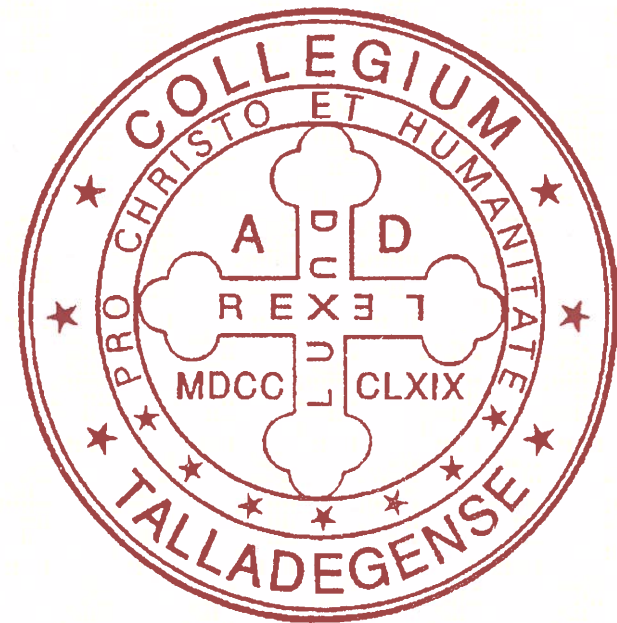


# The Talladegan



*2012–2016*

**Talladega College Catalog**

This catalog belongs to \_\_\_\_\_

*COVER: The College seal dates back to the Middle Ages, and is from a work of art in Battel Chapel at Yale University. "Collegium Talladegense" is the charter title of the College. "Pro Christo et Humanitate" (For Christ and humanity) indicates the work of the College is primarily Christian and for humanity. The 13 stars symbolize the original 13 states of the union. The Latin cross symbolizes sacrifice. The letters form the Latin words for King, Leader, Law, and Light, the offices and attributes of the Savior.*

**Notice:** Talladega College reserves the right to change or revise all fees, charges, tuition, expenses, and costs of any kind and further reserves the right to add or delete, without notice, any academic requirements or information printed in this catalog. Any changes become effective as determined by the appropriate college officials.

*Notice of Non-discriminatory Policy as to Students, Faculty and Staff: By the commitment of its charter, Talladega College will not discriminate in its admissions and employment practices on the basis of race, sex, age, religion, sexual orientation, disabling condition, national origin, ethnicity, or veteran status.*



## ***PRESIDENTIAL MESSAGE***

Welcome to Talladega College!

I am pleased and delighted that you are making plans to enroll here. Our commitment to private education in Alabama demands the highest standards of academic and personal excellence with you in mind. As the oldest historically private black college in Alabama, Talladega College is one of the first institutions of higher learning to open its doors to all qualified persons regardless of race or ethnic origin, while providing you with a unique scholarly experience. Your decision to enroll is a start in joining the legacy of Talladegans who have changed the world.

Talladega College challenges and mentors its students to excel in their careers and make a difference. The faculty and staff strive to nurture the minds of our students in a rigorous academic environment that includes faith, learning, and developing qualities of leadership. As you mature, we are here to help you meet those challenges.

The Washington Monthly 2010 ranked Talladega College as one of the top 20 liberal arts colleges in the nation. In addition, Peterson's Guide "Top Colleges for Science" identified Talladega College as one of 200 colleges and universities in the U.S. that offers an outstanding program in science and mathematics. The list of stellar graduates continues to grow in all fields for those who have become leaders.

This catalog explains our undergraduate academic programs, admission requirements and support services available on campus. If you have additional questions, we have listed numbers where you can obtain counseling with your decision. The Recruitment and Admissions staff stands ready to help you enroll. The Office of Academic Affairs is excited about helping you plan and accomplish your academic goals.

We look forward to having you as part of the Talladega College family!

Sincerely,

A handwritten signature in black ink that reads "Billy C. Hawkins". The signature is written in a cursive, flowing style.

**Billy C. Hawkins, Ph.D.**  
President

## FEDERAL REGULATIONS COMPLIANCE

Talladega College is committed to full compliance of all federal regulations as set forth below.

**Equal Employment Opportunity and Affirmation Action** — Talladega College is committed to the principle of equal employment opportunity. It is the policy of the college to recruit, select, train and promote the best qualified person for each job. It is also the college's goal to administer any and all personnel actions, without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, or status as an individual with a disability, in accordance with applicable laws.

The college will not tolerate any unlawful discrimination and any such conduct is prohibited. All employees, regardless of position or title, will be subject to severe discipline, up to and including dismissal, should the college determine that an employee has engaged in unlawful discrimination or harassment.

**The American with Disabilities Act (ADA)** — Talladega College ensures equal opportunity in employment for all qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis and all employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual. The college is also committed to prohibiting discrimination against any qualified employee or applicant because he or she is related to or associated with a person with a disability.

Where a disabled individual makes known his or her disability, the college, by its managers, shall provide reasonable accommodations to the extent required by law, to enable such employee to perform the essential functions of his or her job and to enjoy the same benefits and privileges of employment as enjoyed by employees without disabilities.

**Federal Educational Rights and Privacy Act (FERPA)** — The Family and Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education. Pursuant to FERPA, Talladega College considers the following information as "directory information:" name, place of birth, current and permanent address, telephone listing, major and areas of specialization, current class schedule, number of hours enrolled in current semester, classification, marital status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and all previous education agencies and/or institutions attended. Talladega College will release this information unless the student designates otherwise.

A student's rights to FORBID disclosure of any of the "directory information" must be exercised between the first day of registration and the SECOND Friday of classes in any semester.

Parents will receive all information on students as long as the student is considered a DEPENDENT under Section 152 of the Internal Revenue Code of 1954. For additional information FERPA regulations, access the following web address: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

**Title IX of the Education Amendment of 1972** — "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."

**Section 303 of the Age Discrimination Act of 1975** — "No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

**Section 504 of the Rehabilitation Act of 1973** — "No otherwise qualified handicapped individual in the United States...shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

## TALLADEGA COLLEGE CATALOG DISCLAIMER

The Talladega College Catalog presents current academic policies, procedures, degrees offered, course descriptions, and information relevant to programs at Talladega College. Even though this catalog has been compiled on the basis of available information, and this information is regularly updated, users are cautioned on the following:

1. Talladega College assumes no responsibility for any editorial, clerical, or programming errors that may have occurred in the publication of this catalog.
2. All changes are published annually. Students must adhere to all changes.
3. Students are usually entitled to graduate according to their curriculum in the catalog in effect during their first completed semester of enrollment.
4. Talladega College reserves the right to change or revise all fees, charges, tuition, expenses, and costs of any kind and further reserves the right to add or delete, without notice, any academic requirements or information printed in this catalog. Any changes become effective as determined by the appropriate college officials.

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## ***OFFICERS OF THE COLLEGE***

**Billy C. Hawkins, Ph.D.**  
President

**Lisa E. Long, JD**  
Interim Provost/Vice President of Academic Affairs

**Tysus Jackson, M.S.**  
Vice President of Institutional Advancement

**Jacqueline Paddio, M.Min.**  
Vice President of Student Affairs

**Gerald Williams, D.B.A.**  
Senior Vice President of Administration and Finance

## ***BOARD OF TRUSTEES***

**Dr. Harry L. Coaxum**  
*Chair, Board of Trustees*  
Atlanta, Georgia

**Dr. Richard A. English**  
Vice Chair, Board of Trustees  
Chevy Chase, Maryland

**Mr. James J. Smith**  
Secretary, Board of Trustees  
Chicago, Illinois

**Dr. Billy C. Hawkins**  
President  
Talladega College  
Talladega, Alabama

**Mr. Gregory Austin**  
President, National Alumni Association  
Charlotte, North Carolina

**Miss Erica Childress**  
Student Representative  
Talladega, Alabama

**Mrs. Gladys Swain**  
Faculty Representative  
Talladega, Alabama

**Ms. Shirley A. Brown**  
St. Louise, Missouri

**Mrs. Tracey Morant Adams**  
Pelham, Alabama

**Mr. James O. Cole, Esq.**  
Ft. Lauderdale, Florida

**Mr. Edward J. Goldberg**  
New York, New York

**Mr. Jesse Henderson**  
Alpharetta, Georgia

**Dr. James A. Hill**  
Chicago, Illinois

**Mr. Henry (Hank) Thomas**  
Stone Mountain, Georgia

**Mrs. Juliette Pryor**  
Rosemont, Illinois

## Presidents of Talladega College

Reverend Henry E. Brown, 1867–1870 (Principal)  
Mr. Albert A. Safford, 1870–1876 (Principal)  
Reverend Henry S. DeForest, 1879–1896  
Reverend George W. Andrews, 1896–1904 (Acting)  
Reverend Benjamin M. Nyce, 1904–1908  
Reverend John M. P. Metcalf, 1908–1916  
Reverend Frederick A. Sumner, 1916–1933  
Dr. Buell G. Gallagher, 1933–1943  
Dr. James T. Cater, 1943–1945 (Acting)  
Dr. Adam D. Beittel, 1945–1952  
Dr. Arthur D. Gray, 1952–1963  
Dr. Herman H. Long, 1964–1976  
Dr. Aaron Brown, 1976–1977 (Interim)  
Dr. Joseph N. Gayles, Jr., 1977–1983  
Dr. Randolph W. Bromery, June 1983–Dec. 1983 (Interim)  
Dr. Paul B. Mohr, Sr., 1984–1988  
Dr. Joseph E. Thompson, 1988–1991 (Interim)  
Dr. Joseph B. Johnson, 1991–1998  
Dr. Marguerite Archie-Hudson, 1998–2001  
Dr. Henry Ponder, 2001–2004  
Dr. Oscar L. Prater, 2005–2007  
Dr. Billy C. Hawkins, 2008–

## GENERAL INFORMATION

### History of the College

The history of Talladega College began on November 20, 1865 when two former slaves, William Savery and Thomas Tarrant, both of Talladega, met in convention with a group of new freedmen in Mobile, Alabama. From this meeting came the commitment:

“...We regard the education of our children and youths as vital to the preservation of our liberties, and true religion as the foundation of all virtue, and shall use our utmost endeavors to promote these blessings in our common country.”

