writing as assessed as acceptable on a rubric.
- Graduates use vocabulary, concepts, paradigms, and methods of analysis fundamental to their respective disciplines, both orally and in writing as assessed as acceptable on a rubric.
- Graduates identify prominent moral challenges facing societies and demonstrate awareness of various philosophical, aesthetic, ethical, and religious/theological principles that have historically contributed to the improvement and/or detriment of the human condition. Assessed at the level of acceptable or better on a rubric.
- Graduates demonstrate mastery of the standards for producing academic projects or papers using scholarly spoken and written English, critical analysis and synthesis of source materials.
- Given a writing assignment, all graduates can utilize current technology to research, write, produce, and present creative projects.
- Graduates differentiate and compare a variety of contrasting philosophical, religious/theological, and scholarly viewpoints and apply them to real-life situations in order to identify their contributions to the improvement of and/or detriment to the human condition as assessed as acceptable on a rubric.
- Graduates articulate moral understandings that inform and emerge from their own civic engagement and concern for social change. Assessed as acceptable or better on a rubric.
- Graduates exhibit productive consensus building and teamwork to meet shared objectives through collaboration grounded in equity, respect, and personal responsibility as observed and assessed by a rubric.

### **Major Requirements**

Students must complete a minimum of 120 Hours, including the General Education program.

**Course Requirements:** Please refer to the Vertical Curriculum.



## 2014 - 2015 Bethune-Cookman University

### Religion and Philosophy : Total Semester Hours=120

#### Freshman Year

First Semester				Second Semester					
FC	110	Freshman Seminar I	1	FC	111	Freshman Seminar II	1		
EN	131	College English I	3	EN	132	College English II	3		
MAT	131	Math for Liberal Arts	3	MAT	132	College Math	3		
RELI	110	Understanding Faith	3	BI	131	General Biology	3		
ML	131	Modern Language	3	ML	132	Modern Language	3		
ES	130	Environmental Science	3	HI	130	African American History	3		
LAI	180	Professional Seminar	0	LAI	180	Professional Seminar	0		
			<b>Total</b>	<b>16</b>				<b>Total</b>	<b>16</b>

#### Sophomore Year

First Semester				Second Semester					
SC	230	Oral Communication	2			Interdisciplinary Social Science	3		
RP	230	Ethics	2	RP	239	Logic	3		
HU		Humanities	3	RP	241	Religion of the World	3		
PE		Health and Wellness	1	RP		Religion Elective	3		
RP	220	Understanding Biblical Studies	3	RP		Religion Elective	3		
RP	231/232	Ancient/Modern Philosophy	3	LAI	280	Professional Seminar	0		
		Sophomore Seminar: Leadership	1						
LAI	280	Professional Seminar	0						
			<b>Total</b>	<b>15</b>				<b>Total</b>	<b>15</b>

#### Junior Year

First Semester				Second Semester					
		Junior Seminar: Entrepreneurship	1	RP	333	Prophets Of Israel	3		
HU	232/233	Humanities	3	RP		Religion Elective	3		
RP	340	Religion in America	3	RP		Religion Elective	3		
RP		Religion Elective	3			Free Elective (200 and above)	3		
		Free Elective (200 and above)	3			Free Elective (200 and above)	3		
		Free Elective (200 and above)	3	LAI	380	Professional Seminar	0		
LAI	380	Professional Seminar	0						
			<b>Total</b>	<b>16</b>				<b>Total</b>	<b>15</b>

#### Senior Year

First Semester				Second Semester					
RP	434	Death and Immortality	3	RP	436	Philosophy of Religion	3		
RP	465	Theories of Justice	3	RP	458	Special Topics	3		
RP	490	Field Experience	3	RP	499	Senior Seminar	3		
RP	498	Senior Research	3			Free Elective (200 and above)	3		
RP		Religion Elective (300 level and above)	3	LAI	480	Professional Seminar	0		
LAI	480	Professional Seminar	0						
			<b>Total</b>	<b>15</b>				<b>Total</b>	<b>12</b>

General Education Courses are in the shaded area.

\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.

**\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.**

**\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)**

## DEPARTMENT OF SOCIOLOGY

The Department of Sociology offers the following major, and three minors: a Bachelor of Arts in sociology, a minor in sociology, a minor in social work, and a minor in women and gender studies.

### 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, management, 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, counseling, criminology, education, law, public health, rehabilitation, social research, and social work.

In addition to promoting the development of critical thinking skills, practical knowledge and competency, and an appreciation of human differences and commonalities, the sociology curriculum is designed to develop in students an integrated sense of identity and civic responsibility.

### Social Work Minor

The minor consists of 21 hours, all of which must be completed at Bethune-Cookman University.

Sociology 15 hours

- SO 231 - Introduction to Social Welfare
- SO 235 - Marriage and Family
- SO 332 - Social Casework Processes
- SO 432 - Community Organization
- SO 435 - Groups and Group Behavior

Political Science 3 hours

- POL 338 - Administration of Social Services

Criminal Justice 3 hours

- CJ 461 - Juvenile Justice

### Sociology Minor

The minor consists of 18 hours, all of which must be completed at Bethune-Cookman University.

- Six (6) semester hours from the Major Sociology Electives  
**and**
- SO 131 - Introduction to Sociology
- SO 235 - Marriage and Family
- SO 232 – Sociology of Health and Illness
- SO 234 - Sociology of World Societies
- SO 436 - Sociological Theories

## Women and Gender Studies Minor

The minor consists of 18 hours, all of which must be completed at Bethune-Cookman University.

Social Sciences 3 hours

- SO 250 - Gender Studies

Psychology 3 hours

- PS 444 - Human Sexuality

Any four (4) of the following for a total of 12 hours

- CJ 320 - Women and the Criminal Justice System
- EN 335- Women in Literature
- HI 320 - History of Women in the United States
- HI 325 - History of Women in Contemporary Africa
- PS 442 - Psychology of Women
- POL 353 - Women in Politics

**Major Requirements:** A grade of C or better is required in all major courses

## STUDENT ORGANIZATIONS

Any student who seeks membership in fraternities, sororities, clubs, and other organized groups that are recognized and approved by the University for Student Participation and membership must meet the minimum scholastic standards as set forth by the University before approval and admission into such organizations. For students having met the minimum requirements set forth for participation, the University encourages participation in:

### 1. Honor Societies

Bethune-Cookman University 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 University:

Alpha Chi Honor Society (all disciplines)

Alpha Phi Sigma (criminal justice)

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)

Golden Key International Honour Society (all disciplines)

Kappa Delta Pi Honor Society (education)

Lambda Pi Eta National Communications Honor Society

Phi Beta Lambda Business Fraternity

Pi Gamma Mu (National Honor Society of Social Sciences)

Pi Sigma Alpha (National Political Science Honor Society)

Psi Chi National Honor Society (psychology)

Sigma Upsilon Nu (science, engineering, and mathematics)

Sigma Alpha Pi (The National Society of Leadership and Success)

Sigma Iota Rho (Honor Society for International Studies)

Sigma Tau Delta (International English Honor Society)

Theta Alpha Kappa (National Honor Society for Religious Studies and Theology)



## 2014 - 2015 Bethune-Cookman University

## Sociology : Total Semester Hours=120

## Freshman Year

First Semester				Second Semester			
FC	110	Freshman Seminar I	1	FC	111	Freshman Seminar II	1
EN	131	College English I	3	EN	132	College English II	3
MAT	131	Math for Liberal Arts	3	MAT	132	College Math	3
RELI	110	Understanding Faith	3	ES	130	Environmental Science	3
BI	131	General Biology	3	HI	130	African American History	3
SO	131	Introduction to Sociology	3	SO	132	Social Problems	3
PE		Health and Wellness	1	LAF	180	Professional Seminar	0
LAF	180	Professional Seminar	0				
		<b>Total</b>	<b>17</b>			<b>Total</b>	<b>16</b>
Sophomore Year							
First Semester				Second Semester			
SC	230	Oral Communication	2	ML	132	Modern Language	3
RP	230	Ethics	2	HU		Humanities	3
ML	131	Modern Language	3	SO	232	Sociology of Health & Illness or	3
SO	239	Statistics for Social Sciences	3	SO	230	Social Psychology	
SO	231	Intro to Social Welfare OR	3	SO	234	Sociology of World Societies	3
SOG	235	Sociology of Aging		SO	435	Marriage and the Family	3
SS/CS	150/132	Computer Applications	3	LAF	280	Professional Seminar	0
LAF	280	Professional Seminar	0			Sophomore Seminar: Leadership	1
		<b>Total</b>	<b>16</b>			<b>Total</b>	<b>16</b>
Junior Year							
First Semester				Second Semester			
SO	339	Social Stratification	3	SO	250	Gender Studies	3
SO	435	Groups & Group Behavior	3	SO	331	Demography	3
		Sociology Elective (200 level)	3	SO	332	Social Casework Processes	3
		Sociology Elective (200-300 level)	3	SO	344	Soc. Of Deviant Behavior	3
LAF	380	Professional Seminar	0	PS	231	General Psychology	3
						Junior Seminar: Entrepreneurship	1
				LAF	380	Professional Seminar	0
		<b>Total</b>	<b>12</b>			<b>Total</b>	<b>16</b>
Senior Year							
First Semester				Second Semester			
SO	336	Research Methods in Sociology	3	SO	499	Senior Seminar	3
SO	436	Sociological Theories	3	SO	432	Community Organization	3
SO	438	Urban Sociology	3	SO	490	Field Experience	6
SO	434	Special Topics in Sociology	3	LAF	480	Professional Seminar	0
SO	439	Race & Ethnicity	3				
LAF	480	Professional Seminar	0				
		<b>Total</b>	<b>15</b>			<b>Total</b>	<b>12</b>

General Education Courses are in the shaded area.

\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.

\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.

\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)

## **AIR FORCE ROTC**

The United States Air Force offers Air Force ROTC courses at Embry-Riddle Aeronautical University (ERAU). The procedures for registering for ROTC courses are the same as registering for any other Bethune- Cookman University course. The student simply signs up for the ROTC course during registration. Transportation will be provided from Bethune-Cookman 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 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 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 University. AFROTC courses, incidentally, are not offered at ERAU during the summer semester. The curriculum offers choices however, of either a two- or four-year program.

### **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 full-time students 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 Chairquarters, Maxwell Air Force Base, Alabama 36112, before December 1 of their senior year. Application forms for the scholarship are available at 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 B-CU. The scholarship pays tuition (up to \$15,000 per year), \$510 for books and a monthly non-taxable allowance. To be eligible students 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 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.

### **Air Force ROTC 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.

## **ARMY ROTC**

Army ROTC stands for Reserve Officers Training Corps and it is a course which men and women may take, freshman through senior year that 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 student's 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. Students 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 are 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.

### **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 higher 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**

Requirements:

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**

Requirements:

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 Major Requirements and serve on active, reserve, or National Guard duty as commissioned officers.
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.

**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.

## **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.

## **THE ONLINE COLLEGE**

The Online College is responsible for developing and implementing high quality distance education degree programs and certificates at the undergraduate and graduate levels. The Online College will support the use of information technology and teaching in the development and delivery of distance education programs and certificates. The Online College will ensure that all faculty members teaching online courses and all students taking online courses will have access to best practices in instructional and technical support.

### **THE ONLINE COLLEGE MISSION**

The Online College shares the mission of Bethune Cookman University, which is to develop global leaders committed to service, lifelong learning and diversity by providing a faith-based environment of academic excellence, transformative experiences.

### **THE ONLINE COLLEGE VISION**

The Online College will be recognized nationally and internationally for its outstanding distance education programs, highly qualified and dedicated faculty and extremely competitive and committed scholars.

### **The Online College Goals**

1. Increase the number of undergraduate and graduate online degree programs.
2. Increase the number of graduate and undergraduate online certificate programs.

### **The Online College Objectives**

1. Certify all faculty to be online instructors.
2. Increase the technology skill set of students.
3. Design high quality online courses.

## **COLLEGE OF SCIENCE, ENGINEERING, AND MATHEMATICS**

The College of Science, Engineering and Mathematics (SSEM) offers majors which provide training to undergraduate students in the natural sciences, computer science/engineering and mathematics, which facilitate entrance into careers in private industry, government, or graduate and professional schools. The CSEM endeavors to provide its undergraduate students with research opportunities in modern fields as well as opportunities to use their skills in service to the community.

The CSEM also provides service and support courses for the fulfillment of the science and mathematics requirements of the General Education Program.

### **OBJECTIVES:**

1. To provide specialized training for students in the Science, Technology, Engineering and Mathematics (STEM) fields.
2. To produce graduates who are prepared for entrance into graduate and professional schools or STEM related careers.
3. To produce graduates with the ability to impart discipline-specific knowledge.
4. To produce graduates with the ability to utilize current technology to address STEM related issues.
5. To produce graduates with experience in STEM research.

### **PROGRAM STUDENT LEARNING OUTCOMES (PSLO):**

1. Students will demonstrate critical thinking skills when addressing STEM-related problems.
2. Students will apply STEM knowledge, skills and methods to address real world problems.
3. Students will demonstrate knowledge of complex systems in their respective areas of study.
4. Students will engage in STEM projects that represent a value-centered, ethical approach to issues that impact diverse global cultures.

### **OFFERINGS**

#### **Bachelor of Science degrees in the following areas:**

Biology

Chemistry

\*Concentration in Biochemistry available

Computer Engineering

Computer Information Systems

\*Concentrations in Network Technology & Administration, Web Development & Administration, Database Technology & Administration available

Computer Science

Mathematics

#### **Minors in the following areas in conjunction with the Bachelor of Science degree:**

Biology

Chemistry

Computer Information Systems

Computer Science  
 Integrated Environmental Science  
 Mathematics  
 Physics

**Pre-requisite courses required for admission into professional schools in the following areas:**

Chiropractic  
 Dentistry  
 Engineering  
 Medicine  
 Optometry  
 Pharmacy  
 Veterinary Medicine

**ADMISSION REQUIREMENTS**

Completion of requirements for General Education as identified in the undergraduate catalog. A cumulative grade point average of 2.0.

**GENERAL REQUIREMENTS**

The requirements and objectives, which are discussed in this section, apply to the school as a whole. Departmental requirements are given with the major area offerings.

In addition to the General Education requirements, the following courses or their equivalents are required of all science and mathematics majors (specific exceptions are listed under each major):

- BI 141 General Biology I and Lab 4 hours
- BI 142 General Biology II and Lab 4 hours
- CH 141 General Chemistry I and Lab 4 hours
- CH 142 General Chemistry II and Lab 4 hours
- MAT 135 Pre-Calculus 3 hours
- MAT 136 Analytic Trigonometry 3 hours
- MAT 241 Calculus w/Anal. Geom. I and Lab 4 hours
- MAT 242 Calculus w/Anal. Geom. II and Lab 4 hours
- PH 251 College Physics I and Lab 4 hours
- PH 252 College Physics II and Lab 4 hours

Science and mathematics majors may substitute MAT 241 and MAT 242 for MAT 135 and MAT 136, provided they score within the range required on the mathematics placement examination. All science and mathematics majors must elect either French or German (Spanish, by special permission) to satisfy the foreign language requirement. BI 142 or CH 142 may be waived for math majors.

No student is permitted to continue as a SSEM major with a cumulative grade point average below 2.0 for all courses taken in the School of Science, Engineering, and Mathematics. A student must earn a grade of “C” or better in all courses in their major/minor discipline (i.e., all biology courses for biology majors, all math courses for math majors) and any course considered a pre-requisite for

another course (i.e., CH 141 before taking CH 142. If a grade of “C” or better is not attained after two attempts, the student can be dropped from the major. Before graduation, each student must pass an exit examination covering the major subject areas of their major and complete a senior level research paper.

## **DEPARTMENT OF BIOLOGY**

The Department of Biology offers degree programs leading to the Bachelor of Science in Biology. The department also offers a minor in biology, and pre-professional training for entry into schools of medicine, dentistry, veterinary science, chiropractic, and pharmacy. For more information about the minor or pre-professional training see below.

### **PROGRAM STUDENT LEARNING OUTCOMES (PSLO)**

Following the completion of a major in Biology, students will:

- 1) Demonstrate an understanding of the fundamental concepts of the Biological Sciences.
- 2) Exhibit effective oral and written communication of Biological Concepts.
- 3) Demonstrate the ability to critically analyze Biological processes.
- 4) Demonstrate the ability to work effectively in collaboration with others.
- 5) Demonstrate the ability to apply the tools and techniques of Biological research.

### **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 Bachelor of Science degree, the student will have met the minimum Major Requirements for admission to graduate and professional schools. Students planning to enter graduate school 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 a cumulative grade point average of at least 2.0.

#### **Requirements for Major in Biology**

In addition to the CSEM requirements, Biology majors must earn a grade of “C” or better in MAT 241 Calculus I. Biology majors may substitute PH 241 / 242 General Physics for PH 251 / 252 College Physics. In the second year, during the BI 222 Sophomore Seminar, all Biology majors will take an exam reviewing the material covered in BI 141, 142 and 240. Continuation in the program will be contingent upon successfully passing this exam.

#### **Requirements for Minor in Biology**

To earn a minor in Biology, students must complete a minimum of 16 hours of Biology courses beyond BI 141 and BI 142. Please see the Department Chair for more information.

#### **Course Requirements**

Refer to the vertical curriculum for additional course requirements.



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### Biology: Total Semester Hours=127

#### Freshman Year

First Semester				Second Semester					
FC	110	Freshman Seminar I	1	FC	111	Freshman Seminar II	3		
EN	131	College English I	3	EN	132	College English II	3		
MAT	135	Pre Calculus	3	MAT	136	Analytical Trigonometry	1		
BI	111	Introduction to Biology	1	HI	130	African American History	3		
BI	141	General Biology I	3	BI	142	General Biology II	3		
BIL	141	General Biology Lab I	1	BIL	142	General Biology II Lab	1		
CH	141	General Chemistry I	3	CH	142	General Chemistry II	3		
CHL	141	General Chemistry I Lab	1	CHL	142	General Chemistry II Lab	1		
PE		Health and Wellness	1						
			<b>Total</b>	<b>17</b>				<b>Total</b>	<b>18</b>
Sophomore Year									
First Semester					Second Semester				
SC	230	Intro/Oral Communication	2	BI	222	Biology Soph. Seminar	1		
RELI	110	Understanding Faith	3	MAT	260	Statistics	3		
BI	240	General Biology III	4	HU		Humanities	3		
		Sophomore Seminar: Leadership	1	CH	242	Organic Chemistry II	3		
MAT	241	Calculus I	3	CHL	242	Organic Chemistry II Lab	1		
MAL	241	Calculus I Lab	1	BI	244	Microbiology	4		
CH	241	Organic Chemistry I	3	CIS	215	Fund. Of Sci. Computing	3		
CHL	241	Organic Chemistry I Lab	1						
			<b>Total</b>	<b>18</b>				<b>Total</b>	<b>18</b>
Junior Year									
First Semester					Second Semester				
		Junior Seminar: Entrepreneurship	1	SS		Social Science	3		
ML	131	Modern Language	3	ML	132	Modern Language	3		
BI	340	Molecular Biology	4	BI	351	Plant Physiology	4		
BI	411	Seminar in Biology	1	BI	341	Zoology	4		
PH	241	General Physics I	3	PH	242	General Physics II	3		
PH	241	General Physics I Lab	1	PH	242	General Physics II Lab	1		
			<b>Total</b>	<b>13</b>				<b>Total</b>	<b>18</b>
Senior Year									
First Semester					Second Semester				
BI	447	Genetics	4	BI	450	Cell Biology	4		
BI		300/400 Elective	3	BI		Elective	4		
BI	412	Seminar in Biology	1	BIL	499	Senior Seminar	3		
CH	445	Biochemistry I Lab	3	RP	230	Ethics	2		
CH	445	Biochemistry I Lab	1						
			<b>Total</b>	<b>12</b>				<b>Total</b>	<b>13</b>

General Education Courses are in the shaded area.

\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.

\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.

\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)

## DEPARTMENT OF CHEMISTRY

The Department of Chemistry offers degree programs leading to the Bachelor of Science in Chemistry. The department also offers a minor in chemistry to prospective students wishing to broaden their academic enterprise. Chemistry is referred to as the "central science" because of the pivotal role it plays in all of the biological and physical sciences, as well as engineering, agriculture, medicine, and allied health disciplines. The Chemistry Department curriculum prepares students for entrance into graduate and professional school programs, and provides the necessary skills to be competitive in industry, biotechnology, and governmental positions. The degree program for the Chemistry major is based upon the requirements set forth by the American Chemical Society (ACS).

### PROGRAM STUDENT LEARNING OUTCOMES (PSLO)

**1. Fundamental Knowledge of the Chemical Sciences (ACS 7.1-7.3)** - Students will be able to describe the major concepts and theories in chemistry. They will identify the central ideas underlying the principal subfields of chemistry (analytical, inorganic, organic, and physical chemistry) including the interdisciplinary biological chemistry. Students will be able to apply mathematical and physical methods for chemical investigation. Using modern web-based resources, they will know how to effectively search and analyze information in the chemistry literature.

**2. Demonstrate the ability to critically analyze Chemical Processes (ACS 7.1-7.5)** - Students will be able to operate modern instrumentation to perform chemical analysis and conduct experiments with strict adherence to sound laboratory techniques as well as good safety and hygiene practices. Students will be able to design experiments and to interpret information obtained in experiments in terms of current chemical theory and concepts.

**3. Exhibit effective oral and written communication of Chemical Concepts (ACS 7.2, 7.4- 7.5)** - Students will be able to write well organized and concise reports. Students will acquire and present technical information using electronic media, posters and oral presentations.

**4. Chemistry Ethics in Society (ACS 7.2, 7.4, 7.6)** - Students will understand the opportunities and consequences of chemistry and become aware of moral and ethical boundaries in their efforts to learn, conduct experiments, and discuss scientific knowledge

### Bachelor of Science in Chemistry

The Bachelor of Science in chemistry is designed for students who are interested in careers which require an extensive background in chemistry. Upon completion of the B.S. degree, the student will have met the minimum major requirements for admission to graduate schools or careers in the chemical industry. The skills and knowledge obtained in the chemistry program are in extremely high demand as they provide a strong background in the chemical and mathematical approaches utilized by the private and public sectors as well as academia and health. A concentration in Biochemistry is also available. Interested students should contact the Department Chair for course requirements. 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 is through a formal declaration of major and completion of CH 141/142 and CH 241/242 with a **grade of “C” or better**.

## **Major Requirements**

Pre-professional students who major in chemistry may substitute four hours of biology electives for their chemistry elective and should select appropriate electives to satisfy the requirements for entrance into their prospective programs (recommended courses include BI 244, 340, 447, and 450 or see Department Chair for permission). In addition, chemistry majors may substitute MAT 331, 335, or 337 for MAT 334.

## **Requirements For The Minor In Chemistry**

To earn a minor in Chemistry, students must complete a minimum of 8 hours of upper-level Chemistry courses beyond CH 141, CH 142, CH 241 and CH 242. A minimum of a 2.0 grade point must be achieved in these courses. Please see the Department Chair for more information.

## **Course Requirements**

Refer to the vertical curriculum for additional course requirements.



**2014 - 2015 Bethune-Cookman University**  
**Chemistry : Total Semester Hours=124**  
**Freshman Year**

<u>First Semester</u>				<u>Second Semester</u>			
FC	110	Freshman Seminar I	1	FC	111	Freshman Seminar II	3
EN	131	College English I	3	EN	132	College English II	3
MAT	135	Pre Calculus*	3	MAT	136	Analytical Trigonometry	1
PE		Health and Wellness	1	RELI	110	Understanding Religion	3
BI	141	General Biology I	3	BI	142	General Biology II	4
BIL	141	General Biology Lab I	1	CH	142	General Chemistry II	3
CH	141	General Chemistry I	3	CHL	142	General Chemistry II Lab	1
CHL	141	General Chemistry I Lab	1				
		<b>Total</b>	<b>16</b>			<b>Total</b>	<b>18</b>
<u>Sophomore Year</u>							
<u>First Semester</u>				<u>Second Semester</u>			
CH	241	Organic Chemistry I	4	SC	230	Oral Communication	2
MAT	241	Calculus I	3	CH	242	Organic Chemistry 2	4
MAL	241	Calculus I Lab	1	MAT	242	Calculus 2	3
HI	130	African American History	3	MATL	242	Calculus 2 Lab	1
		Interdisciplinary Social Science	3	HU		Humanities	3
RP	230	Ethics	2			Sophomore Seminar: Leadership	1
						Free Elective	3
		<b>Total</b>	<b>16</b>			<b>Total</b>	<b>17</b>
<u>Junior Year</u>							
<u>First Semester</u>				<u>Second Semester</u>			
CH	331	Physical Chemistry I	3	CH	332	Physical Chemistry 2	3
CH	345	Quantitative Analysis	4	CH	346	Instrumental Analysis	4
PH	251	College Physics 1	4	PH	252	College Physics 2	4
PHL	251	College Physics I Lab	0	PHL	252	College Physics 2 Lab	0
ML	131	Modern Language	3	ML	132	Modern Language	3
						Junior Seminar: Entrepreneurship	1
		<b>Total</b>	<b>14</b>			<b>Total</b>	<b>15</b>
<u>Senior Year</u>							
<u>First Semester</u>				<u>Second Semester</u>			
CH	499	Senior Seminar	2	CH	431	Advanced Chemistry Lab	3
CH	435	Inorganic Chemistry	3	MAT	334	Differential Equations	3
CH	445	Biochemistry 1	4	CH	446	Biochemistry 2	4
		Free Elective	3			Science Elective	3
		Computer Science Elective	3				
		<b>Total</b>	<b>15</b>			<b>Total</b>	<b>13</b>

General Education Courses are in the shaded area.

\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.

\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.

\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)



## 2014 - 2015 Bethune-Cookman University

## Chemistry (Biochemistry) : Total Semester Hours=124

## Freshman Year

<u>First Semester</u>				<u>Second Semester</u>					
FC	110	Freshman Seminar I	1	FC	111	Freshman Seminar II	1		
EN	131	College English I	3	EN	132	College English II	3		
MAT	135	Pre Calculus*	3	MAT	136	Analytical Trigonometry	3		
PE		Health and Wellness	1	HI	130	African American History	3		
BI	141	General Biology I	3	BI	142	General Biology II	4		
BIL	141	General Biology Lab I	1	CH	142	General Chemistry II	3		
CH	141	General Chemistry I	3	CHL	142	General Chemistry II Lab	1		
CHL	141	General Chemistry I Lab	1						
			<b>Total</b>	<b>16</b>				<b>Total</b>	<b>18</b>
Sophomore Year									
<u>First Semester</u>				<u>Second Semester</u>					
CH	241	Organic Chemistry 1 and Lab	4	CH	242	Organic Chemistry 2 and Lab	4		
MAT	241	Calculus 1	3	MAT	242	Calculus 2	3		
MAL	241	Calculus 1 Lab	1	MATL	242	Calculus 2 Lab	1		
HU		Humanities	3	BI	244	Microbiology and Lab	4		
RELI	110	Understanding Faith	3	SS		Interdisciplinary Social Science	3		
RP	230	Ethics	2			Sophomore Seminar: Leadership	1		
			<b>Total</b>	<b>16</b>				<b>Total</b>	<b>16</b>
Junior Year									
<u>First Semester</u>				<u>Second Semester</u>					
BI	340	Molecular Biology	4	BI	330	Bioinformatics	3		
CH	345	Quantitative Analysis	4	CH	445	Biochemistry I	4		
PH	251	College Physics 1	4	PH	252	College Physics 2	4		
PHL	251	College Physics 1 Lab	0	PHL	252	College Physics 2 Lab	0		
		200/300 Elective	3	CH	346	Instrumental Analysis	4		
						Junior Seminar: Entrepreneurship	1		
			<b>Total</b>	<b>15</b>				<b>Total</b>	<b>16</b>
Senior Year									
<u>First Semester</u>				<u>Second Semester</u>					
CH	499	Senior Seminar	2	BI	450	Cell Biology	4		
		300/400 Elective	3	ML	132	Modern Language	3		
		Elective	3			300/400 Elective	3		
ML	131	Modern Language	3	CH	446	Biochemistry 2	4		
SC	230	Oral Communication	2						
			<b>Total</b>	<b>13</b>				<b>Total</b>	<b>14</b>

General Education Courses are in the shaded area.

\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.

\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.

\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)

## **DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**

The Department of Computer Science and Engineering offers degree programs leading to the Bachelor of Science in Computer Science, the Bachelor of Science in Computer Engineering, and the Bachelor of Science in Computer Information Systems. The department also offers a sequence of courses leading to a minor in each of the degree areas. Students majoring in mathematics with a minor in engineering are eligible for the 3+2 program which places graduates in engineering programs with an advanced standing at partner universities. For additional information on these programs and minors see the Department Chair.

### **Bachelor of Science in Computer Science**

The major in Computer Science is designed for students interested in pursuing advanced studies in computer science and professional careers in the theoretical and technical side of computer-oriented information technology.

#### **Program Educational Objectives (PEO's)**

The Program Educational Objectives (PEOs) of the Bethune-Cookman University Computer Science Program are to produce graduates who within a few years of graduation are able to combine skills gained through academic preparation and post-graduate experience to be able to:

1. Exhibit technical competence through application of computer science knowledge, problem solving skills and software tools.
2. Exhibit skills of effective communication, teamwork, leadership, professional and ethical behavior as complements to technical competence.
3. Continue their technical and professional development which may include graduate level education, continuing education courses, self-directed study and participation in conferences and committee activities.

#### **PROGRAM STUDENT LEARNING OUTCOMES (PSLO)**

Following the completion of a major in computer science, students will demonstrate:

1. An ability to apply knowledge of computing and mathematics appropriate to the discipline.
2. An ability to analyze a problem, and identify and define the computing requirements appropriate to its solution.
3. An ability to design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs.
4. An ability to function effectively on teams to accomplish a common goal.
5. An understanding of professional, ethical, legal, security and social issues and responsibilities.
6. An ability to communicate effectively with a range of audiences

7. An ability to analyze the local and global impact of computing on individuals, organizations, and society.
8. Recognition of the need for and ability to engage in continuing professional development.
9. An ability to use current techniques, skills, and tools necessary for computing practice.
10. An ability to apply mathematical foundations, algorithmic principles, and computer science theory in the modeling and design of computer-based systems in a way that demonstrates comprehension of the tradeoffs involved in design choices.
11. An ability to apply design and development principles in the construction of software systems of varying complexity.

### **Admission to the Program**

Admission is through a formal declaration of major. A student is admitted to the upper division computer science major after successful completion of CS 231 and completion of the general education program.

### **Requirements for Major in Computer Sciences**

In addition to the general education requirements, Computer Science majors are required to pass EN 250 -Technical Communication. See vertical curriculum for the listing of all required courses for the program. Refer to the Computer Science vertical curriculum for course requirements.

### **Requirements for Minor in Computer Science**

Requires a minimum of 18 semester hours of Computer Science (CS) numbered at the 200 level or higher. The course work must include:

- CS215 – Fundamentals of Scientific Computing (3 semester hours)
- CS 230 & CSL230 - Computer Programming I & Lab (4 semester hours)
- CS 231 & CSL231 - Computer Programming II & Lab (4 semester hours)
- CS 330 – Databases (3 semester hours)

Choose two courses from the following:

- CS 333 - Data Structures (3 semester hours)
- CS 433 – Operating Systems (3 semester hours)
- CS 336 – Software Engineering (3 semester hours)
- CS340 & CSL340– Comp. Networks and Com. & Lab (4 semester hours)
- CS 331&CSL331 - Mobile App, Development & Lab (4 semester hours)

Note: Pre-requisites for the listed course are not included. Students must contact their advisors before selecting the courses.

**Course Requirements:** Refer to the Computer Science vertical curriculum for course requirements.



## 2014 - 2015 Bethune-Cookman University

**Computer Science: Total Semester Hours=127**

### Freshman Year

<u>First Semester</u>				<u>Second Semester</u>					
FC	110	Freshman Seminar I	1	FC	111	Freshman Seminar II	3		
EN	131	College English I	3	EN	132	College English II	3		
MAT	241	Calculus I	3	MAT	242	Calculus II	3		
MATL	241	Calculus I Lab	1	MATL	242	Calculus II Lab	1		
CS	215	Fundamentals of Sci. Computing	3	BI	141	General Biology I	3		
HI	132	African American History	3	BIL	141	General Biology I	1		
PE		Health and Wellness	1	RELI	110	Understanding Faith	3		
			<b>Total</b>	<b>15</b>				<b>Total</b>	<b>17</b>

### Sophomore Year

<u>First Semester</u>				<u>Second Semester</u>					
CS	230	Programming I	3	CS	231	Programming II	3		
CSL	230	Programming I Lab	1	CSL	231	Programming I Lab	1		
MAT	335	Linear Algebra	3	SC	230	Oral Communication	2		
HU		Humanities	3	RP	230	Ethics	2		
CS	330	Databases	3	ML	132	Modern Language	3		
ML	131	Modern Language	3			Interdisciplinary Social Science	3		
		Sophomore Seminar: leadership	1	MAT	337	Probability and Statistics	3		
			<b>Total</b>	<b>17</b>				<b>Total</b>	<b>17</b>

### Junior Year

<u>First Semester</u>				<u>Second Semester</u>					
CS	332	Computer Organization	3	EN	250	Technical Writing	3		
CS	333	Data structures	3	CS	336	Software Engineering	3		
PH	251	College Physics 1	4	PH	252	College Physics 2	4		
PHL	251	College Physics 1 Lab	0	PHL	252	College Physics 2 Lab	0		
CS	335	Discrete Structures	3	CS	340	Comp. Networks & Communicatio	3		
CS	334	Object-oriented Design	3	CSI	340	Comp. Networks & Communicatio	1		
		Junior Seminar: Entrepreneurship	1						
			<b>Total</b>	<b>17</b>				<b>Total</b>	<b>14</b>

### Senior Year

<u>First Semester</u>				<u>Second Semester</u>					
CS	437	Digital Circuits	3	CS	433	Operating Systems	3		
CS	437	Digital Circuits Lab	1	CS	436	Computability	3		
CS	497	Senior Design	3	CS	438	Computer Architecture	3		
E	333	Net. Autonomous Robotics	3	CS	498	Senior Design II	3		
EL	333	Net. Autonomous Robotics Lab	1	CIS	466	Network Security	3		
CS	331	Mobile Application Development	3						
CS L	331	Mobile Application Development	1						
			<b>Total</b>	<b>15</b>				<b>Total</b>	<b>15</b>

General Education Courses are in the shaded area.

\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.

\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.

\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)

## **Bachelor of Science in Computer Engineering**

The computer engineering program is designed for students who are interested in computer hardware and software design and their integration into usable computer systems.

### **PROGRAM EDUCATIONAL OBJECTIVES (PEO)**

The Program Educational Objectives (PEOs) of the Bethune-Cookman University Computer Engineering Program are to produce graduates who within a few years of graduation are able to combine skills gained through academic preparation and post-graduate experience to be able to:

1. Exhibit technical competence through application of engineering knowledge, problem solving skills and engineering tools.
2. Exhibit skills of effective communication, teamwork, leadership, professional and ethical behavior as complements to technical competence.
3. Continue their technical and professional development which may include graduate level education, continuing education courses, self-directed study and participation in conferences and committee activities.

### **PROGRAM STUDENT LEARNING OUTCOMES (PSLO)**

Following the completion of a major in computer engineering, students will demonstrate:

1. The ability to apply knowledge of mathematics, science, and engineering
2. The ability to design and conduct experiments, as well as to analyze and interpret data
3. The ability to design a system, component, or process to meet desired needs within realistic constraints.
4. The ability to function on multidisciplinary teams.
5. The ability to identify, formulate, and solve engineering problems.
6. The understanding of professional and ethical responsibility.
7. The ability to communicate effectively.
8. The broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context.
9. A recognition of the need for, and an ability to engage in life-long learning
10. A knowledge of contemporary issues
11. The ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.

**Admission to the Computer Engineering Program**

Admission is through a formal declaration of major, and enrollment in Calculus I, MAT 241.

**Requirements for Major in Computer Engineering**

Refer to the vertical curriculum for all course requirements.



## 2014 - 2015 Bethune-Cookman University

### Computer Engineering : Total Semester Hours=131

#### Freshman Year

First Semester				Second Semester			
FC	110	Freshman Seminar I	1	FC	111	Freshman Seminar II	1
EN	131	College English I*	3	EN	132	College English II	3
MAT	241	Calculus I	3	MAT	242	Calculus 2	3
MATL	241	Calculus I Lab	1	MATL	241	Calculus 2 Lab	1
RELI	110	Understanding Faith	3	E	124	Introduction to Engineering	3
CH	141	General Chemistry I	3	HI	130	African American History	3
CHL	141	General Chemistry I Lab	1				
PE		Health and Wellness	1				
		<b>Total</b>	<b>16</b>			<b>Total</b>	<b>14</b>
Summer							
HU		Humanities	3	SS	200	Interdisciplinary Social Science	3
Sophomore Year							
First Semester				Second Semester			
CS	230	Programming I	3	CS	231	Programming II	3
CSL	230	Programming I Lab	1	CSL	231	Programming II Lab	1
PH	251	Physics I	3	PH	252	Physics II	3
PHL	251	Physics I Lab	1	PHL	252	Physics II Lab	1
SC	230	Intro. Effective Oral Communications	2	E	230	Intro to Electric Circuits	3
ML	131	Modern Language	3	EL	230	Intro to Electric Circuits Lab	1
BU	XXX	Bus. Leadership Seminar	1	ML	132	Modern Language	3
RP	230	Ethics	2	MAT	334	Differential Equations	3
		<b>Total</b>	<b>16</b>			<b>Total</b>	<b>18</b>
Junior Year							
First Semester				Second Semester			
E	335	Electronics I	3	E	333	Networked Autonomous Robotics	3
EL	335	Electronics I Lab	1	EL	333	Networked Autonomous Robotics Lab	1
CS	335	Discrete Structures	3	E	336	Electronics II	3
CS	437	Digital Circuits	3	EL	336	Electronics II Lab	1
CSL	437	Digital Circuits Lab	1	CS	336	Software Engineering	3
CS	333	Data Structures	3	CS	438	Computer Architecture	3
BU	XXX	Bus. Entrepreneurship Seminar	1	MAT	337	Probability and Statistics	3
		<b>Total</b>	<b>15</b>			<b>Total</b>	<b>17</b>
Senior Year							
First Semester				Second Semester			
E	431	VLSI Design I	3	E	436	Digital Signal Processing	3
EL	431	VLSI Design I Lab	1	EL	436	Digital Signal Processing Lab	1
E	438	Programmable Digital Logic Des	3	E	498	Senior Design II	3
EL	438	Programmable Digital Logic Des Lab	1	CS	340	Comp. Networks & Comm	3
E	437	Microprocessor & Embedded System Des	3	CSL	340	Comp. Networks & Comm Lab	1
EL	437	Microprocessor & Embed System Design	1	CS	433	Operating Systems	3
E	497	Senior Design I	3				
		<b>Total</b>	<b>15</b>			<b>Total</b>	<b>14</b>

General Education Courses are in the shaded area.

\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.

\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.

\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)

## **Bachelor of Science in Computer Information Systems**

The School of Science, Engineering and Mathematics offers the Bachelor of Science degree in Computer Information Systems (BSCIS). The BSCIS Program is designed for students to enter Information Technology fields where certification of knowledge level is commonly considered in hiring and promotion decisions.. The program integrates technical skills with communication skills, general education knowledge and breadth of knowledge in the computer information technology field.

After completion of the degree program, students will, depending on the selected areas of concentrations, be able to pursue professional certifications, such as, CompTIA A+ Certification, Microsoft Certified Technology Specialist (MCTS), Microsoft Certified IT Professional (MCITP), Oracle Certified Associate (OCA) and Certified Professional (OCP), and Cisco (Entry, Associate, and Professional) Certification.

The CIS degree program offers four (4) areas of concentrations consisting of Network Technology & Administration (NTA), Web Development & Administration (WDA), Database Technology and Administration (DTA).

### **Concentration in Networking Technology and Administration (NTA)**

This concentration focuses on the design, installation, and administration of Network Systems. Local Area Networks, Wide Area Networks, Wireless Networks, Network Technology, and Network Security are studied. Students develop hands-on experience on network systems using hardware and software commonly used in the IT industry.

### **Concentration in Web Development and Administration (WDA)**

This concentration focuses on Web development based on existing and emerging web technologies, including server-side databases, programming, web applications, Web services, and enterprise Web development. Topics also include web-based interfaces, online supply chain management, e-commerce tools and techniques, client and server security, social networks, and Web site commercialization.

### **Concentration in Database Technology and Administration (DTA)**

This concentration focuses on the installation, development and administration of database applications in the business environment. The student develops hands-on experience in the administration and development of database applications from desktop databases to the enterprise level database technology.