With this as their pledge, Savery and Tarrant, aided by General Wager Swayne of the Freedmen’s Bureau, began in earnest to provide a school for the children of former slaves of the community. Their leadership resulted in the construction of a one-room schoolhouse, using lumber salvaged from an abandoned carpenter’s shop. The school overflowed with pupils from its opening, and soon it was necessary to move into larger quarters.

Meanwhile, the nearby Baptist Academy was about to be sold under mortgage default. This building had been built in 1852-53 with the help of slaves, including Savery and Tarrant. A speedy plea for its purchase was sent to General Swayne. General Swayne then persuaded the American Missionary Association to buy the building and 20 acres of land for \$23,000. The grateful parents renamed the building Swayne School, and it opened in November of 1867 with about 140 pupils. Thus, a building constructed with slave labor for white students became the home of the state’s first college dedicated to servicing the educational needs of blacks.

In 1869, Swayne School was issued a charter as Talladega College by the Judge of Probate of Talladega County. Twenty years later, in 1889, the Alabama State Legislature exempted properties of the college from taxation.

Swayne Hall has remained in service as the symbol and spirit of the beginning of the college. Foster Hall, erected for girls and teachers in 1869, was the first building added after the college was chartered. Stone Hall, for boys and teachers, was built the next year. Other buildings were added during the institution’s first hundred years. At the conclusion of its centennial observance, the campus included 21 major buildings and more than 12 residential buildings for faculty and staff.

The training of leaders has been the continuing mission of the college. An outline for collegiate level course work first appeared in the catalog for the year 1890. In 1895, the first class graduated with the bachelor’s degree.

Peterson’s Guide *Top Colleges for Science* identified Talladega College as one of 200 colleges and universities in the United States that offers an outstanding undergraduate program in science and mathematics. Peterson’s was a major publisher of college guidebooks. *Top Colleges for Science* was the first-ever college guide to the nation’s leading undergraduate science programs.

Talladega College was selected from nearly 1500 four-year colleges and universities initially identified according to the classifications listed in the 1994

*Carnegie Classification of Institutions of Higher Education.* Selection was based on the number and percentage of baccalaureate alumni who earned doctorate degrees in each of the basic sciences and mathematics from 1988 through 1992, and the number and percentage undergraduate who earned baccalaureate degrees in each of the basic sciences and mathematics from 1988 through 1992, and percentage of baccalaureate alumni who were awarded National Science Foundation Fellowships in the sciences and mathematics from 1990 through 1994. Talladega is one of the few institutions in Alabama that has a human cadaver for anatomy instruction.

## **Mission Statement**

Talladega College has a tradition of developing leaders since its founding in 1867. It instills in its graduates the values of morality, intellectual excellence, and hard work

The college provides academic programs and experiences for students, that among other outcomes, produce graduates who:

- Think analytically and strategically
- Speak effectively and read critically
- Write with precision and clarity
- Exhibit competency in their academic discipline
- Assume leadership roles in society

The college recognizes its historic achievements in the sciences and humanities grounded in liberal arts education by preparing students not only for the world of work but also for advanced graduate studies.

The college nurtures the whole person through mentoring relations between faculty and students. It provides experiences that develop strong moral and ethical behaviors and responsibility to the local community and to the world.

The college is part of a diverse global society and seeks to instill an understanding and appreciation of diversity through its curriculum and multicultural faculty.

Talladega College is dedicated to producing well-rounded leaders who think independently, who are self-assured, and who are committed to intellectual growth and service to their community.

Adopted by the Board of Trustees  
July 17, 2008

## Purpose

Talladega College is a small, private, independent, four-year, co-educational liberal arts college located in Talladega, Alabama. Among the oldest of the historically black colleges and universities, Talladega College, with the assistance of the American Missionary Association, was founded in 1867 by the descendants of the slaves who helped build what was to become its first building, Swayne Hall—now a national historic site. It was chartered as a college in 1869 by the state of Alabama. Although its student population has been predominantly African American, Talladega College was the first institution in the state of Alabama to admit qualified persons of any race or ethnic origin. The college actively recruits individuals of all races and religions from all regions of the country and welcomes international students.

Talladega College boasts an international faculty with outstanding credentials, sixty-two percent (62%) of whom hold the earned doctorate. The faculty is often characterized as dedicated and committed to the welfare of all students.

Central to the mission of Talladega College is the preparation of students who have the potential and aspiration to become humane, literate, and global leaders who are well versed in a number of subjects and extremely competitive in one or more academic areas. An equally important aim of Talladega College is to produce graduates whose lives have been forever enriched by their exposure to the arts and humanities. The college also believes in nurturing the whole person, mind and body, and instilling values consistent with respect for all peoples and cultures.

Talladega College's academic programs were originally structured along the historic University of Chicago plan, i.e., two years of general education and two years of course work in a major; however, over the years, the demarcation has become less defined. Today, at least one course leading to the major is taken each year of a student's enrollment. The general education program of communications, humanities, social sciences, mathematics, psychology, and philosophy, in addition to serving as introductory courses to majors in those disciplines, provides the liberal arts basis of all academic pursuits at Talladega College. In fact, a large proportion of the college's aims are achieved through its general education program.

## The Campus

Talladega College is located in an historic district of the city of Talladega, Alabama. The campus is on a plateau about 700 feet above sea level, in the heart of a fertile valley in the foothills of the Blue Ridge Mountains. The campus is a quiet place—away from the distractions and fast pace of urban living.

Talladega's main campus includes 39 buildings on 50 acres, surrounded by the city and gently rolling woodlands. The beautiful oak-lined campus boasts several historic landmarks: Swayne Hall (1852), the original school house has been used for classrooms; the President's House (1881); DeForest Chapel (1903), that houses the famous 17 stained-glass windows by David C. Driskell; and Savery Library (1939), home of the Amistad Murals by famed artist Hale Woodruff.

The college has an aggressive tradition of bringing the world to Talladega.

This comes in many forms, including workshops, forums and lectures, and a variety of outstanding artists, scientists, and political, business, and civic leaders.

Talladega's neighboring cities also offer many other cultural and entertainment outlets, as well as shopping, restaurants, and theatres. The college is just 25 miles south of the city of Anniston, Alabama, 50 miles east of Birmingham, Alabama, 85 miles north of Montgomery, Alabama, and 115 miles west of Atlanta, Georgia.

## National Alumni Association

The National Alumni Association had its organizational beginning in 1882, when the alumni association was formed under the administration of Reverend Henry S. DeForest, President. The association is composed of five regions – Southern, Midwest, Eastern, Far West and South West. There are more than 4,500 living Talladega College alumni and over 30 active alumni chapters. The alumni association is governed by a board of directors, comprised of elected officers, past national presidents, regional presidents, members-at-large, and the director of alumni affairs.

## Accreditation

Talladega College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number: 404-679-4500) to award degrees at the baccalaureate level.

The college is also accredited by the Alabama State Department of Education and the Council on Social Work Education.

## Memberships

The college is a part of the following organizations: National Association of Inter-collegiate Athletics, Gulf Coast Athletics Conference, United Negro College Fund, Certification Officers and Personnel in Education, Council on Social Work Education, Alabama Association of Colleges for Teacher Education, Service Members Opportunity Colleges and the Council of Independent Colleges.

## College Facilities

**Andrews Hall**, built in 1910, is the home of the Music Department and the Education Department. It is named after the Rev. George Whitefield Andrews, D.D., Dean of the Theological Department from 1875 to 1908. Andrews Hall is a registered national historic site.

**Callanan College Union Building** was constructed in 1924 from a legacy left by Dr. James Callanan of Des Moines, Iowa. An addition was made to the original unit in 1955 with funds received from the United Negro College Fund. Recent renovations, including an enlarged gymnasium, were made with funds received from a HUD grant and the Lilly Foundation. The building



contains a snack bar, the campus bookstore, the post office, a student lounge with listening and study rooms, a swimming pool, gymnasium, locker and shower rooms, and classrooms and offices.

**Crawford Hall**, constructed in 1968, is named for George W. Crawford, Class of 1900, and an attorney who lived in New Haven, Connecticut.

**DeForest Chapel** was built in 1903 in commemoration of the life and service of the Rev. Henry Swift DeForest, D.D., President of the College from 1879 to 1896. DeForest Chapel was renovated in 1996 with the addition of 17 stained-glass windows by artist David C. Driskell. It was rededicated in November 1996. DeForest Chapel is a registered national historic site.

**Juliette Derricotte House**, built in 1940-41, was the gift of the Harkness Foundation and named for Juliette Derricotte, Class of 1918, who at the time of her death in 1932 was a member of the Board of Trustees. Formerly a staff residence and guesthouse, it was converted into a women's honors dormitory in 1988.

**Drewry Hall**, built in 1932, was named for Leonard E. Drewry, director of the Practice High School and professor of education until his death in 1928. The building was renovated in 1993 and is home to the Division of Business and Administration.

**Fanning Refectory** was built in 1928 from a legacy of Dr. David H. Fanning of Worcester, Massachusetts. The building contains the student and faculty dining rooms.

**Foster Hall**, erected in 1869, enlarged in 1902 and again in 1929, is named for the Rev. Lemuel Foster of Blue Island, Illinois, the principal donor to the original building. Foster Hall is a registered national historic site and is currently being renovated.

**Foy Cottage**, built in 1901, was formerly a residence for faculty and staff members. The principal donors were Mr. and Mrs. J. H. Foy of New Haven, Connecticut and is currently being renovated.

**Goodnow Fine Arts Center** (formerly Goodnow Infirmary) was built in 1910 in part from a legacy of Mrs. E. A. Goodnow. The building was renovated in 1983 and 1993 and now houses classrooms, offices, and an art gallery.