## **Program Educational Objectives**

The Computer Information Systems program will produce graduates who, within a few years of graduation will:

(1) Engage and provide leadership in analytical problem-solving in the computer information

systems environment; resolve information system technology systems problems and meet the needs of end-users by applying troubleshooting methodologies.

(2) Apply and communicate information systems knowledge and practices effectively and professionally and engage in lifelong learning experiences; and

(3) Demonstrate strong ethical decision-making and a commitment to service to society by applying relevant policies and procedures to effectively secure and monitor computer systems using effective workforce skills, best practices, and ethical principles. And to the Information Systems profession.

## **PROGRAM STUDENT LEARNING OUTCOMES (PSLO)**

1. An ability to apply knowledge of computing, information systems and mathematics.
2. An ability to analyze an interdisciplinary IS related problem, identify and define the computing and information systems requirements appropriate to its solution.
3. An ability to design, implement and evaluate a computer-based system, process, component, or program to meet desired needs.
4. An ability to function effectively in teams to create a project plan to accomplish a common goal.
5. An understanding of professional, ethical and social responsibilities.
6. An ability to communicate effectively with a range of audiences.
7. An ability to analyze the impact of computing on individuals, organizations and society, including ethical, legal, security and global policy issues.
8. Recognition of the need for and an ability to engage in continuing professional development
9. An ability to use current techniques, skills, and tools necessary for computing practice.
10. An ability to understand the processes that support the delivery and management of information systems within a specific application environment.

### **Admission to the Program**

Admission is through a formal declaration of major. A student is admitted to the upper division computer information systems major after successful completion of CIS 210 and ITM 200, and the general education program.

### **Major Requirements**

Computer Information Systems majors take MAT 134 College Algebra, MAT 135 Pre-Calculus, and BI 131 General Biology to meet their general education requirements for mathematics and biology, and EN 250 Technical Writing as an additional general education requirement of the Department of Computer Science and Engineering. See the vertical curriculum for course requirements.



## 2014 - 2015 Bethune-Cookman University

### Computer Informations Systems : Total Semester Hours=120

#### Freshman Year

First Semester				Second Semester			
FC	110	Freshman Seminar I	1	FC	111	Freshman Seminar II	1
EN	131	College English I*	3	EN	132	College English II	3
MAT	134	College Algebra*	3	MAT	135	Pre-Calculus	3
RELI	110	Understanding Faith	3	BI	131	General Biology	3
HI	130	African American History	3	PE		Health and Wellness	1
CS	132	Computer Applications	3	CIS	138	Web Design & Intro. To Internet Tech.	3
				CIS	135	Intro to Computer Technology	3
		<b>Total</b>	<b>16</b>			<b>Total</b>	<b>17</b>

#### Sophomore Year

First Semester				Second Semester			
HU	230	Humanities	3	CIS	210	Intro. To Programming	3
ML	131	Modern Language	3	CIS	241	Intro. Computer Networks	3
CS	330	Databases	3	SC	230	Intro. Effective Oral Communications	2
RP	230	Ethics	2			Interdisciplinary Social Science	3
		Sophomore Seminar: Leadership	1	ML	132	Modern Language	3
CIS	242	Operating Systems	3				
		<b>Total</b>	<b>15</b>			<b>Total</b>	<b>14</b>

#### Junior Year

First Semester				Second Semester			
CIS	248	Network Admin. I	3	CIS	299	Network Admin. II	3
CIS	300	Systems Analysis & Design	3	AC	231	Accounting I	3
CIS	333	Database Tech. for Web Apps	3	ACL	231	Accounting I Lab	1
		Junior Seminar: Entrepreneurship	1	*CIS	334	Network Operating Systems	3
EN	250	Technical Communication	3	BA	231	Economics	3
ES	130	Environmental Science	3	BA	236	Business Probability and Statistics	3
		<b>Total</b>	<b>16</b>			<b>Total</b>	<b>16</b>

#### Senior Year

First Semester				Second Semester			
CS	497	Senior Design I	3	CIS	498	Senior Design II	3
*CIS	420	Network Design & Proc.	3	CIS	434	Ent. Arch & Web Services	3
CIS	402	Project Management	3	*CIS	466	Network Security	3
*CIS	306	Wireless Networks	3	CS/CIS		Elective (300-400)	3
CIS	361	Internship	3				
		<b>Total</b>	<b>15</b>			<b>Total</b>	<b>12</b>

General Education Courses are in the shaded area.

\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.

\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.

\*\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab.

(ROTC)

CIS majors must earn grades of "C" or better in each core course and each course in the selected area of concentration. CS and CIS electives must be 300 or 400 level.

CIS (Web Design & Database) Concentration have the same curriculum as the Network concentration except for the courses marked with asterisks(\*). These course must be submitted with courses shown below for the other concentrations. Students must consult with their Student Success Coach before registering for courses in the other concentrations.

#### Web Development & Administration Concentration Courses

1. CIS 240 Dynamic Web Design I
2. CIS 310 Dynamic Web Design II
3. CIS 380 E-commerce
4. CIS 390 Adv. Web App Development

#### Database Technology & Administration Concentration

1. CIS 336 Data Warehouse & OLAP Tech
2. CIS 335 Storage Management
3. CIS 400 Database Administration
4. CIS 380 E-commerce

## **DEPARTMENT OF INTEGRATED ENVIRONMENTAL SCIENCE**

The Department of Integrated Environmental Science offers a degree program leading to the Bachelor of Science in Integrated Environmental Science. The department also offers a minor in Integrated Environmental Science, a minor in Environmental Justice, and Masters programs in Integrated Environmental Science through the School of Graduate Studies.

### **Requirements for Minors in Integrated Environmental Science and Environmental Justice**

IES offers minors in Integrated Environmental Science (minimum 19 credit hours) and Environmental Justice (minimum 18 credit hours). The minor in Integrated Environmental Science is a field science- and policy-focused minor designed for students who want to obtain some background and training in environmental science to help address environmental aspects of advanced study or careers arising from other majors at Bethune-Cookman University. This minor will appeal to those who have a primary interest in another discipline but who are nonetheless interested in environmental issues. The minor in Environmental Justice is an interdisciplinary minor intended to prepare transformative leaders to meet the social needs of those impacted by environmental injustice. The minor contains coursework and practical experience in three related avenues of inquiry: ethics/environmental ethics, environmental science and policy, and either regulation or history. This course of study will appeal to those interested in social or environmental policy, sustainability issues, public service, public advocacy, or similar forms of civic engagement. It will also appeal to those working toward a major in Integrated Environmental Science (IES), particularly if the student plans to work with environmental policy initiatives. Both minors are open to majors in all disciplines. For course requirements, see the Department Chair.

## **DEPARTMENT OF MATHEMATICS**

The Department of Mathematics offers a degree program leading to the Bachelor of Science in mathematics. Students majoring in another discipline may add mathematics as a minor field of emphasis upon completion of 15 Semester Hours in courses beyond the elementary calculus sequence. For further information regarding the minor, see the Department Chair.

### **PROGRAM STUDENT LEARNING OUTCOMES (PSLO)**

Following the completion of a major in mathematics, students will demonstrate:

1. Students will demonstrate a proficiency in algebraic skills, including: algebra, pre-calculus, trigonometry and associated applications.
2. Students will demonstrate an understanding of limit-based mathematics (calculus): including differentiation, integration and associated applications.
3. Students will demonstrate the ability to read and construct mathematical proofs and justify logical arguments.
4. PSLO 4 - Students will demonstrate the ability to participate in mathematical communication: reading and writing mathematical papers; understanding and delivering oral presentations.

Students will demonstrate the ability to participate in mathematical communication: reading and writing mathematical papers; understanding and delivering oral presentations.

### **Bachelor of Science in Mathematics**

The Mathematics major is designed for students interested in mathematics-oriented careers in industry, education, and government, and 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 MAT 241 and MAT 242.

#### **Requirements for Major in Mathematics**

Mathematics majors must meet their general education science requirements using laboratory science courses at the level of majors in that discipline (BI 141, 141L; CH 141, 141L; or PH 251, 251L).

#### **Requirements for Minor in Mathematics**

See the department chair for information.



**2014 - 2015 Bethune-Cookman University**  
**Mathematics : Total Semester Hours=120**

Freshman Year									
First Semester					Second Semester				
EN	131	College English I	3		EN	132	College English II	3	
MAT	135	Pre Calculus*	3		MAT	136	Analytical Trigonometry*	3	
FC	110	Freshman Seminar I	1		FC	111	Freshman Seminar II	1	
HI	130	African American History	3		RELI	110	Understanding Faith	3	
PE		Health & Wellness	1		BI	142	General Biology II or	3	
BI	141	General Biology I or	3		CH	142	Chemistry II		
CH	141	Chemistry I			BIL	142	Biology II Lab or	1	
BIL	141	Biology I Lab or	1		CHL	142	Chemistry II Lab		
CHL	141	Chemistry Lab I							
			<b>Total</b>	<b>15</b>				<b>Total</b>	<b>14</b>
Sophomore Year									
First Semester					Second Semester				
		Interdisciplinary Social Science	3		SC	230	Oral Communication	2	
		Sophomore Seminar: Leadership	1		HU		Humanities	3	
CH	141	Chemistry I or	3		RP	230	Ethics	2	
BI	141	Biology I			CS	231	Computer Programming II	3	
CHL	141	Chemistry Lab I	1		CSL	231	Computer Programming II Lab	1	
BIL	141	Biology I Lab			MAT	242	Calculus II	3	
CS	230	Computer Programming I	3		MATL	242	Calculus II Lab	1	
CSL	230	Computer Programming I Lab	1						
MAT	241	Calculus I	3						
MATL	241	Calculus I Lab	1						
			<b>Total</b>	<b>16</b>				<b>Total</b>	<b>15</b>
Junior Year									
First Semester					Second Semester				
ML	131	Modern Language	3		ML	132	Modern Language	3	
		Junior Seminar: Entrepreneurship	1		MAT	332	Advanced Calculus	3	
MAT	253	Foundations Mathematics	3		MAT	334	Differential Equations	3	
MAT	331	Calculus III w/ Analytical Geometry	5		MAT	337	Probability and Statistics	3	
MAT	335	Linear Algebra	3				Directed Elective	3	
		Directed Elective	3				Directed Elective	3	
			<b>Total</b>	<b>18</b>				<b>Total</b>	<b>18</b>
Senior Year									
First Semester					Second Semester				
MAT	361	Numerical Analysis I	3		MAT	432	Abstract Algebra II	3	
MAT	431	Abstract Algebra I	3		MAT	434	Real Analysis I	3	
MAT	498	Senior Seminar I	3		MAT	437	Complex Variables	3	
		Directed Elective	3		MAT	499	Senior Seminar II	3	
			<b>Total</b>	<b>12</b>				<b>Total</b>	<b>12</b>

**Math majors MUST choose an directed field of study as approved by the Mathematics Department (at least 12 credits) in a field complimenting their long range professional goals. Math majors wishing to complete a minor must take an additional 6 hours in their directed field of study.**

General Education Courses are in the shaded area.

**Math majors must complete the two-semester laboratory science sequence in BI 141 and BI 142, or CH 141 and CH 142, or PH 251 and PH 252. If the PH sequence is chosen, students should move Junior year directed elective courses to the Sophome year and Ethics to the Freshman year.**

## **AREA OF PHYSICS**

The Area of Physics is a non-degree granting area which provides service and support courses for a background in physics for student majoring in the sciences. A minor in physics is also offered that is designed for students who desire additional capabilities beyond the basic sequence of courses required for their major.

### **Requirements for Minor in Physics**

The Physics minor is especially recommended for science, engineering and math majors who plan to pursue advanced technological training. The course sequence includes upper-level courses that allow students to become more deeply involved in physics without the commitment of a major. See the Area Chair for additional information.

## **SCHOOL OF PERFORMING ARTS AND COMMUNICATION**

The School of Performing Arts and Communication provides excellent instruction within our programs in music, communication, theatre, and dance. Degree programs cultivate creativity and stimulate imagination, which enhance critical thinking skills. Our students take their place among the global citizens of the world to become the cutting edge problem solvers in their diverse fields of interest.

### **MISSION**

The mission of the School of Performing Arts and Communication is to inspire, expose, engage, nurture, and transform a new generation of global leaders through excellence in academic, artistic, and service-learning programs graduating highly motivated individuals in the fields of music, technology, communication, theater and dance. These graduates will contribute to society as entrepreneurs, educators, highly skilled professionals, and civic-minded citizens.

### **VISION**

The School of Performing Arts and Communication will offer courses and programs that prepare students to engage in continuous learning and gain appreciation for diversity. We will foster an environment of adaptability by staying abreast of current trends, cutting edge technology, and promoting community partnerships.

### **GOALS**

#### **Goal 1. Ensure Student Satisfaction and Student Success through Programs and Support Services.**

Priority: The School of Performing Arts and Communication will continue to foster student achievement through excellence in curriculum, teaching, learning and services that meet multiple needs. Student-centered programs and support services will identify student goals and individual needs, and will facilitate student retention, completion and goal achievement.

#### **Goal 2. Ensure Broad-Based Education.**

Priority: The School of Performing Arts and Communication is committed to developing life-long learners who are competent problem-solvers, critical thinkers, effective communicators, ethical citizens and technologically literate contributors to the global community. Students will achieve a broad-based perspective through liberal learning.

#### **Goal 3. Expand the School's Commitment to Professional Development.**

Priority: The School of Performing Arts and Communication will continue to create an intellectually stimulating, innovative and exciting environment that encourages its entire faculty and staff to grow

professionally and personally, to seek out and implement best practices and to contribute to the school's nurturing and student-centered environment.

### **Goal 4: Model Community Leadership.**

Priority: The School of Performing Arts and Communication will build stronger community ties and model community leadership by serving as a resource and convener for enlightened discourse on vital community issues regarding environmental stewardship, social justice, non-partisan politics and culture.

## **OBJECTIVES**

The School of Performing Arts and Communication focuses on a student-centered learning environment. Within this setting, students and faculty can explore the many dimensions of the human experience as conveyed in artistic and musical expressions, in historical, legal, philosophical, political, religious, and sociological perspectives, and in various languages and forms of communications in both community and global environments.

The courses, programs, activities and events within the School of Performing Arts and Communication provide opportunities for students to enhance:

- Critical thinking, communication, and research skills
- Team-building and leadership skills
- Creativity
- Information literacy
- Ethical and spiritual development
- Social responsibility
- Respect for diversity
- Global citizenship

## **STUDENT LEARNING OUTCOMES**

Graduates will apply critical thinking skills to reflect, analyze, and evaluate information and experiences using an integration of disciplines' theories, terminology, and paradigms as measured in exit exams, senior papers, projects, and/or portfolios at an acceptable level on a rubric.

Graduates will demonstrate practical knowledge and competency in interdisciplinary studies comprised of combinations of the following disciplines: Mass Communication; Music; and Speech Communication, Theatre and Visual Arts as measured through exit exams, senior papers, projects and/or portfolios at an acceptable level on a rubric.

Graduates will communicate clearly, concisely and correctly in written and spoken English in order to write and orally present an academic paper or project using appropriate investigative and research strategies and use computer and audio-visual technology.

Graduates will articulate value-centered positions on global issues that evidence awareness of commonalities and differences across diverse cultures through papers/presentations at an acceptable level on a rubric.

Graduates will demonstrate civic engagement, productive teamwork, and personal responsibility as measured through field experiences at an acceptable level on a rubric.

Graduates will demonstrate a passion for lifelong learning and growth by entrance into a wide range of careers, graduate programs, or professional schools to be shown by job entries and graduate school admissions.

## **MAJOR AND MINOR PROGRAMS**

### **Degree of Bachelor of Arts in the following areas:**

- Mass Communications
- Music
- Speech Communication and Theatre Arts

Notes:

Students majoring in Mass Communications may concentrate on courses in Journalism, Broadcast Production/Technology, or News Editorial and Public Relations/Advertising.

Students majoring in Music may concentrate on courses in Performance or Music Technology.

Students majoring in Speech Communication may concentrate on courses in General Speech Communication, Speech Communication Interdisciplinary Studies, or Theatre Arts/Performance.

### **Minors in the following areas in conjunction with the Bachelor's Degree:**

- Art
- Mass Communications
- Speech Communication
- Theatre Arts
- Visual Arts

**Note:** A minor shall consist of 18 Semester Hours, and a “C” (2.0) or better must be earned for all classes taken toward the minor must be earned.

**ADMISSION REQUIREMENTS:** Students seeking admission into a major program in the School of Liberal Arts must:

1. Complete all requirements for General Education as identified in the undergraduate catalog.
2. Have a cumulative grade point average of 2.0

### **General Requirements**

The requirements and objectives, which are discussed in this section, apply to the School of Performing Arts and Communication as a whole. Departmental requirements are given with the major area offerings.

**Note:** All students are required to earn a cumulative grade point average of 2.0 or higher for all courses required to complete their program. However, for course credit toward graduation in a major area, students must earn at least a “C” grade. Before graduation, each student must pass an exit examination covering the major subject areas of their major and complete a senior level research paper.

#### Computer Technology

All students are required to satisfy competency in computer technology.

### **Professional Seminar**

Professional Seminar is required for all students. Department seminar meetings will convene every week on Fridays to provide students with the opportunity to become better acquainted with their chosen field. The School of Performing Arts and Communication school- wide Professional Seminar will meet on the last Friday of every month.

## DEPARTMENT OF MASS COMMUNICATIONS

The Department of Mass Communications offers the Bachelor of Arts degree in mass communications. Departmental course offerings are arranged in four areas of emphasis: broadcast journalism, broadcast production technology, news editorial and public relations/advertising. A student, with the consultation of an academic student success coach, will identify an emphasis area and design a course of study to complete the 120 Semester-Hour degree requirements. Student majors may select one of four emphasis areas in the department. Each emphasis area is designed to expose students to the theories and techniques used by media professionals in the emphasis area. An 18 Hour minor is available to non-majors in each area of emphasis.

### **The Bachelor of Arts in Mass Communications**

The study of Mass Communications is designed for students who are interested in pursuing careers in television, radio, print (newspapers, magazines, etc.), corporate communications, public relations and advertising. Mass Communications majors are expected to be actively involved in one or more of the following activities: Vision Student Chapter of the Florida Public Relations Association, National Association of Black Journalists, and Voice of the Wildcats, *UniverCity* magazine, WBCC-AM, WRWS-LPFM, or WM&G-TV.

### **Broadcast Journalism Emphasis**

The Bachelor of Arts in Mass Communications (Broadcast Journalism) is designed for students who are interested in careers in the radio and television industry as writers, reporters or producers. The program provides a well-rounded, hands-on curriculum. This emphasis will expose students to news writing techniques, editorial judgment and the principles and practices of radio and television news production.

### **Broadcast Production Technology Emphasis**

The Bachelor of Arts in Mass Communications (Broadcast Production Technology) is designed to train students interested in television and radio careers. Students learn about the use of production equipment, operations, visual-aural aesthetics, producing and directing, as well as editing, scriptwriting, research and management of telecommunications facilities. Students are encouraged to gain experience at on campus facilities including: WM&G-TV a modern, television production studio with Avid nonlinear editors; two radio stations, WBCC-AM and WRWS-FM with Mac and Windows-based digital audio workstations. Basic course instruction is based in the Mass Communications Multimedia Lab located in the Dr. Mary McLeod Bethune Performing Arts Center.

### **Journalism Emphasis (News Editorial)**

The Bachelor of Arts in Mass Communications (News Editorial) is designed for students who are interested in editing and writing careers in print media. The program provides students with a well-rounded curriculum in areas such as fact gathering, news and feature writing, editorial judgment, editing and publication design.

## **Journalism Emphasis (Public Relations/Advertising)**

The Bachelor of Arts in Mass Communications (Public Relations/Advertising) is designed to prepare students 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.

## **Minor in Mass Communications**

Majors of other disciplines may receive a minor in Mass Communications by completing a minimum of 18 Semester Hours in an area of emphasis in the Mass Communications course program.

## **Admission to the Mass Communications Program**

Students are admitted to the program through a formal declaration of the major and application for upper level acceptance in the Mass Communication program upon completion of the requirements of General Education courses.

## **Department of Mass Communications Mission and Goals**

The Department of Mass Communications mission is to support and fulfill the overall missions of Bethune-Cookman University and the School of Liberal Arts by fostering academic excellence through effective teaching, community involvement and an appreciation for cultural diversity. The Department will engage students in a rigorous, ethical, skills-based curriculum which will prepare graduates to educate, inform, entertain and affect change in the greater global society while demonstrating strong Christian values.

## **PROGRAM STUDENT LEARNING OUTCOMES (PSLOs)**

Following the completion of a major in Mass Communications, students will demonstrate:

- An ability to identify, evaluate, and synthesize information.
- A familiarity with the use of mass communications technologies in their course portfolio.
- An appreciation for ethical models as they apply to mass communications in oral presentation and thesis defense.
- Communication Skills, Competence and Preparation: Students will demonstrate the acquisition of the basic vocabulary, skills and professional preparation necessary for success in a career in mass communication.
- Leadership and Life Skills: Students will understand the value of team work in accomplishing shared goals and outcomes. They will identify the necessary skills to become “gate keepers” and in internship.
- Appreciation for the importance of diverse ideas, cultures and opinions in a contemporary society in by through research and writing of thesis paper or complete a project both judged by a committee.

**Major Requirements**

Students must complete a minimum of 120 Hours, including the General Education program.

**Course Requirements**

**Note:** Please refer to the vertical curriculum for additional course requirements.



## 2014 - 2015 Bethune-Cookman University

### Mass Communications : Total Semester Hours=120

Freshman Year							
First Semester				Second Semester			
FC	110	Freshman Seminar I	1	FC	111	Freshman Seminar II	1
EN	131	College English I	3	EN	132	College English II	3
MAT	131	Math for Liberal Arts	3	MAT	132	College Math	3
RELI	110	Understanding Faith	3	BI	131	General Biology	3
ES	130	Environmental Science	3	HI	130	African American History	3
MC	140	Mass Communications Seminar	1	MC	151	Introduction to Mass Communications	3
PE		Health and Wellness	1	PCA	180	Professional Seminar	0
PCA	180	Professional Seminar	0				
		<b>Total</b>	<b>15</b>			<b>Total</b>	<b>16</b>
Sophomore Year							
First Semester				Second Semester			
		Interdisciplinary Social Science	3	ML	132	Modern Language	3
ML	131	Modern Language	3	RP	230	Ethics	2
SC	230	Oral Communications	2	CS	132	Computer Applications	3
MC	240	Sophomore Practicum	1	HU		Humanities	3
MC	250	Introduction to Journalism	3	MC		Emphasis Elective	3
MC	252	Introduction to Broad. Prod.	3			Sophomore Seminar: Leadership	1
PCA	280	Professional Seminar	0	PCA	280	Professional Seminar	0
		<b>Total</b>	<b>15</b>			<b>Total</b>	<b>15</b>
Junior Year							
First Semester				Second Semester			
MC		Emphasis Elective	3	MC	350	Mass Media Research	3
MC		Emphasis Elective	3	MC		Emphasis Elective	3
MC		Emphasis Elective	3	MC		Emphasis Elective	3
MC		Emphasis Elective	3	MC		Emphasis Elective	3
MC	340	Junior Practicum	1	MC		Emphasis Elective	3
MC	361	Comm. Graphics	3			Junior Seminar: Entrepreneurship	1
PCA	380	Professional Seminar	0	PCA	380	Professional Seminar	0
		<b>Total</b>	<b>16</b>			<b>Total</b>	<b>16</b>
Senior Year							
First Semester				Second Semester			
MC		Emphasis Elective	3	MC	431	Communication Law	3
MC		Emphasis Elective	3	MC	490	Internship	6
MC		Emphasis Elective	3	MC		Major Elective	3
MC		Emphasis Elective	3				
MC	499	Senior Seminar	3				
PCA	480	Professional Seminar	0				
		<b>Total</b>	<b>15</b>			<b>Total</b>	<b>12</b>

General Education Courses are in the shaded area.

\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.

\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.

\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)



**2014 - 2015 Bethune-Cookman University**  
**MASS COMMUNICATIONS ELECTIVES**

Broadcast Journalism Emphasis

MC	275 Reporting Skills	3
MC	310 Announcing	3
MC	352 Radio Production I	3
MC	354 TV Production I	3
MC	355 Advanced TV Production	3
MC	356 Broadcast Programming I	3
MC	358 Writing for Electronic	3
MC	359 Broadcast Journalism	3
MC	367 Electronic News	3
MC	377 Public Affairs Reporting	3
MC	459 Public Opinion	3
MC	_____ Major Elective	3
MC	_____ Major Elective	3
MG	300 Management & Org Behav	3
POL	230 American Government <b>or</b>	3
POL	236 State & Local Government	3
TA	307 Voice Production	3

Broadcast Production Technology Emphasis

MC	310 Announcing	3
MC	352 Radio Production I	3
MC	353 Radio Production II	3
MC	354 TV Production I	3
MC	355 Advanced TV Production	3
MC	356 Broadcast Programming I	3
MC	357 Broadcast Programming II	3
MC	358 Writing for Electronic	3
MC	366 Advanced Radio Production	3
MC	464 News Media App's	3
MC	_____ Major Elective	3
MC	_____ Major Elective	3
MC	_____ Major Elective	3
MC	_____ Major Elective	3
MC	_____ Major Elective	3
POL	_____ POL Elective (301-420 Lvl)	3

News Editorial Emphasis

MC	251 Desktop Publishing	3
MC	270 Reporting Skills - Print	3
MC	320 News Editing	3
MC	330 Photojournalism	3
MC	342 Intro to Magazine Writing	3
MC	358 Writing for Electronic	3
MC	377 Public Affairs Reporting	3
MC	363 Public Relations Practices	3
MC	380 Magazine/Feature Writing	3
MC	455 Advertising/Copywriting	3
MC	459 Public Opinion	3
MC	_____ Major Elective	3
MC	_____ Major Elective	3
MC	_____ Major Elective	3
POL	_____ POL Elective (301-420 Lvl)	3
POL	230 American Government <b>or</b>	3
POL	236 State & Local Government	3

Public Relations / Advertising Emphasis

MC	251 Desktop Publishing	3
MC	253 Intro to Public Relations	3
MC	290 Public Relations Writing	3
MC	363 Public Relations Practices	3
MC	380 Magazine/Feature Writing	3
MC	391 Principles of Advertising	3
MC	455 Advertising/Copywriting	3
MC	458 Advertising&PR Campaign	3
MC	459 Public Opinion	3
MC	_____ Major Elective	3
MC	_____ Major Elective	3
MC	_____ Major Elective	3
MG	300 Management & Org Behav	3
TA	307 Voice Production	3
MK	341 Intro to Marketing	3
POL	_____ POL Elective (301-420 Lvl)	3

\*MC Electives must be 300 level or higher

## DEPARTMENT OF MUSIC

The Department of Music offers degree programs leading to a Bachelor of Arts in Music, Bachelor of Arts in Music Education, and Bachelor of Arts in Music Recording Technology. Admission to all programs is determined by audition. Students applying to become music majors or minors must: (1) gain admission to the University; (2) complete an “Application for Music Admissions;” and (3) audition successfully with a principal instrument or voice. Recorded auditions may be acceptable when a live audition is not possible

**The Bachelor of Arts in Music Education** is offered through the School of Education in conjunction with the Department of Music. This degree provides professional training for students seeking to pursue a career as a public school music teacher. Required courses help students to develop musicianship, performance skills, and instructional strategies. Various field and clinical experiences, in addition to a solo senior recital, are major components of this degree. Students desiring a Bachelor of Arts in Music Education must satisfy all requirements of the Department of Music as well as those of the School of Education. Those requirements are listed under the School of Education portion of this catalog. Graduates from this degree program are certified to teach music K-12, vocal and instrumental in the state of Florida.

**The Bachelor of Arts in Music** offers students a liberal arts education with a concentration in music. Graduates of the program will have a comprehensive background in core musicianship and performance requirements in addition to a minor in an outside field suited to each student’s career goals. Students will consult with a student success coach to choose the minor and concentration in music that is most appropriate. This degree allows students to craft a degree that is suited to their needs while allowing them the flexibility to pursue a wide range of interests in order to craft an individualized educational experience.

**The Bachelor of Arts in Music Recording Technology** is a focused degree that, in addition to providing a strong musical foundation through required musicianship and performance courses, covers the fundamental aspects of audio, music production and music business to prepare students for a career in the music and audio industries. Some of the more specific topics covered include: digital audio, fundamentals of sound, microphone technique, music production, arranging, MIDI production, songwriting, music licensing, artist management, record label structure, audio for post-production, live sound reinforcement, and sound design. Students can also complete coursework leading towards Pro Tools certification and have the opportunity to become a Pro Tools Certified Operator. Students graduate with a portfolio and clinical experience through an internship.

### MINOR IN MUSIC

Musicianship:	MU 251, 252
Aural Skills:	MUL 251, 252
Music History:	MU 324, 325

Ensemble:	MU_ 110, MU_ 310 (for two Semesters)
Applied Music:	MU_ 210 (for four Semesters)
<b>TOTAL.....</b>	<b>18 Hours</b>

### **Department of Music Mission and Goals:**

The mission of the Bethune-Cookman University Department of Music is to contribute to a vibrant artistic culture in the campus, local, and regional communities by maintaining a vigorous commitment to performance, music scholarship, and development of future music educators, practitioners, and arts advocates. In furtherance of our founder's Christian vision, we also maintain a commitment to serving diverse constituencies, seeking to ensure that academic and musical opportunities remain available for deserving students of all communities.

### **PROGRAM STUDENT LEARNING OUTCOMES (PSLO)**

The development and enhancement of critical thinking skills are introduced throughout the music program. Students majoring in music at Bethune-Cookman University will:

#### **Complex cognitive skills**

- Demonstrate the ability to independently research, prepare, and present a professional-level recital or technical project.
- Demonstrate the ability to prepare written presentations on a variety of academic musical subjects.

#### **Practical Knowledge and Competency**

- Demonstrate technical proficiency upon their chosen instrument.
- Demonstrate knowledge of the standard canon of literature for their chosen instrument.
- Demonstrate ability to apply advanced music theory in analysis of instrumental and vocal music.
- Demonstrate knowledge of the development of Western Music History.

#### **An Appreciation of Human Differences**

- Perform/Analyze a diverse body of musical literature, including non-Western, contemporary, and/or popular genres and styles.

#### **An Integrated Sense of Identity and Civic Responsibility**

- Engage in public performances for the university and surrounding community.

### **Major Requirements**

Students must complete a minimum of 120 Hours to obtain the Bachelor of Arts in Music or 121 Hours for the Bachelor of Arts in Music Technology, including the General Education program.

### **Course Requirements**

**Note:** Please refer to the vertical curriculum for additional course requirements for each degree.

The vertical curriculum for the Bachelor of Arts in Music Education is listed under the School of Education. All requirements and policies are discussed in greater detail in the Department of Music Student Handbook.

All degree programs in music require completion of the following core courses with a minimum grade of “C”:

Course Title	Course Codes	Semester Hours
Fundamentals of Musicianship	MUAL 100	0 Hours
Class Piano I & II	MUN 111, 112	2 Hours
Musicianship Skills I, II, III, IV	MU 251, 252, 353, 354	8 Hours
Aural Skills I, II, III, IV	MUL 251, 252, 353, 354	4 Hours
Music History & Culture I & II	MU 324, 325	6 Hours
Senior Seminar in Music	MUS 499	1 Hour
Applied Music Major	MU_ 210 (4X), MU_ 410 (2X)	6 Hours
Large Ensemble	MU_ 110 (4X)	4 Hours
Chamber Ensemble	MU_ 310 (3X)	3 Hours
Performance Seminar	HUA 290 (7X)	0 Hours
	<b>Total:</b>	<b>34 Hours</b>



**Music : Total Semester Hours=120**

**Freshman Year**

First Semester				Second Semester			
FC	110	Freshman Seminar I	1	FC	111	Freshman Seminar II	1
EN	131	College English I	3	EN	132	College English II	3
MAT	131	Math for Liberal Arts	3	MAT	132	College Math	3
RELI	110	Understanding Faith	3	BI	131	General Biology	3
PE		Health & Wellness(May Sub. Band/ROTC)	1	HI	130	African American History	3
ES	130	Environmental Science	3	MUN	112	Class Piano II	1
MUAL	100	Fundamentals of Musicianship	1	MU_	210	Applied Music Major	1
MUN	111	Class Piano I	1	MU_	110	Large Ensemble**	1
MU_	210	Applied Music Major	1	HUA	290	Performance Seminar	0
MU_	110	Large Ensemble**	1				
HUA	290	Performance Seminar	0				
			<b>Total</b>				<b>Total</b>
			<b>18</b>				<b>16</b>

**Sophomore Year**

First Semester				Second Semester			
ML	131	Modern Language	3	ML	132	Modern Language	3
		Interdisciplinary Social Science	3	MU	133	Computer Applications in Music	3
SC	230	Oral Communication	2	MU	238	Intro to Conducting	1
MU	251	Musicianship Skills I	2	MU	252	Musicianship Skills II	2
MUL	251 L	Aural Skills I Lab	1	MUL	252 L	Aural Skills II Lab	1
MU_	210	Applied Music Major	1	MUN	212	Class Piano IV	1
MU_	110	Large Ensemble**	1	MU_	210	Applied Music Major	1
MUN	211	Class Piano III	1	MU_	110	Large Ensemble**	1
HUA	290	Performance Seminar	0	HUA	290	Performance Seminar	0
		Sophomore Seminar: Leadership	1				
			<b>Total</b>				<b>Total</b>
			<b>15</b>				<b>13</b>

**Junior Year**

First Semester				Second Semester			
	XXX	Concentration	3		XXX	Concentration	3
	XXX	Concentration	3		XXX	Concentration	3
MU	353	Musicianship Skills III	2	MU	354	Musicianship Skills IV	2
MUL	353 L	Aural Skills III Lab	1	MUL	354 L	Aural Skills IV Lab	1
MU	324	Music History & Culture I	3	MU	325	Music History & Culture	3
MU_	410	Applied Music Major	1	MU_	410	Applied Music Major	1
MU_	310	Chamber Ensemble**	1	MU_	310	Chamber Ensemble**	1
HUA	290	Performance Seminar	0	HUA	290	Performance Seminar	0
						Junior Seminar: Entrepreneurship	1
			<b>Total</b>				<b>Total</b>
			<b>14</b>				<b>15</b>

**Senior Year**

First Semester				Second Semester			
RP	230	Ethics	2		XXX	300-400 Level Concentration	3
	XXX	Concentration	3		XXX	300-400 Level Concentration	4
	XX	Concentration	3	MU	XXX	300-400 Level Music Concen.	3
MU	XXX	Music Concentration	3	MU	XXX	300-400 Level Music Concen.	3
MU	XXX	300-400 Level Music Concen.	3				
MUS	499	Senior Seminar in Music	1				
MU_	310	Chamber Ensemble**	1				
HUA	290	Performance Seminar	0				
			<b>Total</b>				<b>Total</b>
			<b>16</b>				<b>13</b>

General Education Courses are in the shaded area. \*\*All Students are expected to complete 3 hours of small ensemble and 4 hours of large ensemble. See Student Success Coach for further details.

\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.

\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.

\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)



**Music Recording Technology : Total Semester Hours=120**

**Freshman Year**

<u>First Semester</u>				<u>Second Semester</u>			
FC	110	Freshman Seminar I	1	FC	111	Freshman Seminar II	1
EN	131	College English I	3	EN	132	College English II	3
MAT	131	Math for Liberal Arts	3	MAT	132	College Math	3
III	130	African American History	3	RELI	110	Understanding Faith	3
PE		Health & Wellness(May Sub. Band/ROTC)	1	BI	131	General Biology	3
ES	130	Intro to Environmental Science	3	MUN	112	Class Piano II	1
MUAL	100	Fundamentals of Musicianship	1	MU	135	Introduction to Songwriting	1
MUN	111	Class Piano I	1	MU_	210	Applied Music Major	1
MU_	210	Applied Music Major	1	MU_	110	Large Ensemble**	1
MU_	110	Large Ensemble**	1	HUA	290	Performance Seminar	0
HUA	290	Performance Seminar	0				
		<b>Total</b>	<b>18</b>			<b>Total</b>	<b>17</b>

**Sophomore Year**

<u>First Semester</u>				<u>Second Semester</u>			
ML	131	Modern Language	3	ML	132	Modern Language	3
SC	230	Oral Communication	2	MU	252	Musicianship Skills II	2
MU	251	Musicianship Skills I	2	MUL	252 L	Aural Skills II Lab	1
MUL	251 L	Aural Skills I Lab	1	MU	238	Intro to Conducting	1
MU	233	Advanced Computer Applications	3	MU	237	Music Industry	3
MU_	210	Applied Music Major	1	MU	244	Audio Fundamentals II	3
MU	243	Audio Fundamentals I	3	MU_	210	Applied Music Major	1
MU_	110	Large Ensemble**	1	MU_	110	Large Ensemble**	1
HUA	290	Performance Seminar	0	HUA	290	Performance Seminar	0
		Sophomore Seminar: Leadership	1				
		<b>Total</b>	<b>17</b>			<b>Total</b>	<b>15</b>

**Junior Year**

<u>First Semester</u>				<u>Second Semester</u>			
RP	230	Ethics	2	MU	354	Musicianship Skills IV	2
		Interdisciplinary Social Science	3	MUL	354 L	Aural Skills IV Lab	1
MU	353	Musicianship Skills III	2	MU	325	Music History & Culture	3
MUL	353 L	Aural Skills III Lab	1	MU	344	Music Production II	3
MU	324	Music History & Culture I	3	MU_	410	Applied Music Major	1
MU	343	Music Production	3	MU_	310	Chamber Ensemble**	1
MU_	410	Applied Music Major	1	HUA	290	Performance Seminar	0
MU_	310	Chamber Ensemble**	1			Junior Seminar: Entrepreneurship	1
HUA	290	Performance Seminar	0				
		<b>Total</b>	<b>16</b>			<b>Total</b>	<b>12</b>

**Senior Year**

<u>First Semester</u>				<u>Second Semester</u>			
	XXX	Elective(s)	2	MU	XXX	300-400 Level Music Concen.	3
	XXX	Elective(s)	3	MU	XXX	300-400 Level Music Concen.	2
MU	XXX	Elective(s)	2	MU	498	Production Portfolio	2
MU	498	Production Portfolio	2	MU_	464	Music Production/Recording Internship	6
MUS	499	Senior Seminar in Music	1				
MU_	410	Applied Music Major	1				
MU_	310	Chamber Ensemble**	1				
HUA	290	Performance Seminar	0				
		<b>Total</b>	<b>12</b>			<b>Total</b>	<b>13</b>

General Education Courses are in the shaded area. \*\*All Students are expected to complete 3 hours of small ensemble and 4 hours of large ensemble.

DOM Handbook for further details. \*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.

\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)

## **DEPARTMENT OF SPEECH COMMUNICATION, THEATRE AND VISUAL ARTS**

The department of Speech Communication, Theatre & Visual Arts offers majors focusing on Speech Communication, Theatre and Visual Arts. Students select from one of the following three emphases and or minor in any of the specified three areas. Also, students can take eighteen (18) credit Hours in specific courses in Speech Communication, Theatre Arts, or Visual Arts to receive a minor respectively.

### **The Bachelor of Arts in Speech Communication General Speech Emphasis**

The Bachelor of Arts in General Speech is designed for students who are interested in pursuing careers in sales, marketing, motivational speaking, employee training and development, lobbying, and communication-related careers within business and industry. Many students within this emphasis enter law and divinity schools. Other majors pursue Master's and Doctorate degrees in order to become professional educators at the college or university level. Also, students are expected to be actively involved in the activities of the Thurgood Marshall Speech and Debate Society. The Society is open to all interested students.

### **Interdisciplinary Studies Emphasis**

The Interdisciplinary Studies Emphasis is perfect for the student able to identify a specific cognate area of study in such fields as Business, Education, Marketing, Advertising, Music Performance or Theatre and students who are interested in going to graduate and professional schools. Students in this emphasis must identify an official cognate area and will take a minimum of 18 Hours in this cognate area. The cognate area will be selected according to the student's specific career and/or graduate or professional school objectives (e.g. pre-law minor, marketing minor, criminal justice minor, psychology minor, etc.). Also, students are expected to participate in the Thurgood Marshall Speech and Debate Society or the Speakers' Bureau as well as student organizations specific to their graduate and/or professional school goals. (Pre-law Club, Future Educators of America, BEEP, Psychology Club, etc.). The Thurgood Marshall Society and Speakers' Bureau are open to any interested student.

### **Performance (Acting and Directing) Emphasis**

The Performance Emphasis is designed to train students who are interested in such fields of work as acting, directing, producing, and 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 design and technical theatre. Performance study also places importance on the development of critical thinking, creativity, and interpersonal and intrapersonal skills. Enrollment in Performance Repertory is required for the emphasis. Students whose emphasis is Performance must also be actively involved with the Mary McLeod Bethune

Players. Orchestis Dance Ensemble within this emphasis. Students, outside of the major, are also invited to participate in these organizations.

## **MINOR IN GENERAL SPEECH COMMUNICATION - 18hrs**

### **Course Requirements**

- **SC 101** Introduction to Human Communication, 3 Hours
- **SC 220** Communication Ethics, 3 Hours
- **SC 301** Issues in Multicultural Communication, 3 Hours
- **SC 335** Introduction to Argumentation and Debate, 3 Hours
- **SC 401** Small Group Communication, 3 Hours; **OR** TA 110 Acting I, 3 Hours
- **SC 407 Special Topics in Speech Communication, 3 Hours**

### **ANY ONE (1) of the following topics:**

- **SCA 407** Rhetorical Criticism
- **SCB 407** International Communication
- **SCC 407** Gender Communication
- **SCD 407** Social Movements
- **SCE 407** Communication Theory
- **SCF 407** Interviewing
- **SCG 407** Intimate Communication
- **SCH 407** Nonverbal Communication
- **SCI 407** Health Communication
- **SCJ 407** Leadership Communication
- **SCK 407** Computer-Mediated Communication
- **SCL 407** Family Communication
- **SCM 407** Classroom Communication
- **SCN 407** Contemporary Dance Technique
- **SCO 407** Communication & Democracy

## **MINOR IN THEATRE ARTS- 18hrs**

- **TA 110** Acting I, 3 Hours
- **TA 102** Elements of Play Production, 3 Hours
- **TA 210** Acting II, 3 Hours
- **TA 302** Theater History, 3 Hours
- **TA 310** Acting III, 3 Hours
- **TA 402** Black American Drama, 3 Hours

## **MINOR IN VISUAL ARTS - 18hrs**

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 University with at least six (6) Hours at the junior/senior (300 or 400) levels.

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

### **Course Requirements**

**ART 210** Art History, 3 Hours

**ART 211** Principles of Design I, 3 Hours

**ART 110** Drawing and Composition, 3 Hours **OR ART 215** Photography I, 3 Hours

**Art Electives** 9.0 ANY three (3) of the following:

**ART 120** Drawing and Composition, 3 Hours

**ART 130** Analysis of Visual Arts, 3 Hours

**ART 212** Principles of Design II, 3 Hours

**ART 216** Photography II, 3 Hours

**ART 310** Printmaking, 3 Hours

**ART 313** Acrylic Painting I, 3 Hours

**ART 314** Acrylic Painting II, 3 Hours

**ART 317** Silk-screening I, 3 Hours

**ART 318** Silk-screening II, 3 Hours

**ART 320** Selected Topics in Art, 3 Hours

**ART 410** Art Seminar, 3 Hours

## **Department of Speech Communication, Theatre and Visual Arts Mission and Goals:**

The Mission and Goals of the department of Speech Communication, Theatre, & Visual Arts are to recognize the paramount importance of effective oral, written, visual, and other forms of non-verbal communication in an effort to evolve students into transformative leaders.

Through inquiry, critical thinking, and collaboration, students are provided with the skills necessary for effective cultural and civic engagement as globally focused communicators, performers, and scholars.

### **PROGRAM STUDENT LEARNING OUTCOMES (PSLOs)**

- Demonstrate ability to critically listen, analyze, evaluate speakers, speeches, dramatic texts, performances, visual art forms, and apply communication, performance, artistic theories, and aesthetic and technical qualities as assessed through competency rubrics.
- Apply qualitative, quantitative, or triangulation methods in art, communication or performance research as demonstrated by a competency rubric.
- Organize and deliver effective oral presentations or performance with a variety of communication or performance goals and purposes, including computer and audio-visual technologies as demonstrated by a competency rubric.
- Demonstrate skills and knowledge necessary for art production, effective communication, performance, and scholarship in careers, graduate or professional schools as assessed through competency rubric.
- Appreciate the essence of group communication or performance including leadership and membership roles as well as effective participation to achieve realistic goals as assessed through competency rubric.
- Identify audience diversity and making relevant communication or performance adjustment to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, and social-economic status in today's global society.
- Recognize, critique and demonstrate appreciation for performances, oral traditions, and works of art produced by artists of diverse cultures, both past and present.
- Demonstrate civic engagement by applying communication, performance, artistic skills in real life experiences in today's society and internship.

### **Major Requirements**

Students must complete a minimum of 120 Hours, including the General Education program.



## 2014 - 2015 Bethune-Cookman University

## Speech Communications &amp; Theatre Arts-Performance : Total Semester Hours=120

## Freshman Year

First Semester				Second Semester			
FC	110	Freshman Seminar I	1	FC	111	Freshman Seminar II	1
EN	131	College English I	3	EN	132	College English II	3
MAT	131	Math for Liberal Arts	3	MAT	132	College Math	3
SC/TA	101/100		3	BI	131	General Biology	3
ES	130	Environmental Science	3	TA	103	Any One of Seminars	1
PE		Health and Wellness	1	RELI	110	Understanding Faith	3
PCC	180	Professional Seminar	0	PCC	180	Professional Seminar	0
HI	130	African American History	3	SC/TA	203/110		3
		<b>Total</b>	<b>17</b>			<b>Total</b>	<b>17</b>
Sophomore Year							
First Semester				Second Semester			
		Sophomore Seminar: Leadership	1	RP	230	Ethics	2
ML	131	Modern Language	3	HU		Humanities	3
SC	230	Oral Communication	2	ML	132	Modern Language	3
TA	103	Any One of Seminars	1	TA	103	Any One of Seminars	1
SC/TA	220/102		3	SC/TA	232/210		3
SC/TA	231/201		3	CS	132	Computer Applications	3
		Interdisciplinary Social Science	3	PCC	280	Professional Seminar	0
PCC	280	Professional Seminar	0				
		<b>Total</b>	<b>16</b>			<b>Total</b>	<b>15</b>
Junior Year							
First Semester				Second Semester			
		Junior Seminar: Entrepreneurship	1	SC/TA	300		3
TA	245	Oral Interpretation of Lit.	3	SC/TA	304/302		3
TA	103	Any One of Seminars	1	TA	103	Any One of Seminars	1
SC/TA	301/220		3	SC/TA	305/310		3
SC/TA	335/304	Free Elective	3	SC/TA	403/330		3
SC/TA	302/307		3	SC/TA	407/420		3
PCC	380	Professional Seminar	0	PCC	380	Professional Seminar	0
		<b>Total</b>	<b>14</b>			<b>Total</b>	<b>16</b>
Senior Year							
First Semester				Second Semester			
TA	103	Any One of Seminars	1	SC/TA	490	Internship	6
SC/TA	401/320	Free Elective	3	SC/TA	407/430	SO 435	3
SC	403/407	TA 402	3			Free Elective	3
SC/TA	407/421		3	PCC	480	Professional Seminar	0
SC/TA	499		3				
PCC	480	Professional Seminar	0				
		<b>Total</b>	<b>13</b>			<b>Total</b>	<b>12</b>

General Education Courses are in the shaded area.

\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.

\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.

\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)

# SCHOOL OF PROFESSIONAL STUDIES

The School of Professional Studies program seeks to serve the University by providing educational services to the traditional, non-traditional and adult learner matriculating student. The program provides the means by which the University enriches, expands, and extends its primary missions of teaching, research and community service.

Our school purposely seeks adult and non-traditional learners at specific areas throughout the State of Florida to provide career oriented degree and non-degree programs. Outreach programs have been designed to meet the educational, social and cultural needs of adult learners.

## SCHOOL OF PROFESSIONAL STUDIES MISSION

The Professional Studies program at Bethune-Cookman University seeks to educate and prepare non-traditional, professionals and educators to investigate and solve domestic and global issues and provide continuous higher learning opportunities for adults who want to begin or advance in careers, enhance lifelong learning, and keep pace with the growing complexities of today's world.

## SCHOOL OF PROFESSIONAL STUDIES VISION

The vision of the School of Professional Studies is based on the premises that all persons throughout their lifetime, should be provided with the opportunity to gain knowledge, develop their creative potential, and become a more productive citizens that seek to serve the total University by providing educational services to the nontraditional matriculating student. The purpose of the school is to extend the resources of the University to a wide range of individuals, special interest groups, and targeted audiences not otherwise served by on-going programs, certification and training. Programs within the school are specifically directed toward those individuals who are working adults who need a non-traditional course schedule at off campus locations and/or in weekend/evening courses on-campus.

## SCHOOL OF PROFESSIONAL STUDIES GOALS

- **Goal 1:** To meet the educational needs of learners through creative and nontraditional systems, the School of Professional Studies commits to intentionally define, explain, and predict excellence in higher education for traditional and non-traditional students by offering certificates, training, evening and weekend courses.
- **Goal 2:** Seeks further to develop learners through high levels of involvement with content, faculty, and immediate application while focusing on Christian values and ethics to provide direction, purpose, and evaluation of personal and professional life action.

- **Goal 3:** Be responsive to the needs of the area and strives to offer programs and services which support a diverse target audience including business and industry, educational and government agencies, professional groups and associations, and the general community.
- **Goal 4:** Provide strong academic programs at Deltona and Miller campuses for students and maintain continuous programmatic review in order to better meet the educational needs of the students.
- **Goal 5:** Improve academic and career advising to enhance the educational choices of the adult learner. Maintain a student service orientation through “one stop shop” administrative processes.
- **Goal 6:** Maintain partnerships with other educational providers to enhance educational opportunities for students while practicing economies of scale. Explore ways to support community requests for non-credit programming (certificates, GED prep, online training) as feasible when related to the mission.
- **Goal 7:** Establish a model outcomes assessment plan to include assessment of students, courses, programs, advisement, and the department and provide direction, encouragement, support, and recognition for the scholarly growth of faculty.

### **SCHOOL OF PROFESSIONAL STUDIES OBJECTIVES**

The School of Professional Studies focuses on programs and classes taught by professionals committed to quality education and a depth of learning who work full-time within their individual fields of expertise. The courses, programs, activities and events within the School of Professional Studies provide opportunities for students to:

- Value learning as a life-long process and advance the acquisition of knowledge and abilities that enhance a successful personal and professional future and impart a sense of ethics, social responsibility, and community service.
- Establish a foundation in professional or liberal studies by creating a student oriented learning environment with opportunities for student faculty interaction.
- Analyze, evaluate, synthesize, and present information cogently; and to make informed, intelligent decisions that enhance interpersonal relationships and communication skills.
- Acknowledge the importance of technology and how technology impacts opportunities for employment, leadership and management roles.
- Work closely with administrative and/or faculty through the advisement process to select or position courses in the development of their major.

## **PROGRAM STUDENT LEARNING OUTCOMES (PSLO)**

Following the completion of a major in the School of Professional Studies students will:

PSLO 1. Apply critical thinking skills to reflect, analyze, and evaluate information and experiences using discipline-specific theories, terminology, and paradigms as measured in discipline-specific exit exams, senior papers, projects, and/or portfolios at an acceptable level on a rubric.

PSLO 2. Demonstrate practical knowledge and competency in professional studies or liberal studies as measured through discipline-specific exit exams, senior papers, projects and/or portfolios at an acceptable level on a rubric.

PSLO 3. Communicate clearly, concisely and correctly in written and spoken English in order to write and orally present an academic paper or project using appropriate electronic and non-electronic research strategies.

PSLO 4. Demonstrate civic engagement, productive teamwork, and personal responsibility as measured through discipline-related experiences at an acceptable level on a rubric (LS 499).

## **PROFESSIONAL STUDIES PROGRAM**

The Professional Studies program at Bethune-Cookman University is based on the premise that all persons throughout their lifetime should have access to and be provided with the opportunity to gain knowledge, develop skills and enhance their creative potential in order to become more productive citizens. With campuses in Deltona, Florida and Hastings, Florida the Professional Studies program continues to provide educational opportunities to special interest groups and targeted audiences not otherwise served by the on-campus programs. The Professional Studies program is designed to serve the educational needs of the nontraditional adult learner. The program provides outreach services throughout the State of Florida based on the belief that all careers demand organized training and development to support local community needs while minimizing the disruption of the learner's life.

Over the past 30 years, the Professional Studies Program has helped hundreds of people in the Northeast Florida area become successful. Designed for busy adults, this program delivers undergraduate degree programs that prepare you to succeed in life — wherever it takes you.

Academic programs leading to a Bachelor's degree include: Business Administration, Criminal Justice, Elementary Education, Liberal Studies, Psychology and Sociology.

Professional Studies Program admission requirements

- High school diploma or score of 223 on the GED examination
- SAT or ACT scores
- Letter of recommendation

- Admission application and a \$25.00 non-refundable fee
- Applicants must submit official copies of transcript(s) of all college work attempted.

## **BACHELORS DEGREE IN LIBERAL STUDIES**

Liberal Studies is an exciting and rigorously challenging interdisciplinary program that provides students with a unique opportunity to study and integrate concepts from the humanities and arts, the natural sciences, and the social sciences. This is an institution-wide degree leading to a Bachelor of Arts. Options include traditional, transfer (2+2), lifelong learner and 100% online.

This major explores the methods, underlying assumptions, and forms of interaction within and between these disciplines. The capacity for critical thinking, comprehensive academic background, and communications skills that our majors develop provide them with the self-confidence that comes from being culturally sensitive, intellectually independent, creative, and well-rounded persons. The Liberal Studies major allows students to create an individualized curriculum composed of courses and experiences which meet their individual career needs. This approach is different from many traditional, discipline-based baccalaureate programs which are designed in part to prepare students for advanced work in a specific academic discipline. The bachelor's degree in Liberal Studies can also be an appropriate preparation for students planning to attend graduate school in certain disciplines and professions. While this degree is open to all qualified students, it has been designed principally to meet the higher education needs of the following two specific groups of students:

1. Non-traditional students, who are already in the workplace, but need a baccalaureate degree to advance in their current career.
2. Traditional students with clear academic or career goals who are open to and interested in ways of organizing an undergraduate experience which draws on the multiple resources.

The Liberal Studies major allows students the opportunity to bring together -- or integrate -- courses from a wide variety of academic areas or disciplines to support their individual career goals. Liberal Studies also integrates on-campus with community-based, experiential methods of learning. Workforce skills today require new competencies such as effective collaboration and teamwork which may not be available through classroom instruction alone; these skills must be learned, developed, and advanced in real work environments.

### **Liberal Studies – Traditional:**

#### **School Requirements**

A total of at least 120 semester hours

Completion of General Education Requirements (39 semester hours)

Completion of the CAPP with the Office of Testing & Evaluation

Satisfactory completion of senior research paper/project

A minimum cumulative grade point average of 2.0 for graduation

Students are required to complete 25% of course work at Bethune-Cookman University

### **Major Requirements**

Completion of a three (3) semester hour course in computer literacy

Completion of at least fifteen (15) semester hours in free electives at the 200 level and above

Students must complete fifteen (15) semester hours in each of the following FOUR degree granting academic schools:

1. School of Arts & Humanities, 2. School of Business, 3. School of Education and 4. School of Social Sciences

At least six (6) semester hours must be in 300-400 level courses in each academic school (24 semester hours total)

Completion of a 400 level senior seminar course

Completion of at least fifteen (15) semester hours in free electives at the 200 level and above

Optional Internship 6-9 semester hours used from free electives (By Advisement ONLY)

Students are required to earn a grade of “C” or higher in major requirement courses

### **Liberal Studies – 2+2 Junior Level:**

#### **School Requirements**

A total of at least 120 semester hours

Completion of Associate of Arts (A.A) degree

Associate of Science (A.S) degree and Associate of Applied Science (A.A.S) degrees may be considered after a review of general education requirements

A minimum cumulative grade point average of 2.0 for graduation Students are required to complete 25% of coursework at Bethune-Cookman University including their last semester of coursework

LS 499 is required in the last semester

#### **Major Requirements**

At least (60) semester hours must be at the 300-400 level

Students are required to earn a grade of “C” or higher in all courses

### **Liberal Studies – Lifelong Learner:**

#### **School Requirements**

A total of at least 120 semester hours

21 years of age or older

A minimum cumulative grade point average of 2.0 for graduation

If you studied (without a degree) at a regionally accredited community college or regionally accredited four-year institution you may transfer up to 90 credits. Of the 90 credits accepted, at least 60 credits must be at the 300-400 level.

If you have studied (without a degree) at more than one institution, we can accept your credits (up to 90 credits), provided the institutions are regionally accredited.

Transfer credits earned via exam programs, such as CLEP and DANTES, after review may be accepted.

Students are required to complete 25% of coursework at Bethune-Cookman University including their last semester of coursework.

Earned credits reviewed on a case-by-case basis to determine if older credit may be exempt from the current “earned credit rule” in the Academic Catalog.

LS 499 is required in the last semester.

### **Major Requirements**

At least (60) semester hours must be at the 300-400 level.

Students are required to earn a grade of “C” or higher in all course

### **Liberal Studies – 100% Online:**

#### **Admissions Requirements**

Eligibility for admission is based on previous academic experience; an associate’s degree (or courses completed towards) with a minimum GPA of 2.0 is required. Students that have not completed college-level courses may apply. Students may apply for admission for any academic semester.

1. Undergraduate application (paper or online, selecting “Liberal Studies” as your major)
2. Official transcript from each college/university
3. Re-Admissions Application (former students)
4. 25 years old or older
5. 2.0 cumulative GPA

#### **Transfer and Credit Evaluation (Online Program only)**

Bethune-Cookman University will accept up to 63 credits from regionally accredited two-year or four-year institutions. Transfer credit is granted for college-level work completed at another accredited institution if the course content is comparable to that offered at Bethune-Cookman University or appropriate for the degree program. Credit will not be granted for D or F courses.

#### **School Requirements**

A total of at least 120 semester hours

Completion of B-CU General Education Requirements

Satisfactory completion of senior research paper/project (LS 499)

A minimum cumulative grade point average of 2.0 for graduation

Students are required to complete at least 25% of course work at Bethune-Cookman University

**Major Requirements**

Prior documentation of (63) semester hours from regionally accredited community colleges or regionally accredited four-year institutions.

Students must complete fifteen (15) semester hours in each of the following TWO degree granting academic schools: 1. School of Arts & Humanities, 2. School of Business, 3. School of Education and 4. School of Social Sciences.

At least six (6) semester hours must be in 300-400 level courses in each academic school (24 semester hours total).

Completion of a 400 level senior seminar course (LS 499).

Students are required to earn a grade of “C” or higher in major requirement courses.

Transfer students from a regionally accredited community college or regionally accredited four-year institution may transfer up to 63 credits.

**Student Advisement**

All students pursuing the major in Liberal Studies or enrolled in the Professional Studies Program are advised by the School of Professional Studies All student MUST meet with an academic advisor to complete a Liberal Studies degree plan and formally declare the major.

**Restriction on previously earned credits**

There is a 10-year restriction on accepting previously earned credits. Courses/credits earned at Bethune-Cookman University and from other regionally accredited colleges and universities are evaluated by the appropriate department on an individual basis.

**Lifelong learning**

Lifelong learning focuses on opportunities for adults who seek to continue the learning process by pursuing a Bachelor’s degree to enhance their role in their community and beyond along with professional transition and advancement. Lifelong learning also focuses on the nontraditional student and seeks to enhance the university experience by providing programs and services specifically designed for students returning to college or starting college later in life.



## 2014 - 2015 Bethune-Cookman University

## Liberal Studies : Total Semester Hours=120

## Freshman Year

First Semester				Second Semester					
FC	110	Freshman Seminar I - SPS	1	PE	113	Health and Wellness	1		
EN	131	College English I	3	FC	111	Freshman Seminar II	1		
MAT	131	Math for Liberal Arts	3	EN	132	College English II	3		
HI	130	African American History	3	MAT	132	College Math	3		
ES	130	Environmental Science	3	RELI	110	Understanding Faith	3		
CS	132	Computer Applications <u>or</u>	3	BI	131	General Biology	3		
SS	150	Introduction to Computer Apps		BIL	131	General Biology Lab	0		
			<b>Total</b>	<b>16</b>					
					<b>Total 14</b>				
<b>Sophomore Year</b>									
First Semester				Second Semester					
SC	230	Oral Communication	2	ML	132	Modern Language	3		
SS/SO		Elective	3	SM	210	Sophomore Seminar: Leadership	1		
						Education (100-200 level)	3		
CJ		CJ Elective (200 Level)	3				Social Science (100-200 level)	3	
MLS	131	Modern Language	3				Business (100-200 level)	3	
						Free Elective (200+ level)	3		
			<b>Total</b>	<b>12</b>					
					<b>Total 16</b>				
<b>Junior Year</b>									
First Semester				Second Semester					
			Arts & Humanities (300-400 level)	3	JR	310	Junior Seminar: Entrepreneurship	1	
			Education (300-400 level)	3				Arts & Humanities (300-400 level)	3
			Social Science (300-400 level)	3				Education (300-400 level)	3
			Business (300-400 level)	3				Social Science (300-400 level)	3
			300-400 Level Course	3				Business (300-400 level)	3
								300-400 Level Course	3
			<b>Total</b>	<b>15</b>				<b>Total</b>	<b>16</b>
<b>Senior Year</b>									
First Semester				Second Semester					
			Free Elective (200+ level)	3	LS	499	Senior Seminar	3	
			Free Elective (300+ level)	3				300-400 Level Course	3
			300-400 Level Course	3				300-400 Level Course	3
			300-400 Level Course	3				300-400 Level Course	3
			300-400 Level Course	3					
			<b>Total</b>	<b>15</b>				<b>Total</b>	<b>12</b>

General Education Courses are in the shaded area.

\*Based on your placement testing scores, these courses may require prerequisites which may extend the number of semesters needed to complete degree requirements. These prerequisites do not count towards the degree for graduation.

\*\*MARCHING BAND MEMBERS ONLY, MUST substitute PE Activity with MUB 110 Marching Band.

\*\*ROTC MEMBERS ONLY, substitute PE Activity with MY 104 Basic Military Science and MYL 104 MY 104 Basic Military Science Lab. (ROTC)

## COURSE DESCRIPTIONS

### **AC 231 - Principles of Accounting I**

**3 Credit Hours**

Prerequisites: MAT 134. Introduction to the basic records and procedures used by service and merchandising organizations in accumulating financial data with emphasis on statement presentation. (FA, SP)

### **AC 231L - Principles of Accounting I Lab**

**1 Credit Hour**

Co-requisite: AC 231. This lab course is designed to reinforce the basic accounting concepts and the understanding of the accounting cycle and financial statements as instructed in the Principles of Accounting I course. The lab course is required to be taken in conjunction with AC 231, Principles of Accounting I. The goal(s) are to provide a clear understanding of the basic principles of accounting as it applies to the accounting cycle and preparation of financial statements. An understanding of the principles and concepts of financial statements and financial reporting in accordance with general accepted accounting principles (GAAP) is emphasized. (FA, SP)

### **AC 232 - Principles of Accounting II**

**3 Credit Hours**

Prerequisite: AC 231. A continuation of Principles of Accounting I. Emphasis on financial statement interpretation and the uses of accounting information by management for planning, controlling and decision making. (FA, SP)

### **AC 232L - Principles of Accounting II Lab**

**1 Credit Hour**

Co-requisite: AC 232. Prerequisite: ACL 231. This lab course is designed to reinforce the basic accounting concepts and the understanding of the accounting cycle and financial statements as instructed in the Principles of Accounting I and Principles of Accounting II courses. The lab course is required to be taken in conjunction with AC 232, Principles of Accounting II. The goal(s) are to provide a clear understanding of the principles of accounting as it applies to the accounting cycle and preparation of financial statements. An understanding of the principles and concepts of financial statements and financial reporting in accordance with generally accepted accounting principles (GAAP) is emphasized. (FA, SP)

### **AC 330 - Accounting Information Systems**

**3 Credit 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. (SP)

### **AC 333 - Intermediate Accounting I**

**3 Credit Hours**

Prerequisite: AC 232 and ACL 232. A rigorous study of the methodology and underlying theory of financial accounting; including an in-depth analysis of valuation alternatives and their effect on income measurement. (FA)

### **AC 334 - Intermediate Accounting II**

**3 Credit Hours**

Prerequisite: AC 333. A continuation of Accounting 333. A study of accounting theory and techniques underlying the determination of contents and valuation of accounts for the financial statement of a going concern. (SP)

**AC 335 - Intermediate Accounting III****3 Credit Hours**

Prerequisite: AC 334. A continuation of Accounting 334. A continuous study of accounting theory and techniques underlying the determination of contents and valuation of accounts for the financial statement of a going concern. (FA)

**AC 336 - Advanced Managerial Accounting****3 Credit Hours**

Prerequisite: AC 232 and ACL 232. Study of accounting concepts and techniques as aids to management planning and control including budgeting, cost behavior, cost-volume-profit analysis, and responsibility accounting for managerial decision making. (SP)

**AC 338 - Income Tax I****3 Credit Hours**

Study of current principles and concepts of Federal Income Tax laws and related reporting requirements. Students will also study the tax structure and apply principles to selected accounting issues. (SP)

**AC 341 - Cost Accounting****3 Credit Hours**

Prerequisites: AC 232 and ACL 232. A comprehensive study of fundamental cost accounting concepts and methodology of product and inventory cost determination and the effect on income measurement for manufacturing concerns. (FA)

**AC 411 - Seminar in Accounting****1-3 Credit Hours**

Prerequisite: AC 333. Topics covered give additional consideration to selected accounting problems. Current accounting issues, problems and approaches to their resolution are examined. (As needed)

**AC 431 – Auditing****3 Credit Hours**

Prerequisite: AC 333. The course concentrates on the conceptual and practical aspects of the examination of financial statements by independent accountants within the framework of generally accepted accounting principles and generally accepted auditing standards. Appropriate attention is also given to the objectives and distinguishing characteristics of internal and operational auditing and to the importance and relevance of the Code of Professional Conduct. (FA)

**AC 439 – Income Tax II****3 Credit Hours**

A study of the taxation of sole proprietors, partnerships and corporations and a review of the taxation of individuals. (As needed)

**AC 435 - Advanced Accounting****3 Credit 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. (SP)

**AC 450 - Governmental Accounting****3 Credit Hours**

Prerequisite: AC 333. The course introduces the student to concepts and methods of accounting for governmental and not-for-profit entities. Financial reporting, budgeting, and the environment in which these entities operate are also explored. (SP)

**AF 101 - The Air Force Today (General Military Course)****1 Credit Hour**

Corequisite: AF 101L 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. Leadership Laboratory is mandatory for AFROTC cadets and complements this course by providing cadets with followership experiences. (FA, SP)

**AFL 101L - Leadership Laboratory****0 Credit Hours**

Consists of Air Force customs, courtesies, health, physical fitness, field training orientation, drill and ceremonies. (FA, SP)

**AF 102 - The Air Force Today (General Military Course)****1 Credit Hour**

Corequisite: AF 101L 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. Leadership Laboratory is mandatory for AFROTC cadets and complements this course by providing cadets with followership experiences. (FA, SP)

**AF 102L - Leadership Laboratory****0 Credit Hours**

Consists of Air Force customs, courtesies, health, physical fitness, field training orientation, drill and ceremonies. (FA, SP)

**AF 201 - The Development of Air Power (General Military Course)****1 Credit Hour**

Corequisite: AF 201L. 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. Leadership Laboratory is mandatory for AFROTC cadets and complements this course by providing cadets with followership experiences. (FA, SP)

**AF 201L - Leadership Laboratory****0 Credit Hours**

Consists of Air Force customs, courtesies, Air Force environment, drill, ceremonies, and field training orientation. These courses are graded Pass/Fail. (FA, SP)

**AF 202 - The Development of Air Power (General Military Course)****1 Credit Hour**

Corequisite: AF 202L. Continuation of AF 201. A weekly Leadership Laboratory is mandatory. (FA, SP)

**AF 202L - Leadership Laboratory****0 Credit Hours**

Consists of Air Force customs, courtesies, Air Force environment, drill, ceremonies, and field training orientation. These courses are graded Pass/Fail. (FA, SP)

**AF 301 - Air Force Leaders and Management (Prof. Officer Course)****3 Credit Hours**

Corequisite: AF 301L 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. 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. (FA, SP)

**AFL 301L - Leadership Laboratory****0 Credit Hours**

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. (FA, SP)

**AF 302 - Air Force Leadership and Management (Prof. Officer Course)****3 Credit Hours**

Corequisite: AF 302L Continuation of AF 301. (FA, SP)

**AFL 302L - Leadership Laboratory****0 Credit Hours**

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. (FA, SP)

**AF 401 - National Security Forces in Contemporary American Society (Professional Officer Course)****3 Credit Hours**

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. (FA, SP)

**AF 401L - Leadership Laboratory****0 Credit Hours**

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. (FA, SP)

**AF 402 - Preparation for Active Duty (Prof. Officer Course)****3 Credit Hours**

Corequisite: AF 402L. Continuation of AF 401. (FA, SP)

**AFL 402L - Leadership Laboratory****0 Credit Hours**

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. (FA, SP)

**ART 110 - Drawing and Composition I****3 Credit Hours**

Introduction to representational drawing with emphasis on basic skills and concepts, using the pencil as the main medium. Open to all students. (FA, SP)

**ART 120 - Drawing and Composition II****3 Credit 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. (FA, SP)

**ART 130 - Analysis of Visual Arts****3 Credit 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. (FA, SP) (1-2yrs Rotation)

**ART 210 - Art History****3 Credit Hours**

A broad survey of visual art forms from the Classical Period to the present. Open to all students. (FA, SP) (1-2yrs Rotation)

**ART 211 - Principles of Design I****3 Credit 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. (FA, SP) (1-2yrs Rotation)

**ART 212 - Principles of Design II****3 Credit 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. (FA, SP) (1-2yrs Rotation)

**ART 215 - Photography I****3 Credit 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. (FA, SP)

**ART 216 - Photography II****3 Credit 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. (FA, SP)

**ART 310 – Printmaking****3 Credit 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. (FA, SP) (1-2yrs Rotation)

**ART 313 - Acrylic Painting I****3 Credit 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. (FA, SP) (1-2yrs Rotation)

**ART 314 - Acrylic Painting II****3 Credit 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 expression of personal individual ideas. (FA, SP) (1-2yrs Rotation)

**ART 317 - Silkscreening I****3 Credit 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. (FA, SP) (1-2yrs Rotation)

**ART 318 - Silkscreening II****3 Credit Hours**

Prerequisites: ART 317. Silkscreening I or permission of instructor. Extension of Silkscreening I with emphasis on personal expression, stylistic variations and individual development (FA, SP) (1-2yrs Rotation)

**ART 320 - Selected Topics in Art****3 Credit 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. (FA, SP) (1-2yrs Rotation)

**ART 410 - Art Seminar****3 Credit 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. (FA, SP) (1-2yrs Rotation)

**BA 110 – Introduction to Business****3 Credit Hours**

An Introductory course designed to give students an overview of functional areas of business, business terminology, opportunities within business, and the basic concepts of the business world. This course provides a foundation for more specialized study. (FA, SP)

**BA 231 - Microeconomics****3 Credit Hours**

Prerequisite: MAT 134. 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. (FA, SP)

**BA 232 - Macroeconomics****3 Credit Hours**

Prerequisite: MAT 134. 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. (FA, SP)

**BA 234 - Business Law I****3 Credit Hours**

Prerequisite: Sophomore standing, EN 132 A comprehensive course introducing students to legal Principles, business organizations, contracts, agency, legal language, critical thinking and the legal environment in business. (FA, SP)

**BA 236 - Business Statistics I****3 Credit Hours**

Prerequisite: MAT 134. An introductory course in business statistics. Topics include sampling techniques, descriptive statistics, probability, random variables and probability distribution, interval estimation, one-sample tests and simple linear regression. A statistical software package is used to illustrate all methods and techniques. (FA, SP)

**BA 237 - Quantitative Tools & Methods****3 Credit Hours**

Prerequisite: BA 236 & MAB 138. This course presents the fundamental concept of quantitative methods to business decision making. It is intended to present students with a sound theoretical comprehension of the role that management science occupies in the decision making process. It highlights the use of a widespread mixture of quantitative techniques to the solution of business and economic problems. (FA, SP)

**BA 312 - Business Research Methods****3 Credit Hours**

Prerequisite BA237. 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. (Spring term as needed)

**BA 334 - Business Law II****3 Credit Hours**

Prerequisite: BA 234. A study of the basic concepts of law applicable to the business profession and business endeavors, covering such topics as contracts, torts, commercial paper, agency, property, business organizations and constitutional protection. (SP)

**BA 360 - Business Communication****3 Credit Hours**

Co-requisite: BA 360 L Business Communication Lab. Prerequisites: EN 132, SC 230, BA 110, BL 230 and ITM 110 or CS 132. The mission of BA 360 is to provide School of Business undergraduates with a conceptual framework and specific tools for communicating in complex environments and accomplishing strategic academic and professional business goals. This core course provides writing, oral, and collaborative skills necessary for future business courses, internships, and professional positions. Additionally, through information competency/library research and electronic database information gathering, this course prepares students to critically analyze cases, interpret data, research alternative solutions, solve problems, organize, and write case reports. (FA, SP)

**BA 360 L – Business Communication Lab****0 Credit Hours**

Co-requisite: BA 360 Prerequisites: EN 132, SC 230, BA 110, BL 230, ITM 110 or CS 132

This lab course is designed to reinforce the concepts and understanding of the specific tools needed for communicating in business. The lab course is required to be taken in conjunction with BA 360, Business Communications. The goal(s) are to provide a clear understanding of the writing, oral and collaborative skills necessary for future business courses, internships and professional positions. (FA, SP)

**BA 499 - Senior Seminar**

**3 Credit Hours**

Prerequisite: Complete BA 237, ITM 200, BA 360, 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/business plan and presenting that paper. (FA, SP)

**BE 361 – Multimedia Administrative Communications**

**3 Credit Hours**

Prerequisite: EN 133, BL 230, ITM 110, BA 360. This course is a comprehensive study of instructional materials, and instructional approaches for teaching Microsoft PowerPoint, Publisher, and Microsoft Front Page. Advance PowerPoint skills, including creating, modifying and customizing reports, enhancing presentations and charts are taught in this course. Also, basic Front Page 2007 skills are included to develop web page and web sites in workforce education. A basic familiarity with Microsoft Windows is essential. (As needed)

**BE 411 – Seminar in Business Education**

**3 Credit Hours**

A variety of seminars as related to contemporary issues, problems, and trends in business. (As needed)

**BI 111 Introduction to Biology**

**1 Credit Hour**

Pre-requisite: none. This one credit Hour course is a biology preparation course to be taken in the biology major's first Credit. The course is designed to introduce fundamental concepts of biology and chemistry to ensure success in introductory courses. (FA)

**BI 131 - General Biology (General Education Requirement)**

**3 Credit Hours**

Co-requisite: BIL 131. A general course for the non-science major that stresses the basic principles of life, including cell biology, genetics, cancer, and AIDS as unifying integrative concepts. Special attention is devoted to the study of human structure and function. Lectures two Hours and laboratory two Hours per week. (FA,SP,SU)

**BI 141 - General Biology I (For Science Majors)**

**3 Credit Hours**

Co-requisite for all but nursing majors: BIL 141. First of a three-course sequence. Course is 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. (FA,SP,SU)

**BIL 141 - General Biology Laboratory**

**1 Credit Hour**

Co-requisite: BI 141. Laboratory experiments and demonstrations related to material presented in BI 141. Laboratory requirement is three Hours per week. (FA,SP,SU)

**BI 142 - General Biology II (For Science Majors)****3 Credit Hours**

Pre-requisite: BI 141. Co-requisite: BIL 142. Second course of a three-course sequence, designed to provide the basis for major work in the field. The course continues the in-depth overview of the primary principles of cellular, molecular, and organismal biology with emphasis on genetics and evolution. Required of all biology, and biology education majors. (FA,SP,SU)

**BIL 142 - General Biology Laboratory****1 Credit Hour**

Co-requisite: BI 142. Laboratory experiments and demonstrations related to material presented in BI 142. Laboratory requirement is three Hours per week. (FA,SP,SU)

**BI 150 - General Biology, Honors****3 Credit Hours**

Co-requisite: BIL 151. A course that is designed specifically for honors students who are not science majors. The goal of this course is to introduce modern biological principles and to 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 and laboratory, 2 Hours. (FA,SP,SU).

**BI 222 Biology Sophomore Seminar****1 Credit Hour**

Pre-requisite: biology major. This seminar will provide students with practice writing in scientific format and critically reading scientific literature. Students will also be exposed to a range of investigative methodologies through this reading. As part of the class, students will review and take the sophomore biology comprehensive exam. (SP)

**BI 235 - Anatomy and Physiology I****4 Credit Hours**

Prerequisites: BI 141 and 142, CH 141. A lecture/laboratory study of the structure and function of the human body. It includes a study of cells, tissues, the skeletal system, the muscular system, the nervous system, and the special senses. Anatomy and physiology is presented as one integrated subject with laboratory exercises and demonstrations related to material presented. Lecture three Hours and laboratory 3 Hours per week. (FA,SP,SU).

**BI 236- Anatomy and Physiology II****4 Credit Hours**

Prerequisites: BI 141 and 142, CH 141, BI 235. A lecture/laboratory 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. Some attention to pathology is included. Anatomy and physiology is presented as one integrated subject with laboratory exercises and demonstrations related to material presented. Lecture three Hours and laboratory 3 Hours per week. (FA,SP,SU)

**BI 240 - General Biology III****4 Credit Hours**

Prerequisites: BI 141, BIL 141. Co-requisite: BIL 240. Lecture/laboratory course is the third of a three course sequence for science majors. The course continues the in-depth overview of the primary principals of molecular, cellular, and organismal biology with emphasis on phylogeny, animal and plant diversity and an introduction to ecology and the biosphere. Lecture 3 Hours, laboratory 3 Hours per week. (FA,SP,SU)

**BI 240 – General Biology III Lab****1 Credit Hour**

Co-requisite: BI 240. Laboratory experiments and demonstrations related to material presented in BI 240. Laboratory requirement is three Hours per week. (FA,SP,SU)

**BI 241 - General Zoology****4 Credit Hours**

Prerequisites: BI 141 and 142. Co-requisite: BIL 241. Introduction to the principles of biology with special reference to structure, body functions, natural history, classification, and evolution of the invertebrate animals. Lecture 3 Hours, laboratory 3 Hours per week.

**BI 244 - Microbiology****4 Credit Hours**

Prerequisites: BI 142, CH 141, or approval of the instructor. Co-requisite: BIL 244. 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 3 Hours, laboratory 3 Hours per week. (FA,SP,SU)

**BI 303 – Pathophysiology I****3 Credit Hours**

Prerequisites: BI 235 and 236. The first of 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 disease state of cells, tissues and organs, compared to their normal functions. (FA)

**BI 304 – Pathophysiology II****3 Credit Hours**

Prerequisites: BI 303. The second of 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 disease state of cells, tissues and organs, compared to their normal functions. (SP)

**BI 330 - Bioinformatics****3 Credit Hours**

Prerequisites BI 141 and BI 142, MAT 135, CS 132 or 133 or demonstration of equivalent computer literacy. The student must know how to use computers running either Windows or UNIX, and how to access and use the Internet for searching and research. Acceptable computer competency is subject to instructor approval. This junior level course is designed to teach the principles of data types, data storage, data mining and their applications to computational biology and the flow of bio-information as envisioned in the Central Dogma of molecular biology. (FA)(Alternating Years)

**BI 331 - Botany I****3 Credit Hours**

Prerequisites: BI 141, 142, CH 141, CH 142 or approval of the instructor. Study of nonvascular and vascular plants with emphasis on their structure, reproduction and phylogenetic relationships. A lecture/laboratory course. Lecture 2 Hours, laboratory 2 Hours per week. Typically taught in the fall.

**BI 332 - Botany II****3 Credit Hours**

Prerequisite: BI 331 and CH 241 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. Emphasis will be given to plant Physiology/Biochemistry. Lecture 2 Hours, laboratory 2 Hours per week. Typically taught in the spring.

**BI 340 - Molecular Biology****4 Credit Hours**

Prerequisites: BI 241, 244, CH 241 or approval of instructor. A lecture/laboratory course, 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. Lecture 3 Hours, laboratory 3 Hours per week. (FA)

**BI 341 Comparative Zoology****4 Credit Hours**

This is a one-Credit course that is designed to introduce the student to the diversity of animal life and their adaptations. Focus will be on natural history, phylogenetic relationships, and how structure relates to function. Lecture 3 Hours, laboratory 3 Hours per week. (SP)

**BI 345 - Comparative Vertebrate Anatomy****4 Credit Hours**

Prerequisite: BI 241-242 or approval of the instructor. Co-requisite: BIL 345L. A comparative study of the structure and evolution of organ systems in the different vertebrate groups. Representative forms are studied in the laboratory. Lecture 3 Hours, laboratory 3 Hours per week. Typically taught in the fall.