**Honors House 803** was constructed in the 1890s. Formerly a staff residence, it was renovated and converted into a men's honors dormitory in 1992.

**Ish Hall**, constructed in 1963, was named for Jefferson Ish, Class of 1907, who at the time of his death was a member of the board of trustees. It houses female students.

**The President's House** was built in 1881 with donations from Iowa friends and old parishioners of Reverend Henry Swift DeForest, the first president of Talladega College. It is the official residence of the president.

**Savery Library**, constructed in 1939, has a collection consisting of more than 117,000 volumes, over 147 serial subscriptions, and several different types of databases. The library uses an integrated automated online system, has a local area network, a computerized periodical indexed network, and access to the Internet. It also houses the Computer Laboratory, the Science Drop-in Center, the College Archives, and the historic and nationally known Amistad Murals, painted by famed artist Hale Woodruff. Savery Library is a registered national historic site.

**Senior Grove**, constructed in 1993, consists of three buildings. The units are accessible for the physically disabled and are fire-protected with a sprinkler and fire alarm system which is linked to the college's police department.

**Seymour Hall** was built in 1923 as a men's dorm, in part from a legacy of Mr. Lyman Kay Seymour of Payson, Illinois. It now houses the Offices of Admissions, the Registrar, Financial Aid, the Division of Student Affairs, and faculty offices.

**Arthur D. Shores Hall**, constructed in 1974, is named for Arthur D. Shores, Class of 1927, who served for many years as a member and chairman of the college board of trustees. It houses female students.

**Silsby Science Hall**, constructed in 1926, was named for Dr. E. C. Silsby who was a member of the college faculty for 37 years. The building is a gift of the General Education Board and friends and alumni of the college. It contains the laboratories and classrooms for the natural sciences and mathematics.

**Sumner Hall**, constructed in 1965, contains the administrative offices. The building is named for Dr. Frederick A. Sumner who served as president of the college from 1916 to 1933.

**Swayne Hall** was built in approximately 1852 and purchased for the college in 1867. The building is named for General Wager Swayne, a member of the Freedmen's Bureau. Swayne Hall is a registered national historic site. It has served as the primary classroom building.

# ADMISSIONS AND ENROLLMENT

## Admissions

Talladega College is committed to educating individuals with a strong desire to succeed and the willingness to persevere in the pursuit of their goals. Students who are successful at Talladega College are self-motivated, possess a high level of initiative, and have the maturity needed to thrive at an institution of higher education. Students are encouraged to apply regardless of race, creed, color, national origin or disability.

Applicants for admission are required to submit *all* required application materials before a decision is made. Each applicant's record is considered on a case-by-case basis with consideration given to several factors, including prior academic achievement, extracurricular activities, and performance on either the American College Test (ACT), or the Scholastic Aptitude Test (SAT). No single criterion is more important or given more weight than any other. High school transcripts must reflect successful completion of four units of English, two units of Mathematics, three units of Social Studies, two units of Science, two units of Health or Physical Education, and electives. A minimum grade point average of 2.0 (on a 4.0 scale) is also required.

Applicants submitting false material or misleading information will be subject to immediate revocation of an offer of admission. Applications for admission may be obtained by writing: Director of Admissions, Talladega College, Talladega, AL 35160 or calling: 256-761-6235 or fax: 256-362-0274. Applications may be downloaded and completed from the website [www.talladega.edu](http://www.talladega.edu). You may e-mail correspondence to [admissions@talladega.edu](mailto:admissions@talladega.edu).

## Requirements for Admission

### *New Students/First Time Freshmen*

Each applicant must submit the following to the Office of Admissions:

- a. A completed application for admission accompanied by a \$25.00 non-refundable application fee (i.e., a money order made payable to Talladega College)
- b. An official high school transcript
- c. An official score report on either the ACT or SAT
- d. Medical form
- e. A letter of recommendation from a high school counselor, teacher, and/or other individual familiar with applicant's academic achievements

### *Admissions Requirements for Non High School Completers (GED)*

As an alternative to the above admission requirements students who did not complete high school may be granted admission by submitting evidence of having successfully passed a general equivalency exam (GED). Students must request the score report of the exam from the appropriate state agency which issued the exam.

### *Current Academic Admissions Requirements for Unconditional Transfer Admission*

- (1) Receipt of all official transcripts from previously attended colleges and universities, with a cumulative GPA of 2.0 from the last institution attended.
- (2) Applicants must be in good financial and disciplinary standing at the institution they are transferring from to be eligible for admission to Talladega College.

### *Transfer Students*

These are students who have attended another college or university prior to enrolling at Talladega. Applicants must have earned a cumulative grade point average of at least 2.0 (on a 4.0 scale) at another accredited college or university or junior/community college and be in good financial and disciplinary standing at that institution to be eligible for admission to Talladega College. Transfer credit is given for required courses in which the applicant has earned a grade of "C" or better. Courses graded on a pass/fail basis are not accepted. Only credit hours, not grade point averages, are transferable. Transfer student applications are considered on a case-by-case basis.

Each transfer applicant must submit the following to the Office of Admissions:

- a. A completed application for admission accompanied by a \$25.00 non-refundable application fee (i.e., a money order made payable to Talladega College)
- b. An official transcript from all accredited colleges or universities
- c. A medical form
- d. A letter or letters of recommendation from an instructor, professor, and/or academic advisor

Talladega College subscribes in principle to the *Joint Statement on Transfers and Award of Academic Credit* approved by the Council on Postsecondary Accreditation Board, the Commission on Educational Credit and Credentials of the American Council on Education, and the Executive Committee of the American Association of College Registrars and Admissions Officers. This statement recognizes that "transfer of credit from one institution to another involves at least three considerations:

- (1) The educational quality of the institution from which the student transfers
- (2) Comparability of the nature, content, and level of credit to that offered by the receiving institution
- (3) Appropriateness and applicability of credits earned to the programs offered by the receiving institution, in light of the student's educational goals.

The academic divisions evaluate transcripts of transferring students to determine courses that will transfer. Before a classification is assigned, the transfer student may be required to take placement exams in the core courses.

Two full years of matriculation (i.e., 60 semester hours) at Talladega College are required before the baccalaureate degree will be awarded.

Special Note: An individual transferring with less than 12.00 earned credit hours will also need to submit a high school transcript as well as ACT/SAT scores.

### ***International Students***

Students who are not United States citizens or permanent residents of the United States who wish to apply for admission to Talladega College must submit the following to the Office of Admissions:

- a. A completed application for admission accompanied by a \$25.00 non-refundable application fee (i.e., credit card, check or money order made payable to Talladega College)
- b. A medical form
- c. An affidavit of support or official statement indicating the source(s) and amount of financial assistance to be remitted for educational expenses if admitted to Talladega College.

In addition, the following documents must be submitted to Lisano International, Foreign Educational Credentials Evaluation, at P.O. BOX 407, Auburn, AL 36831-0407, USA:

- a. A completed application for evaluation of foreign academic credentials (available upon request from the Office of Admissions)
- b. An official transcript from all secondary schools and colleges attended (and/or other credits or scores showing academic achievement)
- c. An official score report on the *Test of English as a Foreign Language* (TOEFL).

International students requesting transfer of credits earned at another institution must be honorably dismissed from the last college or university attended. An F-1 Form must be presented from the last institution attended granting permission to attend another institution, and must accompany the college transcript. No credit will be given for any courses where the grade earned is less than a "C" (i.e., 2.0 on a 4.0 scale). Two full years of matriculation (i.e., 60 semester hours) at Talladega College are required before the baccalaureate degree will be awarded.

In addition to the above and upon acceptance, international students are required to remit payment for one academic year in advance. An I-20 form will be forwarded upon receipt of payment. They may apply for financial assistance after having successfully completed one year of academic work in the United States. Those receiving financial aid at the college from which they are transferring should furnish the Director of Financial Aid with a list of the type of aid being received.

### ***Provisional Admission***

Provisional students are degree-seeking students whose qualifications (academic or otherwise) do not justify regular admission. Provisional students are conditionally admitted to Talladega College. These students must be high school seniors who are seeking admission to Talladega College. A student may be granted conditional admission if the GPA is less than the required (2.0) minimum for regular admission. Provisionally admitted students will be limited to 12 credit hours per semester until a GPA of 2.0 or better is achieved. The college will monitor the senior year of these students to ensure that they successfully complete their senior year of studies. A final high school transcript will be obtained immediately after their expected graduation date. Admissions decision may be rescinded for students failing to complete their secondary studies during the time frame as indicated on the admissions application. Upon receipt of the final official high school transcript with a GPA reflecting the minimum required for all applicants, the student admission status will be changed to regular admission. The admission of provisional students is determined on a case-by-case basis. Provisional students are not eligible to participate in intercollegiate athletics or other student activities. They are, however, subject to the same rules and regulations as regular students. Provisional students who have been enrolled at another college or university, as a degree-seeking student, must be eligible to return to the institution last attended.

### ***Special Students***

Special students are degree-seeking students whose qualifications (academic or otherwise) do not justify regular admission. Special students are provisionally admitted to Talladega College. The admission of special students is determined on a case-by-case basis. An official transcript plus a letter of recommendation from a principal, counselor, or teacher at the school the student is presently attending must be submitted to the Office of the Provost/VP of Academic Affairs by July 30th for the fall semester and November 30th for the spring semester for the case review. The documents will be reviewed by the Academic Review Committee and a decision rendered in writing to the Office of Admissions.

Special students are not eligible to participate in intercollegiate athletics or other student activities. They are, however, subject to the same rules and regulations as regular students. Special students who have been enrolled at another college or university, as a degree-seeking student, must be eligible to return to the institution last attended.