**BI 346 - Vertebrate Embryology****4 Credit Hours**

Prerequisites: BI 141-142, CH 241 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 3 Hours, laboratory 3 Hours per week. (SP)

**BI 351 Plant Physiology****4 Credit Hours**

This course is designed as an introduction to the biochemical aspects of vascular plants. It covers the principal physiological processes of higher plants including water relations, mineral nutrition, photosynthesis, respiration, hormones, flowering and stress physiology. Lecture 3 Hours, laboratory 3 Hours per week. (SP)

**BI 360 - Special Methods in Biology****3 Credit Hours**

Methods of Instructional Planning, Teaching, Classroom Evaluation, and Professional Laboratory. (On Demand)

**BI 410 - Topics in Biological Science****6 Credit 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. (On Demand)

**BI 411-412 - Seminar in Biology****3 Credit Hours**

Prerequisite: Approval of instructor. Student presentations and discussion on special topics in biology. Theme varies from year to year in areas such as developmental biology, cell biology, animal physiology, genetics and biochemistry.

**BI 437 - General Ecology****4 Credit Hours**

Prerequisites: BI 141 and 142, CH 242 or approval of the instructor. A lecture/laboratory/field 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 3 Hours, laboratory 3 Hours per week. (FA)

**BI 440 - Research****3-6 Credit Hours**

Prerequisite: Approval of Department Chair/ Student success coach. Research on a departmentally approved topic or project conducted either in collaboration with university faculty or external mentor. (On Demand)

**BI 446 - Animal Physiology****4 Credit Hours**

Prerequisites: BI 142, CH 242A 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 3 Hours, laboratory 3 Hours per week. (Alternating Years)

**BI 447 - Genetics****4 Credit Hours**

Prerequisites: BI 142, CH 241 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 per week. (FA)

**BI 449 - General Bacteriology****4 Credit 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, three Hours, laboratory, three Hours per week. (Alternating Years)

**BI 450 - Cell Biology****4 Credit 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 per week. (SP)

**BI 499 - Senior Seminar****3 Credit Hours**

Pre-requisites: Senior status, permission of the student success coach. 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. (SP)

**BL 230 – Leadership and Professional Development****2 Credit Hours**

Prerequisite: EN 132, FC 111, BA110 and ITM 110 or CS 132. This course is designed to teach students the fundamentals necessary for exercising effective professional leadership skills and to meet challenges of managerial responsibilities. The rigorous course work, includes teamwork while addressing challenging “real-world” business problems, interviewing styles and strategies, written forms of business communication, business etiquette and protocol, professional developmental workshops, experiential learning projects, case study competitions, independent projects, guest lecture series, seminars and conferences. Additionally, students connect knowledge gained through coursework to the world outside of the classroom. (FA, SP)

**CH 131 - Introductory Chemistry****3 Credit Hours**

Prerequisite: MAT 131 or consent of instructor. This is 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. This is a one Credit non-laboratory course designed (1) for the non-science major and (2) as a preparatory course for majors in science and mathematics who have not had a rigorous high school chemistry course. (FA,SP)

**CH 141 - General Chemistry I****3 Credit Hours**

Prerequisite: One year of high school chemistry or CH 131.

Co-requisite: CHL 141L. 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. (FA,SP)

**CHL 141L - General Chemistry I Laboratory****1 Credit Hour**

Co-requisite: CH 141. Laboratory experiments related to material presented in CH 141.

Laboratories meet 3 Hours per week. (FA,SP)

**CH 142 - General Chemistry II****3 Credit Hours**

Pre-requisite: CH 141 and CH 141L Co-requisites: CH 142L and MAT 135 (or higher). Continuing the study of elements and compounds, chemical laws, solutions, electrolytes, acids and bases, salts, oxidation-reduction, equilibrium, solubility product, thermodynamics, electrochemistry, and selected topics. (FA,SP,SU)

**CHL 142L - General Chemistry II Laboratory****1 Credit Hour**

Co-requisite: CH 142. Introduction to the theories and procedures of qualitative analysis; identification of selected cations. Laboratories meet three Hours per week. (FA, SP,SU)

**CH 238 - Principles of Research****3 Credit Hours**

Prerequisite: BI 141 or CH 141 (or permission of the instructor). 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. (On Demand)

**CH 241 - Organic Chemistry I****4 Credit Hours**

Pre-requisite: CH 142, CHL 142 Co-requisites: CHL 241L. Structure, IUPAC nomenclature and stereochemistry of organic compounds with various functional groups. Syntheses, physical properties and reactions of fundamental organic compounds including reaction mechanisms. Organic labs utilize fundamental techniques (ex. recrystallization, extraction, distillation and TLC) pertaining to organic experiments, testing functional groups and synthesis of basic organic systems. Lecture meets 3 Hours per week and laboratory is 3 Hours per week. (FA,SP)

**CH 242 - Organic Chemistry II****4 Credit Hours**

Pre-requisite: CH 241, CHL 241. Co-requisite: CHL 242L. Structure and synthesis of organic molecules containing different functional groups along with a detailed reaction mechanisms. Fundamental aspects of spectroscopic techniques and their applications to characterize organic compounds. Organic labs mainly deal with the synthesis and characterization of organic compounds by green chemistry approaches. Lecture meets 3 Hours per week and laboratory is 3 Hours per week. (FA,SP)

**CH 331 - Physical Chemistry I****3 Credit Hours**

Pre-requisites: MAT 242, CH 142 or permission of instructor. A study of the properties of gases, liquids, solids; theories of solutions, colloids, chemical equilibria, and phase diagrams; elementary thermodynamics, ionization, electrochemistry, atomic structure, nuclear chemistry; introduction to quantum theory. (FA)

**CH 332 - Physical Chemistry II****3 Credit Hours**

Pre-requisite: CH 331. This course is a continuation of CH 331. A study of ionization of electrolytes, electrochemistry, chemical kinetics, theories of reaction rates, reaction mechanisms, quantum mechanics, atomic structure, chemical bonding, and chemical spectroscopy. (SP)

**CH 345 - Quantitative Analysis****4 Credit Hours**

Pre-requisites: CH 142 or permission of instructor. A study of gravimetric and volumetric analysis, chemical calculations, theory of electrolytes, cells, activity. Lecture meets 3 Hours per week and laboratory is 3 Hours per week. (FA)

**CH 346 - Instrumental Analysis****4 Credit Hours**

Pre-requisite: 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 meets 3 Hours per week and laboratory is 3 Hours per week. (SP)

**CH 431 - Advanced Chemistry Laboratory****3 Credit Hours**

Pre-requisite: 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 is 2 Hours per week and laboratory meets for 4 Hours per week. (SP)

**CH 433 - Advanced Chemistry****4 Credit Hours**

Pre-requisites: 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. Lecture meets 3 Hours per week and laboratory is 3 Hours per week. (On Demand)

**CH 434 - Advanced Analytical Chemistry****4 Credit Hours**

Prerequisites: CH 242, CH 332, and CH 345 or permission of instructor. Continuing study of advanced topics in chemistry; modern theories of structure and interpretation of reactions. Lecture meets 3 Hours per week and laboratory is 3 Hours per week. (On Demand)

**CH 435 - Inorganic Chemistry****3 Credit Hours**

Prerequisite: CH 142 and CH 345. Study of periodicity in the chemistry of elements; descriptive inorganic chemistry; synthesis of inorganic compounds. (FA)

**CH 445 - Biochemistry I****4 Credit Hours**

Prerequisites: CH 242 and BI 141. Co-requisite: CHL 445L. Study of the chemical approach to living systems and the common biological processes. Lecture meets 3 Hours per week and laboratory is 3 Hours per week. (FA,SP)

**CH 446 - Biochemistry II****4 Credit Hours**

Prerequisites: CH 445. Co-requisite: CHL 446L. A continuation of CH 445, including the study of the biochemical approach to living systems, various metabolic pathways, and correlation of these chemical processes in living systems and their regulation. Lecture meets 3 Hours per week and laboratory is 3 Hours per week. (SP)

**CH 491-492 - Individual Research****1- 3 Credit Hours**

Prerequisite: CH 346 instructor permission and Dean's approval. 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. (On Demand)

**CH 499 Senior Seminar****2 Credit Hours**

Prerequisite: CH 332 and CH 346 and senior status with permission from the student success coach. This course, which is required for all chemistry majors prior to graduation, will be used for the successful completion of a senior thesis and to reinforce the use of the computer and the Internet resources 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. Written and oral reports are required. All students will choose a mentor from the faculty whom will serve as a direct mentor in conjunction with the course instructor. (ACS 7.8) (FA)

**CIS 135 - Introduction to Computer Technology****3 Credit Hours**

This course introduces students to all aspects of computer systems at the level required by most certification programs. The design of modern computer systems will be discussed as well as how the various systems can be connected. The hardware and software components of a computer system will be thoroughly covered. Hands-on experience will be provided. This is a fundamental course that will lay the foundation for every other course in the program. (FA)

**CIS 138 - Introduction to Web Design****3 Credit Hours**

Prerequisite: CS132 or Equivalent. This course introduces tools and techniques used to create web pages on the World Wide Web. Student learns basic HTML (hypertext markup language), XHTML, CSS, and the principles and practices of developing, producing, and publishing of digital images online. Emphasis is placed on the communication of meaning through the creation and management of digital images using industry-standard Web authoring software. (FA)

**CIS 210 - Introduction to Programming****3 Credit Hours**

Prerequisite: MA134, CS132. Students will learn the fundamental concepts and terminology of software application development and develop skills in designing and writing simple computer programs in a high-level language. The course assumes no programming background and provides an overview of the software development process in addition to introducing important programming constructs and methodologies. Topics include: programming language characteristics, integrated development environments, flowcharts, algorithms and pseudo-code, variables, operators, conditional statements, looping statements, methods, error-handling and debugging, and object-oriented programming techniques. (FA)

**CIS 240 - Dynamic Website Design I****3 Credit Hours**

Prerequisite: CS 132, CIS 135. This course builds on the fundamentals of CIS138 – Introduction to Web Design to introduce languages and technologies, such as PHP, JavaScript, advanced CSS and AJAX for creating dynamic websites. Topics also include customer expectations, usability and accessibility practices, and techniques for the evaluation of web design. (SP)

**CIS 241 - Computer Networks****3 Credit Hours**

Prerequisite: CIS 135. This course introduces the student to 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. Hands-on experience will be provided in the laboratory. (FA)

**CIS 242 - Operating Systems****3 Credit Hours**

Prerequisite: CIS 135. The purpose of this course is to familiarize students with operating system (OS) concepts. Students will learn what an OS is and the role it plays in a computer system. Students will study the general architecture of an OS as well as the services it provides. Students will become familiar with current OSes like Windows 7, Windows Server 2008, Linux, Mac OS X Snow Leopard. (FA)

**CIS 248 - Network Administration I****3 Credit Hours**

Prerequisites: CS 132, CIS 135, CIS 241. Students will explore network administration topics in theoretical and practical way, study different software platforms, control, shared resources, administration, security, anti-virus procedures and methodologies. (FA)

**CIS 299 - Network Administration II****3 Credit Hours**

Prerequisites: CS 132, CIS 135, CIS 248. This course teaches students, through lectures, discussions, scenarios, demonstrations, chapter review questions, textbook exercises, and classroom labs, the skills and knowledge necessary to configure, manage, and troubleshoot Windows Server 2008 Active Directory. Upon completion of this course students will be prepared for Microsoft certified technology specialist exam 70-640 “Active Directory Configuration”. (SP)

**CIS 300 - Systems Analysis and Design****3 Credit Hours**

Prerequisites: CS 330. The analysis and design phases of the system development life cycle are reviewed. Emphasis is on techniques and tools for determining systems requirements that lead to the development of logical design models using structured and object-oriented methodologies, including: data and process modeling, system requirements with use cases, object-oriented modeling using UML, rapid prototyping, and introduction to application architecture. (FA)

**CIS 306 - Wireless Networks****3 Credit Hours**

Prerequisites: CIS 241. This course introduces mobile computing: technological concepts and applications. Students would be able to learn the fundamentals behind wireless communications, to read and understand technical papers, and to have hands-on experience with wireless hardware and protocol design. Topics covered include: an over view of mobile computing, IEEE 802.11 standards, mobile IP, mobile ad hoc networks, and wireless MESH and sensor networks. The hands-on (lab) section provides students with hands-on experience

on setting up, configuring, establishing a wireless network, and designing wireless protocols. Students would be able to run simulations for advanced wireless protocols. (SP)

**CIS 310 - Dynamic Website Design II****3 Credit Hours**

Prerequisite: CIS 240. This course is a continuation of CIS 240 – Dynamic Website Design I to introduce data-driven website development, web server architecture. Topics include the use of database CRUD statements (create, read, update, and delete) incorporated into web applications, web server installation, administration, and security. (SP)

**CIS 332 - Network Operating Systems****3 Credit Hours**

Prerequisite: CIS 241. This course is an introduction to network operating systems with an emphasis on the management of network objects, e.g. users, groups, volumes, print servers, and other shared network resources. This course examines the interaction of people, systems and computers. Strategic management issues unique to the information technology environment are discussed. This course is also an introduction to installing, configuring, supporting and maintaining network operating system clients. Topics include software installation, configuration, operations, and troubleshooting. This course and CPT 209 help the student to prepare for the CompTIA 220-701 and 220-702 A+ certification exams. (SP)

**CIS 333 - Database Technologies for Web Applications****3 Credit Hours**

Pre-requisites: CS330, CIS 240. This course examines the database and related applications technologies which are critical in the enablement of web-based applications for e-commerce in its many variations. This lab-based course provides an in-depth study of using database technologies in the context of the Internet, including Oracle, and open source variations such as MySQL; the role of related scripting languages such as PHP. Also covered are the theory and practice involved in dynamic, database driven web-sites that are controlled using CSS and other web-enabling artifacts. Upon completion of this course, the student will understand the features of page scripting languages; understand the database options available for the web-based applications; explain how these can be combined with each other and with additional web-based tools to create effective web-based applications. (SP)

**CIS 336 - Data Warehousing & OLAP's Technology****3 Credit Hours**

Pre-requisite: CS330. This course covers the fundamentals of data warehousing/business intelligence architecture and issues involved in planning, designing, building, populating a successful data warehouse and business intelligence system. Topics covered in this course include business requirement analysis, dimensional modeling, physical design, extraction-transformation-load (ETL) design and development, Analysis Service Online Analytical Processing (OLAP) database, data mining, and business intelligence (BI) applications. (SP)

**CIS 361 - CIS Supervised Summer Internship****3 Credit Hours**

Pre-requisite: CIS senior standing. The CIS internship is designed to complement a student's formal education with practical and meaningful IT-related work experience. It is a unique opportunity for students to clarify employment goals, develop a professional network and learn about a particular industry. Experience directly related to a student's CIS major makes the student more marketable when seeking full-time positions after graduating. The internship should be in an IT-related field doing meaningful IT-related work. An early search to identify an internship opportunity is recommended and the internship must be approved and monitored by the Program Chair/Coordinator. (SU)

**CIS 380 - E-commerce****3 Credit Hours**

Pre-requisite: CS 132, CIS 138, MG 300. A study of e-commerce and its impact on business. The course provides a framework for understanding e-commerce, including marketing opportunities, as well as implementation and organization issues involved in capitalizing on e-commerce. (FA)

**CIS 390 - Advanced Web Design****3 Credit Hours**

Pre-requisite: CIS 310. This 300-level course will cover advanced concepts in web design and will start where CIS 310 left off. This course assumes an understanding of client-side web design and covers server-side design. Students will learn to set up dynamic web sites that can create content based on stored information as well as to create web sites that can dynamically store user information. A variety of server-side programming languages for scripting, page generation, and database interaction will be covered. (SP)

**CIS 400 - Database Administration****3 Credit Hours**

Pre-requisite: CS330, CIS 210. This course focuses on developing the concepts and skills required to perform the duties of Database Administrator (DBA) in organizations using large relational databases. Students develop coherent plans for security, disaster recovery, backup and restore, replication and other administrative functions, including the creation and use of SQL scripts to automate administrative tasks, creating and managing indexes, and using advanced data transformation services. (FA, SP, SU)

**CIS 402 - Project Management****3 Credit Hours**

Pre-requisite: CS330, senior standing. This course discusses the processes, methods, techniques and tools that organizations use to manage their information systems projects. The course covers a systematic methodology for initiating, planning, executing, controlling, and closing projects. This course assumes that project management in the modern organization is a complex team-based activity, where various types of technologies (including project management software as well as software to support group collaboration) are an inherent part of the project management process. This course also acknowledges that project management involves both the use of resources from within the firm, as well as contracted from outside the organization. (FA)

**CS/CIS 411- Computer Information Systems Seminar****3 Credit Hours**

Prerequisite: senior standing and instructor approval. Each student (or group of 2-3) will design and conduct a research project approved by one or more faculty members who will guide and supervise the project. While the project is to be completed in CS/CIS499, student must show satisfactory progress to achieve a passing grade in the course. Students must also take the CS/CIS Senior Comprehensive Exam as part of the requirements for this course. (FA)

**CIS 420 – Network Design and Procurement****3 Credit Hours**

Pre-requisite: CIS 299. This course discusses the design and implementation of network systems such as Ethernet switches and Internet routers. The course covers design principles and issues of traditional protocol processing systems and network processor technology. Packet processing, protocol processing, classification and forwarding, switching fabrics, network processors, and network systems design tradeoffs. This course reviews the area of physical distribution management, including warehouse management and layout, transportation, and customer services. (SP)

**CIS 434 - Enterprise Architecture and Web Services****3 Credit Hours**

Pre-requisite: CS 330, CIS 210, CIS 138. This course provides an overview of the various options for building, deploying and maintaining an enterprise application on the web. Topics include: Overview of Enterprise Applications, Web Services, Service-oriented Architecture (SOA), REST Application, and Security Requirements. (SP)

**CIS 466 - Network Security****3 Credit Hours**

Pre-requisite: CS 132, CIS 240, CIS 241. The purpose of this course is to provide an overview of methods to assure secure and confidential information systems. Coverage includes basic concepts of main security and privacy issues of the Internet and devices, and the implementation of security methods for computer networks and the internet. (FA)

**CIS 497 – Senior Design I****3 Credit Hours**

Prerequisite: senior standing on vertical curriculum, EN 250. This course is the first of a two-sequence capstone courses for computer science majors. Students, working in teams, select a topic from a variety of potential project topics solicited from faculty members and representatives from local industry/non-profit organizations. Students will learn about team work, team dynamics, and learn to rely on other individuals to perform necessary work for the successful completion of team goals. By the end of the semester, the overall approach and design/architecture of the project must be completed so that it can be effectively implemented, in the second semester. The course also includes lectures on topics of interest to CIS majors, such as intellectual property, information privacy, security, and exposure to a wide range of relevant software environments and technologies from mobile development environments to database-backed web services. Students must also take the comprehensive senior examination for the major.

**CJ 131 - Introduction to Criminal Justice****3 Credit Hours**

Prerequisites: EN 131 and 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. (FA,SP,SU)

**CJ 205 - Criminal Law****3 Credit Hours**

Prerequisite: 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. (FA,SP,SU)

**CJ 206 - Ethics, Crime and Justice****3 Credit Hours**

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. (FA,SP,SU)

**CJ 216 - Criminal Procedure****3 Credit Hours**

Prerequisite: 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. (FA,SP,SU)

**CJ 230 - Introduction to Private Security****3 Credit Hours**

Prerequisite: CJ 131. Deals with various aspects of basic and legal issues in private and homeland security. (FA,SP,SU)

**CJ 233 - Substance Abuse****3 Credit Hours**

Prerequisite: CJ 131. A study of various substances that are currently being abused, the impact of abuse on crime, as well as an examination of strategies used by criminal justice agencies to prevent addiction. A study of theories and research on addiction. (FA,SP)

**CJ 305 - Crime and the Elderly****3 Credit Hours**

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. (By Demand)

**CJ 310 – Adjudication and Legal Terminology****3 Credit Hours**

Prerequisites: CJ 205, CJ 216. Study of contemporary issues involved in adversarial process in the criminal justice system. A discussion of the utilization of evidence in jury and non-jury trials and various fact finding procedures in the criminal justice system will also be included. (FA,SP)

**CJ 316 - Criminal Justice Management****3 Credit Hours**

Prerequisite: CJ 131. 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. (FA,SP)

**CJ 320 - Women and the Criminal Justice System****3 Credit Hours**

Prerequisites: CJ 131, CJ 389. 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. (SP)

**CJ 325 - International Criminal Justice****3 Credit Hours**

Prerequisite: CJ 131. A comparative study of the justice systems of countries other than the United States, including Islamic and Traditional justice systems. (FA,SP)

**CJ 327 – Corrections****3 Credit Hours**

Prerequisites: CJ 131, CJ 205 or permission of instructor. An overview of the correctional subsystem. An examination of current issues in custodial and noncustodial corrections. (FA,SP,SU)

**CJ 331 - Principles of Criminal Investigation****3 Credit Hours**

Prerequisite: CJ 337. Study of historical development, theory, and application of scientific methodology in the investigation of crime. (FA)

**CJ 332 - Security Management****3 Credit Hours**

Prerequisite: CJ 230. Deals with various aspects of organizational principles, policies, and legal issues in private security management. A discussion of modern security administration including homeland security, retail security, utility security, computer security, and other security situations. (FA,SP)

**CJ 334 - Counseling and Interviewing****3 Credit Hours**

Prerequisite: CJ 131. An overview of contemporary techniques, philosophies and issues involved in counseling and interviewing voluntary, involuntary and resistant clients of the criminal justice system. (SP)

**CJ 337 - Law Enforcement****3 Credit Hours**

Prerequisites: CJ 205, CJ 216 or permission of instructor. An overview of the history, organization, management, legal and policy issues, professionalism, performance and accountability of public law enforcement agencies. (FA,SP,SU)

**CJ 338 – Domestic and International Terrorism****3 Credit Hours**

Prerequisites: CJ 131, CJ 216, CJ 337 or permission of instructor. The goal of this course is to acquire an understanding of historical perspectives on terrorism while comprehending definitions of cogent terms and concepts. This course will describe the ideological continuum and the matrix of violence, both domestic and international.

**CJ 351 - Forensic Science****3 Credit Hours**

Prerequisites: CJ 131, CJ 337. An overview of issues involved in the application of science in the collection, identification preservation and utilization of evidence in the criminal justice system. (FA)

**CJ 360 - Victimology****3 Credit Hours**

Prerequisites: CJ 131, CJ 205, CJ 216. Examines the impact of crime on victims; including but not limited to the emotional, physical, financial and psychological effects. Examines resources for victims and methods to assist or deal with victims of crime. (FA,SP)

**CJ 389 - Criminology****3 Credit Hours**

Prerequisite: CJ 205 or permission of instructor. A study of the theories of crime and criminal behavior, the causes of crime, typologies, measurement techniques, prevention, and societal reactions to crime. (FA,SP,SU)

**CJ 406 - Probation and Parole****3 Credit Hours**

Prerequisites: CJ 205, CJ 316, CJ 327. Junior or senior level. An examination of the historical development, decision making processes and management of community intervention and treatment programs. (FA,SP,SU)

**CJ 435 - Treatment of Drug Addiction****3 Credit Hours**

Prerequisites: CJ 131, CJ 233. Junior or senior level. 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. (FA,SP)

**CJ 436 - Deprivation of Liberty****3 Credit Hours**

Prerequisite: CJ 205. 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. (FA)

**CJ 461 - Juvenile Justice****3 Credit Hours**

Prerequisites: CJ 131, CJ 205, CJ 216, CJ 389. Junior or senior level. 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. (FA,SP)

**CJ 480 - Topics in Criminal Justice****3 Credit Hours**

Prerequisites: CJ 131, CJ 205, CJ 389. Junior or senior level. 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. (By Demand)

**CJ 490 A, B, C, D - Field Experience/Internship****6, 9, 12, 15 Credit Hours**

Prerequisite: Approval of department chair for criminal justice. For advanced students in the criminal justice program who have completed 92 Credit Hours or more. Students who register for 12 to 15 Hours must complete all major 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. Students can only complete 15 Hours maximum.

**CJ 498 - Methodologies and Research Writing****3 Credit Hours**

Prerequisite: SS 239, EN 240, and acquired 100 Credit Hours or more. This course is designed to assist seniors majoring in criminal justice with writing a successful research paper as well as assisting in preparation for the defense of the paper. This course is an examination of the basic principles and approaches in social science research, theory construction, and research writing. Upon completion of this course, the student will be able to research scholarly data from various sources and form a well written research paper. (FA,SP)

**CJ 499 - Senior Seminar in Criminal Justice****3 Credit Hours**

Prerequisite: CJ 498. 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 498.

**CS 132 - Computer Applications****3 Credit Hours**

This is an 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 major.

**CS 215 – Fundamentals of Scientific Computing****3 Credit Hours**

Pre-requisite: MAT 134. This is an introductory computer course for science majors to help students understand the computing technologies they used every day and to develop the computational thinking and proficiency necessary for science disciplines. Microsoft Office is used with emphasis on Excel features, including built-in functions, Solver, and Data Analysis Toolpak. MATLAB is used to implement simple algorithms. Fundamental concepts of computing are also introduced to explain how computers work, what they can do, and how they can be used effectively,

**CS 135 - Introduction to Scientific Computing****3 Credit Hours**

This course takes an interdisciplinary approach to classroom assignments, emphasizing multidisciplinary team projects to introduce a variety of computational tools. Students will participate in projects requiring a scientific

approach to problem solving, analytical thinking, data collection and analysis, result write-up, and public presentation. The course is designed for freshman science majors.

**CS 230 - Computer Programming I****3 Credit Hours**

Pre-requisite: CS 215 or equivalent. Co-requisite: CSL 230L. This course introduces fundamental programming concepts and techniques. It is designed for students who plan to use computer programming in their studies and careers. Elements of object-oriented design and programming are introduced. Topics covered include control structures, arrays, functions, and structured program design. This course requires students to co-register for a programming lab, CSL 230 that gives extra hands-on practice with guided supervision. Students will develop working programs with checkpoints for each development phase.

**CSL 230L - Computer Programming I Laboratory****1 Credit Hour**

Co-requisite: CS 230. Laboratory activities relating to the software development process and programming concepts covered in CS 230.

**CS 231 - Computer Programming II****3 Credit Hours**

Pre-requisite: CS 230. Co-requisite: CSL 231L. This course is a continuation of CS 230. Topics covered include: recursion, file-based I/O, classes, packages, method overloading, inheritance, polymorphism, abstract classes, interfaces and exceptions. This course requires students to co-register for a programming lab, CSL 231. The lab provides students with hands-on practice developing programs implementing the programming constructs.

**CSL 231L - Computer Programming II Laboratory****1 Credit Hour**

Co-requisite: CS 231. Laboratory activities relating to the software development process and programming concepts covered in CS 231.

**CS 330 - Databases****3 Credit Hours**

Pre-requisite: CS 215 or ITM 200. This course examines the underlying concepts and theory of database management systems. Topics include database system architectures, data models, structured query languages, conceptual and logical database design, and physical organization. The entity-relationship model and relational model are investigated in detail; object-oriented databases are introduced. Integrity constraints, dependencies, and normalization are studied as a basis for formal design. An introduction to transaction management, concurrency control, distributed and Web databases and database recovery are presented.

**CS 331 - Mobile Applications Development****3 Credit Hours**

Pre-requisites: CS 231. This course introduces mobile application developments to Junior/Senior computer science and computer engineering students. The course covers operating systems, programming languages, and tools. At the end of the course, students would be able to develop applications/games for a variety of mobile devices.

**CS 332 - Computer Organization and Assembly Language****3 Credit Hours**

Pre-requisite: 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 Credit Hours**

Pre-requisite: CS 231. This course covers the design and implementation of data structures including generics and collections, lists, stacks, queues, trees, and graphs. Other topics include efficiency of algorithms, sorting, searching, and hashing. Course work involves both written homework and programming assignments.

**CS 334 - Object Oriented Design****3 Credit Hours**

Pre-requisite: 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 term project requiring team programming.

**CS 335 - Discrete Structures****3 Credit Hours**

Pre-requisites: CS 230 AND MAT 241. 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 Credit Hours**

Pre-requisite: 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****3 Credit Hours**

Prerequisites: 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.

**CSL 340 - Computer Networks and Communications Laboratory****1 Credit Hour**

Co-requisite: CS 340 Laboratory experiments related to material covered in CS 340.

**CS 390/490 - Cooperative Education/Field Experience****1-6 Credit Hours**

Work, research, or internship experience at the junior (CS 390) or senior (CS 490) levels. Students must have a minimum cumulative grade point average of 2.5. The department chair in the student's discipline will determine Credit Hours credit after the details of placement have been made.

**CS/CIS 411- Computer Science Seminar****3 Credit Hours**

Prerequisite: senior standing and instructor approval. Each student (or group of 2-3) will design and conduct a research project approved by one or more faculty members who will guide and supervise the project. While the project is to be completed in CS/CIS499, student must show satisfactory progress to achieve a passing grade in the course. Students must also take the CS/CIS Senior Comprehensive Exam as part of the requirements for this course

**CS 432 - Numerical Analysis****3 Credit Hours**

Prerequisite: CS 231, MAT 334 and MAT 335. 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 Credit Hours**

Prerequisite: CS 231. 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 - Computability****3 Credit Hours**

Prerequisite: CS 335 and senior standing. This course is an introduction to the theory of computation in computer science. Topics include formal languages and grammars and their application to programming language design, and models of computation including finite automata, pushdown automata and Turing machines.

**CS 437 Digital Circuits****3 Credit Hours**

Prerequisites: CS 332 and PH 252. Co-requisite: CSL 437L. This course deals with digital logic with feedback, fundamental mode circuits, Boolean algebra, Karnaugh maps, combinatorial networks, flip-flop, encoders, decoders, multiplexers, half-adders, adders, counters, state and flow tables, and memory design.

**CSL 437L Digital Circuits Laboratory****1 Credit Hour**

Co-requisite: CS 437 Laboratory experiments related to material covered in CS 437

**CS 438 Computer Architecture****3 Credit Hours**

Prerequisite: CS 437. This course covers the 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 497 – Senior Design I****3 Credit Hours**

Prerequisite: senior standing on vertical curriculum, EN 250. This course is the first of a two-sequence capstone courses for computer science majors. Students, working in teams, select a topic from a variety of potential project topics solicited from faculty members and representatives from local industry/non-profit organizations. Students will learn about team work, team dynamics, and learn to rely on other individuals to perform necessary work for the successful completion of team goals. By the end of the semester, the overall approach and design/architecture of the project must be completed so that it can be effectively implemented, in the second semester. The course also includes lectures on topics of interest to CS majors, such as intellectual property, information privacy, security, and exposure to a wide range of relevant software environments and technologies from mobile development environments to database-backed web services. Students must also take the comprehensive senior examination for the major.

**CS 497 – Senior Design II****3 Credit Hours**

Pre-requisite: CS497. This course is the second of a two-sequence capstone courses for computer science majors. Students will continue the work begun in Senior Design I (CS497) and implement their chosen project to functional completion. The emphasis in this course is on the implementation, testing, report writing and presentation. Each team is required to make a formal project presentation to a group of faculty, students and

outside representatives , A written final project document is required prior to the presentation; it must be provided to the faculty members advising the team and the project sponsor (if applicable).

**CS/CIS 499 Senior Seminar**

**3 Credit Hours**

Prerequisite: CS 411 and EN 250. This course is a continuation of CS 411. Each student, or group, will complete the project started in CS411. The focus of this course will be on writing the research report, preparing and delivering a presentation on the research project to a group of students, faculty and staff of the department.

**CUL 105 - Culinary History, Development and Foundation**

**1 Credit Hour**

This course focuses on history, development and foundation of cuisine, food preparation methods, and the foodservice industry. Emphasis is placed on World cuisine and the foodservice industry. Current trends and career opportunities in the culinary field are examined. Standard kitchen hand tools including proper knife usage; operation of equipment in a commercial kitchen; and culinary terminology are addressed. (As needed)

**CUL 301 - Institutional Kitchen**

**4 Credit Hours**

Prerequisites: HM 250. Characteristics of fats, oils, egg and dairy products and the principles of preparation of vegetables, fruits, farinaceous products, and other food products will be studied and applied in the laboratory kitchen. (As needed)

**CUL 302 - Meat Identification and Fabrication**

**4 Credit Hours**

Prerequisites: HM 250. This course includes the identification and fabrication of meat, seafood, and poultry. Selection, procurement, and preparation of products in commercial food service are dealt with and applied in the laboratory kitchen. (As needed)

**CUL 303 - Garde-Manger**

**4 Credit Hours**

Prerequisites: HM 250. Garde-Manger is one of the most important courses culinary students take—and it's often the first kitchen station that a new chef will encounter. This reflects the latest garde-manger trends, techniques, and flavors, including brining ratios, fermented sausages, micro greens, American cheeses, tapas menus, "action" buffet stations, and ice carving. This course covers the principles of preparation of salads, cold sauces, appetizers, and garnishes and their applications. Emphasis on color, texture, and temperature in preparation and presentation are studied and applied in the laboratory kitchen. (As needed)

**CUL 304 - Principles of Food and Beverage Service**

**2 Credit Hours**

Prerequisite: HM 250. Competent food and beverage service has long been underestimated in terms of knowledge, social and technical skills. This course is designed for those who wish to learn how to serve food and beverages properly in a restaurant setting. In the process students will learn the etiquette of eating out and the behaviors associated with those who are comfortable discussing food, wines and other alcoholic and non-alcoholic beverages in a social or professional environment. (SP)

**CUL 305 - Food Presentation Techniques**

**2 Credit Hours**

Prerequisites: HM 250. The art of preparing, presenting, and decorating cold food for buffets and banquets is one of the most demanding, artistic, and exciting specialties in the culinary arena. This course provides skills in preparing, constructing, and presenting elegant buffets and banquet with a flair for culinary artistry, and creativity. (As needed)

**E 123 - Engineering Drawing.****3 Credit Hours**

Pre-requisite: MAT 134 or higher. A study of Dimensioning and Tolerancing, 3D Drawing and Modeling, Isometric Drawing, Orthographic Views and Solid Modeling. AutoCAD, a computer aided drawing software is used for the drawing assignments.

**E 124 - Introduction to Engineering****3 Credit Hours**

Pre-requisite: MAT 135 or higher. This course provides an understanding of the study and practice associated with computer engineering. Topics cover the definition of engineering, introduction to computer engineering, engineering design and problem solving methods, engineering communication methods, engineering ethics & professional societies, basics of computer and electrical systems, engineering computation and programming (MATLAB). In addition, students will discover principles of computer engineering through building and programming a robot.

**E 230 - Introduction to Electric Circuits****3 Credit Hours**

Pre-requisite: MAT 241, MAT 242, PH 251. Co-requisite: 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 230L - Introduction to Electric Circuits Laboratory****1 Credit Hour**

Co-requisite: E 230. Laboratory experiments related to material covered in E 230.

**E 331 - Engineering Mechanics I, Statics****3 Credit Hours**

Prerequisites: MAT 241, MAT 242, MAT 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 Credit 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 333 – Networked Autonomous Robotics****3 Credit Hours**

Prerequisites: CS 231, CS 335, MAT 241, MAT 242. This course deals with networked, autonomous and intelligent mobile robot systems. It is designed to help the student to develop fundamental understanding of planning and control issues for multiple autonomous mobile robotic systems. The course covers autonomous robot locomotion, mobile robot kinematics, perception using various sensors in robot systems, map building and localization, planning and navigation, and cooperative control of multiple robots. Results of current research and on-going research issues in the field of autonomous robotics are introduced in the course. Projects and hands-on lab experiments for the course are designed to enhance the student's understanding and knowledge of autonomous robotics.

**E 333L – Networked Autonomous Robotics Laboratory****1 Credit Hour**

Co-requisite: E 333. Laboratory experiments related to material covered in E 333.

**E 334 - Introduction to Microcontrollers****3 Credit Hours**

Prerequisite: E 230, CS 231. Co-requisite: EL 334L. 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.

**E 334L - Introduction to Microcontrollers Laboratory****1 Credit Hour**

Co-requisite: E 334. Laboratory experiments related to material covered in E 334.

**E 335 - Electronics I****3 Credit Hours**

Prerequisites: PH 251, PH 252, E 230. Co-requisite: EL 335L. The analysis and design of circuits utilizing electronic devices such as bipolar transistors, MOS transistors and operational amplifiers. Topics include Integrated Circuit (IC) biasing, the behavior and operating limitations of large-signal and small-signal amplifiers. Computer circuit simulation is an integral part of this course.

**E 335L - Electronics I Laboratory****1 Credit Hour**

Co-requisite: E 335. Laboratory experiments related to material covered in E 335.

**E 336 - Electronics II****3 Credit Hours**

Prerequisite: E 335. Co-requisite: EL 336L. A continuation of the analysis and design of circuits utilizing electronic devices such as bipolar transistors, MOS transistors and operational amplifiers. Topics include the behavior and operating limitations of large-signal and small-signal amplifiers, differential amplifiers, high-frequency amplification, stability and compensation. Tuned amplifiers, oscillators and Integrated Circuit (IC) biasing.

**E 336L Electronics II Laboratory****1 Credit Hour**

Co-requisite: E 336. Laboratory experiments related to material covered in E 336.

**E 431 - VLSI Design I****3 Credit Hours**

Prerequisites: E230, E 336, MAT 334, CS 437. Co-requisite: EL 431L This course covers the 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.

**E 431L - VLSI Design I Laboratory****1 Credit Hour**

Co-requisite: E 431. Laboratory experiments related to material covered in E 431.

**E 432 - VLSI Design II****3 Credit Hours**

Pre-requisite: E 431. Co-requisite: EL 432L 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.

**E 432L - VLSI Design II Laboratory****1 Credit Hour**

Co-requisite: E432. Laboratory experiments related to material covered in E 432.

**E 434 - Engineering Circuit Analysis****3 Credit Hours**

Prerequisite: E 230, MAT 334, MAT 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 436 - Digital Signal Processing****3 Credit Hours**

Prerequisite: E 230, MAT 242, MAT 334. Co-requisite: EL 436LA study of the fundamental principles and concepts of Digital Signal Processing (DSP). Course coverage includes discrete-time signals and systems, Z-transforms, discrete convolution and Discrete Fourier Transform (DFT). Analog-to-Digital conversion (ADC), Digital-to-Analog conversion (DAC) and digital filter design are also covered. In the laboratory, a programmable DSP board and a software package for digital signal processing are used for data acquisition, filter implementation, convolution calculations, signal modeling and real-time filtering. MATLAB software with Simulink is used in the laboratory for DSP algorithm design and analysis.

**E 436L - Digital Signal Processing Laboratory****1 Credit Hour**

Co-requisite: E 436 Laboratory experiments related to material covered in E 436.

**E 437 - Microprocessor and Embedded Systems Design****3 Credit Hours**

Prerequisites: E 230, E 336, CS 335, CS 437, CS 438. Co-requisite: EL 437L. 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 437L - Microprocessor and Embedded Systems Design Lab****1 Credit Hour**

Co-requisite: E 437. Laboratory experiments related to material covered in E 437.

**E 438 - Programmable Digital Logic Design****3 Credit Hours**

Prerequisites: CS 231, E 336, CS 437. Co-requisite: EL 438L The course provides the student with a working knowledge of FPGAs, CPLDs and associated design tools. Students work with commercial computer-aided design (CAD) tools to synthesize and simulate designs described in hardware description languages such as VHDL and Verilog. There is a laboratory component to this course.

**E 438L - Programmable Digital Logic Design Laboratory****1 Credit Hours**

Co-requisite: E 438 Laboratory experiments related to material covered in E 438.

**E 439 - Electromagnetic Fields and Applications****3 Credit Hours**

Prerequisites: PH 251, PH 252, MAT 242, MAT 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 497 - Senior Design I****3 Credit Hours**

Prerequisite: E 336, CS 336, Senior standing in Computer Engineering. This course consists of three components: the design process for engineering systems, design tools and professional skills. The design process includes how to select projects and assess the needs of the user, how to develop and document requirements specification. It also includes concept generation and evaluation. The design tools component emphasizes system design techniques including functional decomposition, system behavior description, testing, and design reliability. The professional skills component focuses on developing skills in team work, effective communication, project management, ethical consideration and life-long learning. Students will form design teams, select a mentor for the design project, write a proposal for the design project, and make an oral presentation evaluating the feasibility of the project and describing the design experience.

**E 498 - Senior Design II****3 Credit Hours**

Prerequisite: E-497. Students will continue with system development and implementation based on the design specifications of the E-497 course. Emphasized skills include: prototype development, design testing, alternative design consideration, risk management, and design improvement. Developed skills will include teamwork, effective communication, project management, ethical consideration and life-long learning. At the completion of this course, students will produce a senior thesis, and defend the thesis before the faculty, peer-students and invited guests.

**E 499 - Senior Seminar****3 Credit Hours**

Prerequisite: Senior standing in Computer Engineering. A senior research project chosen by the student-team with faculty assistance is designed and conducted by the student-team under faculty supervision. The results of the research are submitted to the Computer Engineering faculty in the form of a senior thesis. The students are required to formally defend the senior thesis. The students are expected to pass an exit exam designed by the computer engineering faculty.