### ***Transient Students***

Transient students are those pursuing a degree at another college or university who wish to enroll at Talladega College for a limited period for earning credit to be transferred to his or her home institution. Such students are not subject to the specific requirements for admissions, but must submit written permission from his or her academic dean to take courses at Talladega College. Transient students may later become candidates for enrollment. They are not eligible to participate in intercollegiate athletics or other student activities. They are, however, subject to the same rules and regulations as regular students.

## Auditing Courses

A person not regularly enrolled in the college may audit courses with the approval of each course instructor, provided there is space available. Those choosing to audit must complete the admission application process and pay the non-refundable application fee. In addition, the tuition cost is \$100.00 per course. These students are listed on the class roll, may participate in class discussions, and, at the professor's discretion, take tests or final examinations. However, they will receive no credit or grade.

Talladega College students, taking at least 12 credit hours, may audit courses without additional payment. They must first secure the permission of their advisor and the course instructor. After a student registers to audit a course, he/she may not change his/her status during that course to a credit-based status.

## Early Admissions

High school juniors and seniors with at least a 3.0 (on a 4.0 scale) grade point average may enroll at Talladega College and earn college credit while simultaneously completing high school graduation requirements. To be eligible for early admissions, each student must submit the following to the Office of Admissions:

- a. A completed application for admissions accompanied by the \$25.00 non-refundable application fee (check or money order made payable to Talladega College)
- b. An official transcript sent directly by the accredited high school and reflecting work completed at the junior or senior high school level
- c. An official score report on either the ACT or SAT
- d. A medical form
- e. The Talladega College high school approval form.

## Readmission of Former Students

Students who have withdrawn in good standing or who have otherwise been absent from the college for more than one semester must reapply for admission. Reapplication must be made at least one month in advance of enrollment. Students terminated for academic or disciplinary reasons must apply for readmission.

## Academic Forgiveness

Talladega College allows a currently enrolled student to petition for academic forgiveness under the following guidelines:

- The student is classified as a sophomore, junior or senior.
- The student is allowed to select a prior semester or semesters (not to exceed two semesters) he/she wishes to have excluded from the calculation in the cumulative GPA. All credits and grades earned in the selected semester will be excluded. The student will not be allowed to select specific grades and credits to retain while excluding others earned within the same semester. The

excluded grades and credits will remain on the student's official transcript and may not be used to fulfill any requirements toward graduation.

- Academic forgiveness will be granted only one time. The student will receive a "W" (Withdrawn) grade during semester(s) for which academic forgiveness is approved.
- Only grades and credits earned from Talladega College will be excluded.
- Students must submit a petition to the Academic Advisor at least one semester prior to graduation to allow time for processing the petition. The petition will be reviewed by the Department Chairperson, Division Chairperson and the Academic Review Committee which will submit a recommendation to the Provost/Vice President of Academic Affairs. If the recommendation does not favor the student, he/she may appeal the decision of the committee, in writing, to the Provost/Vice President of Academic Affairs within 72 hours of notification.
- **Federal regulations do not allow for the consideration of Academic Forgiveness in the financial aid satisfactory academic progress calculations. Courses for which the student receives Academic Forgiveness are counted in the attempted and earned hours and are included in the GPA calculation for financial aid purposes. If a student is receiving financial aid or expects to receive it in the future, the student should consult with the Financial Aid office prior to seeking Academic Forgiveness.**

## Advanced Placement/College Level Examination Program (CLEP) Policy

### *Advanced Placement Program (APP)*

Talladega College offers credit for advanced placement in select areas where the students' scores range on a scale from 3 to 5 on the exam. The legend for the full 1 to 5 scale is: 5 = extremely well qualified; 4 = well qualified; 3 = qualified; 2 = possibly qualified; and 1 = no recommendation. The final exam shows how well the content of the course has been mastered. Students who have taken advanced placement courses in high school and performed within the range of 3 to 5 must request the College Board to send an official score report to the Office of Admissions for review in order to be considered for advanced placement.

### *College Level Examination Program (CLEP)*

Students who wish to take College Level Exam Program (CLEP) exams are high school graduates or those who have completed the requirements for the General Education Development (GED). Talladega College awards credit for the College Board's CLEP. Students who wish to be considered for CLEP credit must have CLEP send an official score report to Talladega College. Guidelines which govern the General Exams follow:

1. The college's General Education requirements in specified courses may be met through credits earned through CLEP General Exams.

2. Six semester hours may be earned for the English exam for the General Education requirements in English 101 and 102. Students with a satisfactory exam score must take the written composition portion of the exam which will be administered through the English Department before the full requirements are met.
3. The maximum 6 semester hour credits may be earned for each of the following CLEP General Exams: Natural Sciences, Social Sciences, Humanities and Mathematics.
4. A passing grade on any of the above exams will be a raw score at or above the 50th percentile. No letter grade is awarded. If a passing score is earned, the Office of the Registrar will enter the credit earned on the transcript for a Talladega College course that is equivalent to the CLEP course. The grade is not calculated in the GPA.
5. CLEP credit will be considered for students only if they have not taken a college level course previously in the area of the CLEP exam.
6. CLEP credit must be determined prior to the beginning of the senior year.
7. CLEP subject exams must be approved in advance by the student's Department Chair. For more information please see the Provost/Vice President of Academic Affairs.

## **Military Experience and Learning**

Talladega College awards credit for appropriate learning acquired in military services, according to established processes and guidelines. In addition the college provides processes to evaluate and award undergraduates level credit for learning in extra-institutional and non-instructional settings.

### ***Transfer Credit***

Students who transfer into Talladega College from other institutions of higher education must complete the regular application process and have all transcripts from previously attended institution(s) sent to the Registrar's Office.

### ***Transfer of Credits/Transcript Evaluation***

The purpose of a transcript evaluation is to determine the amount of credit that is accepted from the transferring institution. The evaluation takes place only after applicants have been admitted to the college and have confirmed their intent to enroll. Evaluation of a transcript is made using only official transcripts bearing the official seal of the transferring institution. Transcripts must be sent directly to the Registrar's Office from the transferring institution. A hand delivered transcript is acceptable provided it is in an officially sealed envelope. Transcripts that are faxed, marked "student copy," "issued to student," or "unofficial" are not accepted as official transcripts.

Transcripts accepted as official by Talladega College are evaluated by the Director of Admissions. General education courses and elective courses are posted on the Talladega College transcripts. Division deans and department heads will evaluate transfer credits to determine courses that are accepted to a student's

major. Transfer students may be required to provide catalogs or syllabi from transfer institution(s), if necessary, to determine the transferability of courses. For credit to be awarded at Talladega College, transcripts must come from an accredited institution. Transfer classes are evaluated on a course by-course basis. A course must be equivalent to the Talladega College course with a grade of "C" or higher to be credited as the transferred course. Courses graded on a pass/fail basis are not accepted. Transfer courses are posted with the grades earned, but the grades are not calculated in the student's Talladega College GPA. There is no limit on general education courses; however, individual departments may impose limits on the age and grade level of departmental transfer credit. Transfer credit is not accepted from other institutions for the purpose of posting a repeat and grade change on a course already taken at Talladega College. There is no limit to the number of transfer credits that may be accepted. Transfer students must matriculate two full years (i.e., 60 semester hours) at Talladega College before the baccalaureate degree will be awarded.

Developmental or remedial courses will not be awarded credit at Talladega College, but may be used for appropriate course placement. The transfer credit is subject to audit and reevaluation. The cumulative average at the institution the student is leaving must be equal to or better than the average required at Talladega, as it is related to satisfactory academic progress standards and cumulative grade point average. If not, **NO** credits will be accepted for transfer.

### ***Articulation Agreement***

Talladega College will honor the agreement with any institution on the transfer of credits that have been made between the institution and the college.

## **Veterans**

The Veterans Administration's certifying official at Talladega College has a pivotal role in fulfilling the nation's commitment to provide educational assistance benefits to eligible men and women who serve in our Armed Forces. The certification officer's report of enrollment information makes it possible for the Veterans Administration's regional office to authorize appropriate allowances in a timely manner.

The certifying official at the institution has the delegated authority to sign enrollment certification, other certification documents, and reports relating to VA benefits. For further information, please call 256-761-6341 or 256-761-6237 (the Office of Financial Aid).

## Tuition and Fees

The college annually spends more per student than is covered by the tuition and fees charged each student. Contributions from the alumni, United Church of Christ Board of Homeland Ministries and the United Negro College Fund, together with the endowment income and gifts from generous donors, make this possible.

	1st Semester	2nd Semester	Total
<b>ON CAMPUS</b>			
Tuition (12 hrs. & above)	\$5087.50	\$5,087.50	\$10,175.00
Insurance	85.00	85.00	170.00
Technology Fee	66.00	66.00	132.00
Student Activity	160.00	160.00	320.00
Activity Center Fee	147.50	147.50	295.00
Athletic Fee	200.00	200.00	400.00
Room Fee	50.00	50.00	100.00
Housing Fee	150.00	150.00	300.00
Room & Board	<u>3,252.00</u>	<u>3,252.00</u>	<u>6,504.00</u>
<b>Total</b>	<b>\$9,198.00</b>	<b>\$9,198.00</b>	<b>\$18,396.00</b>
<b>OFF CAMPUS</b>			
Tuition (12 hrs. & above)	5,087.50	\$5,087.50	\$10,175.00
Insurance	85.00	85.00	170.00
Technology Fee	66.00	66.00	132.00
Student Activity Fee	160.00	160.00	320.00
Activity Center Fee	147.50	147.50	295.00
Athletic Fee	<u>200.00</u>	<u>200.00</u>	<u>400.00</u>
<b>Total</b>	<b>\$5,746.00</b>	<b>\$5,746.00</b>	<b>\$11,492.00</b>

Scholarships and Financial Aid Awards should be subtracted from semester and yearly figures to determine the actual amount the student pays from family or personal resources.

**NOTE: The Board of Trustees of Talladega College reserves the right to change tuition, fees, and other charges at any time.**

### *Pre-registration Penalty Fee*

All student fees must be paid in full prior to pre-registering for the next semester. If a student fails to pre-register in the spring for the next academic semester, a penalty fee of \$100.00 will be charged to the student's account.

### *Late Registration Fee*

A fee of \$50 will be charged to the student's account for late registration.

### *Returned Checks*

A fee of \$30 will be charged to the student's account for each check returned for insufficient funds. NOTE: All checks, drafts and money orders should be made payable to Talladega College.

**NOTICE: All student fees must be paid in full before a student can take semester examinations and before an academic record can be released.**

## *Deposits and Fees*

Advance Registration Fee (new students)*	\$25.00
Orientation Fee (new students)	\$50.00
Room Reservation Deposit**	\$50.00
Key Deposit	\$50.00
Graduation Fee (diploma, cap, gown, etc.)	\$100.00
Late Registration Fee (day after registration closes)	\$50.00
Each Additional Day	\$5.00
Dormitory Damage Deposit	\$100.00
Lock and Key Replacement (each request)	\$75.00

The Dormitory Damage Deposit should be submitted to the Business Office prior to arrival on campus. Payment is required no later than the time of room registration. In addition, a key deposit is required at the time of room registration. Based on available space and on a first-come, first-served basis, students who submit room reservation deposits will be reserved rooms in a residence hall until the first day of classes. Room assignments are for the full academic year. Students are required to complete a housing contract and there are no housing refunds. Students receiving college-funded scholarships are required to live on campus.

\* An advance registration deposit of \$25 and room reservation deposit of \$50 are necessary to complete application for admission.

\*\* Students desiring to live in a single room must pay an additional \$465 per semester.

### *Transcript Fee*

Each copy of an official transcript costs \$10. An unofficial transcript costs \$10.00.

### *Change of Schedule Fee*

For each transaction in which a student completes a Change of Schedule form, there will be a charge of \$5.00.

### *Credit Hour Fee*

Students taking less than 12 hours and those taking more than 18 hours will be charged on a per hour cost of \$424.00 per semester hour of credit. Students from Talladega County who dual enroll will be charged a special rate per credit hour. Please check with the Business Office for this cost.

## **Enrollment**

A student is considered enrolled after all fees have been paid. Any student who has not completed the enrollment process will not be allowed to register for classes, reside in the dormitories, or eat in the dining hall.

## Medical Care

Students must pay for all prescribed medicines. The college provides a mandatory Student Accident and Sickness Insurance plan serviced by EIIA-Educational and Institutional Insurance Administrators. Premium per student is \$85 per semester.

## Tuition Refund Policy

When a student officially withdraws from the college in the fall or spring semester, refund of tuition will be made upon filing a withdrawal notice with the Registrar's Office according to the following schedule:

Before the beginning of the semester	100% refund
During first week of class	90% refund
During second week of class	80% refund
Withdrawal after end of second week of class	No refund

It is important to note that all charges and refunds are based on tuition commitments for the full semester. The effective date of withdrawal and refund, if any, will be the date when initial contact is made by the student of his/her intent to withdraw. In case of withdrawal by mail, the official postmark date of the correspondence will be the effective date. Application, registration, and installment fees are non-refundable. Financial aid recipients will have their aid adjusted according to federal guidelines.

Students who have elected to pay on the installment plan are responsible for completing all payments even if they withdraw after the second week of class. No refund will be made for relinquishing a dormitory room during a semester.

## FINANCIAL AID

Financial Aid is defined as the combination of grants, scholarships, loans, and work-study made available to eligible enrolled students to help pay the cost of tuition, fees, room and board during the academic year. In order to be considered for Financial Aid at Talladega College, a student must complete the Free Application for Federal Student Aid and mail, using the envelope attached to the booklet.

In addition to submitting the above, transfer students must submit a Financial Aid Transcript for each school/college attended.

Eligible students who apply for financial aid will probably be offered a combination of grants, scholarships, loans and work-study to help defray the direct cost of attendance—tuition, fees, and room and board.

If a student/parent refuses part of all aid offered, it becomes the responsibility of the student and/or the parent(s) to provide the balance of aid offered (but not accepted) plus the difference between aid accepted and direct cost of attendance.

**Special Note: Applicants must reapply each year for financial aid; it is not automatic. Students who apply for loans and receive loan proceeds must reapply for those loans.**

## Policy On Financial Aid

All financial aid at Talladega College is administered in accordance with the Code of Federal Regulations. Care is taken to ensure that financial aid resources are spread amongst students as far as funds permit. The basis of such programs is the belief that students and their parents have the primary responsibility to meet educational costs and that financial aid is available only to fill the gap between the family's and/or student's contribution and allowable educational expenses. The amount of expected student or family contribution is determined by a careful analysis of family financial strength (income and net assets versus the allowable expenses which the family may have).

Educational expenses which are considered a basis for establishing student need include tuition, fees, room, board, books and supplies, and miscellaneous expenses (transportation and personal expenses). The Office of Financial Aid has an established budget to reflect the costs of each of these items.

## General Eligibility Requirements

Specific eligibility requirements vary from program to program. The following criteria apply to all financial aid programs. To receive financial aid a student must:

1. Be enrolled or accepted for enrollment as a regular student in an eligible program leading to a degree.
2. Be a U.S. citizen, permanent resident, or refugee with an appropriate visa.
3. Have financial need, except for some loan programs.



4. Maintain satisfactory academic progress in a course of study according to the standards and practices of Talladega College.
5. Not owe a refund on any Pell Grant or Supplemental Grant while in attendance at any college.
6. Not be on default on any loan under the Federal Family Educational Loan Program (FFELP) or Federal Direct Loan Program.
7. Have met legal requirements for Selective Service Registration.
8. Have a valid Social Security Number.
9. Have an official high school diploma or a General Education Development (GED) certificate.
10. Financial Aid recipients must also meet minimum Standards of Academic Progress in order to qualify for assistance. These Standards of Progress are also outlined in detail under the main index frame; Satisfactory Academic Progress Policy, or may be obtained directly from the Office of Financial Aid.
11. Students who apply for financial assistance and later withdraw during a semester may be eligible for an adjustment in their college charges and financial aid credits for the semester based on the college Withdrawal Policy.

## Calculating Financial Need

The amount of financial aid is subject to available federal and institutional funds. The type of aid and amount received will be determined by the Office of Financial Aid. Financial Aid awards are based on demonstrated financial need which is determined by the following formula:

**Cost of Education – (minus) Expected Family Contribution = (equals) Need**

To determine the expected family contribution, students applying for financial assistance are required to complete the Free Application for Federal Student Assistance (FAFSA). Contributions are determined from the results of this form along with other documentation, such as the 1040 Federal Income Tax Return and W-2 Forms of the parents and/or the student. All information is held in strict confidence.

**Special Note: Applicants must reapply each year for financial aid; it is not automatic. Students who apply for loans and receive loan proceeds must reapply for those loans.**

The Campus Employment program is designed to provide support to students who do not qualify for federal work-study. Students assigned to this program may work up to 15 hours per week. In order to apply for employment, a student must contact the Financial Aid Office.

## Federal Student Assistance Programs

### *Federal Pell Grant*

Federal Pell Grants are awards authorized by the U.S. Department of Education to help undergraduates pay for their education after high school. The maximum award will depend on program funding. The following requirements apply: a) This is a grant; no repayment is required, b) the award is made to undergraduates who are enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program, c) eligibility is determined by a standard formula, and d) length of study is usually limited to five full years.

### *Federal Supplemental Education Opportunity Grant (SEOG)*

The Federal SEOG is an award to help students pay for their education after high school. It is for undergraduate students having the greatest financial need (with priority given to Pell Grant recipients living on campus). This award ranges from a minimum of \$100 to \$4,000, depending on need and availability of funds. The following requirements apply: a) This is a grant, no repayment is required, b) the award is only for undergraduates, c) it is a campus-based program, and d) the award amount is based on need and availability of funds.

### *Federal Work-Study*

The Federal Work-Study (FWS) Program provides jobs for undergraduate and graduate students who need financial aid. FWS allows students a chance to earn money to help pay for their educational expenses.

### *Federal Family Education Loan Program*

Under these programs, the federal government makes loans directly to students and parents through the college. Once a loan is made, it is managed and collected by the United States Department of Education's Direct Loan Servicing Center. These programs offer student borrowers Direct Subsidized and Direct Unsubsidized Stafford Loans.

A subsidized loan is awarded on the basis of financial need (see the section – Determining Financial Need). If you qualify for a subsidized loan, the federal government pays interest on the loan until you begin repayment and during authorized periods of deferment thereafter. Also, if the student leaves school or drops below half-time enrollment, he or she will receive information about repayment and will be notified of the date repayment begins within 6 months of separation.



<i>Students can borrow up to:</i>	<i>Dependent</i>	<i>Independent</i>
\$2,625 if classified as a Freshman .....	\$5,500 .....	\$9,500
\$3,500 if classified as a Sophomore .....	\$6,500 .....	\$10,500
\$5,500 if classified as a Junior or Senior .....	\$7,500 .....	\$12,500

The Total Federal Stafford Unsubsidized Loan debt you can have outstanding as a dependent undergraduate is \$23,000; as an independent undergraduate, \$46,000.

The interest rate of a loan will depend upon when the student first borrows from the loan program. For students whose Direct Loans (or FFELP Program Loans) were first disbursed on or after July 1, 1994, the interest is variable, but it will never exceed 8.25 percent.

The Loan Program offers four repayment plans designed to simplify the repayment process. The repayment plans will be explained in more detail during the entrance and exit loan counseling sessions.

**Federal PLUS Loans enable parents with good credit histories to borrow up to the cost of education minus any other financial aid the student receives for dependent students. Parent borrowers must complete the Free Application for Federal Student Aid (FAFSA).**

## Satisfactory Academic Progress Policy

To be eligible for Federal Student Aid (FSA) funds, a student must be making Satisfactory Academic Progress (SAP) under the school's published standards.