**ED 231 - Introduction to Education****3 Credit Hours**

This course is designed to help preserve teachers examine the American school's historical progress, current issues, and organization structures. (FA, SP)

**ED 240 - Educational Technology****3 Credit Hours**

This course is designed to examine various ways computers are used in education and personally. The focus of this course is on basic concepts of computer operation, identification of types of educational technology resources, teacher made multi-media for use in the classroom, and the ethical and societal impacts of technology. Additionally, students will examine assistive technology in the classroom as ways to modify instruction for diverse learners. (FA, SP)

**ED 320 - Inquiry Science****3 Credit Hours**

Prerequisites: BI 131, ED 240, ESE 200, ED 231. This course involves a study of inquiry methods and laboratory experiences relevant to teaching science in the elementary school. (FA, SP)

**ED 325 - Discovery Social Studies****3 Credit Hours**

Prerequisites: HI 230, 231, ED 231, ED 240, ESE 200. 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. (FA, SP)

**ED 340 - Assessment and Evaluation****3 Credit Hours**

Prerequisites: ED 231, ED 240, ESE 200. This course is a discussion of the techniques for measuring and evaluating students' performance and programs in education, elementary statistical procedures, and grading in the various areas. The interpretation of results of district and external assessments are explored in the course. Prospective teachers learn how to design and develop traditional as well as authentic forms of assessment in their respective disciplines and to measure teaching effectiveness. Prospective teachers also learn to read and interpret external assessments. (FA, SP)

**ED 351 - Curriculum Design & Development****3 Credit Hours**

Prerequisites: ED 231, ED 240, ESE 200. 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. (FA, SP)

**ED 352 - Contemporary Teaching Methods****3 Credit Hours**

Prerequisites: ED 231, ED 240, ESE 200, PS 236. Corequisite: EDA 352. In this course, students study methods of teaching and strategies for planning and implementing various aspects of curriculum. (FA, SP)

**ED 360 – Content-Specific Methods in Secondary Education****3 Credit Hours**

Prerequisites: ED 231, ED 240, ESE 200. This course prepares secondary teachers for the theoretical and practical understanding needed for the 21<sup>st</sup> century classroom. The foundation of the course rest on students' understanding of information in several areas such as: content development, development of pedagogical skills, philosophy, and context in planning in the secondary classroom. Through a reflective approach, students will be prepared to design unit plans and lesson plans with a focus on diversity and differentiated instruction for linguistically and culturally diverse students. Students will examine realistic scenarios and examples from a variety of subject areas such as Biology, Business, English, Music, and Social Science. (FA, SP)

**ED 368 - Reading Strategies****3 Credit Hours**

Prerequisites: ED 231, ED 240, ESE 200, ED 352, EDA 352. This course offers a basic understanding of the reading process and its relationship to the other language arts (listening, speaking, and writing). Students study strategies to develop phonemic awareness and comprehension skill, while they learn to authentically assess reading skills to identify pupils' instructional needs. (FA, SP)

**ED 369 – Content Reading (6-12)****3 Credit Hours**

(Required depending on area of certification).Prerequisites: ED 231, ED 240, ESE 200. The purpose of this course is to prepare secondary majors to teach students to: (1) use reading, viewing, and listening effectively, (2) construct the meaning from a wide variety of texts, and (3) write and speak to communicate ideas and information effectively. Candidates will (a) acquire a repertoire of instructional strategies for developing vocabulary, comprehension, and study skills relevant to their content areas, (b) acquire teaching techniques to meet the content literacy needs of middle and secondary students, (c) discover text characteristics including

readability levels to determine reading demands of content text books and other print materials, and (d) motivate and engage student learning from technology, including the internet and e-mail. (FA, SP)

**ED 370 - Content Reading K-6** **3 Credit Hours**

(Required depending on area of certification). Prerequisites: ED 231, ED 240, and ESE 200. This course provides the basis for planning stimulating learning experiences using expository text (nonfiction) and informational technology. Students in this course will identify reading demands of text and acquire strategies for assessing and meeting the instructional needs of students in content reading areas of comprehension, vocabulary, structural word analysis and critical thinking skills. (FA, SP)

**ED 403 – Classroom Management** **3 Credit 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. (FA, SP)

**ED 437 - Inquiry Mathematics** **3 Credit Hours**

Prerequisite: MAT 390. This course offers a study of mathematics content, methods and materials, stressing competency-based approaches to teaching mathematics in elementary schools. (FA, SP)

**ED 439 - Language Learning** **3 Credit Hours**

Prerequisites: ED 231, ED 240, ESE 200, ED 352, EDA 352. This course 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 teach spelling, grammar, speaking, and listening skills. (FA, SP)

**ED 462 - Student Teaching** **12 Credit Hours**

Prerequisites: All Major Requirements listed above with a GPA of at least 2.50. Corequisite: EDX 462. 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. (FA, SP)

**EDA 352 - Contemporary Teaching Practicum** **2 Credit Hours**

ED 231, ED 240, ESE 200. Corequisites: Related methods courses. This course provides field experiences for teacher candidates to develop and implement competencies pertaining to individualized curricula and instruction. This course involves a field experience in conjunction with specialized methods courses. (FA, SP)

**EDB 352 - Teaching Practicum** **1 Credit Hour**

Prerequisites: ED 352 and EDA 352. Corequisites: Related methods courses. This course involves a field experience in conjunction with specialized methods courses. Students must be cleared and approved by the TEI Office for registration in this course. (FA, SP)

**EDL 350 - Children's Literature** **3 Credit Hours**

Prerequisites: ED 231, ED 240, ESE 200. This course develops an understanding of the role of children's literature in the cognitive, language, and social development of elementary children. Students will read widely and design literary experiences in children and young adolescent's literature, including picture books, fantasy, historical fiction, poetry, contemporary realistic fiction, and multicultural literature. (FA, SP)

**EDM 380 - Professional Seminar****0 Credit Hours**

Students must enroll in this course each Credit, 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. (FA, SP)

**EDS 499 - Senior Seminar****3 Credit Hours**

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. (FA, SP)

**EDX 462 - Student Teaching Seminar****0 Credit Hours**

Corequisite: ED 462. This seminar provides assistance to student teachers during the student teaching experience. (FA, SP)

**EN 095 /125 - Writing for Academic Success****3 Credit Hours**

In this course, students will learn about the various stages of the writing process, from brainstorming ideas and developing a thesis to revising work and polishing it for an intended audience. In preparing to take various assessments, students will learn valuable skills that will serve them throughout their college career. Students will develop academic writing skills by learning to: identify key ideas within a reading passage; write a brief summary of the key ideas in the reading; demonstrate basic critical thinking in response to these key ideas; identify a key idea in the reading passage and present a clearly written response to that idea; write an essay that is well organized and shows connections between ideas; support ideas with relevant personal experience, readings, schoolwork, and/or other sources of information; demonstrate competence in sentence construction, sentence variety, and word choice; and demonstrate correct usage, grammar, and mechanics

**EN 131 - College English I****3 Credit Hours**

Pre-requisite: EN 095 / 125 or an acceptable score on the B-CU placement test, SAT, or ACT. This is the first of two sequential courses in freshman writing covering various rhetorical strategies. This course emphasizes developing skills for navigating the stages of writing, including pre-writing, organizing, drafting, revising and editing. Students are required to write a minimum of 6,000 words through informal writing activities, formal essays, and a documented paper. Students should be prepared to write extensively in this course and have their work reviewed through instructor conferences. (FA, SP, SU)

**EN 132 - College English II****3 Credit Hours**

Pre-requisite: EN 131 or EN 134 or equivalent Credit through Advanced Placement examination. This is the second of two sequential courses in freshman writing covering a variety of rhetorical strategies with an emphasis on choosing the most effective approach to suit purpose and audience. An emphasis is placed on using literature to inspire writing on a variety of relevant issues and subjects while continuing to reinforce the stages of the writing process. Research and documentation are included. Students should be prepared to write extensively and have their work reviewed through teacher conferences. (FA, SP, SU)

**EN 134 - College English I Honors****3 Credit Hours**

Pre-requisite: Admission into the B-CU Honors Program. This is the first of two sequential courses in freshman writing covering various rhetorical strategies with an emphasis on a polished writer's voice and stylistic prose. Students are required to write a minimum of 8,000 words through informal writing activities, formal essays,

and a documented paper. Students should be prepared to write extensively in this course and have their work reviewed through instructor conferences and peer editing groups. (FA)

**EN 135 - College English II Honors**

**3 Credit Hours**

Prerequisite: Admission into the B-CU Honors Program and completion of EN 134. This is the second of two sequential courses in freshman writing covering a variety of rhetorical strategies and developing a stronger awareness of the most effective tone, voice, and style. Essays, short stories, poetry, and drama are discussed to inspire students to write on a wide variety of issues and interests while reinforcing the stages of the writing process. Student should be prepared to write extensively and have their work reviewed through teacher conferences and peer editing groups. (SP)

**EN 210 - Introduction to Literary Analysis**

**3 Credit Hours**

Prerequisite: EN 131, EN 132. An introduction to literary analysis. This course embraces basic types of literature and will introduce close reading techniques of practical criticism and schools of critical approaches to literature. (FA)

**EN 220 - Functional Grammar**

**3 Credit Hours**

Prerequisite: EN 132 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. It includes the history of the English language with examinations along linguistic, political and social dimensions. (FA)

**EN 230 - World Literature**

**3 Credit Hours**

Prerequisites: EN 131, EN 132. A study of world masterpieces and literary movements from the earliest period to the present day. (SP)

**EN 235 – Film and Pop Culture**

**3 Credit Hours**

Prerequisites: EN 131, EN 132. An introduction to the fields of film studies and popular culture studies, with particular emphasis on the interpretive methodologies, histories, and critical vocabularies of each.

**EN 240 - Advanced Composition**

**3 Credit Hours**

Prerequisite: EN 132. This course focuses on advanced composition skills, with special attention given to standard American grammar usage and idioms, and the development of a mature voice and style in prose writing. A major component of the course also includes a study of research methodology and the research paper. (FA, SP, SU)

**EN 245 – Introduction to Poetry**

**3 Credit Hours**

Prerequisites: EN 131, EN 132. This course will examine various genres of poetry written in English, including conventional and free verse. Emphasis will be placed on developing students' skills in analyzing poetic language, tone and diction and how these elements contribute to the overall effect and meaning of a poem.

**EN 250 - Technical Communication**

**3 Credit Hours**

Prerequisite: EN 131, EN 132. The course includes a study of various components of technical correspondence and a review of advanced composition skills. Emphasis will be placed on the production of a comprehensive technical document. (FA, SP)

**EN 255 – Literature of the African Diaspora****3 Credit Hours**

Prerequisites: EN 131, EN 132. An introduction to the literary traditions of the African Diaspora, this course traces a link between ancient African oral epics, tales and poems to contemporary Diaspora fiction, poetry, and drama. The cultural and historic contexts of this – the voluntary and involuntary migration of African peoples across the world – will also be examined.

**EN 270 - Introduction to Linguistics****3 Credit Hours**

Prerequisites: EN 131, EN 132. This course examines the changing nature of language, covers descriptive and prescriptive linguistics, phonology, morphology, semantics, and generative grammar. Special emphasis will be given to the historic and modern descriptions of anthropological linguistics, functionality, and treatment of practitioners in social contexts. (SP)

**EN 320 - Black American Literature****3 Credit Hours**

Prerequisite: EN 131 and EN 132. For English majors, completion of EN 210 (Literary Analysis) is recommended. A historical survey and critical analysis of selected major African-American literature from the earliest vernacular records to the works of modern writers. (FA)

**EN 331 - English Literature I****3 Credit Hours**

Prerequisites: EN 131, EN 132. For English majors, EN 210 (Literary Analysis) is required. This is a survey course of English literature from the Old English to neo-classical period. (FA)

**EN 332 - English Literature II****3 Credit Hours**

Prerequisites: EN 131, EN 132, and RE 260. For English majors, completion of EN 210 (Literary Analysis) is required. This is a survey course of English literature from the Romantic period to the present, including literature of the British Commonwealth. (SP)

**EN 334 - American Literature****3 Credit Hours**

Prerequisite: EN 131 and 132. For English majors, completion of EN 210 Literary Analysis is required. A survey of major American writers from the pre-colonial period to the Twenty-first Century. American history, literary movements, philosophies and cultures that influenced the writers will also be examined. (SP)

**EN 335 - Women in Literature****3 Credit Hours**

Prerequisite: EN 131, EN 132. A study of women in literature both as writers and as characters as well as how the literature defines feminist discourse. (SP)

**EN 336 - Contemporary Literature****3 Credit Hours**

Prerequisite: EN 131 and EN 132. For English majors, completion of EN 210 Literary Analysis is recommended. The study of a variety of works by contemporary authors from different world cultures. These may include works from the major genres. Emphasis will be placed on critical approaches that are pertinent to each selection and to contemporary forms, movements, cultures or philosophies that may have informed each of these works. A particular focus on the study will be on the cultural challenges of comprehension as a result of cultural, dialectical and political differences. (SP)

**EN 340 - Creative Writing****3 Credit Hours**

Prerequisite: EN 131, EN 132. A course examining literature to discuss writer's craft and style. Students will develop individual style through various genres of creative writing: creative nonfiction, fiction, poetry, and drama. Peer and teacher review will be emphasized in a workshop atmosphere. (FA)

**EN 421-424 - Special Topics****3 Credit Hours**

Prerequisites: EN 131, EN 132, and RE 260. English majors must have completed EN 210. A course with a different focus each time it is offered. It examines literary and/or cultural movements and trends not otherwise covered in the curriculum. Topics may include Biography, African or Caribbean Literature, Diasporic Literature, American Science Fiction, Literature Of Death And Dying, Literature and Popular Culture, Immigration and Exile Literature, American Regional Literature, War Literature, etc. (FA)

**EN 431-434 - Major Authors****3 Credit Hours**

Prerequisites: EN 131, EN 132, and RE260. English majors must have completed EN 210. An in-depth study of the body of work of either a single author or a small group of 2-3 authors related by period, tradition, or movement. This course will focus on the historical and cultural context within which the author(s) worked, their subject matter, the major critical trends that have attempted to make sense of their work, and their influence upon later writers. (SP)

**EN 440 – Shakespeare****3 Credit Hours**

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

**EN 490 - Internship****3-6 Credit Hours**

Prerequisite: EN 240. The internship program is optional. The internship will provide students with experience in the construction and execution of off-campus research projects relevant to the discipline such as archival research, service learning writing project, and summer research study/grant at another approved institution. Departmental approval is required. Credit Hours will depend on the department's evaluation of the workload. (FA, SP, SU)

**EN 499 - Senior Seminar in English****3 Credit Hours**

Prerequisite: EN 240. Advanced work for qualified seniors in the intensive review of courses in the English program. Emphasis will be placed on a comprehensive examination, principles of research and a defense of the research paper. (FA)

**ENT 315 – Financing New Business Ventures****3 Credit Hours**

Prerequisite: AC 232, ACL 232 and FI 335. This is an in-depth assessment of successful techniques used to finance new business ventures. Discussion includes traditional and creative approaches. Emphasis is on new start-up, buyouts and franchises. (FA)

**ENT 320 - Entrepreneurship and Small Business Management****3 Credit 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. (SP)

**ENT 350 – Entrepreneurship**

**3 Credit Hours**

An introduction to the practical and theoretical consideration involved in entrepreneurship. Surveys the preparation of business plans, strategies for financing, market assessment, development and protection of business ideas, management, and strategies for survival for new business ventures. (FA)

**ENT 395 – Creativity, Innovation, and Product Development**

**3 Credit Hours**

Prerequisite: BA 232 and ENT 350. The course focuses on the process of creating a new concept and taking it to the marketplace. Examines new business ideas from the conception and development to commercialization of the product or service in the business cycle. Includes protecting ideas with patents, copyrights, and trademarks. (FA)

**ENT 410 – Legal Issues for Entrepreneurship**

**3 Credit Hours**

Prerequisite: BA 234 and ENT 350. The course focuses on legal issues that are especially relevant or important to entrepreneurs. Includes contract law, property law, agency law, intellectual property law, bankruptcy law and certain aspects of regulatory law pertaining to matters such as environmental, employment, securities and consumer product safety issues, legislation and regulation. (SP)

**ESE 200 - Survey of Exceptional Students**

**3 Credit Hours**

This course is an introductory course covering various exceptionalities and cultural diversity issues with an emphasis on definitions, historical perspectives, student characteristics, trends, and issues. (FA, SP)

**ESE 305 - Language Development for Exceptional Learners**

**3 Credit Hours**

Prerequisites: ED 231, ED 240, ESE 200. This is an introductory course in language development and communication skills of the exceptional learner. The course includes language development (language, reading, and writing skills) and disorders of various exceptionalities, the impact of language on learning, and augmentative communication. (SP)

**ESE 310 - Theories of Learning Disabilities**

**3 Credit Hours**

Prerequisites: ED 231, ED 240, ESE 200. Concepts, research, and theories of learning disabilities are discussed. Characteristics, classification of students, and educational services are also studied. (FA)

**ESE 320 – Nature of Autism Spectrum Disorders**

**3 Credit Hours**

Prerequisites: ED 231, ED 240, ESE 200. A survey of the characteristics of students with autism spectrum disorders, including historical foundations, definitions, current issues, and practical applications for classroom teachers. A variety of instructional methods will be utilized in this course. Included among them are lecture, discussion, guest and/or panel speakers, small group and independent content-application activities. (FA, SP)

**ESE 330 - Assessment of Exceptional Students**

**3 Credit Hours**

Prerequisites: ED 231, ED 240, ESE 200. Knowledge of formal and informal evaluation techniques commonly used in the screening, diagnosis, and program evaluation for exceptionalities are examined. Results from evaluation measurements are used for interpretation, analysis, communication, and application. (FA)

**ESE 400 - Social/Personal Skills of Exceptional Students****3 Credit Hours**

Prerequisites: ED 231, ED 240, ESE 200. Social and personal skills of mildly handicapped students are explored. Employability skills, career awareness, and transition planning for adult living are emphasized. (SP)

**ESE 430 - Instructional Strategies for Students with Learning Disabilities and Intellectual Disabilities**  
**3 Credit Hours**

Prerequisites: ED 231, ED 240, ESE 200. Corequisites: ED 352, EDA 352. Instructional strategies and models for teaching students with specific learning disabilities and intellectual 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 are demonstrated through field experience and microteaching. (FA)

**ESE 450 - Instructional Strategies for Students with Emotional Behavioral Disorders****3 Credit Hours**

Prerequisites: ED 231, ED 240, ESE 200, ED 352, EDA 352. Instructional strategies for teaching students with Emotional Behavioral Disorders. 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 EBD are demonstrated through field experience and microteaching. (SP)

**FC 110 Freshman Seminar I****1 Credit Hour**

This seminar is designed to help first year students in making the transition from high school to college with emphasis upon goal setting, study skills, advising, and wellness. Returning students retaking this course may choose to do service learning. This course is required of all students who are not transferring in 30 Credit Hours of college Credit. (FA, SP)

**FC 111 Freshman Seminar II****1 Credit Hour**

Prerequisite: FC 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. This course is required of all students who are not transferring in 30 Credit Hours of college Credit. (FA, SP)

**FI 310 - Personal Finance****3 Credit Hours**

Co requisite: MAT 134. This course emphasizes issues in personal finance such as money management, budgeting, Credit, housing finance (real estate), insurance, and investment. (SP)

**FI 330 - Money and Banking****3 Credit Hours**

Prerequisite: Math 131 or higher. 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. (SP)

**FI 335 - Corporate Financial Management****3 Credit 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. (FA, SP)

**FI 363 - Equity Securities and Markets****3 Credit Hours**

Prerequisite: Math 131 or higher. Principles of investing in equity securities: A study of the mechanics of trading including fundamental and technical analysis of the economy, industry sectors and individual equities and transactions costs. (FA)

**FI 390 – Investments****3 Credit Hours**

Prerequisite: Math 131 or higher. 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. (SP)

**FI 391 Equity Trading****1 Credit Hour**

Prerequisites: Math 131 or higher. A study of trading based on technical analysis of the equity financial markets. Students will learn the different types of orders and will manage a portfolio of (pretend) funds in StockTrak. (FA)

**FI 392 Futures Trading****1 Credit Hour**

Prerequisites: Math 131 or higher. A study of trading based on technical analysis of the commodity markets. Students will learn the different types of orders and will manage a portfolio of (pretend) funds in StockTrak. (SP)

**FI 393 Index Trading****1 Credit Hour**

Prerequisites: Math 131 or higher. A study of trading based on technical analysis of the index markets. Students will manage a portfolio of (pretend) funds in StockTrak or real funds in a SMIF (Student Managed Investment Funds) in OptionsExpress. (FA)

**FI 394 ETF Trading****1 Credit Hour**

Prerequisites: Math 131 or higher. A study of trading based on technical analysis of the ETF markets. Students will manage a portfolio of (pretend) funds in StockTrak or real funds in a SMIF (Student Managed Investment Funds) in OptionsExpress. (SP)

**FI 402 - International Trade & Finance****3 Credit Hours**

Prerequisites: FI 335 The course is designed to provide a comprehensive overview of international business finance with 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. (SP)

**FI 460 - Portfolio Analysis and Management****3 Credit Hours**

Prerequisite: Math 131 or higher. 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. (as needed)

**FI 462 - Financial Futures and Options****3 Credit Hours**

Prerequisite: Math 131 or higher. Introduction to financial futures and options markets, including a study of the pricing of options and futures and risk shifting by hedging. This course prepares students to take the National Association of Securities Dealers (NASD) Series 3 exam. (FA)

**FI 463 - Advanced Finance****3 Credit Hours**

Prerequisite: Math 131 or higher. A study and review of all areas of finance with the purpose of preparing a student to pass either the CFA (Chartered Financial Analyst) level I exam, the CFP (Certified Financial Planner) exam or the FINRA Series 3 or the FINRA Series 7 exam. (SP)

**HI 130 - African American History****3 Credit 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. (FA, SP)

**HI 131 - World History I****3 Credit Hours**

A survey of the development of the great civilizations, based on a global perspective from the ancient era to the Renaissance. (FA)

**HI 132 - World History II****3 Credit Hours**

A survey of the development of the great civilizations, based on a global perspective from the Renaissance to present. (SP)

**HI 153 - Survey of Chinese History and Culture****3 Credit Hours**

An introduction to Chinese culture and language as a foundation for understanding China. The changing historical experiences of the Chinese people are examined, exposing students to the diversity of backgrounds, values, and opinions in China. Chinese history and culture are also explored in relation to other countries and peoples, especially Korea and Japan. (SP)

**HI 230 - Survey of United States History****3 Credit Hours**

Prerequisites: EN 131, 132, RE 260. An overview of U.S. history from the colonial era to the present, for non-history majors. (FA)

**HI 231 - United States History to 1865****3 Credit 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 Credit Hours**

Prerequisites: EN 131, 132, RE 260. An examination of the major developments in the United States since the Civil War. (SP)

**HI 233 - African-American History to 1865****3 Credit 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. (FA)

**HI 234 - African-American History Since 1865** **3 Credit 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. (SP)

**HI 235 - Florida History** **3 Credit 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. (SP)

**HI 250 - Survey of African History** **3 Credit Hours**

Prerequisites: EN 131, 132, RE 260. A survey of the continent of Africa from antiquity through the 20th century. (FA)

**HI 253 - Oral History** **3 Credit 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. (SP)

**HI 260 - Historiography and Historical Methods** **3 Credit 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. (FA)

**HI 320 - History of Women in the United States** **3 Credit 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. (SP) (Alternate years)

**HI 325 - History of Women in Contemporary Africa** **3 Credit 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. (SP) (Alternate years)

**HI 333 - Europe I: From Mid-18<sup>th</sup> Century to 1890** **3 Credit Hours**

Prerequisites: EN 131, 132, RE 260. A study of the causes, highlights and consequences of the French Revolution; the Napoleonic Era; the Industrial Revolution; and other main social, political and economic themes from 1815 to 1890 such as nationalism, colonialism, socialism and Social Darwinism. (FA)

**HI 334 - Europe II: From 1890 to the Present** **3 Credit Hours**

Prerequisites: EN 131, 132, RE 260. A study emphasizing the powers and general aspects of Europe from 1890 to 1914; the origin, nature and results of the First World War; the 1920's; the Great Depression; the advent and dual aspects of Nazism and Communism; the causes, nature and results of the Second World War; Cold War Europe; and the European Unification Movement. (SP)

**HI 335 - History of West Africa****3 Credit Hours**

Prerequisites: EN 131, 132, RE 260. A general survey of the cultural and political history of the people of West Africa since 1800. (SP) (Alternate years)

**HI 336 - History of East Africa****3 Credit 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 Credit Hours**

Prerequisites: EN 131, 132. A course that discusses topics of a multidisciplinary nature, taken from an historical perspective. Topics vary from Credit to Credit, and include an historical analysis of key events and trends in education, science and technology, business, humanities, and the social sciences. (FA or SP) (By Demand)

**HIA 337 - Topics in Africana History****3 Credit Hours**

Pre-requisites: EN 131, 132; HI 130. This course is designed to discuss topics of a multidisciplinary nature, taken from an historical perspective, specific to the African experience in the Diaspora. Topics vary from Credit to Credit, and include an historical analysis of key events, trends and personalities in the history of the African Diaspora. HI 338 is open to all eligible students who meet the listed prerequisites and is required for the Minor in Africana Social Sciences. (FA or SP) (By demand)

**HI 338: Recent History of the United States–1929 to Present****3 Credit Hours**

Prerequisites: EN 131, 132. A study of the Great Depression and New Deal, World War II, the Cold War, the Korean and Vietnam conflicts, the reform and protest movements of the 1960's, and contemporary events. (FA)

**HI 349: United States History from 1877 to 1929****3 Credit Hours**

Prerequisites: EN 131, 132. This course will examine the major events in U.S. history from 1877 to 1929 with special emphasis on labor, politics, race and international relations. (SP)

**HI 353 - Modern Asian Studies****3 Credit Hours**

Prerequisites: EN 131, 132. 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. (SP)

**HI 405: Environmental History****3 Credit Hours**

Prerequisites: EN 131, 132. An exploration of the interaction of humans with their environment over time. Emphasis will be placed on both the way humans have affected the environment and the way the environment has affected people and their civilizations.

**HI 420 - Contemporary African Studies****3 Credit Hours**

Prerequisites: EN 131, 132. 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 Credit Hours**  
Prerequisites: EN 131, 132. 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. (FA)
- HI 480 - Historical Research** **3 Credit Hours**  
Prerequisites: All general education requirements and core requirements for history major. 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. (FA)
- HI 490 - Cooperative Education Field Experience** **3-12 Credit Hours**  
Prerequisites: EN 131, 132. Students must have a minimum cumulative grade point average of 2.00. This course offers students the opportunity to gain practical experience in various fields that employ the history degree through a supervised program of study. Offered in 3, 6, 9 and 12 Credit Hour increments. (FA, SP)
- HI 499 - Senior Seminar in History** **3 Credit Hours**  
Prerequisite: All general education requirements and core requirement for history major. This course involves directed readings, discussion and individual student research, in which all History majors must apply the methods of historical research in order to produce an original research thesis, submitted in writing and culminating in an oral defense. Students must also pass a comprehensive exit exam, testing basic historical competencies. (SP)
- HM 110 - Introduction to the Hospitality Industry** **3 Credit 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. (FA, SP)
- HM 200 – Nutrition in the Hospitality Industry** **3 Credit Hours**  
Prerequisites: HM 110 and BI131. The principles and effects of nutrition as they pertain to the food service industry are introduced, examined, explored and researched. The central focus is on the relationship of food intake to the physical categories, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, healthy cooking techniques, what constitutes a healthy diet, the knowledge of nutrient content, food additives, food fads, nutritional labeling, media effects, psychological and physiological effects, and nutritional needs for special groups. Food service menus will be analyzed for their nutritional significance and functionality. (FA, SP)
- HM 230 - Tourism Principles** **3 Credit Hours**  
Prerequisite: HM 110. This course examines the basic foundation of the travel and tourism industry. An overview of principles, practices, and philosophies which affect the economy; examination of socio-political/cultural costs vs. economic benefits to receiving destination. (SP)
- HM 231 – Caribbean, Europe or Africa** **3 Credit Hours**  
Prerequisites: HM110, 330 & 230, 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 non-majors. (As needed)

**HM 240 - Front Office Management****3 Credit Hours**

Prerequisites: HM 110. An introductory study 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 a room's 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. (FA)

**HM 242 - Housekeeping Operations****3 Credit Hours**

Prerequisite: HM 110. An introductory study of modern hotel housekeeping management procedures with an emphasis on pragmatic decision making and guest communication practices. An introduction to the techniques and systems used to plan, schedule, forecast and analyze housekeeping inventory. An integrated view of operations is stressed, particularly with respect to the Front Office, Security, Accounting and Human Resource Departments. (SP)

**HM 250 - Sanitation & Safety****1 Credit Hour**

No Prerequisites: This course covers critical principles in food safety and sanitation including personal hygiene, cross contamination, time and temperature, receiving and storage, food safety management systems, the flow of food through a foodservice operation, pest control management and food safety regulations. Students are mandated to complete the National Restaurant Association (NRA) ServSafe Food Protection Manager Certification Exam.(FA, SP)

**HM 260 - Food Planning & Prep I Fundamentals****4 Credit Hours**

Prerequisites: HM 110, HM 250. Universal methods and procedures of food planning and preparation applicable to all segments of the hospitality industry are introduced, presented, understood, explored and demonstrated in classroom as well as the culinary lab. Included are implications of sanitation & safety procedures, kitchen tools & equipment and application of culinary principles. (SP)

**HM 330 - Hospitality Marketing****3 Credit Hours**

Prerequisites: HM 110, HM 240, HM 242, & HM 260. Based upon the content of HM 110, HM 240, HM 242 & HM 260 The course includes 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. The course revolves around research and professional presentation of research data. (SP)

**HM 331 – Hospitality & Travel Law****3 Credit Hours**

Prerequisites: HM 110 & 240. This course represents a comprehensive overview of the laws and regulatory agencies governing the lodging, foodservice and travel industries. The historical development of the common law, innkeepers/guest relationships, responsibilities, F&B liability, ADA, Dram Shop laws, responsible service of alcohol, food borne illness and safety issues. (FA)

**HM 345 - Event Management and Lab****4 Credit Hours**

Prerequisites: HM 110, HM 250, and HM 260. This course provides students with the necessary organizational skills to manage events and to foster a clear understanding of the elements that are included in planning, designing, executing, managing and evaluating an event. Through the exploration of key topics, case studies,

and actual events, students will gain firsthand expertise, experience and insight into organizing successful and profitable events, in particular catering-related occasions. (FA)

**HM 353 - Restaurant Management****3 Credit Hours**

Prerequisites: HM 110 & HM 250. This course gives the opportunity for students to understand the factors that lead to the operation of a successful restaurant and the reasons why many restaurants fail within the first three years. Elements of practical food service are incorporated within the course to enable the student to provide a good standard of service and an appreciation of the etiquette attached to dining out. (FA)

**HM 360 –Hospitality Human Resources****3 Credit Hours**

Prerequisites: HM 110. 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. (FA)

**HM 421 - Hospitality Purchasing & Cost Control****3 Credit Hours**

Prerequisites: AC- 231 & 232. Building on the knowledge gained in Accounting I and II, this course applies the disciplines required to effectively control food and beverage operations. Items covered in the course include purchasing systems and practices; managing food and beverage production; loss reduction; food and beverage pricing; and menu analysis. The use of technology to enhance control systems is explored. (SP)

**HM 431 – Guest Services Management****3 Credit Hours**

This course examines quality service management and helps to develop an appreciation for its vital importance in hospitality businesses. The content includes an evaluation of a guest service culture, communication techniques, guest complaint handling, problem solving skills and the use of TQM, Six Sigma and Benchmarking as tools for improvement. (FA)

**HM 432 – Conference and Convention Management****3 Credit Hours**

Prerequisite: (HM 110 for hospitality majors only). This course introduces the student to the field of Conference and Convention Management. The meeting, expositions, events and convents industry has expanded over the years and is predicted to expand in the future. The course covers subject areas including the identification and design of national and international convention centers, types of event and convention organizers, food and beverage arrangements, transportation and legal issues. (FA)

**HM 440 – Vacation Ownership & Resort Development****3 Credit Hours**

Timeshares are now a mainstream travel product, with an increasing number of units being sold and a growing number of well recognized international brands. This course provides the vital information for understanding the key issues surrounding the subject, including financing, marketing, sales and human resource issues as well as providing the background information, such as explanation of the growth, the components to timeshare management and an overview of opportunities in timeshare management.(SP)

**HM 443 - Facility: Engineering/Maintenance; Layout/Design****3 Credit Hours**

Prerequisites: HM -110 & 230. A study of managing the engineering and maintenance function in today's hospitality industry including 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 is reviewed. Layout studies, equipment design, and budget estimation are considered. Emphasis is given to the operation of a “Green” Hotel and the benefits of sustainable tourism”. (FA)

### **HM 450 - Beverage Management**

**3 Credit Hours**

This course, available to Hospitality Management students, offers 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 foodservice industry. These include: beer, wine, distilled spirits, coffee, tea, waters, soft drinks, dairy products, and fruit juices. Students need to be at least 21 years of age unless special arrangements are made with the instructor. (FA)

### **HM 462 - Culture & Cuisine**

**3 Credit Hours**

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. (Spring or as needed)

### **HM 499 – Hospitality Capstone Course**

**3 Credit Hours**

Prerequisites: BA 360, and senior standing. A focus on professional development and the opportunity to bring together and apply the knowledge gained from the various disciplines that are included with the program. Professional development seeks to provide a technical competence through the creation of structured opportunities to develop oral and written communication and positive personal qualities. Guidelines and assistance will be given in developing and presenting a comprehensive hospitality.

### **HU 231 - Ancient to Medieval Humanities**

**3 Credit Hours**

Prerequisites: EN 131 and 132. This course provides a chronologically arranged and global survey of the period from prehistory to the 14th century. It focuses on the key events, literature, music, sciences, philosophy and visual arts (painting, architecture and sculpture) that express and define the values of cultures in broad eras along this time span. It includes attention to Egypt, India, Mesopotamia, Greece, Rome, China, Islam and the European Middle Ages. (FA, SP)

### **HU 232 - Renaissance to Early Romantic Era Humanities**

**3 Credit Hours**

Prerequisites: EN 131 and EN 132. This course provides a chronologically arranged and global survey of the period from the 14th century to the late 1700s. It focuses on the key events, literature, music, sciences, philosophy and visual arts (painting, architecture and sculpture) that express and define the values of cultures in broad eras along this time span. It includes attention to Africa, Europe, the Americas and Asia during the Renaissance, Reformation and Baroque eras the Americas and Asia. (FA, SP)

### **HU 233 - Romanticism to Contemporary Humanities**

**3 Credit Hours**

Prerequisites: EN 131 and EN 132. This course provides a chronologically arranged and global survey of the period from the early 19th century to the present. It focuses on the key events and human expressions in the arts, sciences and thought from an international and cross-cultural perspective. It gives particular attention to

the eras of Romanticism, Realism and Modernism and Postmodernism from an international and cross-cultural perspective. (FA, SP)

**IB 350 - International Business****3 Credit 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. (FA)

**IB 365 – International Economics****3 Credit Hours**

Prerequisite: BA 231 and BA 232. This course introduces microeconomics and macroeconomics relevant to economic relations among countries. Emphasis is on microeconomic issues such as international trade, gains from trade distribution, and the theory and practice of protectionism. The course also addresses issues related to international finance and macroeconomics, and covers markets for currencies, as well as balance of payments. (SP)

**IB 400 – Seminar in Global Issues****3 Credit Hours**

This course is designed to provide students with tools and activities in developing an understanding of a new culture and different business environment. The course will emphasize the application of knowledge, the relationship of theory and practice, and the dynamic and uncertain environment within which organizations interact in today's global economy. The course will also demonstrate multiple cases and particular exercises. Guest speakers will be available to compare and contrast various trends in international business. (FA)

**FI 402 - International Trade & Finance****3 Credit Hours**

Prerequisites: FI 335 The course is designed to provide a comprehensive overview of international business finance with 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. (SP)

**IB 440 - International Marketing****3 Credit Hours**

Prerequisites: MK 341. This course discusses the theories and practices of international marketing with attention given to both import and export practices. Also, the focus will be on the study of the effect of climates, economic, politics, and cultural systems on the trade practices and commercial policies of the multinational firms. (FA)

**IB 455 - International Human Resource Management****3 Credit Hours**

Prerequisite: MG-300. This course focuses on the international aspects of human resource management and provides students with practical and theoretical information on employee performance appraisal, training and development, compensation, structures, policies, and strategies for managing employees at every level of the multinational enterprises (MNE). (FA)

**IB 470 - International Management****3 Credit Hours**

This course examines issues involved multinational organizations in comparative management practice, and to understand the challenges and opportunities associated with global management and business strategy. The

focus is on understanding globalization and how government and market interact with various environments in which managers need to make an effective decision in order to survive in today's global economy. (FA, SP)

**INT 131 - Introduction to International Studies** **3 Credit 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. (SU)

**INT 310 – Public and Private Partnerships in Homeland Security** **3 Credit Hours**

Prerequisites: INT 151. Examines the role of partnerships with non-governmental organizations in carrying out important homeland security functions of public agencies.

**INT 330 - International Politics** **3 Credit Hours**

A study of the geographic, political, economic, and ideological factors, which influence the behavior of nations. (FA)

**INT 336 - Comparative Politics** **3 Credit Hours**

A comparative study of selected political systems of the world. (SP)

**INT 337 - Topics in International Studies** **3 Credit Hours**

A course that discusses topics of a multidisciplinary nature, taken from an international perspective. Topics vary from Credit to Credit. (FA, SP)

**INT 340 - Third World Politics** **3 Credit Hours**

An analysis of selected political systems in Africa, Asia, and Latin America. (SU, FA)

**INT 341 - International Development** **3 Credit Hours**

A course designed to examine the global significance of the social, political and economic components of development. (FA)

**INT 343 - Diplomacy** **3 Credit Hours**

A course designed to examine the origins of organized diplomacy; models of diplomatic negotiations and diplomatic terminology. (FA)

**INT 350 - Transitional Concerns** **3 Credit Hours**

An analysis of the various problems, which affect the global community and the attempts to resolve them. (FA)

**INT 351 - American Foreign Policy** **3 Credit Hours**

An analysis of the making, implementation, and implications of the foreign policy of the United States. (FA, SP)

**INT 352 - Foreign Policy of Emerging Nations** **3 Credit 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. (FA, SU)

**INT 400 - Topics, Research and Writing in International Studies** **3 Credit 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. (FA, SP, SU)

**INT 440 - International Political Economy** **3 Credit Hours**

This course analyzes the major issues that both connect and divide national interest from individual self-interest. (SP)

**INT 480 – National Security Studies** **3 Credit Hours**

Prerequisites: INT 151. This course offers a critical perspective and conceptual orientation to one of the most essential issues in International Relations: national security. Indeed, security is the most important concern for people and nations. Issues like war and peace, trade and industries, race and ethnicity, evolve around a key issue: national security.