### Academic Progress Compliance

In compliance with current federal regulations, Talladega College's Office of the Registrar will monitor students' academic progress toward degree completion requirements. Students out of compliance with Talladega College's Satisfactory Academic Progress Policy will be notified by the Office of the Provost. To ensure students receiving Title IV (federal financial aid) funds are successfully progressing through their program of study, the Office of the Registrar will notify the Office of Student Financial Aid of the students who are not meeting the standards of progress established by Talladega College.

These standards govern all federal and state financial aid programs to include various institutional scholarships and grants. The Standards of Academic Progress (SAP) applies to all students, regardless of whether or not a student has received previous financial aid or transferred in from another institution.

Students will be ineligible for federal funds should they fail to:

- maintain the required cumulative grade point average,
- successfully complete the required percentage of attempted coursework,
- and/or fail to complete their program of study within the prescribed length of time.

## Academic Progress Monitoring

The qualitative and quantitative components for SAP for Talladega College students will be monitored *at the end of each semester* in order to provide a formal early intervention by the institution for those that do not meet the Academic Progress Standards.

The standards of academic progress must include the student's total academic history (while in attendance at Talladega College, SAP, dual enrollment, and accepted transfer credit hours towards degree completion). In order to receive Title IV aid, a student must be making satisfactory academic progress regardless of whether he or she previously received Title IV aid.

### Quantitative Components

**Maximum Time-Frame for Degree Completion:** Federal regulations establish the maximum time-frame in which undergraduate students must complete their educational program as 150 percent of the required number of credit hours needed to graduate.

**Students** will not be eligible for aid if they do not earn a baccalaureate degree after attempting 180 credits hours (whether or not they received aid for all terms), with the following exception: *Students may attempt up to (180) credit hours for programs that regularly require more than 120 earned hours to achieve a baccalaureate degree.*

Degree-seeking students are not eligible for further financial aid when the cumulative number of credit hours attempted is equal to or greater than 150 percent of the minimum credits required for graduation.

The maximum time-frame may be extended and documented under professional judgment if mitigating or extenuating circumstances exist. The student would be required to submit an Academic Progress Appeals Request with supporting documentation to include documentation from their program of study.

**Undergraduate students** who do not earn 67 percent of all credit hours attempted will be placed on financial aid probation for the next term/semester. During the following term, the student must either meet the Standards of the SAP policy or follow a prescribed academic plan of work that will put the student back on track of successful matriculation. Failure to do so will cause the student to be ineligible for further financial aid funding until they meet the SAP standards.

### Qualitative Components

#### Cumulative Grade Point Average

**Undergraduate Students:** After completing four terms/semesters, undergraduate students must have a cumulative 2.0 grade point average (GPA) and meet the minimum quantitative standard.

To receive financial aid, a student must maintain a minimum qualitative measure of progress defined as cumulative GPA as listed below:

1. Freshman (0-29) — 1.7
2. Sophomore (30-59) — 1.9
3. Junior (60-89) — 2.0
4. Senior (90+) — 2.0

## ***Attempted Credit Hours***

### **Credit Hour Completion/Measurement of Progress within Time-frame:**

All students must satisfactorily complete 67 percent of all hours attempted. Subject to college degree program and department guidelines, students may take elective course work and earn grades of S (Satisfactory) or U (Unsatisfactory). A grade of S is equal to a C (2.0) or better. Students should note that other academic institutions and agencies may interpret a grade of “U” as a failing grade.

**Incomplete, NG and Withdrawal Grade Courses:** “I”, “NG” or “W” grades recorded on the student record indicate the non-punitive initial-term receipt of an I or NG. A grade of “I” or “N” is not considered a failing grade for the term in which it is received, and it is not computed into the Talladega College grade point average for the but they are counted in the number of attempted credit hours when determining continued Title IV eligibility. However, if the “I” or “NG” has not been changed by the end of the next term for which the student is enrolled and receives grades, it will be counted as a failing grade and used in computation of the grade point average. Treatment of incompletes “I” and no grades “NG” will conform to the academic standards for Talladega College for determining grade point average.

For the purpose of receiving Title IV Student Financial Aid; I, WIP, NG, WF, W and U grades calculate as an “F” and are computed in the credit hour completion percentage and maximum time-frame for degree completion.

**Audit Courses:** Audit courses receive no credit and do not influence grade point average. They are not counted in credits attempted and are not eligible for financial aid.

**Remedial Courses:** Talladega College does not offer remedial (090) courses. The college will count any remedial courses taken at another institution in the credit hour completion percentage and maximum time-frame for degree completion.

**Withdrawals:** Treatment of course withdrawals will conform to the academic standards for Talladega College for determining grade point average. Withdrawn courses (WF, W) count toward credit hour completion percentage and maximum time-frame for degree completion.

**Course Repetition:** Treatment of course repetitions will conform to the academic standards for Talladega College for determining grade point average. Repeated course work will count toward credit hour completion percentage and maximum time-frame for degree completion.

**Transfer Credits:** Only transfer credits accepted toward degree completion are counted in the calculation of the Talladega College grade point average. For the purpose of receiving Title IV Student Financial Aid, all attempted transfer credits count toward credit hour completion percentage and maximum time-frame for degree completion.

## **Satisfactory Academic Progress Notification**

All students receiving financial aid who do not meet the standards of academic progress will receive a notification of their Satisfactory Academic Progress (SAP) status mailed to them after final grades are posted.

**SAP Financial Aid Warning:** Students who do not meet SAP standards will be placed on “Financial Aid Warning” at the end of the first term/semester in which they did not meet the standard(s). They will be eligible to receive federal financial aid funding for the following term/semester. Students given this status at the end of the term/semester are not required to petition for possible reinstatement of their financial aid eligibility.

Students placed in the Financial Aid Warning status will be sent a notification from the Office of the Provost advising them of their status, the impact of their future enrollment, financial aid eligibility, and the importance of seeking guidance/ advising/counseling from Talladega College’s Skills Enhancement Office and Student Support Services. These students must also develop a S.T.A.R. (Students Targeted to Achieve Retention) Plan with one of these offices or their Academic Advisor. A copy of the plan must be submitted to the Financial Aid Office before aid can be provided to a student on Financial Aid Warning.

Students who do not meet the SAP standards after this period of Financial Aid Warning will be placed on Financial Aid Suspension and denied financial aid for future semesters until they meet the College’s SAP standards or submit a SAP Appeal with documentation that supports and clarifies what caused them to do poorly academically.

Students who submit a SAP Appeal that is approved will be placed on Financial Aid Probation. The length of the probation status will be determined on a case-by-case basis. The length of the probation status will be based on the length of time and/or course load necessary for the student to meet the SAP standards. It is also possible for students to be subject to more than one period of financial aid probation throughout the course of their academic career.

Students’ progression will be monitored during the probation status to ensure the student is following the prescribed academic plan of work and successfully matriculating through their program of study

## **Satisfactory Academic Progress Appeals**

A student has the right to appeal his/her ineligibility for financial aid by completing the SAP Appeal.

Students are advised to submit SAP Appeals to the Office of the Provost within 15 days of receiving notification of their SAP status and ineligibility for future financial aid funds. Important deadlines for the submission of this petition are listed on the petition.

**Academic Plan of Work:** The conditions in which students should provide an academic plan of work prescribed by their academic advisor and/or letter of support regarding the plan of work from other Talladega College staff and/or physician, employer, other outside agency are:

- 1. Cumulative GPA.** The academic plan of work should outline the length of time it will take for the student's GPA to meet the SAP standard. If appropriate it should also include the courses that the student should enroll in that would facilitate his/her successful matriculation and meeting the SAP GPA standard.
- 2. Completion Rate.** The academic plan of work should outline the courses or recommended course load that would allow the student to meet the completion rate standards.
- 3. Maximum Time-frame for Degree Completion.** The academic plan of work should outline the remaining courses required for graduation and the length of time for the student to complete the courses. It should also provide an explanation if the student is exceeding the maximum time-frame (i.e., admitted as a transfer student, major change, excessive repetitive coursework, student working on a 2nd program of study).

**Support Documentation:** Talladega College cannot provide a complete listing of the acceptable support documentation for SAP Appeals. However, letters from a department/office/agency should be written on the office's letterhead, include a date outlining when the letter was written and written signature and contact information of the person providing the documentation. All other support documentation should include a date outlining when the letter was written with the signature and contact information of the person providing the documentation.

**Appeals:** Students who feel extenuating circumstances have contributed to their failure to maintain satisfactory academic progress may petition the Academic Progress Appeals Committee for reassessment of their status. The student must clarify the extenuating circumstances and provide supporting documentation to support statements provided in the appeal. The need to receive financial aid to continue in school is not an acceptable reason for an appeal.

## Academic Scholarships/Grant-in-Aid Waivers

Based on availability, the college offers institutional scholarships and tuition and fee waivers to first-time college freshmen and junior college or community college graduates. Minimum qualifications include:

- A minimum grade point average (GPA) of 3.00 (on a 4.00 scale) and official proof of graduation for all scholarship applicants
- All scholarship recipients must enroll and maintain a minimum of 15 hours each semester during each academic term
- All applicants must apply for Federal Student Aid by completing the free application for Federal Student Aid or FAFSA annually.

**The Presidential Scholarship\*** is awarded annually to outstanding freshmen academic achievers. Students who qualify for consideration are in the top 5% of their high school graduating class, possess a GPA of 3.75 or higher (on a 4.00 scale). The scholarship covers tuition and room and board. This scholarship is renewable for three years. The recipient must maintain a minimum cumulative GPA of 3.50 in order to have the scholarship renewed.

**The Dean's Scholarship\*** is awarded annually to selected students who rank in the top 10% of their graduating class. The average GPA of recipients ranges from 3.40 to 3.74 (on a 4.00 scale). This scholarship covers tuition up to \$6,000 per year. The scholarship is renewable for three years for first-time freshmen and for one year for community college graduates. Recipients must maintain a minimum cumulative GPA of 3.30 in order to have the scholarship renewed.

**\* All scholarships are subject to change based on the availability of funds**

# ***STUDENT DEVELOPMENT & SERVICES***

## **Student Health Center**

The Student Health Center is located on the first floor of Arthur D. Shores Hall. The center is staffed by a full-time registered nurse from 8:00 a.m.–5:00 p.m. Monday through Friday. The operating hours for the health center are posted in each residence hall.

Minor illnesses and accidents are treated by the nurse. When accidents and illnesses occur after closing hours and on weekends, the local hospital (Citizens Baptist Medical Center) is used (256-362-8111). The following procedures should be used in the event of an illness or injury.

1. For injuries or illnesses that do not appear to be life threatening the student should report to the Health Center for evaluation by the nurse. If emergency room care is warranted the nurse will make the necessary transportation and/or medical office visit(s) arrangements.
2. For injuries or illnesses that appear to be life threatening, Emergency Medical Service should be notified – please dial #911 from a land line or cellular device. During working hours a call should be placed to the Student Health Center (256-761-6208) to inform the nurse of all action(s) taken. The Resident Center Manager should always be notified.

Life threatening emergencies include, but are not limited to:

1. Profuse bleeding that will not stop
2. Any interference with breathing
3. Convulsive seizures
4. Acute pain
5. Unconsciousness without quick recovery
6. Pregnancy complications
7. Suicide attempts

## **Student Medical Insurance**

All full-time Talladega College students are required to participate in the college's insurance program. Upon completion of registration, students will be issued temporary cards until permanent cards have been mailed from the insurer.

## **Counseling and Career Placement Services**

### ***Counseling Services***

The Office of Counseling Services is an essential component to aid in the development of the whole student. In the Office of Counseling Services, students

are assisted with academic, personal, social and career development. All students are urged to register with the Counseling Services Office during their freshman/transfer year during registration.

### ***Career Placement Services***

Career Planning and Placement services are offered to students and alumni who are seeking graduate school admission and/or employment. Employment and internship opportunities and also dates of standardized testing are posted in the Career Services Center (#114 Seymour Hall) on the "Jobs Placement Board" and the "My Talladega" web page. The Center is open Monday to Friday from 8:30 A.M. to 4:30 P.M. Services are offered in the following areas:

- Business and social etiquette
- Community employment resources
- Competitive salary information
- Dress code
- Interviewing skills
- Mock interviews
- Resume writing

### ***Student Disability Services***

Talladega College is committed to ensuring that a quality education is provided to all academically qualified persons. Students requiring reasonable accommodations under the Americans with Disabilities Act (ADA) will be asked at the time of admission to submit: (a) documentation of his or her disability from a physician or other qualified professional, (b) a statement of accommodations received in the past, and (c) those accommodations requested of Talladega College. All ADA requirements, inquiries, and compliance may be directed to the ADA office in Seymour 114.

### ***Student Support Program (Trio)***

The Student Support Program was nationally initiated in 1970 by the United States Department of Education/Division of Student Services and instituted at Talladega College in 1980. The innovative program is designed to provide eligible students with supportive services to enhance their academic success and to encourage them to ultimately obtain a degree at Talladega College. The program offers students one or more of the following services: skills development; individualized tutoring in academic areas; personal and career counseling; financial planning; and an array of seminar experiences. These and other activities are designed to make the college experience personally rewarding and profitable. Supportive services are prescribed for each student using diagnostic test information, past academic performance, anticipated difficulty with college course work, and students own views of their needs. Student Support personnel select students based upon an established criteria. Upon admission, students are encouraged to take an active role in their educational development.

## **Campus Police Department**

The Talladega College Police Department's mission is to enhance the quality of life at Talladega College by providing protection of life and property, including crime prevention, law enforcement, and service. The Talladega College Police Department recognizes that good public relations are a vital aspect of our role. Officers are expected to maintain high standards of conduct, and to perform proficiently in their duties. We pledge to improve our service by improving the skills of our officers through continuing education, in-service training programs, experience, and structured self-improvement programs.

The Talladega College Police Department recognizes that meeting the needs of our students, faculty and staff is the top priority of the college. We are available 24 hours, 7 days a week to offer the necessary assistance in emergencies, either directly, or through communication with both campus personnel and off campus agencies.

Campus Police Officers are sworn and commissioned through the state of Alabama and maintain a peaceful and safe environment on campus. The department is located at 301 West Battle Street at the front entrance of the campus.

## **Student Activities**

Student Activities provides students with constructive outlets for their energies and for the relaxation from their rigorous routines. A range of events/activities are designed to enhance the students' educational, cultural, social and recreational development. The program is also designed to promote personal and spiritual maturity obtained through physical, psychological, and emotional growth. The Office of Student Activities is located in Seymour 108.

### ***The Student Government Association***

The Student Government Association (SGA) serves to preserve and defend the rights and privileges of students. SGA provides for a student voice and involvement in college decisions to serve the common interests of students and to promote citizenships on the campus and in the community.

### ***Student Organizations***

- Alabama Student National Education Association
- Amistad Staff
- Biology Club
- Business and Economics Club
- Cheerleaders
- Chemistry Club
- Crimson Ambassadors
- Crimsonette Dance Team
- English Majors Association
- Faith Outreach Campus Ministry
- Little Theatre
- Masonic Order

- National Association of Black Journalist
- Pan Hellenic Council
- Pom-Pom Squad
- Pre-Alumni Council
- Pre-Law Society
- Pre-Medical Society
- Pre-Nursing Society
- Psychology and Sociology Club
- Public Administration Society
- Residence Hall Associations
- Social Work Club
- Society of Physics Students
- Student Activities Council
- Student Alabama Education Association
- Student Government Association
- Students In Free Enterprise
- Talladega College Band
- Talladega College Choir
- Talladega College Dance Company
- Talladega College Film Club
- Tau Alpha Zeta Computer Science Club

### ***Fraternities and Sororities***

Fraternities and sororities have existed at Talladega College since 1921. They are organized under national charter. In local matters, they are under the jurisdiction of the Pan Hellenic Council. Students eligible for Intake Programs are determined by the Office of Student Activities based on names submitted to the Vice President of Student Affairs by organizations prior to the Fall Greek Intake Programs' calendar. Students must be full-time enrolled on campus one semester, have a minimum of 24 credit hours, and have a cumulative grade point average of 2.50 or above (on the 4.0 scale). Any time the cumulative average of the student falls below the average required, he/she shall be declared inactive. Students on academic, disciplinary or social probation may not participate in Greek Intake Programs. The following sororities and fraternities have chapters on campus:

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

## *Honor Societies*

The Presidential Honor Society was chartered at Talladega College in the spring of 2013. Its purpose is dedicated to helping students reach their highest potential. Membership is open to full-time incoming high school graduates with a GPA of 3.5 or above or an ACT score of 24 and above, and current Talladega College students who have earned a cumulative GPA of 3.5.

**Alpha Chi** is a national honor society and member of the Association of College Honor Societies. The first Alabama Alpha Chapter was chartered at Talladega College on March 7, 1968. The purpose of this society is the stimulation, development, and recognition of the elements of character that make for good scholarship. Membership is open to the top ten percent of the junior class.

**Beta Beta Beta (TriBeta) Biological Honor Society** – The Mu Pi Chapter was chartered at Talladega College on April 9, 1985. TriBeta seeks to encourage scholarly attainment in the field of learning by reserving its active membership for those who achieve superior academic records and indicate a major interest in the life sciences. Membership is open to those students who have completed a minimum of 12 semester hours in major biology courses and achieved a minimum 3.0 grade point average in the major courses.

**Beta Kappa Chi Scientific Honor Society** was chartered at Talladega College on April 26, 1956. The society was founded to encourage and advance scientific education through original investigation, the dissemination of scientific knowledge, and the stimulation of high scholarship in pure and applied science. Candidates for membership must have completed 17 credit hours in major courses, have an overall 3.0 grade point average, and a 3.0 GPA in the sciences.

**Gamma Sigma Epsilon National Chemistry Honor Society** is the only national honorary co-educational chemical fraternity. The Delta Gamma Chapter was chartered at Talladega College in the spring of 1999. The purpose of this society is to provide service, promote awareness, set standards and foster communication between local, state, and national audiences of facts about chemistry. Professionalism, scholarly pursuit, and the interest of members of the organization will be of paramount importance. Membership is open only to chemistry majors who have completed a minimum of 16 credit hours in chemistry, have a minimum overall grade point average of 3.0, and a 3.0 in the major.

**Phi Alpha National Social Work Honor Society** – The Delta Theta Chapter was chartered at Talladega College on April 30, 1993. The purpose of the society is to promote excellence in scholarship and high professional standards. Membership is open to sophomore social work majors who have completed nine semester hours in major courses and achieved an overall 2.5 grade point average and a 3.0 GPA in major courses.

**Psi Chi** is a national psychology honor society. The Talladega College chapter was chartered in 1995. The purpose of the society is to encourage, to stimulate, and maintain excellence in scholarship, and to advance the study of the science of psychology. Candidates for membership must have a minimum grade point average of 3.0 and at least 18 credit hours in psychology.

## *Service Organizations*

**The Crimson Ambassadors** serve as the official host/hostess organization for Talladega College. The Ambassadors represent the college at all ceremonial and special occasions, serving as ushers, tour guides, and student recruiters. Membership is open to students who have a 2.5 grade point average and maintain a cumulative GPA of 2.5; submit two letters of recommendation; receive an overall satisfactory score from an interview panel; demonstrate a thorough knowledge of the history of the college or an earnest desire to learn the history; demonstrate concern for the college and fellow Talladegans; and, demonstrate high ethical ideals.

**College Choir** – The nationally recognized Talladega College Choir maintains a reputation for choral excellence. The choir provides excellent training in choral music to students with musical interest and ability. The choir performs at campus events and special college occasions, for local communities, and on tour throughout the United States.

**College Band** – The Talladega College Marching Band was formed in summer of 2012. The band performs at sports events, concerts, parades and other special occasions.