**INT 499 - Senior Seminar** **3 Credit Hours**

Prerequisites: The required courses for the major, EN 131-132, RE 260 Reading, discussion, and directed individual student research and presentation to cover various selected topics in the international arena. (FA, SP)

**ITM 100 — Computer Literacy** **1 Credit Hour**

Students will learn how to use a computer and information technology to locate, evaluate and use effectively the information needed to become independent life-long learners while acquiring the fundamental knowledge and basic ability to use these resources throughout their academic learning and in all future occupations. (FA, SP, SU)

**ITM 110 — Business Computer Applications** **3 Credit Hours**

Prerequisite: ITM 100. Students are given a practical introduction to the most utilized software productivity tools by developing a working knowledge of word processing, spreadsheets, database management systems, and advanced presentation techniques. The course utilizes case projects to help students apply concepts and techniques to solve real problems. (FA, SP, SU)

**ITM 200 — Information Systems Essentials** **3 Credit Hours**

Prerequisite: ITM 110/CS 132. An introduction to contemporary information systems and how these systems are used throughout global organizations. The focus of this course are the key components of information systems - people, software, hardware, data, and procedure, and how these components can be integrated and managed to create a competitive advantage. Through this knowledge students will gain an understanding of how information is used in organizations and how IT enables improvement in quality, speed, and agility. (FA, SP, SU)

**ITM 212 – Spreadsheet Modeling for Decision Making** **3 Credit Hours**

Prerequisite: ITM 200. An introduction to the fundamental principles and topics of Spreadsheet Modeling. Students learn how to use Microsoft Excel to create and leverage spreadsheet models to analyze both simple and complex business problems with an emphasis on design and structure - to maximize their benefit in solving business problems. (SP)

**ITM 222 -- Enterprise Systems****3 Credit Hours**

Prerequisite: ITM 200. This course is designed to provide students with an understanding of the theoretic and practical issues related to the application of enterprise systems within organizations. The main focus of this course is to demonstrate how enterprise systems integrate information and organizational processes across functional areas with a unified system comprised of a single database and shared reporting tools. (FA)

**ITM 232 – Human Computer Interactions****3 Credit Hours**

Prerequisite: ITM 200. This course provides an introduction to the field of human-computer interaction (HCI), an interdisciplinary field that integrates cognitive psychology, design, computer science and others. An examination of human performance, components of technology, methods and techniques used in design and evaluation of Information Systems is undertaken. (FA)

**ITM 302 -- Business Process Management****3 Credit Hours**

Prerequisite: ITM 222. Students will be introduced to key concepts and approaches to business process management and improvement. The main focus of this course is both understanding and designing business processes. Students will learn how to identify, document, model, assess, and improve core business processes using process design principles. (SP)

**ITM 310 – Information Technology Management****3 Credit Hours**

Prerequisite: ITM 200. This course explores the issues and approaches in managing the information systems function in organizations and how the IS function integrates / supports / enables various types of organizational capabilities. It takes a senior management perspective in exploring the acquisition, development and implementation of plans and policies to achieve efficient and effective information systems. (SP)

**ITM 340 -- Business Intelligence****3 Credit Hours**

Prerequisite: ITM 222, CS 330. Students will undertake a comprehensive discussion of and gain practical experience in advanced database techniques, data visualization, data warehousing, online analytical processing (OLAP), data mining, decision support systems (DSS), artificial intelligence (AI) methods and other Business Intelligence (BI) topics. Students gain practical experience using contemporary BI tools and technologies, and apply sound design principles for creating intelligent solutions to realistic business problems. (FA)

**ITM 402 -- Project Management****3 Credit Hours**

Prerequisite: ITM 200. This course discusses the processes, methods, techniques and tools that organizations use to manage their information systems projects. The course covers a systematic methodology for initiating, planning, executing, controlling, and closing projects. This course assumes that project management in the modern organization is a complex team-based activity, where various types of technologies (including project management software as well as software to support group collaboration) are an inherent part of the project management process. (FA)

**ITM 412 – Special Topics in Information Systems****3 Credit Hours**

This course provides students an opportunity to explore emerging computer technologies, industry-specific information systems, and current issues in business information systems. Topics under this course heading

vary from year to year according to student interest, faculty availability, and developments in computer technology. See Schedule of Classes for current offering. (FA, SP)

**ITM 422 -- IT Security and Risk Management**

**3 Credit Hours**

Prerequisite: ITM 200. This course provides an introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. Students will learn critical security principles that enable them to plan, develop, and perform security tasks. The course will address hardware, software, processes, communications, applications, and policies and procedures with respect to organizational IT Security and Risk Management. (FA)

**ITM 432 -- IT Audit and Controls**

**3 Credit Hours**

Prerequisite: ITM 200. This course introduces the fundamental concepts of the information technology audit and control function. The main focus of this course is on understanding information controls, the types of controls and their impact on the organization, and how to manage and audit them. (SP)

**LS 301- Legal Research and Writing I**

**3 Credit Hours**

Prerequisite: EN 131 and EN 132. This course introduces students with the basics of legal research. Students learn how to locate and analyze case and statutory law and apply it to a set of facts. Legal citation, legal precedent and fundamental grammar skills will also be introduced. Students will also be introduced to computer-assisted legal research to prepare them write various law office documents. (FA)

**LS 302-Legal Research and Writing II**

**3 Credit Hours**

Prerequisite: LS 301. Students continue to research and analyze judicial opinions and statutory rules and apply them to fact patterns. Students complete written assignments involving independent legal research and participate in an oral advocacy exercise. (SP)

**LS 305-Employment Law**

**3 Credit Hours**

Prerequisite: EN 131 and EN 132. This course provides a survey of the common law and statutory principles that affect modern employment, Federal and State regulation of the employment relationship. The course will cover doctrine, as well as policy and practical considerations. This course is intended to provide an overview and survey of the field, and will include alternative dispute and arbitration practices. (SP)

**LS 499-Senior Seminar**

**3 Credit Hours**

Prerequisite: EN 131 and EN 132. The Liberal Studies Senior Seminar course provides the student with the opportunity to complete an applied research paper in any field of interest. In addition, this course provides opportunities to build communication, decision making, interpersonal, and life-long learning skills within a real world context. Students enrolled in this course are required to successfully complete six intense research assignments. (FA, SP, SU)

**MAT 095 / 125 - Beginning Algebra**

**3 Credit Hours**

This course is a review of arithmetic involving basic operations of whole numbers, fractions, decimals and percentages. Additional topics include an introduction to algebraic concepts such as graphing linear equations in two variables, polynomials and properties of exponents, and factoring.

**MAT 131 - Liberal Arts Mathematics****3 Credit Hours**

Prerequisites: An appropriate score on a Bethune-Cookman University mathematics placement test and/or successful in MAT 095 / 125 or a grade of “C” or higher in any college level mathematics course. Topics may include voting techniques, fair division, apportionment, graph theory, linear and exponential growth, financial mathematics, and history of mathematics. This course is not intended for students whose program requires preparation for pre-calculus or calculus courses. (FA,SP,SU)

**MAT 132 - College Mathematics****3 Credit Hours**

Prerequisite: An appropriate score on a Bethune-Cookman University mathematics placement test and/or successful in MAT 095 / 125 or a grade of “C” or higher in any college level mathematics course. Topics may include set theory; symbolic logic; counting principles; probability; statistics; geometry; measurement; applications. This course is not intended for students whose program requires preparation for pre-calculus or calculus courses. (FA,SP,SU)

**MAT 134 - College Algebra****3 Credit Hours**

Prerequisite: An appropriate score on a Bethune-Cookman University mathematics placement test and/or successful in MAT 095 / 125 or a grade of “C” or higher in any college level mathematics course. This course is intended to instill critical thinking skills and algebra skills necessary for further studies in mathematics and science. Topics include functions; function properties; graphs; operations on functions; working with a variety equations, functions, and expressions including linear, quadratic, absolute value, radical, exponential, and logarithmic; inverse functions; applications. (FA,SP,SU)

**MAT 135 - Pre-Calculus****3 Credit Hours**

Prerequisite: Appropriate score on a Bethune-Cookman University mathematics placement test or a grade of C or higher in MAT 134 or equivalent transfer credit or a grade of “C” or higher in any math course numbered MAT 136 or higher. This course is intended to provide algebra skills necessary for Calculus. Topics include exponential, logarithmic, polynomial, and rational functions; polynomial and rational inequalities; systems of equations; sequences and series; induction and the binomial theorem. (FA,SP,SU)

**MAT 136 - Analytical Trigonometry****3 Credit Hours**

Prerequisite: Appropriate score on a Bethune-Cookman mathematics placement test or a grade of C or higher in MAT 134 or equivalent transfer credit or a grade of “C” or higher in any math course numbered MAT 135 or higher. This course is designed to instill critical thinking skills and technical knowledge in the area of trigonometry. Topics include trigonometric functions, inverse trigonometric functions, trigonometric identities, conditional trigonometric equations, solutions of triangles, vector algebra, polar coordinates, and trigonometric forms of complex numbers. (FA,SP,SU)

**MAT 141 - College Algebra, Honors****3 Credit Hours**

Prerequisite: Placement through the Honors Program. A course in college algebra, which covers topics that are not generally available to students not enrolled in honors algebra; namely, polynomials, rational expressions, linear and nonlinear equations and inequalities, linear systems of equations and inequalities, complex numbers, radicals, exponents, and graphing. The honors course differs both in depth and extension by the inclusion of the field axioms of the set of real numbers, the fundamental theorem of algebra, synthetic division, the remainder and factor theorems, exponential and logarithmic functions with applications to the

physical and social sciences, and a careful exposition of fundamental concepts. Additional topics in this course may include matrix algebra and linear programming. (FA)

**MAT 142 - College Mathematics, Honors** **3 Credit Hours**

Prerequisite: A grade of “C” or higher in MAT 141. A course in college mathematics that includes sets, logic, counting systems, geometry, probability and statistics. Additional topics in this course may include measurement, matrix algebra and linear programming. (SP)

**MAT 143 - Applied Calculus I, Honors** **3 Credit Hours**

Prerequisite: Placement through the Honors Program. 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 MAT 241, MAT 242, or MAB 138. (FA)

**MAT 144 - Applied Calculus II, Honors** **3 Credit Hours**

Prerequisite: A grade of 'C' or higher in MAT 143. This course is a continuation of MAT 143. This course meets the general education requirement for the second course in mathematics. This course includes: graphing and optimization; derivatives of trigonometric, logarithmic and exponential functions; different techniques of integration. This course cannot be substituted for MAT 241, MAT 242, or MAB 138. (SP)

**MAT 241- Calculus I with Analytic Geometry** **3 Credit Hours**

Prerequisite: Appropriate score on a Bethune-Cookman mathematics placement test or a grade of “C” or higher in both MAT 135 and 136, a grade of “C” or higher in both MAT 143 and 144, or equivalent transfer credits in pre-calculus and trigonometry. Co-requisite: MATL 241 Calculus I Lab . This is a first course in Calculus designed to instill critical thinking skills and knowledge of the techniques of calculus. Topics include limits and continuity; derivatives; applications of derivatives; differentiation rules; mean value and intermediate value theorems; extrema; definition and interpretation of the integral; anti-derivatives; fundamental theorem of calculus. (FA,SP)

**MATL 241 - Calculus I Lab** **1 Credit Hour**

Co-requisite: MAT 241 Calculus I with Analytic Geometry. This is a lab course taken concurrently with MAT 241 Calculus I with Analytic Geometry. The emphasis is on problem solving. (FA,SP)

**MAT 242 - Calculus II with Analytic Geometry** **3 Credit Hours**

Prerequisite: Appropriate score on a Bethune-Cookman mathematics placement test or a grade of “C” or higher in MAT 241 or equivalent transfer credit. Co-requisite: MATL 242 Calculus II Lab. This is a second course in Calculus. Topics include methods of integration; applications of integration; sequences and series; differential equations; parametric equations and polar coordinates. (FA,SP)

**MATL 242 - Calculus II Lab** **1 Credit Hour**

Co-requisite: MAT 242 Calculus II with Analytic Geometry. This is a lab course taken concurrently with MAT 242 Calculus II with Analytic Geometry. The emphasis is on problem solving. (FA,SP)

**MAT 253 - Foundations of Mathematics** **3 Credit Hours**

Prerequisite: A grade of “C” or higher in MAT 241 or equivalent. This course is designed to be a bridge to higher level mathematics and to provide critical thinking and proof writing skills through topics such as set theory, algebra, real numbers, and real number topology. Axioms and proofs will be emphasized throughout. (FA)

**MAT 260 - Practical Statistics** **3 Credit Hours**

Pre-requisite: A grade of “C” or higher in MAT 134 or MAT 135 or equivalent transfer credit. Introduction to probabilities, independence trials, functions on the sample space; approximations to the binomial distribution; elementary statistics; applications to practical problems from science, social sciences, business, and everyday life, the collection, tabulation, organization and numerical properties of certain phenomena from known numerical properties of similar phenomena. (SP)

**MAT 300 - History of Mathematics** **3 Credit 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 non-majors alike.

**MAT 331 - Calculus III with Analytic Geometry** **5 Credit Hours**

Pre-requisite: A grade of “C” or higher in MAT 242. Functions of several variables and their graphical representations; vectors; partial derivatives and gradients; optimization; multiple integration; polar, spherical, and cylindrical coordinate systems; curves; vector fields; line integrals; flux integrals. (FA)

**MAT 332 - Advanced Calculus** **3 Credit Hours**

Pre-requisite: A grade of “C” or higher in MAT 331. Vector calculus: gradient, divergence, curl; differential operators in orthogonal curvilinear coordinates; line, surface, and volume integrals; Stokes and Green's Theorems; Fourier series; applications. (SP)

**MAT 334 - Differential Equations** **3 Credit Hours**

Pre-requisite: A grade of “C” or higher in MAT 242. Methods of solution of ordinary differential equations; linear equations and systems of linear equations; methods which may include: operators, undetermined coefficients, variation of parameters, Laplace transforms, series solutions; and boundary value problems. (SP)

**MAT 335 - Linear Algebra** **3 Credit Hours**

Pre-requisite A grade of “C” or higher in MAT 242. Uses of vectors and matrices in coordinate geometry, concept of linear independence, finite dimensional vector spaces, sub-space, basis, dimension, linear equations, and matrix manipulation. (FA)

**MAT 337 - Probability and Statistics** **3 Credit Hours**

Pre-requisite: A grade of “C” or higher in MAT 242. Continuous sample space; limit theorems, stochastic processes, statistical inference, and statistical methods. (SP)

**MAT 361 - Numerical Analysis I****3 Credit Hours**

Pre-requisite: A grade of “C” or higher in MAT 242 and competence in a programming language suitable for numeric computations (such as C, C++, FORTRAN, JAVA, or PASCAL). Root finding, interpolation and polynomial approximation, numerical differentiation and integration, direct and iterative methods for systems of linear equations. (FA)

**MAT 362 - Numerical Analysis II****3 Credit Hours**

Pre-requisite: A grade of “C” or higher in MAT 361, MAT 334 and MAT 335. Approximation theory, numerical solutions of nonlinear systems, boundary value problems and initial value problems for ordinary differential equations.

**MAT 390 - Mathematics for Teachers****3 Credit 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 nonmetric 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. MAT 390 may be waived for those students enrolled in the teacher education program who show proficiency in the competencies in this course. (FA,SP)

**MAT 395 - Cooperative Education/Field Experience****3-6 Credit Hours**

Work, research, or internship experience at the junior level. Students must have a minimum cumulative grade point average of 3.0 and a minimum grade point average of 3.0 in mathematics. The department chair will determine Credit Hours credit after the details of placement have been made. The student must register for the course before beginning the internship.

**MAT 411 - Mathematics Seminar****3 Credit Hours**

Prerequisite: Consent of the instructor. Lectures in topics of current interest to be determined by the instructor based upon the needs and interests of the students. (FA)

**MAT 412 - Mathematics Seminar****3 Credit Hours**

Pre-requisite: Consent of the instructor. Lectures in topics of current interest to be determined by the instructor based upon the needs and interests of the students. (SP)

**MAT 431 - Abstract Algebra I****3 Credit Hours**

Prerequisite: A grade of “C” or higher in both MAT 331 and MAT 253. This course is an introduction to the basic concepts in abstract algebra. Topics in the two Credit sequence include groups, subgroups, group homomorphisms, rings, ring homomorphisms, ideals, quotient rings, polynomial rings, and fields. (FA)

**MAT 432 - Abstract Algebra II****3 Credit Hours**

Pre-requisite: A grade of “C” or higher in MAT 431. This course is a continuation of MAT 431. Continuation topics include groups, subgroups, group homomorphisms, rings, ring homomorphisms, ideals, quotient rings, polynomial rings, and fields. (SP)

**MAT 434 - Real Analysis I****3 Credit Hours**

Pre-requisite: A grade of “C” or higher in both MAT 331 and MAT 253. This course is a rigorous treatment of elementary calculus. Topics in the two Credit sequence include the completeness of the real numbers, sequences and series, limits and continuity, derivatives, integrals, the Fundamental Theorem of Calculus, sequences and series of functions, convergence, and uniform convergence. (SP)

### **MAT 435 - Real Analysis II**

**3 Credit Hours**

Pre-requisites: A grade of “C” or higher in MAT 434. This course is a continuation of MAT 434. Continuation topics include the completeness of the real numbers, sequences and series, limits and continuity, derivatives, integrals, the Fundamental Theorem of Calculus, sequences and series of functions, convergence, and uniform convergence.

### **MAT 436 - Point Set Topology**

**3 Credit Hours**

Prerequisite: A grade of “C” or higher in both MAT 331 and MAT 253. This course is an introduction to topology. Course content includes such topics as topological spaces and their properties; compactness; connectedness; homeomorphisms; separation axioms; metric spaces.

### **MAT 437 - Complex Variables**

**3 Credit Hours**

Pre-requisite: A grade of “C” or higher in MAT 253, MAT 331 and MAT 332. Topics include fundamental properties of complex numbers, analytic functions differentiation and integration theorems, conformal mapping, Taylor and Laurent Series, applications to boundary values problems, residues. (SP)

### **MAT 495 - Cooperative Education/Field Experience**

**3-6 Credit Hours**

Work, research, or internship experience at the senior level. Students must have a minimum cumulative grade point average of 3.0 and a minimum grade point average of 3.0 in mathematics. The department chair will determine Credit Hours credit after the details of placement have been made. The student must register for the course before beginning the internship.

### **MAT 498 - Senior Seminar I**

**3 Credit Hours**

Pre-requisite: Senior standing in mathematics. A “C” or higher in all 200 and 300-level required mathematics courses. Required of all senior mathematics majors. The aim of the seminar is to prepare the student for MAT 499 by giving the student experience in presenting mathematical ideas and in listening critically to the presentations of others. Each student is assigned a faculty student success coach who guides the student in selecting the material to be read. Students will meet frequently with their student success coach to discuss topics studied. The student will prepare to write a senior paper on the topics and give a public presentation of their work. The student will also review for the senior comprehensive exam. (FA)

### **MAT 499 - Senior Seminar II**

**3 Credit Hours**

Pre-requisite: Senior standing in mathematics. A of “C” or higher in all 200 and 300-level required mathematics courses. Required of all senior mathematics and mathematics education majors. The aim of the seminar is to give the student experience in reading mathematical literature, formulating mathematical arguments and models, writing for publication, presenting mathematical ideas and in listening critically to the presentations of others. Each student works with a faculty student success coach who guides the student in selecting project material. Students will meet frequently with their student success coach to discuss the material studied. The student will write a senior paper on the topic and give a public presentation of their work. Students must also pass the senior comprehensive exam. (SP)

**MC 140 - Mass Communications Seminar****3 Credit Hours**

Required of all freshman Mass Communications majors. A course designed to introduce student majors to key concepts important for success in the mass communications industries. This course will expose students to professional and ethical demands of the various communications industries. Multiple pedagogical approaches will be used to introduce concepts vital to the successful mass communications professional. (FA, SP)

**MC 151 - Intro to Mass Communications****3 Credit Hours**

Prerequisite: EN 131. 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, and 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. (FA, SP)

**MC 240 - Sophomore Practicum****1 Credit Hour**

Prerequisites: Sophomore status and MC 140. Required of all Sophomore Mass Communications majors. This course assesses and reinforces concepts introduced to student in MC 140. This course continues to expose students to professional and ethical demands of the various communications industries. Multiple pedagogical approaches are used to measure student understanding of concepts presented in MC 140. Under special circumstances, students may be allowed to engage in practicum training outside the university from organizations in fields related to mass communications. 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-AM and/PR WRWS-LPFM, and the Bethune-Cookman University television production studio – WM&G-TV or performing public relations/advertising activities for campus or community organizations while receiving "hands-on experience" in the discipline. (FA, SP)

**MC 250 - Introduction to Journalism****3 Credit Hours**

Prerequisites: EN 131, 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. (FA, SP)

**MC 251 - Desktop Publishing****3 Credit Hours**

Prerequisites: EN 131, EN 132, CS 132 or CS 133, MC 151 and MC 250. 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. (FA)

**MC 252 – Intro to Broadcast Production****3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151. An introductory course designed to give the students practical and theoretical insight into the technical and operational foundation of production in television, radio, film and new media applications. (FA, SP)

**MC 253 - Introduction to Public Relations****3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151 and MC 250. An in-depth chronicle of the field of public relations. The course is designed to provide students with sufficient background information about the field which

students can draw upon as they take more advanced courses. This course will explore the meaning, history, evolution and practices of public relations. (FA, SP)

**MC 270 - Reporting Skills – Print**

**3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151 and MC 250. This course is a hands-on study of techniques used by reporters in newsgathering and news writing for print media. The course will include developing in-depth interviews, maintaining a beat, and reporting for news features. (SP)

**MC 275 - Reporting Skills – Broadcast**

**3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151 and MC 250, MC 252. This course will reinforce the student's current knowledge of the essentials of journalism by focusing on their storytelling and reportorial skills. They will concentrate on the intricacies of information gathering. Students will also learn the art of uncovering sources and leads as well as perfect their interviewing techniques. They will explore the construction of stories including lead development, story structure, use of quotes as well as the use of numerical data to support a story. This course will emphasize style, clarity but above all accuracy and responsibility in reporting. (SP)

**MC 290 - Public Relations Writing**

**3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151, MC 250, MC 252 and MC 253. This course is designed to introduce students to the styles of public relations writing expected in the industry. Emphasis will be placed on helping students acquire and develop the format for writing various communications' collateral. Consequently, students will be better prepared to take the next step in the strategic process which includes creating publicity opportunities for a client, cause, or event. (FA)

**MC 310 - Announcing**

**3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151, MC 250, MC 252 and SC 230. 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. (SP)

**MC 320 - News Editing**

**3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151, MC 250, MC 252, SC 230 and RE 260. 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, chairlines, makeup; and ethical problems. (FA)

**MC 330 - Photojournalism**

**3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151 and MC 250. This course is a comprehensive introduction to photography and its role and professional use in mass communication. The course will emphasize developing the photographic essay. Topic includes developing and printing black and white still photographs for publication. (FA)

**MC 340 - Junior Practicum**

**1 Credit Hour**

Prerequisites: Junior Status and MC 140, MC 240. Required of all Junior Mass Communications majors. This course reinforces concepts introduced to student in MC 140 and MC 240. This course continues to expose students to professional and ethical demands of the various communications industries. Multiple pedagogical approaches are used to measure student understanding of concepts presented in MC 140 and MC 240. Under special circumstances, students may be allowed to engage in practicum training outside the university from

organizations in fields related to communications. 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-AM and/pr WRWS-LPFM, and the Bethune-Cookman University television production studio – WM&G-TV, or performing public relations/advertising activities for campus or community organizations while receiving "hands-on experience" in the discipline. (FA, SP)

**MC 342 - Intro to Magazine Writing**

**3 Credit Hours**

Prerequisites: EN 131, EN132, MC 151 and MC 250. Introductory course to magazine-style writing, including opinion pieces, first-person articles, and short features of 500 to 1000 words. Sources, guidelines and markets for magazine writing will be analyzed. (FA)

**MC 350 - Mass Media Research**

**3 Credit Hours**

Prerequisites: EN 131, EN 132, MA 131 and MA 132 MC 151, MC 250 and MC 252. 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. (FA, SP)

**MC 352 - Radio Production I**

**3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151, MC 250, MC 252. Fundamentals of broadcast announcing, presentation and interviewing; audio control room procedures; audio recording, and editing; use of music and sound effects. (FA)

**MC 353 - Radio Production II**

**3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151, MC 250, and MC 252. A course designed for intensive and intermediate study of audio production techniques and principles. Students apply basic audio production techniques to produce more advanced programming elements. (SP)

**MC 354 - Television Production I**

**3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151, MC 250, MC 252. An introductory course designed to give the students practical and theoretical insight into the technical and operational foundation in television, radio, and film. (FA)

**MC 355 - Advanced Television Production**

**3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151, MC 250, MC 252, MC 352 and MC 354. A course designed to provide students with intensive and direct experience in the process of producing professional quality multi-track recording, using digital technology. (SP)

**MC 356 - Broadcast Programming I**

**3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151, MC 250, MC 252. 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. (FA)

**MC 357 - Broadcast Programming II**

**3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151, MC 250, MC 252 and 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. (SP)

**MC 358 - Writing For The Electronic Media**

**3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151, MC 250, MC 252. A basic course in writing for the electronic media (educational and commercial); laboratory in program design and writing skills. (FA)

**MC 359 - Broadcast Journalism**

**3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151, MC 250, MC 252 and 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. (SP)

**MC 361 - Communications Graphics**

**3 Credit Hours**

Prerequisites: EN 131, EN 132, CS 132 or CS 133, MC 151, MC 250 and MC 252. 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. (FA, SP)

**MC 362 - Public Affairs Reporting – Print**

**3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151, MC 250, MC 252, MC 270 and MC 320. Advanced training is given to students in the investigation and reporting of specialized public affairs such as civil and criminal court proceedings, elections, and issues involving corporate and financial institutions, political parties, education, the environment, and government. The course will include a component introducing students to online or “citizen” journalism in the coverage of these issues. Advanced training is given to students in the investigation and reporting of specialized public affairs such as conversations, civil and criminal court proceedings, and the discussion of issues by corporate and financial institutions, political parties and other organizations. (SP)

**MC 363 - Public Relations Practices**

**3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151, MC 250, MC 252, MC 253 and MC 290. 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. (SP)

**MC 366 - Advanced Radio Production**

**3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151, MC 250, MC 252, and MC 352. 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. (SP)

**MC 367 - Electronic News Gathering**

**3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151, MC 250, MC 252. This course is designed to teach skills necessary to produce a television newscast. Students will learn the fundamentals of visually constructing a v/o, vo/sot and a package. They will also engage in producing, shooting and editing long form series pieces. The class will reinforce student’s knowledge of digital newsgathering as well as nonlinear editing. (SP)

**MC 377 - Public Affairs Reporting – Broadcast****3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151, MC 250, MC 252, MC 275 and MC 359. Advanced training is given to students in the investigation and reporting of specialized public affairs such as civil and criminal court proceedings, elections, and issues involving corporate and financial institutions, political parties, education, the environment, and government. The course will include a component introducing students to online or “citizen” journalism in the coverage of these issues. Advanced training is given to students in the investigation and reporting of specialized public affairs such as conversations, civil and criminal court proceedings, and the discussion of issues by corporate and financial institutions, political parties and other organizations. (FA)

**MC 380 - Magazine and Feature Writing****3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151, MC 250, and MC 252. This course will analyze the market of current magazines and newspapers to determine readers’ interests. It examines the development of the magazine article from concept to finished product. Students explore specialized feature articles including profiles, feature sidebars, and the feature series. (SP)

**MC 391 - Principles of Advertising****3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151, MC 250, MC 252; and one of the following MC 354 or MC 361 or MC 363 or MC 380. This course looks at advertising in society. This course focuses on the communication aspects of advertising. Topics include types and functions of advertising and the fundamentals of broadcast and publications advertising. (SP)

**MC 431 - Communications Law****3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151, MC 250, MC 252, RE 260; and one of the following MC 320 or MC 352 or MC 354 or MC 363. An exploration of the structure and 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 act. (FA, SP)

**MC 455 - Advertising Copywriting****3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151, MC 250, MC 252; and one of the following -- MC 352 or MC 354 or MC 361. Students will learn the methods for clearly defining the all-important message and study the techniques for creating effective written pieces. Under the guidance of the instructor, students will work on real-life assignments. Examples of successful and not-so-successful creative pieces will be compared, and various types of written material, including print ads, taglines, commercial scripts, direct mail pieces and website content, will be also reviewed. Theory and practice in advertising copywriting for print and electronic (television and radio) media. Students learn about the preparation and presentation of ads and commercials for consumer, business, industrial, corporate and public service advertisers. (SP)

**MC 458 - Advertising and Public Relations Campaigns****3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151, MC 250, MC 252, RE 260, MC 363 and MC 455. This course deals with conceiving, researching, planning, executing and evaluating advertising and public relations campaigns for the print and broadcast media. (FA)

**MC 459 - Public Opinion****3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151, MC 250, MC 252, RE 260; and one of the following MC 320 or MC 352 or MC 354 or MC 356 or MC 358 or MC 363. This course is a survey of principles, problems, techniques, and methodology for ascertaining public attitudes. (FA)

**MC 464 - New Media Applications**

**3 Credit Hours**

Prerequisites: EN 131, EN 132, CS 131 or CS 132, MC 151, MC 250, MC 252 and one of the following MC 251 or MC 352 or MC 354, MC 330 or MC 361. The purpose of this course is to introduce students to the concept of Media Convergence. Our traditional forms of media – print, television and radio are slowly but surely merging with the Internet. This class will allow students to discuss and debate this new technological trend. (FA)

**MC 470 - Special Topics in Mass Communications**

**3 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151, MC 250, MC 252, RE 260, SC 230 and one of the following MC 352 or MC 354, MC 361, MC 362, MC 363 or MC 380. This course allows the department to offer unique courses on an ad hoc basis that augment the core curriculum. Courses have included a variety of subject areas. May be repeated under different topics for a maximum of 6 Hours Credit. (FA, SP)

**MC 490 - Internship**

**6 Credit Hours**

Prerequisites: EN 131, EN 132, MC 151, MC 250, MC 252, MC 340 and one of the following MC 352 or MC 354, MC 361, MC 363 or MC 380. 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. Students must have an application on file prior to actual training. (FA, SP)

**MC 499 - Senior Seminar in Mass Communication**

**3 Credit Hours**

Prerequisites: EN 131, EN 132, MA 131, MA 132, MC 151, MC 250, MC 252 MC 350. This course is an investigation and discussion of social problems, ethics and responsibilities as they relate to the mass communications industries. Senior thesis or professional project required. (FA, SP)

**MG 300 - Management & Organizational Behavior**

**3 Credit 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. (FA, SP)

**MG 350 - Production and Operations Management**

**3 Credit Hours**

Prerequisite: MG 300 and BA 237. 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. (FA)

**MG 360 - Human Resource Management**

**3 Credit 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. (SP)

**MG 385 - Problems of Supervision****3 Credit 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. (SP)

**MG 411 - Seminar in Management****1-3 Credit Hours**

Prerequisite: MG 300 & senior standing. The Seminar Series in Management provides a Credit 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. (SP)

**MG 493 - Business Ethics****3 Credit Hours**

Prerequisite: MG 300 and Junior Standing. 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. (FA, SP)

**MG 495 - Business Strategy and Policy****3 Credit 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. (FA, SP)

**MK 341 - Principles of Marketing****3 Credit 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. (FA, SP)

**MK 350 - Consumer Behavior****3 Credit 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. (FA)

**MK 360 - Promotional Strategies****3 Credit 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. (FA)

**MK 370 - Sales Management****3 Credit Hours**

Prerequisite: MK341. The course is an introduction to sales and sales management and presents a concise portrayal of selling in the contemporary business environment, focusing on creating and communicating value for customers and managing the buyer-seller relationship process. In addition to role playing and in-basket

exercises for developing skills in professional selling, the course addresses training, supervision and compensation of the sales force; cooperation between middlemen, wholesalers, retail outlets, and integration with other components of the promotion mix. (FA)

**MK 400 - Marketing Research**

**3 Credit Hours**

Prerequisites: MK 341. An application of quantitative techniques to the solution of marketing problems. Emphasis is on problem definition, sampling and questionnaire designing and statistical tabulation.

**MK 410 – Marketing Systems**

**3 Credit Hours**

Prerequisites: MK 341. This course is a comprehensive discussion of the key levers that marketers can use to create relationships in the area of internet marketing. A four-stage, demand-centric framework provides the student fundamental skills in how to use the Internet to create intense and profitable relationships with customers. Special attention is given to the primary forces that the Internet brings to marketing; individualization and interactivity (FA)

**MK 411 – Seminar in Marketing**

**3 Credit Hours**

Prerequisites: MK 341. The Seminar Series in Marketing provides a Credit long, in-depth focus on specialized areas within and closely integrated with the marketing discipline. Each course offering is specifically associated with a definite, targeted area of marketing to increase the student's background and knowledge in specialized areas. (Spring or as needed)

**MK 415 – Creating Customer Value**

**3 Credit Hours**

Prerequisites: MK 341. This course examines customer relationships in context to creating customer value, value-creating organizations and business strategies that aligns with forward-thinking management. The ideas and practices this course focuses on includes; understanding and identifying customers wants and needs, customer orientation, product or service differentiation and value-creating processes to attract, satisfy and retain customers through relationship management. Concepts, cases, and practical applications in customer value will be discussed, analyzed, researched and presented in group projects to assess student-learning outcomes for course. (SP)

**MK 420 - Marketing Management**

**3 Credit Hours**

Prerequisites: MG 300, MK 341. A study of consumer contemporary concerns about products; social, political, economic, competition, the concept of one global market. (SP)

**MLF 131 - Elementary French I**

**3 Credit Hours**

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

**MLF 132 - Elementary French II**

**3 Credit Hours**

Prerequisite: MLF 131. A continuation of Elementary French I. (FA, SP, SU)

**MLF 231 - Intermediate French I**

**3 Credit Hours**

A course designed for students who have successfully completed a minimum of two years of French in high school with at least an average of A or B or MLF 131 and MLF 132. (FA, SP, SU- By Demand)

**MLF 232 - Intermediate French II** **3 Credit Hours**  
Prerequisite: MLF 231. A continuation of Intermediate French I. (By Demand)

**MLF 331 - Advanced Composition and Conversation I** **3 Credit Hours**  
Prerequisite: MLF 232. This course focuses on the development of language skills and cultural awareness of the French world. It is the first course towards the minor. (By Demand)

**MLF 332 - Advanced Composition and Conversation II** **3 Credit Hours**  
Prerequisite: MLF 331 or instructor's approval. A continuation of Advanced Composition and Conversation I. (By Demand)

**MLF 336 - Culture and Civilization of France I** **3 Credit Hours**  
Prerequisite MLF 332. A cultural approach to the history, customs, geography, social institutions, and arts in France. (By Demand)

**MLF 337 - Culture and Civilization of France II** **3 Credit Hours**  
Prerequisite: MLF 332. A cultural approach to the history, customs, geography, and social institutions of France and Francophone nations. (By Demand)

**MLF 431 - Introduction to French Literature I** **3 Credit Hours**  
Prerequisite: MLF 332. This course is a study of major French writers from the Middle Ages through the 17th Century. (By Demand)

**MLF 432 - Introduction to French Literature II** **3 Credit Hours**  
Prerequisite: MLF 332. This course is a study of major French writers from the 18th Century to the present, including major Black writers. This course may precede MLF 431. (By Demand)

**MLG 131 - Elementary German I** **3 Credit Hours**  
A foundation course, emphasizing basic skills: listening, writing, speaking, and reading. Introduction to important grammatical principles. Laboratory required. (FA, SP)

**MLG 132 - Elementary German II** **3 Credit Hours**  
Prerequisite: MLG 131. A continuation of MLG 131. (FA, SP)

**MLG 231 - Intermediate German I** **3 Credit Hours**  
A course designed for students who have successfully completed a minimum of two years of German in high school with at least an average of A or B or MLG 131 and MLG 132. (By Demand)

**MLG 232 - Intermediate German II** **3 Credit Hours**  
Prerequisite: MLG 231. A continuation of MLG 231. (By Demand)

**MLG 331 - Advanced Composition and Conversation I** **3 Credit Hours**  
Prerequisite: MLG 232. This course focuses on the development of language skills and cultural awareness of the German world. It is the first course towards the minor. (By Demand)

- MLG 332 - Advanced Composition and Conversation II** **3 Credit Hours**  
Prerequisite: MLG 331 or instructor's approval. A continuation of MLG 331. (By Demand)
- MLG 336 - Culture and Civilization of Germany I** **3 Credit Hours**  
Prerequisite: MLG 332. This course examines the major historical periods and cultural movements of Germany. The course reflects current scholarship in its examination of history, politics, literature, art, and music. (By Demand)
- MLG 337 - Culture and Civilization of Germany II** **3 Credit Hours**  
Prerequisite: MLG 332. This course concentrates mainly on Austria and Switzerland. (By Demand)
- MLG 431 - Introduction to German Literature I** **3 Credit Hours**  
Prerequisite: MLG 332. This course is a study of major German writers from the Middle Ages through the 18th Century. (By Demand)
- MLG 432 - Introduction to German Literature II** **3 Credit Hours**  
Prerequisite: MLG 332. This course is a study of major German writers from the 19th Century to the present. This course may precede MLG 431. (By Demand)
- MLK 131 - Elementary Greek I** **3 Credit Hours**  
A foundation course, emphasizing basic skills: listening, writing, speaking and reading. Introduction to important grammatical principles. Emphasis is placed upon Greek of the New Testament. (FA, SP, SU By Demand)
- MLK 132 - Elementary Greek II** **3 Credit Hours**  
Prerequisite: MLK 131. A continuation of MLK 131. (FA, SP, SU By Demand)
- MLS 131 - Elementary Spanish** **3 Credit Hours**  
A foundation course, emphasizing basic skills: listening, writing, speaking and reading. Introduction to important grammatical principles. Laboratory required. (FA, SP, SU-By Demand)
- MLS 132 - Elementary Spanish II** **3 Credit Hours**  
Prerequisite: MLS 131. A continuation of MLS 131. (FA, SP, SU-By Demand)
- MLS 231 - Intermediate Spanish I** **3 Credit Hours**  
A course designed for students who have successfully completed a minimum of two years of Spanish in high school with at least an average of A or B or MLS 131 and MLS 132. (By Demand)
- MLS 232 - Intermediate Spanish II** **3 Credit Hours**  
Prerequisite: MLS 231. A continuation of MLS 231. (By Demand)
- MLS 331 - Advanced Composition and Conversation I** **3 Credit Hours**  
Prerequisite: MLS 232. This course focuses on the development of language skills and cultural awareness of the Spanish world. It is the first course towards the minor. (By Demand)

- MLS 332 - Advanced Composition and Conversation II** **3 Credit Hours**  
Prerequisite: MLS 331 or instructor's approval. A continuation of MLS 331. (By Demand)
- MLS 336 - Culture and Civilization of Spain I** **3 Credit Hours**  
Prerequisite: MLS 332. This course examines the major historical periods and cultural movements of Spain. The course reflects current scholarship in its examination of history, culture, and civilization. (By Demand)
- MLS 337 - Culture and Civilization of Hispanic Americans** **3 Credit 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. (By Demand)
- MLS 431 - Introduction to Spanish Literature** **3 Credit Hours**  
Prerequisite: MLS 332. This course is a study of the literature of Spain through representative works by major literary figures from the Middle ages to the present. (By Demand)
- MLS 432 - Introduction to Spanish - American Literature** **3 Credit Hours**  
Prerequisite: MLS 332. This course is a study of major Pre-Colonial and Spanish-American writers and their works from pre-colonial times to the literary explosion of the 1960's in Spanish-American literature. This course may precede MLS 431. (By Demand)
- MY 103 - Basic Military Science** **1 Credit 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. (FA, SP)
- MY 103L - Basic Military Science Laboratory** **0 Credit Hour**  
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.  
(FA, SP)
- MY 104 - Basic Military Science** **1 Credit 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. (FA, SP)

**MYL 104L - Basic Military Science Laboratory****0 Credit Hour**

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. (FA, SP)

**MY 203 - Basic Military Leadership I****1 Credit 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. (FA, SP)

**MY 203L - Basic Military Leadership I Laboratory****0 Credit Hour**

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. (FA, SP)

**MY 204 - Basic Military Leadership II****1 Credit 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. (FA, SP)

**MY 204L - Basic Military Leadership II Laboratory****0 Credit Hour**

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. (FA, SP)

**MY 303 - Officership I****3 Credit 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. (FA, SP)

**MY 303L - Officership I Laboratory**

**0 Credit Hour**

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. (FA, SP)

**MY 304 - Officership II**

**3 Credit 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. (FA, SP)

**MYL 304L - Leadership II Laboratory**

**0 Credit Hour**

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. (FA, SP)

**MY 403 - Advanced Military Leadership I**

**3 Credit 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. (FA, SP)

**MY MYL 403L - Advanced Military Leadership I Laboratory**

**0 Credit Hour**

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. (FA, SP)

**MY 404 - Advanced Military Leadership II**

**3 Credit 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. (FA, SP)

**MYL 404L - Advanced Military Leadership II Laboratory**

**0 Credit Hour**

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. (FA, SP)

**MU 099 - Applied Music: Music Instrument**

**1 Credit Hour**

Prerequisite: Placement by Faculty Audition. A preparatory course for music majors who do not have sufficient background to begin applied music instruction at the 210 level but who show promise for advancement. Credit for this course cannot be applied toward a music degree program but it may be repeated once upon approval of the applied instructor. (FA, SP)

**MUAL 100 - Fundamentals of Musicianship Lab**

**0 Credit Hours**

Prerequisite: Placement by Faculty Audition. A preparatory course for music majors who do not have sufficient background to begin applied music instruction at the 210 level but who show promise for advancement. Credit for this course cannot be applied toward a music degree program but it may be repeated once upon approval of the applied instructor. (FA, SP)

**MU\_ 110, MU\_ 310 - Ensemble: Instrumental, Vocal**

**1 Credit Hour**

Prerequisite: Placement by Faculty Audition. Concert Band, Marching Band, Concert Chorale, Jazz Ensemble, Young Artists, Opera Workshop, Brass Ensemble, Woodwind Ensemble, Percussion Ensemble, Jubilee Singers, Symphonic Band, Jazz Combo and Pep Band (please see descriptions below). Ensembles are open to all students of the University with consent of the instructor and may be repeated for Credit.

**MUA 110 - Concert Band**

**1 Credit Hour**

Prerequisite: Placement by Faculty Audition. Study and performance of standard and contemporary literature for concert band. (SP)

**MUB 110 - Marching Band**

**1 Credit Hour**

Prerequisite: Placement by Band Staff Audition. Study and performance of marching band literature and marching techniques. Show design emphasizes popular music as well as traditional marches. Provides service to the university and community through a wide array of performing venues such as half-time acts and parades. (FA)

**MUC 110 - Concert Chorale**

**1 Credit Hour**

Prerequisite: Placement by Faculty Audition Study and performance of standard and contemporary choral literature. (FA, SP)

**MUD 110 - Jazz Ensemble** **1 Credit Hour**

Prerequisite: Placement by Faculty Audition. Study and performance of standard and contemporary literature for large jazz ensembles, with emphasis on the development of jazz performance skills. (FA, SP)

**MUF 310 - Opera & Musical Theatre Workshop** **1 Credit Hour**

Prerequisite: Placement by Faculty Audition. Practical experience in stage movement and performance of opera and musical theater excerpts. (FA, SP)

**MUG 310 - Brass Chamber Ensemble** **1 Credit Hour**

Open to all B-CU Instrumental Brass Students. Study and performance of standard and contemporary literature for brass chamber ensembles, with emphasis on the development of small ensemble skills. Includes Trumpet ensemble, trombone ensemble, tuba-euphonium ensemble, and brass quintet. (FA, SP)

**MUH 310 - Woodwind Chamber Ensemble** **1 Credit Hour**

Open to all B-CU Instrumental Woodwind Students. Study and performance of standard and contemporary literature for woodwind chamber ensembles, with emphasis on the development of small ensemble skills. Includes flute ensemble, clarinet ensemble, and saxophone ensemble. (FA, SP)

**MUI 310 - Percussion Chamber Ensemble** **1 Credit Hour**

Open to all B-CU Instrumental Percussion Students. Study and performance of standard and contemporary literature for percussion chamber ensembles, with emphasis on the development of small ensemble skills. (FA, SP)

**MUJ 310 - Chamber Choir** **1 Credit Hour**

Prerequisite: Placement by Faculty Audition. Study and performance of standard and contemporary literature for vocal chamber ensembles, with emphasis on the development of group Acappella singing skills. (FA, SP)

**MUN 110 - Symphonic Band** **1 Credit Hour**

Prerequisite: Placement by Faculty Audition. Instrumental ensemble performing advanced collegiate and professional compositions. Students receive hands on laboratory experience for ensemble performing. Balance, blend, tonality, listening and intonation are some skills developed in the symphonic band setting. (SP)

**MUO 310 - Jazz Combo** **1 Credit Hour**

Prerequisite: Placement by Faculty Audition Study and performance of standard and contemporary jazz styles for small jazz ensembles. Emphasis is on the art of improvisation. (FA, SP)

**MUP 110 - Pep Band** **1 Credit Hour**

Prerequisite: Placement by Faculty Audition Small ensemble for pep rallies and indoor athletic events. (SP)

**MUQ 310 – Chamber Ensemble with Piano** **1 Credit Hour**

Prerequisite: None. A study of art song literature from the 19<sup>th</sup> and 20<sup>th</sup> centuries concentrating on German, French, Russian and American composers. The class will examine different types of poetry and musical

settings, as well as discuss elements of collaborative playing. Students will critique various recordings, perform works in class and write a final analysis of the work of their choice. (FA, SP)

**MUR 310 - Mixed Chamber Ensemble**

**1 Credit Hour**

Prerequisite: Placement by Faculty Audition. Study and performance of standard and contemporary chamber literature for groupings of mixed instrumentation. (FA, SP)

**MUU 110 - University Band**

**1 Credit Hour**

Prerequisite: Placement by Faculty Audition. Study and performance of standard and contemporary literature for instrumental large ensemble with a focus on accessibility to a wide range of student experience and skill. (SP)

**MUM 111- Class Voice**

**1 Credit Hour**

Class instruction designed to introduce the beginning singer to the fundamentals of healthy voice production and to instill confidence in individual performing skills. (FA, SP)

**MUN 111 - Class Piano I**

**1 Credit Hour**

Prerequisite: None. An integrated study of fundamental piano skills. The beginning level focuses on building basic skills: intervals, fingering positions, eye/hand coordination, basic music terminology, major/minor 5-finger patterns, major white key scales, primary chords, sight-reading, harmonization, transpositions, improvisation, and level-appropriate piano selections reflecting different styles and composers. (FA, SP)

**MUN 112 - Class Piano II**

**1 Credit Hour**

Prerequisite: MUN 111. A thorough and integrated study of fundamental piano skills. This level builds upon skills acquired in MUN 111, expanding the study of scales to major and minor scales in two octaves, basic chord progressions, triad inversions using keyboard style harmonization's, transpositions, improvisation, sight-reading (including score notation), and level-appropriate piano selections reflecting different styles and composers. (FA, SP)

**MU 133 - Computer Applications in Music**

**3 Credit Hours**

A study in the basic concepts in computing, and the way computers are and can be used in music. (FA, SP)

**MU 134 - Introduction to Audio Recording**

**3 Credit Hours**

Prerequisite: None. An introductory course on music and recording designed to introduce students to the world and industry of audio recording. This course covers the following topics: history of recording, both analog and digital; studio basics, including equipment, budgets and acoustics; music theory, songwriting, and producing; MIDI and synthesizers; notation software; career options and paths; analog audio signal path and routing; recording, including basic play, record, and talkback functions; editing; microphone types, patterns, and technique; processing and effects; mixing and mastering; post-production and surround sound; applications of the modern project studio; and integration between professional and personal facilities. This course does not count as Credit toward the Music Technology major.

**MU 135 - Introduction to Songwriting****1 Credit Hour**

Prerequisite: None. An introduction to songwriting and lyric writing for popular music. Students will be introduced to the basic concepts and industry standards involved in writing hit songs for the Pop, Hip Hop, Rap, Rock, Country, R&B, Soul, Gospel and Folk industries. (FA, SP)

**MU 210 - Applied Music: Major Instrument/Voice****1 Credit Hour**

Prerequisite: Placement by faculty audition. Individual instruction in the techniques and performance literature for the student's principal instrument/voice. Course will be repeated a minimum of four Credits with guided expectations of improvement each Credit leading towards a faculty jury evaluation. Students are expected to perform publicly. Fourth Credit evaluation will determine placement into MU\_ 410. Other expectations vary by instructor. (FA, SP)

**MUN 211-212 - Class Piano III & IV****1 Credit Hour**

Prerequisite: Levels 111-212 must be taken in succession. These courses focuses on continuing to develop sight-reading skills through solo and duet literature, two-octave major and minor black key scales, chord progressions, harmonization, transpositions, and more advanced solo repertoire encompassing different styles and genres. (FA, SP)

**MU 213 - Vocal Methods****1 Credit Hour**

Emphasis is upon developing and teaching basic concepts of vocal techniques appropriate to teaching vocal music in K-12 school settings. (FA, SP)

**MU 214 - String Methods****1 Credit Hour**

Emphasis is upon developing and teaching basic concepts of string instruments appropriate to teaching string music in K-12 school settings. (FA, SP)

**MU 228 – Pro Tools 101****1 Credit Hour**

Prerequisite: None. This course is the official Avid Pro Tools 101 course and the first step towards Pro Tools certification, covering basic Pro Tools principles and providing everything students need to complete a Pro Tools project-from initial set up to final mixdown. (FA, SP)

**MU 229 – Pro Tools 110****1 Credit Hour**

Prerequisite: MU 228. This course is the official Avid Pro Tools 110 course and the second step towards Pro Tools certification, providing a more detailed look at the Pro Tools system above and beyond the knowledge students gained in the Pro Tools 101 course covering all the key concepts and skills needed to operate a Pro Tools system at the User level. (FA, SP)

**MU 233 - Advanced Computer Applications****3 Credit Hours**

Prerequisite: None. This course provides a study in the advanced concepts of the integration of computers and music including Digital Audio Workstation fundamentals, Mac and PC software and issues, digital audio and video editing, and MIDI fundamentals. (FA only)

**MU 234 - Diction for Singers****2 Credit Hours**

Prerequisite: None. This course provides study of the International Phonetic Alphabet and its application in mastering the pronunciation rules for the four primary languages of classical vocal literature – English, French,

German, and Italian. *Diction for Singers* is intended for students preparing for careers as vocalists, vocal pedagogues, or vocal coaches. (Elective as needed)

**MU 235 - Vocal Literature** **2 Credit Hours**

Prerequisite: None. This course presents a study of vocal literature from the Baroque to the present, with emphasis on repertoire for piano and voice. This course is designed to survey the vocal literature of the eighteenth, nineteenth and twentieth centuries, exposing students to various styles, genres and composers, and aiding their repertoire choices for subsequent recitals. Students will learn to analyze stylistic elements found in representative works by the major composers studied. The course will also examine and discuss elements of operatic works vs. art song literature: orchestration, staging, language, style, cooperation between singer and pianist, poetry and the composer's musical settings. (Elective as needed)

**MU 236 - Piano Literature** **2 Credit Hours**

Prerequisite: None. This course presents a study of the literature for solo piano from the Baroque to the present, with emphasis on musical styles and forms. Piano Literature is intended to give students an overview of the styles, genres and composers of solo piano repertoire of the 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> centuries and is designed to aid students in their repertoire choices for subsequent recitals or future teaching opportunities. (Elective as needed)

**MU 237 – Music Industry** **3 Credit Hours**

Prerequisite: MU 135, MU 233. This course introduces students to the unique business of the music and recording industries. Students learn about the structure and function of record labels, artist management, and managing their own music or recording businesses and careers. (SP)

**MU 238 – Introduction to Conducting** **1 Credit Hour**

Prerequisite: MUAL 100. Introduces the basic techniques of conducting vocal and instrumental music, focus will include use of the baton and hands, beat patterns, preparatory beats, cutoffs, fermati, and gestures for dynamics, tempo, and character. Students will conduct one another in a varied repertoire of vocal, and instrumental music. (FA, SP)

**MU 243 – Audio Fundamentals I** **3 Credit Hours**

Prerequisite: MU 233 (completed or concurrent enrollment). This course is an introduction to the fundamentals of audio including room acoustics, auditory function, equipment components, audio processors, mixing, mastering and Digital Audio Workstations. (FA)

**MU 244 – Audio Fundamentals II** **3 Credit Hours**

Prerequisite: MU 233, MU 243. This course is a continued study of audio fundamentals with a greater focus towards hands-on experience through projects recorded in a recording studio utilizing microphone technique and producing and mixing a project from start to finish. (SP)

**MU 251 – Musicianship Skills I** **2 Credit Hours**

Prerequisite: MUAL 100. This course presents a review of music fundamentals and begins the study of diatonic harmonic and melodic materials of the common practice period. A co-requisite laboratory begins the development of ear training and sight singing skills. (FA)

**MU 252 – Musicianship Skills II****2 Credit Hours**

Prerequisite: MU 251. Further study of harmonic progressions of the common practice period including introduction to applied chromaticism, modulation, and an introduction to formal processes in tonal music. Emphasis is on part-writing and analysis. Continuation of dictation and sight singing corequisite lab. (SP)

**MUE 231 – Introduction to Music Education****3 Credit Hours**

Prerequisite: None. Orientation to the role of the music teacher in the public schools. Observation required for teacher-pupil interaction, instructional approaches, and classroom management in elementary through secondary schools. (FA)

**MUL 251 – Aural Skills I****1 Credit Hour**

Prerequisite: MUAL 100. This course begins the development of sight singing, dictation, and audiation skills for the music major. Exercises include materials from major and minor diatonic music, simpler rhythmic figurations, and basic conducting patterns used in a context to also develop the ability to sing at first sight. (FA)

**MUL 252 – Aural Skills II****1 Credit Hour**

Prerequisite: MU 251. Further study of sight singing, dictation, error detection, and audiation to also introduce applied chromaticism and modulation. Emphasis is on linear and vertical dictation and analysis reinforced with singing exercises. (SP)

**MU 313 - Percussion Methods****1 Credit Hour**

Prerequisite: MUAL 100. Emphasis upon developing and teaching basic concepts of percussion instruments appropriate to teaching instrumental music in K-12 grade school settings. (FA, SP)

**MU 314 - Brass Methods****1 Credit Hour**

Prerequisite: MU 251. Emphasis upon developing and teaching basic concepts of brass instruments appropriate to teaching instrumental music in K-12 grade school settings. (SP)

**MU 324 - Music History & Culture I****3 Credit Hours**

Prerequisite: MU 252. A comprehensive study of Western Music literature, as well as social/historic/political context in which the music evolved, from Antiquity to 1730, including a segment on non-western music (Asia and Africa) and popular culture. The course will examine the influence of various regions and cultures on its music, tracing similarities within the diverse body of music in both classical and popular genres. (FA)

**MU 325 - Music History & Culture II****3 Credit Hours**

Prerequisite: MU 324. A one Credit comprehensive study of Western Music literature, as well as social/historic/political context in which the music evolved, from 1730 to the Present, including a segment on non-western music (Asia, the Americas and Africa) and pop culture. The course will examine the influence of various regions and cultures on its music, tracing similarities within the diverse body of music in both classical and popular genres. (SP)

**MU 328 – Pro Tools 201****1 Credit Hour**

Prerequisite: MU 229. This course is the official Avid Pro Tools 201 course and the third step towards Pro Tools certification, continuing to build on the fundamental concepts and topics covered in the Pro Tools 100-series courses, covering all the key concepts and skills needed to operate a Pro Tools system in a professional studio environment. (FA, SP)

**MU 329 – Pro Tools 210****1 Credit Hour**

Prerequisite: MU 328. This course is the official Avid Pro Tools 210M course and the final step towards Pro Tools Operator certification, reinforcing the concepts and skills covered in Pro Tools 101, 110, and 201 with practical music-specific examples pertinent to operating a Pro Tools system in a professional studio environment. (FA, SP)

**MU 336 – Record Label****3 Credit Hours**

Prerequisite: MU 135, MU 233, and MU 237. This course covers advanced topics pertaining to the music and recording industries. Students learn about the structure and function of record labels, artist management, and managing their own music or recording businesses and careers. (Elective as needed)

**MU 337 – Advanced Music Industry****3 Credit Hours**

Prerequisite: MU 135, MU 233, MU 237. This course covers advanced topics pertaining to the music and recording industries. Students learn about the structure and function of record labels, artist management, and managing their own music or recording businesses and careers. (Elective as needed)

**MU 343 - Music Production I****3 Credit Hours**

Prerequisite: MU 233, MU 243, MU 244. This course provides an extensive study of advanced recording techniques, music production, arranging, and Pro Tools HD functionality. This course provides continued hands-on experience in mic'ing, mixing, and MIDI production including project creation in a variety of different musical genres and styles. (FA)

**MU 344 - Music Production II****3 Credit Hours**

Prerequisite: MU 233, MU 243, MU 244, MU 343. This course is a continued study of music production introducing students to advanced production techniques including producing, arranging, loop creation, and beat manipulation. Students complete a variety of projects producing their own original works. (SP)

**MU 345 - Audio Post-Production****3 Credit Hours**

Prerequisite: MU 135, MU 233, MU 243, and MU 244. This course introduces students to the specific issues and considerations involved in the synchronization of audio and video. This includes the history of audio for film, SMPTE time code, and surround sound. The course also covers various techniques including dialog editing, Foley, sound effects creation, and composition for film, TV, and Games. (Elective as needed)

**MU 346 - Live Sound Reinforcement****3 Credit Hours**

Prerequisite: MU 135, MU 233, MU 243, and MU 244. This course aims to redirect previously learned skills in recording towards the field of live sound reinforcement. This course covers everything from signal flow to impedance law. The course focuses on hands on experience more than the memorization of information. This is a three-Credit course with one Credit set aside for labs. These labs are meant to give the student hands-on experience that cannot be covered in a one-Hour class period. (Elective as needed)

**MU 347 – Advanced Music Production****3 Credit Hours**

Prerequisite: MU 135, MU 233, MU 243, and MU 244. This course continues a study of music production through more advanced production projects further enhancing student's skills as songwriters, arrangers, and producers. (Elective as needed)

**MU 348 – Media Composition****3 Credit Hours**

Prerequisite: MU 135, MU 233, MU 243, and MU 244. This course covers the field of music composition for electronic media such as; film, television, advertising, and gaming. Students will learn how to compose to picture, create leitmotifs for characters, and manipulate stems for gaming. (Elective as needed)

**MU 349 – Advanced Mixing & Mastering****3 Credit Hours**

Prerequisite: MU 135, MU 233, MU 243, and MU 244. This course is an advanced study in the art and science of both mixing and mastering audio; covering mixing for different regions and genres as well as the history and current trends and practices of both mixing and mastering. (Elective as needed)

**MU 353 – Musicianship Skills III****2 Credit Hours**

Prerequisite: MU 252. This course offers further study of chromatic harmony and techniques of the common practice period. Basic formal structures, musical textures, and contrapuntal techniques in this same period are also discussed. Emphasis is on analysis and composition of structured melodies with harmonization. Continuation of ear-training and sight-singing skills as the corequisite lab portion. (FA)

**MU 354 – Musicianship Skills IV****2 Credit Hours**

Prerequisite: MU 353. A study of large musical forms and styles with an emphasis on Western tonal music of the last 300 years. Introduction to compositional processes of the last century including exotic scales, atonal analysis using pitch-class sets, 12-tone serialism, and more recent trends. Continuation of ear-training and sight-singing skills in a corequisite laboratory. (SP)

**MU 410 – Applied Music: Major Instrument/Voice****1 Credit Hour**

Prerequisite: Faculty consent and 4 Credits of MU 210. Individual instruction in the techniques and performance literature for the student's principal instrument/voice. Course will be repeated a minimum of three Credits in Education and Recording Technology, 2 Credits in BA in Music. Guided expectations of improvement each Credit leading towards a faculty jury evaluation. Students are expected to perform publicly. Other expectations vary by instructor. A recital jury and public recital are required for successful completion of the course. (FA, SP)

**MU 413 - Woodwind Methods****1 Credit Hour**

Emphasis upon developing and teaching basic concepts of woodwind instruments appropriate to K-12 grade school settings. (FA, SP)

**MU 430 – Marching & Concert Techniques****3 Credit Hours**

Prerequisite: MU\_ 110 (4 hrs.), MU 313, MU 314, MU 354, MU 413. This course is designed to provide senior level students first hand instruction in the structure, organization, administration and standard operating procedures for marching and concert band at the middle school and high school levels. (SP)

**MU 434 - Choral Methods and Techniques****3 Credit Hours**

Prerequisites: MU 252, MU\_ 210 (2 hrs.). Advanced topics in the development of choral music programs at the middle school and high school levels. (Elective as needed)

**MU 435 - Arranging for Vocal and Instrumental Ensembles****3 Credit Hours**

Prerequisite: MU 353. Practical arranging and scoring techniques for vocal and instrumental ensembles. Provides an introduction to the musical craft of arranging as related to the setting of music for various combinations of instruments and voices. Topics will include transpositions, and instrument/voice ranges. Students will participate in in-class exercises and prepare weekly assigned arrangements as well as a final project. (SP)

**MU 437 - Form & Analysis****3 Credit Hours**

Prerequisite: MU 354. This course offers an in-depth study of musical form and styles with an emphasis on music from the common practice period. Expands discussions to include full score study; additional structures such as concerto and vocal forms; aural identification of formal processes; and recent compositional trends. (FA)

**MU 438 – Advanced Conducting Techniques****2 Credit Hours**

Prerequisite: MU 238, MU 252. A study of advanced conducting techniques focusing on instrumental ensembles, choral ensembles and their respective repertoires. Topics will include baton and hand techniques, score readings with analysis and preparation, transpositions, rehearsal techniques and program preparation. Students will be involved with the preparation of repertoire and proper interpretation of music of all periods. Students will have an opportunity to conduct a large ensemble by end of Credit. (SP)

**MU 439 - Eighteenth Century Counterpoint****3 Credit Hours**

Prerequisite: MU 334. Basic techniques of 18th century tonal counterpoint. Emphasis is on the Well-Tempered Clavier and Two-part inventions of J. S. Bach. (SP)

**MU 450 - Multimedia Audio (Mixed Media, Movies, Animation)****3 Credit Hours**

Prerequisite: MU 233, 344. 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, and MP3. (Elective as needed)

**MU 464 - Music Technology and Recording Internship****6-12 Credit Hours**

Prerequisite: MU 135, MU 233, MU 237, MU 243, MU 244, MU 343, MU 344. This course allows students to complete a Credit internship in a professional business or organization that has audio recording, music production, audio for post-production, music composition, sound design, live sound reinforcement, or music industry based responsibilities, functions, or projects. Some assignments may include professional recording studios, audio consulting services, live sound reinforcement companies, theme parks, video production companies, music production companies, record labels, promotion companies, and advertising agencies. All internships require instructor pre-approval to insure that duties will be focused around music production, audio recording, or the music industry. (FA, SP)

**MU 498 – Production Portfolio****2 Credit Hours**

Prerequisite: MU 135, MU 233, MU 237, MU 243, MU 244, MU 343, MU 450. This course provides the use of the recording studios and the guidance of the instructor to help students create a professional portfolio demonstrating comprehensive knowledge and application in music production, audio post-production, music composition, sound design, or media composition. Typical projects include:

- Music and Audio Production – record and produce music for a full-length album (60-80 minute CD).
- Film Composing – create a series of musical compositions for a 30 or more minute video project or production (a score for a film, a score for a theatrical production, a score for a church production, etc.).
- Audio Post-Production for Film or Video – provide audio production and/or post-production for a 30 or more minute video project (recording dialog, editing dialog, adding sound effects, etc.).
- Music Composition – create a portfolio with multiple popular genres and styles represented (music library, royalty free music, fully produced beats, etc.)
- Live Recording – record a series of live recordings both 2-track and multi-track (recorded sermons, acoustic performances, live multi-tracks, etc.).
- Sound Design – create a sound effects library of recorded and synthetically created sounds (2 CDs or 150 minutes worth of sound effects including ambiences, hits, alerts, etc.).
- Media Composition – create examples for TV, radio, gaming, and film (TV commercial with background music, music jingles for radio, music for gaming in stems, film compositional pieces with repeating motifs, etc.).

All projects must be pre-approved. This course meets with either regular class Hours or by appointment with the instructor where feedback and assistance is given. (FA, SP)

**MUE 340 – Assessment & Evaluation in Music Education****3 Credit Hours**

Prerequisite: MUE 231. Students will learn how to use standardized music aptitude batteries, timbre preference tests, and teacher-made performance rating scales. Students will become familiar with published music achievement tests, and with rubrics used for group and individual assessments in National and Florida Music Education Regional and State competitions. Students will learn basic psychometric concepts related to validity, reliability, error, traditional and authentic measurement tools, criterion referenced, normative referenced, and idiographic referenced tests, and the interpretation of test results. Students will explore current accountability and testing issues in American public Education. (SP)

**MUE 350 – Music Methods in Elementary Education****3 Credit Hours**

Prerequisite: MUE 231. In depth, hands-on knowledge and skills of the major approaches to Music Education within an Elementary School setting, including Orff, Dalcroze, Laban, Suzuki, Weikart, Kodaly, and Gordon. Students will practice movement sequences and techniques, dance, song literature, content and skill learning sequences for tonal and rhythm elements of music, the development of audiation, recorder, and Elementary School Choir concepts. Students will develop a repertoire of lesson plans and will practice teach. Students will develop basic understanding of integration in music. (SP)

**MUE 360 – Music Methods in Secondary Education****3 Credit Hours**

Prerequisite: MUE 231, any 3 Method courses outside of MUE 350. Overview of traditional and progressive methods and techniques used in secondary vocal and instrumental music. Students will use knowledge and skills garnered from instrumental methods classes to continue to increase performance skills with secondary instruments. Students will articulate methods and techniques from Elementary Methods and Techniques

classes and implement pedagogical knowledge and skills to Instrumental Music and secondary Vocal Music. (FA)

**MUL 353 – Aural Skills III**

**1 Credit Hour**

Prerequisite: MU 252. Continued study of sight singing, dictation, error detection, and audiation to include additional chromaticism and complex modulations. Includes aural identification of formal structures. Emphasis on linear and vertical dictation and analysis reinforced with singing exercises. (FA)

**MUL 354 – Aural Skills IV**

**1 Credit Hour**

Prerequisite: MU 353. Final study of sight singing, dictation, error detection, and audiation including sight singing vocal and choral literature representing the various periods. Expands aural identification of formal structures. Dictation and sight singing includes select 20<sup>th</sup> century styles. (SP)

**MUS 499 - Senior Seminar in Music**

**1 Credit Hour**

Prerequisite: MU 325. 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. (FA, SP)

**MUZ 410 – Senior Recital**

**0 Credit Hour**

Prerequisite: MU\_ 210, MU\_ 410, consent of faculty jury. Preparation and performance of a public recital on the student's major instrument or voice. Student must have completed 4 Credits of MU\_ 210 and 2 Credits of MU\_ 410. Student is also obligated to follow recital requirements and procedures in the student handbook. Required of all Music Education majors. Course is repeatable until all requirements are satisfied. (FA, SP)

**NU 279 - Nutrition for Nursing**

**3 Credit Hours**

This course is an introduction to the interrelationships among nutrition, food and the environment as they impact health. Emphasis is placed on the multiple factors that influence food intake and the sum total of nutritional processes resulting in optimal physiological function. The role and function of the nurse in health promotion and wellness throughout the life-cycle will be addressed. Identification of the role of nutrition and chronic disease, and the nurse's involvement in assessment, screening and prevention is the focus of the course. (FA,SP)

**NU 281 - Fundamentals of Nursing**

**6 Credit Hours**

Prerequisites: Acceptance into the Nursing Program. A theory/laboratory course which focuses on foundational concepts necessary for safe, quality, patient-centered nursing care to a diverse patient population while integrating legal and ethical responsibilities of the professional nurse. Introduces caring, critical thinking, the nursing process, and communication techniques used when interacting with patients and members of the interdisciplinary team, and explains evidence-based nursing practice. This course includes the acquisition of foundational psychomotor skills and the application of these skills in a laboratory and structured clinical setting. (FA,SP)

**NU 282 - Health Assessment**

**3 Credit Hours**

Prerequisites: Acceptance into the Nursing Program. This theory/lab course focuses on the theoretical basis and psychomotor skills used when assessing the health status of individuals emphasizing cultural diversity, age-related differences, and lifestyle factors. The theoretical content introduces the role of the professional

nurse in identifying and communicating normal findings and common deviations from normal. The laboratory experience provides the opportunity to apply cognitive and psychomotor skills incorporating caring while performing a systematic, patient-centered health assessment. (FA,SP)

**NU 282 - Health Assessment (RN-BSN Online)****3 Credit Hours**

**Prerequisites:** Acceptance into the RN-BSN Nursing Program. This theory/lab course focuses on the theoretical basis and psychomotor skills used when assessing the health status of individuals emphasizing cultural diversity, age-related differences, and lifestyle factors. The theoretical content introduces the role of the professional nurse in identifying and communicating normal findings and common deviations from normal. The independent clinical experience provides the opportunity to apply cognitive and psychomotor skills incorporating caring while performing a systematic, patient-centered health assessment. (FA,SP,SU)

**NU 283 - Nursing Concepts****3 Credit Hours**

**Prerequisites:** Acceptance into the Nursing Program. This theory course introduces the major concepts of nursing as applied in the Bethune-Cookman curriculum framework. These concepts include caring, patient-centered care, safety, evidence-based nursing practice, quality improvement, the healthcare system, critical thinking/clinical reasoning, collaboration, information technology, leadership, and professionalism. The student begins to apply these concepts to nursing practice. The course also explores the history of professional nursing and its evolution to current nursing practice. (FA,SP)

**NU 284 - Care of the Emerging Family****5 Credit Hours**

**Prerequisites:** NU281, NU282, NU283. This theory/clinical course focuses on the acquisition and application of nursing theory and critical thinking skills necessary for safe, patient/family centered nursing care of the childbearing family. The theoretical content focuses on care that is developmentally and culturally appropriate. Included is the integration of the standards of practice, and legal and ethical responsibilities of the professional nurse when caring for emerging families. (SP,SU)

**NU 285 – Pharmacology****3 Credit Hours**

**Prerequisites:** NU281, NU282, NU283. This course presents the general principles of pharmacology as they relate to safe, quality, patient-centered, evidence-based nursing care of diverse individuals focusing on developmentally and culturally appropriate interventions. The primary focus is on safety and quality improvement factors in the administration of medications in a variety of healthcare settings. (FA)

**NU 303 - Adult Health I****6 Credit Hours**

**Prerequisites:** NU284, NU285. This theory/clinical course is the first of a series of courses that focuses on the acquisition and application of the theoretical basis for safe, evidence-based, patient-centered nursing care for the patient undergoing various medical/surgical interventions. This course focuses on care that is developmentally and culturally appropriate and emphasizes the nurse's skill as care giver and communicator. The theoretical content incorporates critical thinking, quality improvement, collaboration, and information technology as they relate to the care of diverse patients in both acute care and home environments. It integrates standards of practice, and legal and ethical responsibilities of the professional nurse when caring for patients undergoing medication/surgical interventions. (FA)

**NU 305 - Adult Health II****6 Credit Hours**

**Prerequisites:** **NU303, BI303.** This theory/clinical course is the second of a series of courses and presents additional medical/surgical concepts. The course focuses on the acquisition and application of the theoretical

basis for safe, evidence-based, patient-centered nursing care for the patient undergoing medical/surgical interventions. The course focuses on care that is developmentally and culturally appropriate and emphasizes the nurse's skill as care giver and communicator. The theoretical content incorporates critical thinking, quality improvement, collaboration, and information technology as they relate to the care of diverse patients with both acute and chronic conditions in a variety of settings. It integrates standards of practice, and legal and ethical responsibilities of the professional nurse when caring for patients undergoing medication/surgical interventions. (SP)

### **NU 307 - Child Health**

**5 Credit Hours**

Prerequisites: NU305, BI304. This theory/clinical course focuses on the acquisition and application of nursing theory and critical thinking skills necessary for safe, quality, child/family centered nursing care that is developmentally and culturally appropriate. Provides care for diverse children and families in a variety of healthcare settings. The focus is on care that is developmentally and culturally appropriate. The theoretical content includes the professional standards, and legal and ethical responsibilities of the professional nurse when interacting with children and families. (SU)

### **NU 395 - Developmental Survey I**

**3 Credit Hours**

This course is required for all students who are out of sequence in the nursing program. It is designed to ensure that the enrolled student is competent in all aspects of junior level theory and clinical practice. It is a review course that enhances students' knowledge of didactic theory and clinical practice related to the 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's 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. (As Needed)

### **NU 395 - Developmental Survey I (RN-BSN Online)**

**9 Credit Hours**

This course is for registered nurses. It provides the opportunity to ensure that the student is competent in all aspects of junior theory and practice. It enhances 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. The student will develop a portfolio that reflects specific criteria necessary to support the competency and abilities of the student. The portfolio will be submitted to faculty for review. (FA,SP,SU)

### **NU 403 - Psychiatric-Mental Health**

**5 Credit Hours**

Prerequisites: NU307. This theory/clinical course focuses on the acquisition and application of nursing theory and critical thinking skills necessary for safe, patient/family centered nursing care that is developmentally and culturally appropriate. Provides care for the enhancement of mental health, prevention of mental illness, and care of patients, families and groups with mental health disorders. The theoretical concepts focus on individuals, families, and groups of a diverse population. It includes the professional standards and legal and ethical responsibilities of the professional nurse when interacting with patients, families, and groups with mental health issues. (FA)

### **NU 405 - Community Health**

**5 Credit Hours**

Prerequisites: NU307. This theory/clinical course provides the acquisition and application of nursing theory and critical thinking skills necessary for enhancement of the health of individuals, families, and aggregates or

populations in community settings that is developmentally and culturally appropriate. The theoretical framework incorporates the concept of the community as patient (client). The course emphasizes collaboration with the interdisciplinary team to provide care to diverse populations in a variety of community settings. It focuses on the integration of standards of practice and legal and ethical responsibilities of the professional nurse when functioning in the community. (FA)

**NU 405 - Community Health (RN-BSN Online)**

**6 Credit Hours**

Prerequisites: Acceptance into the RN-BSN Nursing Program. This theory/clinical course provides the acquisition and application of nursing theory and critical thinking skills necessary for enhancement of the health of individuals, families, and aggregates or populations in community settings that is developmentally and culturally appropriate. The theoretical framework incorporates the concept of the community as patient (client). The course emphasizes collaboration with the interdisciplinary team to provide care to diverse populations in a variety of community settings. It focuses on the integration of standards of practice and legal and ethical responsibilities of the professional nurse when functioning in the community. (FA,SP,SU)

**NU 406 - Nursing Research**

**3 Credit Hours**

Prerequisites: NU307. This course provides exploration of evidence-based nursing practice and its importance to the professional nurse. Basic research theory, principles, and methodologies are covered as they relate to the nurse's role in identification of practice issues, appraisal and integration of evidence, evaluation of patient outcomes, and sharing best practices with the inter-professional health care team. (FA)

**NU 406 - Nursing Research (RN-BSN Online)**

**3 Credit Hours**

Prerequisites: Acceptance into the RN-BSN Nursing Program. This three credit course is a continuation of Nursing Concepts & Evidence-Based Practice. The course builds on the exploration of evidence-based nursing practice and its importance to the professional nurse. Basic research theory, principles, and methodologies are covered as they relate to the nurse's role in identification of practice issues, appraisal and integration of evidence, evaluation of patient outcomes, and sharing best practices. The student will have completed an evidence-based research paper/project that will be presented in Nursing Seminar. (FA,SP,SU)

**NU 407 - Adult Health III**

**5 Credit Hours**

Prerequisites: NU305. This theory/clinical course is the third of a series of courses covering care of the adult patient. The course focuses on the acquisition and application of advanced concepts for safe, evidence-based, patient-centered nursing care for the acutely ill patient experiencing complex, multiple systems disorders encountered in the acute and critical care settings. It focuses on care that is developmentally and culturally appropriate and emphasizes the nurse's skill as care giver and communicator. The theoretical concepts incorporate critical thinking, quality improvement, collaboration, and information technology as they relate to care of diverse patients with complex conditions in a variety of settings. The course integrates standards of practice, and legal and ethical responsibilities of the professional nurse when caring for patients undergoing medication/surgical interventions. (SP)

**NU 433 - Leadership & Management**

**3 Credit Hours**

Prerequisites: NU403, NU405, NU406, NU449. This theory course provides the basis for the processes used in the nursing leadership role in a variety of healthcare settings for the purpose of providing and improving patient care that is developmentally and culturally appropriate. This course focuses on healthcare systems, organizational designs and governance, quality improvement, cost-effective care, change theory, conflict resolution, delegation, and the role of the professional nurse as leader. (SP)

**NU 433 - Leadership & Management (RN-BSN Online)****3 Credit Hours**

Prerequisites: Acceptance into the RN-BSN Nursing Program. This theory course provides the basis for the processes used in the nursing leadership role in a variety of healthcare settings for the purpose of providing and improving patient care that is developmentally and culturally appropriate. This course focuses on healthcare systems, organizational designs and governance, quality improvement, cost-effective care, change theory, conflict resolution, delegation, and the role of the professional nurse as leader. (FA,SP,SU)

**NU 449 - Comprehensive Review I****1 Credit Hour**

Prerequisites: NU303, NU305, NU307. This is the first of two comprehensive review courses that provide an integration and synthesis of all concepts, content, and nursing skills taught in the previous nursing courses looking at more complex patient situations and nursing care. This course enables the individual student to recognize areas that need enhancement prior to entering professional practice. The course includes a review of select content for the NCLEX-RN<sup>®</sup> and strategies for success. (FA)

**NU 450 - Comprehensive Review II****1 Credit Hour**

Prerequisites: NU449. This is the second comprehensive review course and is a continuation of Nursing 449. The course provides an integration and synthesis of all concepts, content, and nursing skills taught in the previous nursing courses looking at more complex patient situations and nursing care. This course enables the individual student to recognize areas that need enhancement prior to entering professional practice. The course includes a review for NCLEX-RN<sup>®</sup> and strategies for success. Successful completion of the course requires passing the comprehensive exit exam. (SP)

**NU 495 - Developmental Survey II****3 Credit Hours**

This course is required for all students who are out of sequence in the nursing program. It is designed to ensure that the enrolled student is competent in all aspects of 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 the student's 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. (As Needed)

**NU 495 - Developmental Survey II (RN-BSN Online)****8 Credit Hours**

This course is required for all students who are in the RN-BSN nursing program. It is designed 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. Several methods of evaluation are used to assess student mastery of content covered in the class and clinical settings. An individualized written plan and professional direction will complete the evidence-based portfolio. (FA,SP,SU)

**NU 499 - Nursing Seminar (RN-BSN Online)****3 Credit Hours**

This seminar course focuses on the analysis, synthesis, and evaluation of nursing knowledge relating to quality patient outcomes of individuals and families across the lifespan, groups, and communities. It integrates current issues and trends that relate to all levels of the healthcare system. The course includes presentation and discussion of student research conducted in Nursing 406. A major component of the course is a focus on issues related to the student's nurse transition to the role of professional nurse. (FA,SP,SU)

**NU 499 - Seminar in Nursing****3 Credit Hours**

Prerequisites: NU406 and Acceptance into the RN-BSN Nursing Program. This seminar course focuses on the analysis, synthesis, and evaluation of nursing knowledge relating to quality patient outcomes of individuals and families across the lifespan, groups, and communities. It integrates current issues and trends that relate to all levels of the healthcare system. This course includes presentation and discussion of student research conducted in Nursing 406. (SP)

**PE 111-112 – Physical Education Activity****1 Credit Hour**

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 individual, dual, and team sports and activities. Instruction and practice are offered in the following activities: basketball, soccer, physical fitness, volleyball, flag football, bowling, golf, badminton, weightlifting, aerobics, dance, and water exercise. Swimming (PE 214 - 2 hrs.) is required for majors in Physical Education/ K-12, and Physical Education/Recreation and is only offered to these majors. (FA, SP)

**PE 113 – Health and Wellness / Physical Education Activity****1 Credit Hour**

During this course, students will learn practical ways in which they can attain and sustain healthy bodies and personal wellness. Instruction and practice are offered in the following activities: basketball, soccer, physical fitness, volleyball, flag football, bowling, golf, badminton, weightlifting, aerobics, dance, and water exercise. (FA, SP)

**PE 214 - Intermediate Swimming****2 Credit Hours**

This course is designed to help students improve their basic swimming strokes - front crawl, back crawl, backstroke, elementary backstroke, breaststroke, sidestroke, and butterfly. This course is only offered to Physical Education / K-12, and Physical Education/Recreation majors. (FA, SP)

**PE 215 - Prevention and Care of Athletic Injuries****3 Credit Hours**

This course is designed to teach techniques for the prevention of athletic injuries as well as diagnostic procedures and the handling of emergencies involving athletic injuries. (FA, SP)

**PE 224 - Principles in Coaching and Officiating Sports****2 Credit Hours**

This course is concerned with the teaching of specific sports, the organization of practice sessions, and the development of an effective training program. This course also teaches coaching and officiating techniques involved in individual, dual, and team sports. (FA, SP)

**PE 232 - Foundations, Principles, Trends and History****3 Credit Hours**

This course is an orientation to the field of health, physical education, and recreation. Emphasis is on foundations, principles, trends, and history of physical education, assessment of student interests, competencies, vocational preferences, and potential in the field. (FA, SP)

**PE 301 - Theory and Practice of Teaching Individual and Dual Sports****2 Credit Hours**

This course provides the use of theory and practice to develop actual teaching skills, class organization, and lesson plans for individual and dual sports. (FA, SP)

**PE 302 - Theory and Practice of Teaching Team Sports** **2 Credit Hours**

This course provides the use of theory and practice to develop actual teaching skills, class organization, and lesson plan for team sports. (FA, SP)

**PE 303 - Theory and Practice of Teaching Dance and Gymnastics** **2 Credit Hours**

This course provides the use of theory and practice to develop actual teaching skills, class organization, and lesson plans for dance and gymnastics. (FA, SP)

**PE 320 - Games in the Elementary School** **3 Credit Hours**

This course provides basic principles of safe, efficient, and aesthetic movement for children and teaches the fundamental uses of the body. (FA, SP)

**PE 325 - Teaching Physical Education in the Elementary School** **3 Credit Hours**

Prerequisites: ED 231, ED 240, ESE 200. This course provides methods of instruction, materials, theory, testing, and practice of teaching techniques and program planning. Consideration is 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 is also provided. (FA, SP)

**PE 335 – Kinesiology** **3 Credit Hours**

An analysis of the mechanical and muscular action involved in human motion. Emphasis is on analysis of physiological principles and laws governing motor activity. (FA, SP)

**PE 336 - Personal and Community Health** **3 Credit Hours**

Emphasis is placed on consumer and environmental health and the prevention and control of disease. (FA, SP)

**PE 337 - School and Community Recreation** **3 Credit Hours**

A presentation of data for developing and operating recreation programs in the school and community. This course provides development of methods and materials for conducting programs at camps, schools, playgrounds, and community centers. Review of the theories of play and recreation principles are presented. (FA, SP)

**PE 338 -Organization and Administration of Health, Physical Education & Recreation****3 Credit Hours**

This course is designed to teach students the organizational structure and administrative procedures of the health, physical education, and recreation programs. The course emphasis is on methodology, policies, procedures, and budget in relation to the required, intramural, adapted, and inter-scholastic areas of the total program. (FA, SP)

**PE 341 - Motor Development** **3 Credit 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. The course presents the relationship of physical and motor development to human actions and interactions. (FA, SP)

**PE 430 - Adaptive and Corrective Physical Education****3 Credit Hours**

This course is a study of conditions which require the physical education program to be adapted to meet the special needs of students with disabilities. (FA, SP)

**PE 435 - Physiology of Exercise****3 Credit Hours**

This course is 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. (FA, SP)

**PE 462 - Student Teaching****12 Credit Hours**

Prerequisite: special permission required. This course is the final phase of the field experience. It is 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. (FA, SP)

**PH 224 - Introduction to Earth Science****3 Credit Hours**

Pre-requisites: EN 132, MAT 132. This course is designed for Education majors only. 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. (FA,SP,SU)

**PH 228 - Introduction to Astronomy****3 Credit Hours**

Pre-requisite: EN 132 and MAT 132. The principles of physics are applied to gain knowledge about planets, stars, galaxies and the universe. (FA,SP)

**PH 230 - Physical Science****3 Credit Hours**

Pre-requisite: EN 132 and MAT 131, MAT 132 or MAB 132. This lecture-demonstration-laboratory course is designed to provide non-science 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. (FA,SP,SU)

**PH 240 - Physical Science (For Honors only)****3 Credit Hours**

Pre-requisite: EN 131 and MAT 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 everyday life. Students are expected to possess strong algebra skills. The class is highly laboratory and project oriented. (SP)

**PH 241 - General Physics I****4 Credit Hours**

Pre-requisite: MAT 135 and MAT 136. Co-requisite: PHL 241L Lecture/ laboratory course covering the 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. (FA,SP)

**PHL 241 - General Physics I Laboratory** **0 Credit Hours**

Pre-requisites: PH 241. Co-requisite: PH 241. Laboratory course to be taken concurrently with PH 241. Includes experiments and demonstrations which support topics in the lecture portion of the course. (FA,SP)

**PH 242 - General Physics II** **4 Credit Hours**

Prerequisite: PH 241. Co-requisite: PHL 242L This course is a continuation of PH 241. Topics include electrostatics, magnetism, geometrical and physical properties of light, and some topics in modern physics. This course includes a laboratory component. (FA,SP)

**PHL 242 - General Physics II Laboratory** **0 Credit Hours**

Pre-requisites: PH 241 and PH 241L. Co-requisite: PH 242. Laboratory course to be taken concurrently with PH 242. Includes experiments and demonstrations which support topics in the lecture portion of the course. (FA,SP)

**PH 251 - College Physics I** **4 Credit Hours**

Prerequisite: MAT 242. Co-requisite: PHL 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. (FA,SP)

**PHL 251 - College Physics I Laboratory** **1 Credit Hour**

Co-requisite: PH 251. Co-requisite: PH 251. Experiments in mechanics, waves, sound, and heat. To be taken concurrently with PH 251. (FA,SP)

**PH 252 - College Physics II** **3 Credit Hours**

Pre-requisite: PH 251 and PH 251L. Co-requisite: 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. (FA,SP)

**PHL 252 - College Physics II Laboratory** **1 Credit Hours**

Pre-requisites: PH 251 and PH 251L. Co-requisite: PH 252. Laboratory course to be taken concurrently with PH 251 includes experiments in electricity, magnetism and light. (FA,SP)

**PH 130 - Introductory Physics** **3 Credit Hours**

A lecture-laboratory course designed for 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. (FA or as required)

**PH 320 - Mathematical Physics** **3 Credit Hours**

Prerequisite: MAT 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. (Alternating Years)

**PH 331 – Mechanics I****3 Credit Hours**

Prerequisite: PH 252 and MA 242. A study of mechanics using Newton's laws of motion. Includes a discussion of velocity and acceleration using rectangular, cylindrical and spherical systems of coordinates, Simple harmonic motion, Kepler's laws of motion and dynamics of system of many particles. (Alternating Years)

**PH 333 Thermodynamics****3 Credit 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. (Alternating Years)

**PHL 311L – Intermediate Laboratory****1 Credit Hour**

Prerequisite: PH 252 and PHL 252L. A practical course based on measurement techniques for physical measurement using transducer, laser, X-rays, radio-active sources, electronics and computer interface. (Alternating Years)

**PH 430 - Biophysics****3 Credit 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. (Alternating Years)

**PH 431 - Electromagnetism I****3 Credit 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. (Alternating Years)

**PH 432 - Electromagnetism II****3 Credit 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. (Alternating Years)

**PH 435 Modern Physics I****3 Credit Hours**

Prerequisite: PH 252 and PH 252L. An introduction to quantum mechanics covers the Schrodinger equation, tunneling phenomena, the hydrogen atom, multi-electron atoms, and a survey of statistical mechanics. (Alternating Years)

**POL 130 - Introduction to Political Science****3 Credit 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. (FA)

**POL 230 - American Government****3 Credit Hours**

A study of the dynamics and organization of the federal government, its powers, functions and problems. (FA, SP, SU)

- POL 236 - State and Local Government** **3 Credit Hours**  
A study of the basic principles of state and local governments, including the similarities and differences of their powers, structure, development, and interrelationships. (FA)
- POL 237 - Introduction to Public Administration** **3 Credit Hours**  
A survey of the basic problems of public policy, the organization of public personnel systems, and the management and coordination of governmental activities. (FA)
- POL 301 - Aging and Political Systems** **3 Credit 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. (SP)
- POL 330 - International Politics** **3 Credit Hours**  
A study of the geographic, political, economic, and ideological factors that influence the behavior of nations. (SP)
- POL 331 - Politics of Black Americans** **3 Credit Hours**  
An analysis of the political behavior of Black Americans and the issues that affect them in a significant way. (SP)
- POL 332 - Political Socialization and Electoral Behavior** **3 Credit 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 Credit Hours**  
An assessment of the politics, planning, and administration of governmental budgets.
- POL 334 – Urban Planning** **3 Credit Hours**  
A study focusing upon the theory, practice, and organization of public personnel training, classification, compensation, promotion, and human relations. (FA)
- POL 335 - American Constitutional Law** **3 Credit Hours**  
A study of the Constitution as interpreted by the courts.
- POL 336 - Comparative Politics** **3 Credit Hours**  
A comparative study of selected political systems of the world. (FA)
- POL 337 - Public Policy Analysis** **3 Credit Hours**  
A study of the forces shaping public policy and the consequence of policy design, and public bureaucrats and their programs and decision-making. (FA, SU)
- POL 338 - Administration of Social Services** **3 Credit Hours**  
A study of the process of planning and administering basic social services including housing, recreation, health care, policy and welfare. (FA)

- POL 339 - Organizational Theory** **3 Credit 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 Credit Hours**  
An analysis of selected political systems in Africa, Asia, and Latin America. (FA)
- POL 350 - Transnational Concerns** **3 Credit Hours**  
An analysis of the various problems that affect the global community and the attempts to resolve them. (FA)
- POL 351 - American Foreign Policy** **3 Credit Hours**  
An analysis of the making, implementation and implications of the foreign policy of the United States. (SP)
- POL 352 - Foreign Policy of Emerging Nations** **3 Credit 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. (SP)
- POL 353 - Women in Politics** **3 Credit 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. (SP)
- POL 420 - Contemporary African Studies** **3 Credit 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.) (SU)
- POL 431 - Political Science Research** **3 Credit Hours**  
A study of social science research methods for the conducting of research in political science. (SP)
- POL 436 - Political Theory** **3 Credit Hours**  
An analysis of political thought from Greek antiquity to the present. (FA)
- POL 440 - International Political Economy** **3 Credit Hours**  
This course analyzes the major issues that both connect and divide national interest from individual self-interest. (SP)
- POL 490 - Cooperative Education Field Experience** **6, 9, 12, 15 Credit Hours**  
Work experience opportunity at the senior level. Student must have a cumulative grade point average of a minimum of 2.00 and have an application on file the Credit prior to actual training. Students may register for cooperative education experience on three occasions. Credit Hours Credit will be determined by the department chair after the details of placement have been made. (FA, SP, SU)
- POL 499 - Political Science Seminar** **3 Credit Hours**  
Prerequisites: EN131, 132, RE 260. 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 before taking this course. (SP)

**PS 231 - General Psychology****3 Credit Hours**

Prerequisite: EN 131. This is a survey of major psychological concepts, principles, and theories including methods of research into the scientific study of human behavior and mental processes. (FA,SP,SU)

**PS 236 - Developmental Psychology****3 Credit Hours**

Prerequisite: EN 131, EN 132. 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. (FA,SP,SU)

**PS 330 - Social Psychology****3 Credit Hours**

Prerequisites: PS 231, PS 236, EN 240. This is a study of the ways in which others influence the thoughts, feelings, and behaviors of the individual in a social world. The course addresses social cognition or the perceptions and evaluations of the self and others in social situations, and how other people affect the psychological reactions of the individual. (FA,SP,SU)

**PS 325 - Abnormal Psychology****3 Credit Hours**

Prerequisites: PS 231, PS 236, EN 240. This is a study of common mental and behavioral disorders including the causes, classification, and treatment of these disorders. The impacts of these disorders on contemporary society are also discussed. (FA,SP,SU)

**PS 328 - Educational Psychology****3 Credit Hours**

Prerequisites: PS 231, PS 236, EN 240. This is a survey course which introduces the student to broad substantive areas related to the study of psychology in education. It involves the knowledge and application of psychological principles in educational settings and their effect on learners and teachers within these settings. (FA,SP,SU)

**PS 332 - Personality Theories****3 Credit Hours**

Prerequisites: PS 231, PS 236, EN 240. This course introduces the student to varied theories of personality including the philosophy, the development of the theory, the research methodology and the assessment. Interpretation of the theory and therapeutic approaches are also discussed. (FA,SP,SU)

**PS 337 - African/Black Psychology****3 Credit Hours**

Prerequisites: PS 231, PS 236, EN 240. A critical examination of psycho-cultural forces that have helped to shape and determine the thought, styles, and behavior of African/Black Americans, and a study of the theories, research and writings of Black psychologists. (FA,SP)

**PS 338 - Research Methods in Psychology****3 Credit Hours**

Prerequisites: PS 231, PS 236, EN 240. This course provides an in-depth study of the basic methodology in psychological research. The scientific method and its application to empirical research will be studied through the analysis of scholarly research literature and individual student empirical research projects. (FA,SP)

**PS 340 - Psychological Measurement****3 Credit Hours**

Prerequisites: PS 231, PS 236, EN 240. This course introduces the student to the essentials of testing and assessment in both educational and counseling settings. The principles of test development which include test

validity, test reliability, and test score interpretation are studied. Commonly used assessment techniques in counseling are also covered and include the preparation of a client assessment report. (FA,SP)

**PS 352 – History and Systems of Psychology** **3 Credit Hours**

Prerequisites: PS 231, PS 236, EN 240. A study of the historical and philosophical foundations of psychology, with an emphasis on classical theoretical perspectives. This course offers a knowledge base of how the discipline of psychology evolved from the merging of religion, philosophy, science, and biology. This includes structuralism, functionalism, behaviorism, Gestalt, psychoanalysis, phenomenological/ existential, and positive psychology. (FA,SP)

**PS 420 - Counseling Psychology** **3 Credit Hours**

Prerequisite: All 300 levels in psychology. This course provides an overview of contemporary theories of counseling with an emphasis on the practical applications associated with each orientation. A theoretical approach as well as supervised applied experience in the fundamental skills of individual and group counseling are presented. (FA,SP)

**PS 428 - Physiological Psychology** **3 Credit Hours**

Prerequisite: All 300 levels in psychology. This is a study of the brain, nervous and endocrine systems and their roles in learning, personality, and behavior. (FA,SP)

**PS 430 - Statistics in Psychological Research** **3 Credit Hours**

Prerequisite: All 300 levels in psychology. This is a continuation course from PS 338 which presents statistical techniques used with psychological research methodology. In addition to the computation of descriptive, correlational, and some inferential statistics, students will learn the application and interpretation of these statistics in empirical research. Must be completed **before** attempting the Senior Research course (PS 499). (FA,SP,SU)

**PS 435 - Cognitive Psychology** **3 Credit Hours**

Prerequisite: All 300 levels in psychology. An exploration of theory and research in psychological, physiological, behavioral aspects of attention, memory, complex human learning, and problem solving. (FA,SP)

**PS 441 - Psychology of Aging** **3 Credit Hours**

Prerequisite: All 300 levels in psychology. 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. (SP)

**PS 442 - Psychology of Women (Sunset)** **3 Credit Hours**

Prerequisite: All 300 levels in psychology. This course combines both the developmental and topical approaches to the study of women.

**PS 443 - Industrial/Organizational Psychology (Sunset)** **3 Credit Hours**

Prerequisite: All 300 levels in psychology. This is a study of the application of the methods 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 Credit Hours**

Prerequisite: All 300 levels in psychology. An examination of the role of sexuality in the lives of children, adolescents, young and older adults in different cultural contexts. (FA,SP)

**PS 445 - Community Psychology (Sunset)****3 Credit Hours**

Prerequisite: All 300 levels in psychology. This course 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.

**PSA 490 - Psychology Field Experience****6 Credit Hours**

Prerequisite: Consent of the Department Chair. This course is for seniors in psychology and is taken only once. It is designed to provide students with practical experiences in clinical services provided by private, city, and state agencies in the Daytona Beach area. Submission of weekly progress reports, and weekly journals in the format provided, and signed by the supervisor, a portfolio, and reaction/reflection paper are required. The Department Chair keeps in contact with the Field supervisor to monitor the progress of the student. (FA,SP,SU)

**PS 499 - Senior Thesis Research****3 Credit Hours**

Prerequisites: **PS 430** and ALL other core psychology courses. This course focuses on the practical application of the scientific method in psychological research, leading to the written and oral presentation of the Bachelor's thesis in psychology. Students are also required to pass the senior comprehensive exit exam to be successful in this course. (FA,SP)

**RE 260 – Critical Reading****3 Credit Hours**

Prerequisites: Students must have scored a COMPASS reading score of 85 or better or complete CARES REA 122, and EN 131. This course is designed for sophomores. The course uses a textbook(s) and novel as an introduction and/or reinforcement of literal and critical reading skills. The class advances critical reading, critical thinking skills, as well as writing, listening and speaking skills. To advance these skills the course uses group work, discussions, oral assignments, written exercises and research. Special attention is placed on developing rhetorical, analytical and interpretive skills necessary to complete the General Education program. (FA, SP)

**RE 261 – Honors Critical Reading****3 Credit Hours**

Prerequisite: Admission into the B-CU Honors Program. This course is designed to further solidify the critical reading and comprehension skills of the Honors student, using both the textbook and selected great works of literature. Meaningful inquiry and literary analysis will lead to essays that are descriptive, philosophical and evaluative in nature. Projects, both written and oral, are at the heart of this course; the capstone project is a student symposium. Students of Honors Critical Reading will become effective college level readers, speakers and writers and will acquire advance the rhetorical, analytical, and interpretive skills necessary to navigate both the General Education program and individual programs of study. (FA)

**REC 225 - Introduction to Recreation****3 Credit 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. (FA, SP)

**REC 231 - Intramural Sports****3 Credit Hours**

This course provides 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. (FA, SP)

**REC 232 - History & Philosophy Recreation****3 Credit Hours**

This course examines major historical and philosophical developments in sport and recreation, including interscholastic, intercollegiate, professional sport, and the recreation and commercial fitness industries. (FA, SP)

**REC 310 - Departmental Internship****1 Credit Hour**

This course provides teaching experience in the Physical Education / Recreation program at Bethune-Cookman University. One Hour laboratory teaching per week under faculty supervision is required. (FA, SP)

**REC 331 - Recreational Leadership****3 Credit Hours**

This course introduces students to the techniques and dynamics of leadership in recreation and to the fundamental concepts, characteristics, and trends in recreation program planning. (FA, SP)

**REC 333 - Outdoor Resources/Camping****3 Credit Hours**

This course introduces students to recreational participation in natural environments. The course 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. (FA, SP)

**REC 421 - Areas and Facilities Management****3 Credit 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. The emphasis is on creativity and innovation. (FA, SP)

**REC 490 - Field Experience****9 Credit Hours**

A supervised professional work experience (360-400 work Hours) is an important part of the Physical Education/Recreation curriculum. The work experience exposes the student to the operations of recreation programs and provides experiences leading to employment. Placement can be in public, private, or voluntary agencies. Need a total of 9-12 to meet requirements. (FA, SP)

**RP 200 - Understanding Religion****3 Credit Hours**

No prerequisite. This course may be used to satisfy the General Education requirement for a course in Religion and Philosophy. An introduction to the discipline of Religious Studies through a multi-cultural study of basic concepts such as myth, ritual, deity, sacred space, sacred texts, music, and art. (FA, SP, SU)

**RP 205 – Introduction to African Traditional Religion and Culture** **3 Credit Hours**

No prerequisite. This course introduces the student to African Traditional Religion and the culture and civilization of Africa before the coming of Arab and European colonialism and religions. Students will learn why African Traditional Religion is still practiced today amid Western and Eastern religions. (FA)

**RP 220 - Understanding Biblical Studies** **3 Credit Hours**

No prerequisite. This course may be used to satisfy the General Education requirement for a course in Religion and Philosophy. An introduction to the canon of Christian Scripture as well as to the Old and New Testaments in their historical, literary, and canonical contexts. This course serves as a critical foundation for the academic study of the Bible while allowing students to explore the contemporary connections with lived experience. (FA, SP)

**RP 225 - Life and Teachings of Jesus** **3 Credit Hours**

No prerequisite. This course may be used to satisfy the General Education requirement for a course in Religion and Philosophy. 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. (SP)

**RP 227 - Genesis** **3 Credit Hours**

Prerequisite: EN 131. This course may be used to satisfy the General Education requirement for a course in Religion and Philosophy. An examination of the book of Genesis with emphasis upon its modern application to moral and ethical problems. (SP)

**RP 230 – Ethics** **3 Credit Hours**

Prerequisite: EN 131. This course may be used to satisfy the General Education requirement for a course in Religion and Philosophy. 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. The course emphasizes values and ethics commensurate with those values and the role both play in our lives, socially and personally. The course examines the ways in which ethics and a sense of morality are shaped by society while also being transformative of society. Finally, the course explores different classical and contemporary moral theories and introduces various ways to consider justice. (FA, SP, SU)

**RP 231 - History of Ancient and Medieval Philosophy** **3 Credit Hours**

Prerequisite: EN 131. This course may be used to satisfy the General Education requirement for a course in Religion and Philosophy. 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. (FA)

**RP 232 - History of Modern Philosophy** **3 Credit Hours**

Prerequisite: EN 131. This course may be used to satisfy the General Education requirement for a course in Religion and Philosophy. 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. (SP)

**RP 239 – Logic****3 Credit Hours**

No prerequisite. This course may be used to satisfy the General Education requirement for a course in Religion and Philosophy. 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. (FA, SP)

**RP 241 - Religions of the World****3 Credit Hours**

No prerequisite. This course may be used to satisfy the General Education requirement for a course in Religion and Philosophy. A brief look at the religious beliefs and practices in India, China, and Japan, as well as the Near-Eastern traditions of Judaism, Christianity, and Islam. (FA, SP, SU)

**RP 255 – Philosophy and Education****3 Credit Hours**

No prerequisite. This course will introduce students to the philosophy of education through a close reading and discuss of key foundational texts as well as more contemporary, critical works. Education raises questions not only about the nature of knowledge and its transmission, but equally about power and its circulation. This course will examine the intersection of those questions as we reflect on the meaning of education and its role in contemporary society. (FA)

**RP 331 - History of Christianity****3 Credit Hours**

Prerequisites: EN 131 and EN 132. This course may be used to satisfy the General Education requirement for a course in Religion and Philosophy. 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. (SP)

**RP 333 - The Prophets of Israel****3 Credit Hours**

Prerequisites: EN 131 and EN 132. This course may be used to satisfy the General Education requirement for a course in Religion and Philosophy. 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. (SP)

**RP 336 - Life and Teachings of Paul****3 Credit Hours**

Prerequisites: EN 131 and EN 132. This course may be used to satisfy the General Education requirement for a course in Religion and Philosophy. 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. (FA)

**RP 340 - Religions in America****3 Credit Hours**

Prerequisites: EN 131 and EN 132. This course may be used to satisfy the General Education requirement for a course in Religion and Philosophy. Traces the background and beliefs of the dominant religious groups - Catholic, Protestant, and Jewish - along with several alternative religious groups. Includes topics such as the role of religion in politics, religious diversity and public life, and popular religion. (FA)

**RP 355 - Contemporary Philosophy****3 Credit Hours**

Prerequisites: EN 131 and EN 132. This course may be used to satisfy the General Education requirement for a course in Religion and Philosophy. A study of leading thinkers from the twentieth century to the present day with an inquiry into the prominent concerns in contemporary philosophy. (FA)

**RP 360 Christian Ethics****3 Credit Hours**

Prerequisites: EN 131 and EN 132. This course may be used to satisfy the General Education requirement for a course in Religion and Philosophy. An introduction to the study of religious and philosophical ethics, focusing on four traditional Christian principles (love, justice, beneficence, conscience) and applying these principles to specific moral problems and issues such as human rights, human sexuality, social concerns, politics, economics, and biomedicine. After a careful perusal of prominent Christian ethical theories and theorists, we will explore how moral judgments are made and how religious views influence these judgments. (FA)

**RP 370 Political Philosophy****3 Credit Hours**

Prerequisites: EN 131 and EN 132. This course may be used to satisfy the General Education requirement for a course in Religion and Philosophy. An introduction to the field of political philosophy through a close reading and discussion of key foundational texts. We will examine issues such as the nature of rights, political authority, sovereignty, liberty, and justice. After a critical examination of these texts, we will explore how these political philosophies impact not only the formation of government and society, but our individual lives as well. (SP)

**RP 400 - Africana Philosophy****3 Credit Hours**

Prerequisite: HI 130, or permission of instructor. A study of leading philosophers in the field of African-American philosophy from 1619 to the present. This philosophy born of struggle will focus its attention on the dominant themes of Africana thought: existence, identity, alienation, oppression, racism and sexism. Special reference will be given to thinkers such as Howard McGary, Martin Delaney, Frederick Douglass, Garvey, W.E.B. Dubois, Cornel West, bell hooks, Naomi Zack, and Kwame Anthony Appiah. (SP)

**RP 430 - Human Nature and Knowledge****3 Credit Hours**

Prerequisites: EN 131 and EN 132, or permission of instructor. The fundamental questions about human nature and the reliability of human knowledge will be explored both historically and cross-culturally. (SP)

**RP 434 - Death and Immortality****3 Credit Hours**

No Prerequisite: A study of the critical dimensions of death and dying, including immortality, suicide, abortion, euthanasia, capital punishment, the right to life, and other relevant topics. Includes use of materials from philosophy, psychology, sociology, and religion. (FA, SP)

**RP 435 - Black Church/Black Theology****3 Credit Hours**

Prerequisite: HI 130, or permission of instructor. 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. (FA)

**RP 436 - Philosophy of Religion****3 Credit Hours**

Prerequisites: EN 131 and EN 132, or permission of instructor. 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. (SP)

**RP 458 - Special Topics and Contemporary Issues****3 Credit Hours**

No Prerequisite. A topical study of issues and trends relevant to the study of religion and philosophy. Main theme varies from year to year. May be repeated once for Credit. (SP)

**RP 465 Theories of Justice for Leadership****3 Credit Hours**

Prerequisite: RP 230, or permission of instructor. RP majors will be expected to have taken RP 333 and 355; minors in Ethics for Leadership will be expected to have taken LEAD 301. An examination of different understandings, formulations, and theories of justice as they relate to real world problems. Doing justice emerges as a central way to provide leadership in society and to appreciate the ethics of such leadership. The course accomplishes this by addressing a specific moral, social, or environmental issue identified by students who then examine the ways in which understandings of justice are shaped by and transform society. (FA)

**RP 490 - Field Work****3 Credit Hours**

Prerequisites: EN 131, EN 132, and RP 230; a minimum of 18 Credit Hours in Religion and Philosophy; HUE 280, 380, or permission of instructor. Placement at a local church or other community service organization to work 135 volunteer Hours 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. (FA, SP)

**RP 498 - Research in Religion and Philosophy****3 Credit Hours**

Prerequisites: EN 131 and EN 132; junior or senior standing; a minimum of 30 Credit Hours in RP courses. 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. As part of the course, each student will orally present a proposal at the departmental seminar for critique by faculty and must submit a preliminary draft of the research paper. (FA, SP)

**RP 499 - Senior Seminar in Religion and Philosophy****3 Credit Hours**

Prerequisite: Successful completion of RP 498. This course is intended to provide guidance for students refining and developing the research project proposed and approved in RP 498. Completed research projects will be presented and defended before a faculty committee. This course also requires successful completion of senior exit exams in four content areas. (FA, SP)

**SC 101 - Introduction to Human Communication****3 Credit 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. (FA, SP) (1-2yrs Rotation)

**SC 203 - Effective Listening****3 Credit Hours**

Prerequisites: Introduction to the theory and practice of effective listening in a variety of situations and environments. (FA, SP) (1-2yrs Rotation)

**SC 220 - Communication Ethics****3 Credit Hours**

Prerequisites: Intensive study of ethical issues central to a variety of communication contexts. Special attention is given to communication ethics in continually diverse environments. (FA, SP) (1-2yrs Rotation)

**SC 230 - Introduction to Effective Oral Communication** **3 Credit 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. (FA, SP, SU)

**SC 231 - Introduction to Communication Theory** **3 Credit Hours**

Prerequisites: EN 131 & EN 132 The course will offer students a broad introduction to theories that explain, impact, and shape communication processes. Specifically, this course is based on communication research and theory as applied to a variety of situations and contemporary social interactions. The goals of the course are to improve the student's understanding of fundamental theories and concepts including interpersonal, interviewing, small group, presentational, and organizational communication. (FA, SP) (1-2yrs Rotation)

**SC 232 - Rhetorical Criticism** **3 Credit Hours**

Prerequisites: EN 131 & EN 132. This course is designed to introduce students to the significance of rhetorical criticism while providing clear guidelines for understanding and practicing critical analysis. The course is structured to provide a systematic approach to develop the skills of analyzing and assessing symbols. (FA, SP) (1-2yrs Rotation)

**SC 300 - Speech Communication Research and Junior Seminar** **3 Credit Hours**

Prerequisites: EN 131 and EN 132 SC 230. 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. (FA, SP) (1-2yrs Rotation)

**SC 301 - Issues in Multicultural Communication** **3 Credit Hours**

Prerequisites: EN 131, EN 132 SC 230. 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. (FA, SP) (1-2yrs Rotation)

**SC 302 - Organizational Communication** **3 Credit Hours**

Prerequisites: EN 131, EN 132 & SC 230. 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. (FA, SP) (1-2yrs Rotation)

**SC 304 - Introduction to Interpersonal Communication** **3 Credit Hours**

Prerequisites: EN 131, EN 132. Theory, research, and practice concerning the role of communication in the development, maintenance, and decay of interpersonal relationships. (FA, SP) (1-2yrs Rotation)

**SC 305 - Persuasion Theory and Practice** **3 Credit Hours**

Prerequisites: EN 131, EN 132 SC 230. 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. (FA, SP) (1-2yrs Rotation)

**SC 335 - Introduction to Argumentation and Debate** **3 Credit Hours**

Prerequisites: EN 131, EN 132 SC 230. 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. (FA, SP) (1-2yrs Rotation)

**SC 401 - Small Group Communication** **3 Credit Hours**

Prerequisites: EN 131, EN 132 SC 230 & SC 304. 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. (FA, SP) (1-2yrs Rotation)

**SC 403 - Communication in Conflict Mediation and Negotiation** **3 Credit Hours**

Prerequisites: EN 131 & EN 132 SC 230 & SC 304. 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. (FA, SP) (1-2yrs Rotation)

**SC 407 – Special Topics n Speech Communication** **3 Credit Hours**

Prerequisites: None. This course is designed to present information on a wide variety of subjects in which speech communication majors should be exposed to but which inclusion as regular course offerings is precluded because of regularly scheduled Credit offerings. Despite the 407 number, the course is not exclusively a senior level course as confirmed in the Program Vertical Curriculum at the Junior level. All students are invited to enroll in any of the following special topic courses: Fall and Spring Rotation

**SCA 407** Rhetorical Criticism

**SCC 407** Gender Communication

**SCE 407** Communication Theory

**SCG 407** Intimate Communication

**SCI 407** Health Communication

**SCK 407** Computer-Mediated Comm.

**SCM 407** Classroom Communication

**SCO 407** Communication and Democracy

**SCB 407** International Communication

**SCD 407** Social Movements

**SCF 407** Interviewing

**SCH 407** Nonverbal Communication

**SCJ 407** Leadership Communication

**SCL 407** Family Communication

**SCN 407** Contemporary Dance Technique

**SC 490 – Internship** **6 Credit Hours**

Students and student success coaches will identify an appropriate work arena and site location in the area of speech communication to provide students with intensive hands-on-work experience. (FA, SP, SU)

**SC 499 - Senior Seminar in Speech Communication** **3 Credit Hours**

Prerequisites: EN 131, EN 132, SC 201, 203, 220, 300, 301. 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. (FA, SP) (1-2yrs Rotation)

**SO 131 - Introduction to Sociology****3 Credit 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. (FA, SP, SU)

**SO 132 - Social Problems****3 Credit Hours**

A study of the major problems facing contemporary societies, with special emphasis on African Americans within the American community. ( SP, SU).

**SO 230 - Social Psychology****3 Credit 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. (FA, SP, SU).

**SO 231 - Introduction to Social Welfare****3 Credit 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. (FA)

**SO 232 – Sociology of Health and Illness****3 Credit Hours**

This courses examines the influence of social, political, and economic factors on patterns of health, illness and health care in societies.

**SO 234 - Sociology of World Societies****3 Credit Hours**

Prerequisite: SO 131. A study of varying global societies in a sociological context with an emphasis on the development of culture through social interaction, communication, societal structure, and social institutions. (SP).

**SO 235 - Marriage and Family****3 Credit 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. (SP,SU).

**SO 250 - Gender Studies****3 Credit Hours**

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. (SP,SU).

**SO 331 - Demography****3 Credit 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 socio-cultural variables of education, religion, politics, economics, and minority groups' status are also discussed. (SP).

**SO 332 - Social Casework Processes****3 Credit Hours**

Prerequisites: One college level math course (MAT 131, 132, or 134); EN 132, RE 260. 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. (SP, ).

**SO 336 Research Methods in Sociology****3 Credit Hours**

Prerequisites: One college level math course (MAT 131, 132, or 134); SO 131, SO 132.

An examination of diverse sociological research methods including quantitative methodologies such as surveys, path analysis; qualitative orientations such as ethnomethodology, phenomenology, and participant observation; and, interviewing strategies. (FA).

**SO 339 - Social Stratification**

**3 Credit Hours**

Prerequisite: SO 131. 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. (FA, SU)

**SO 344 - Sociology of Deviant Behavior**

**3 Credit 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. (SP)

**SO 432 - Community Organization**

**3 Credit Hours**

A course designed to give the student insight into the philosophy and processes used in determining and meeting community needs. (SP).

**SO 434 Special Topics in Sociology**

**3 Credit Hours**

Prerequisites: EN 131, EN 132, RE 260. Study of selected topics or current issues of sociological concern and examination of their impact on society, individuals, and culture. Topics vary from Credit to Credit and will include sociological analysis of the subject under study. ,(FA,SP).

**SO 435 - Groups and Group Behavior**

**3 Credit Hours**

A study of the group process, and methods and techniques of group work in meeting group and individual needs. (FA).

**SO 436 - Sociological Theory**

**3 Credit Hours**

A study of sociological theory since the first quarter of the twentieth century, with particular emphasis on major theoretical orientations, concepts and issues. (FA).

**SO 438 - Urban Sociology**

**3 Credit Hours**

A study of the urban community - its growth, characteristics, and problems - in the United States and elsewhere. (FA).

**SO 439 - Race and Ethnicity**

**3 Credit 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. (FA).

**SO 490 - Cooperative Education Field Experience**

**6, 9, 12, 15 Credit 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 Credit prior to actual training. Students may register for a cooperative education experience on three occasions. Credit Hour Credit will be determined by the department chair in the student's discipline after the details of placement has been made. (FA, SP, SU).

**SO 499 - Senior Seminar****3 Credit Hours**

Prerequisites: EN 131, 132, SS 239, and SO 336. 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. (SP).

**SOG 230 – Sociology of Health & Illness (SoHI)****3 Credit 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. (SP).

**SOG 235 - Sociology of Aging****3 Credit 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. (FA).

**SOG 337 - Death and Dying****3 Credit 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. (FA).

**SS 130 - Introduction to the Social Sciences****3 Credit Hours**

An introduction to social science disciplines and analysis of national and international problems from an interdisciplinary perspective.

**SS 150 - Computer Applications for the Social Sciences****3 Credit Hours**

The course is an introductory course to establish basic, intermediary and advanced computer skills using contemporary software. File management techniques, word processing, spread sheeting, database management, presentation design and development, and electronic communications are taught in the course. (FA, SP)

**SS 210 - Human Geography****3 Credit 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 - Leadership Seminar****1 Credit Hour**

Using leadership principles as a foundation these courses are designed to prepare students in professional presence, career development, and graduate school. (By Demand)

**SS 212 - Leadership Seminar****1 Credit Hour**

Using leadership principles as a foundation these courses are designed to prepare students in professional presence, career development, and graduate school. (By Demand)

**SS 220 - Physical Geography****3 Credit 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. (By Demand)

**SS 230 - World Regional Geography****3 Credit 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. (By Demand)

**SS 239 - Statistics for Social Science Research****3 Credit Hours**

Prerequisite: MAT 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. (FA, SP)

**SS 240 - Introduction to Data Processing and Analysis****3 Credit Hours**

Prerequisite: SS 239. The fundamentals of SPSS (Statistical Package for the Social Sciences) used in data processing and analysis for the social sciences. (FA, SP)

**SS 300 - Pre-Law Orientation****3 Credit 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. (FA)

**SS 313 - Leadership Seminar****1 Credit Hour**

Using leadership principles as a foundation these courses are designed to prepare students in professional presence, career development, and graduate school. (By Demand)

**SS 333 - Techniques of Social Science Research****3 Credit 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 337 - Topics in Legal Studies****3 Credit Hours**

An examination of selected topics and issues related to the American legal system from a social science perspective. Topics vary based on the instructor. (SP)

**SS 390 A, B, C, D - Study Abroad****6, 9, 12, 15 Credit Hours**

Prerequisites: Admitted to upper School. A study abroad of cultural experiences related to theory learned in major courses. (By Demand)

**SS 490 A, B, C, D - Internship Abroad****6, 9, 12, 15 Credit Hours**

Prerequisites: Admitted to upper School. Designed to provide students with opportunities for practical experience in various international arenas. (By Demand)

**TA 100 - Introduction to Theatre****3 Credit 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. . (FA, SP) (1-2yrs Rotation)

**TA 102 - Elements of Play Production****3 Credit 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. (FA, SP) (1-2yrs Rotation)

**TA 103 - Participation Seminar****1 Credit Hour**

Prerequisite: None. This course is designed to allow all interested majors and non-majors 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.) Non-majors 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 three Credit Hours over the student's matriculation. (FA, SP)

**TAA 103 A Tra-Co-Dram Seminar****1 Credit Hour**

The Tra-Co-Dram Seminar course is a studio based course designed to teach basic principles in acting and theatrical production. Students will be engaged in a variety of physical acting exercises, explorations, and applications as related to the theatre, forensics and oral interpretation. The assignments in the course draw on principles from a variety of acting and performance techniques and include elements theatre production, arts administration and directing. Students are required to participate in a public performance and keep a journal of classes and exercises. (FA, SP)

**TAB 103 A Dance Seminar****1 Credit Hour**

The Dance Seminar course is a studio based course designed to teach basic movement principles in a variety of dance genres/styles. Students will be engaged in a variety of physical exercises, explorations, and applications as related to the art of dance and movement expression. The exercises in the course explore principles from a variety of dance techniques and include elements of body conditioning, African dance, yoga, ballet, jazz, improvisation, and choreography. Students are required to participate in a public performance and keep a journal of classes and exercises. Under the new General Education curriculum, this course can be used to satisfy the PE activity requirement. (FA, SP)

**TAC 103 A Public Speaking Seminar****1 Credit Hour**

A study of the fundamentals of Oral Communication through practice for the purposes of organizing and delivering effective oral messages in a variety of settings. The course prepares students to improve ability to speak before an audience, to listen and analyze speeches, and to increase awareness of the role of communication in our complex society, including the online environment. (FA, SP)

**TA 110 - Acting I****3 Credit Hours**

This course is for non-majors and majors. The course is an introduction to acting and includes its basic elements and techniques in scene and monologue presentation. (FA, SP) (1-2yrs Rotation)

**TA 201 - Movement for the Actor****3 Credit Hours**

Prerequisite: TA 110. 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. (FA, SP) (1-2yrs Rotation)

**TA 210 - Acting II****3 Credit Hours**

Prerequisites: TA 110 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. (FA, SP) (1-2yrs Rotation)

**TA 220 - Theatre Crafts****3 Credit 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. (FA, SP) (1-2yrs Rotation)

**TA 245 - Oral Interpretation of Literature****3 Credit 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. (FA, SP) (1-2yrs Rotation)

**TA 300 - Theatre Arts Research and Junior Research Seminar****3 Credit Hours**

Prerequisites: EN 131 and 132, TA 302, 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 emphasis 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. (FA, SP) (1-2yrs Rotation)

**TA 302 - Theater History****3 Credit 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. (FA, SP) (1-2yrs Rotation)

**TA 304 Introduction to Design****3 Credit Hours**

Prerequisites: TA 220. Historical and conceptual survey of basic design elements of production scenery, costumes, lighting, sound, and their relationship to the theatrical production process. (FA, SP) (1-2yrs Rotation)

**TA 307 Voice Production for the Performer****3 Credit Hours**

Prerequisites: EN 131 & EN 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. Fall and Spring

**TA 310 - Acting III****3 Credit Hours**

Prerequisites: EN 131, 132 & TA 210 or permission of the instructor. Audition required for students without TA 210 background. This course is designed to emphasize styles of acting. Special emphasis on plays drawn from various historical periods. (FA, SP) (1-2yrs Rotation)

**TA 320 - Narrative Theatre****3 Credit 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. (FA, SP) (1-2yrs Rotation)

**TA 330 - Performance Repertory****3 Credit Hours**

Prerequisite: TA 101, TA 307, 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. (FA, SP) (1-2yrs Rotation)

**TA 402 - Black American Drama****3 Credit 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. (FA, SP) (1-2yrs Rotation)

**TA 420 - Script Interpretation****3 Credit Hours**

Prerequisites: EN 131 and 132, TA 302. 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. (FA, SP) (1-2yrs Rotation)

**TA 421 – Directing****3 Credit Hours**

Prerequisites: TA 302, 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. (FA, SP) (1-2yrs Rotation)

**TA 430 - Performance Repertory II****3 Credit 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. (FA, SP) (1-2yrs Rotation)

**TA 490 – Internship****6 Credit Hours**

Students and student success coaches will identify an appropriate work arena and site location in the area of theatre arts to provide students with intensive hands-on-work experience. (FA, SP, SU)

**TA 499 - Senior Seminar in Theatre Arts****3 Credit Hours**

Prerequisite: TA 302, TA 420, 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. (FA, SP) (1-2yrs Rotation)

**TSL 370 - Principles and Issues in ESOL****3 Credit Hours**

Prerequisites: ED 231, ED 240, ESE 200. This course is designed to introduce students to the underlying theories and principles that shape the field of ESOL. The legal, sociological, historical, and professional issues which have shaped and influenced the field will be explored. The course will focus on the theories of first and second language acquisition as well as the general study of language and communication. Special attention will be given to the subsystems of language, role of language transfer, BICS and CALP, language pragmatics, and cultural issues in communication. It also provides a field clinical experience in classroom settings with second language learners. (FA, SP)

**TSL 440 - Methods of Teaching ESOL****3 Credit Hours**

(Elementary Education and English Education majors) Prerequisites: ED 231, ED 240, ESE 200. This course focuses on major methodologies and strategies for teaching second language learners. It provides specific instructional techniques and practices for teaching the development of reading, language arts, and content specific subject matter for the majors. It provides guidelines and practice for unit and lesson planning, classroom management and organization, multilevel learning activities, instructional materials selection, and related instructional competencies. It also provides a field clinical experience in classroom settings with second language learners. (FA, SP)