## *Athletics*

Intercollegiate sports at Talladega College consist of basketball, cross-country, track and field, baseball, volleyball, and softball. In addition to intercollegiate sports, all students are invited to participate in intramural athletic activities. Organizations as well as individual students are invited to participate in these activities. Talladega College is a member of the National Association of Intercollegiate Athletics, Gulf Coast Athletic Conference and competes within the rules and regulations of that organization. The sports sponsored for men are basketball, track and field, golf, soccer and baseball. The sports sponsored for women are basketball, softball, volleyball, track and field, soccer and club tennis.

## *Intramurals*

The intramurals program is coordinated by the Office of Student Activities and offers activities that provide students with the opportunity to participate in organized individual and team sports. The sports offered include traditional flag football, softball, volleyball and basketball. Many of these activities are offered at no cost to the students, and teams can be formed from among those who are interested. The program does not require the intense training and high level of skill associated with varsity athletics. Playing ability is not as important as desire to participate. In addition to the organized program of activities, facilities are available to students for recreational use. Announcements concerning the programs are posted periodically throughout the campus. The college competes in the following varsity sports: men and women's basketball, golf, soccer, baseball and volleyball.

## *U.S. Army Reserve Officers' Training Corps (ROTC)*

This is a two-year program for junior and senior students who must engage in a dual-enrollment agreement with Jacksonville State University. Seniors who meet all requirements are commissioned during graduation ceremonies.



# ACADEMIC REGULATIONS

## Class Schedule

The college publishes a "Schedule of Classes" for pre-registration in both the Fall and Spring semesters. The schedule lists the courses offered, instructors, meeting times, location, days and credit hours. A revised schedule, as needed, is published for registration both semesters.

## Registration

Students pre-register for semester courses according to the college calendar. Faculty program advisors assist students in course selections. Registration is held at the beginning of each semester according to the procedures set by the college. Every student is primarily responsible for his/her own schedule each semester. He/she must consult with the faculty advisor in deciding upon appropriate courses. The advisor's signature must appear on the Registrar's copy of the schedule. For incoming transfer students, the Office of the Registrar must first evaluate their transcripts. Faculty advisors then assist in the determination of the remaining course requirements needed to qualify for graduation.

## Changes in Student Schedule – Drop and Add

Students may add or drop a course or courses with the approval of the advisor and Dean of the Division in which the student is enrolled, as specified in the current academic calendar. There is a \$5.00 fee for dropping or adding a course after the first day of class. The procedure for dropping a course is for the student to complete a Change of Schedule Form supplied by the Registrar's Office, obtain written approval from the advisor or Division Dean and return the form to the Registrar's Office. Class schedules cannot be changed after the deadline for dropping or adding a class.

## Academic Advising

The college recognizes the importance of effective and systematic academic advising to students' achievement of their educational goals. Upon enrolling, students declare a major and are then assigned to the appropriate academic advisor. Faculty advisors provide the guidance necessary for completion of the declared course of study. They also will work with students on programs, which exceed the minimum requirements, in order to insure adequate preparation for graduate study, professional competence and satisfactory academic accomplishment. Also, it may be necessary for students in developmental and non-traditional tracks to limit their course loads to 12 hours a semester, which extends their time in undergraduate study to six years, unless shortened by study during summer sessions.

In cases of poor performance on placement inventories or weak high school grades, students are placed in communications and mathematics sections which meet five days a week, instead of the usual three. These five-day-a-week sessions

earn four semester hours of credit, instead of the usual three. The modified course schedules are designed to allow students the opportunity to obtain a solid foundation in the first year of college and to spend time on two very basic skills – communications (English) and mathematics. Freshman students with a four course schedule are lacking one freshman academic course requirement. Advisors are responsible for assisting students in successfully completing this requirement in their subsequent schedules or in summer school.

## Full-time Class Load

Full-time students are expected to carry the normal course load of 12 to 18 credit hours per semester. Students requesting to carry more than 18 hours must have the approval of the Division Dean. Students on academic probation are limited to 12 hours.

## Class Attendance Policy

All students enrolled at Talladega College are expected to attend classes throughout the semester. Attendance records will be maintained by faculty to verify official enrollment. When students are absent from class, they may obtain an official excuse from the Office of the Vice President of Academic Affairs to make up assignments and/or examinations within a two-week period of time. Authorized reasons for absence include death in the family, illness, true emergency situations and approved college activities. Documents will be required to validate reason for absence.

Students receiving financial aid or veteran's benefits can lose eligibility to receive aid due to excessive absences.

## Classification of Students

The College classifies students according to the following:

Class	Hours Earned
Freshman	0-30
Sophomore	31-63
Junior	64-94
Senior	95-above

## Grading Policies

A semester grade may be "A", "B", "C", "D", "F", or "I". Grade "A" indicates work of exceptional merit, Grade "B" above average, Grade "C" average, Grade "D" poor but passing, and Grade "F" unsatisfactory. For work that has not been completed, a grade of "I" may be given. "W", "WP" and "WF" are also used. A grade of "W" (withdraw) is assigned as the final grade if the student withdraws within a reasonable time. Thereafter, a grade of "WF" (withdrawal failure) or "WP" (withdrawal pass), whichever is appropriate, will be assigned for each course. If an "I" was received, a student must make up the work in the subsequent semester.

Students, who earn an “F” in any course, or “D” in any major course, may have the grade deleted from the grade point average once the applicable course has been repeated and passed. Grades of “D” and “F” will continue to count in the student’s cumulative grade point average until better grades are earned. At that time only, the grade point average will be updated to reflect the better grade(s). Both grades, however, will appear on the transcript. This policy is designed so that a course can be repeated only if a student receives a grade of “F” or “D”.

**Core major courses must be passed with a “C” or better.**

### **Grading Legend**

A = 90–100

B = 80–89

C = 70–79

D = 60–69

F = 59 and below

### ***“I” Grade Policy***

A grade of “I” (Incomplete) may be assigned to a student who, because of extenuating circumstances (health problems, a death in the family or other circumstances beyond the student’s control), has not taken the final examination and/or completed the work for the course and only if the student is passing the course. The student, in consultation with the instructor, must have the grade resolved before the end of the subsequent semester.

Grade changes resolving “I” grades must be received by the Office of the Registrar on or before the date indicated for Grades Due for that semester on the Academic Calendar. If the grade is not removed within the specified time, the grade automatically becomes an “F.”

### ***Course Withdrawal with Notation of “W”***

A student who wishes to withdraw from a course after the “Drop and Add” period must obtain the appropriate form from the Registrar’s Office. He or she must complete the form, obtain the necessary signatures, pay any fees incurred, and return the form to the Registrar’s Office. A grade of “W” (withdraw) is assigned as the final grade if the student withdraws within the designated period. Thereafter, a grade of “WF” (withdrawal failure) or “WP” (withdrawal pass), whichever is appropriate, will be assigned for each course. **Withdrawal is not permitted the week before or the week of the final examination period.**

### **Classes**

Whenever a required course is discontinued from the college curriculum, and therefore, no longer a part of any of the curriculum patterns, the faculty in that department must indicate the course(s) which may be substituted for the eliminated course.

### **Placement Tests**

Incoming students are carefully examined for placement in appropriate courses in mathematics and English composition. Students showing exceptional skills in mathematics or English composition may be exempted from one or both semesters of the regular first year courses, or may take alternative courses to fulfill the requirements.

Students registering for a foreign language that they studied in high school for two or more years must take a placement test to determine specific course in which to enroll. Credit may be given if scores warrant it.

### **Official Withdrawal / Unofficial Withdrawal Policy**

Federal financial aid is governed by Chapter IV of the Higher Education Act of 1965 and administered by the U.S. Department of Education. This federal law, also known as Title IV, holds Talladega College accountable for the funds it disburses. According to regulations, the college must have a written policy regarding Title IV recipients who withdraw or otherwise fail to complete the term for which their financial aid was disbursed. This policy addresses the establishment of a withdrawal date, post withdrawal disbursements, and the calculation of the amount of funds to be returned to the federal government by Talladega College.

The following provides a full explanation of the terms and policies regarding withdrawal, refunds, and repayments.

#### ***Date of Withdrawal***

The date of the withdrawal is determined by the date the student begins the official withdrawal process by notifying the Registrar’s Office of their intent to withdraw, or the verifiable date the student attempted to drop all classes, or was administratively withdrawn by the college.

#### ***Unofficial Withdrawal Date***

A student who ceases to attend without officially withdrawing is considered an “unofficial withdrawal.” In the absence of an official withdrawal date, the midpoint of the semester will be used to calculate “earned” and “unearned” Title IV aid. Financial aid recipients who are “unofficial withdrawals” may reduce or eliminate the amount owed to the college if they can provide documentation of a later withdrawal date.

According to the college’s grading policy, the “WP” grade symbol represents “withdrawal w/passing grade” and indicates that an enrolled student did not officially withdraw from the course and was passing the class at the last date of enrollment. The “WF” grade symbol represents “withdrawal w/failing grade” and indicates the student was failing the class at the last date of enrollment. For the purpose of GPA computation, this symbol is equivalent to an “F.” In cases of documented emergency withdrawal, this unofficial withdrawal procedure may be waived.



### ***Calculation of Earned and Unearned Title IV Aid***

Title IV aid recipients who complete the official withdrawal process and those who unofficially withdraw from Talladega College will both be subject to a pro-rata calculation of “earned” federal aid based on the withdrawal date and the requisite return of Title IV funds to the appropriate accounts. Responsibility for repayment of these funds will be shared by Talladega College and the student according to the federal formula for pro-rata refunds of “unearned” Title IV aid.

### **Academic Probation**

All freshmen and transfer students will be allowed to remain enrolled for the first two semesters, regardless of academic standing, unless admitted on probation for one semester. However, new students may be placed on probation after one semester. The Academic Review Committee decides if a student is placed on probation. The following guidelines will be used to determine the academic status of the students:

- a. Students with a cumulative grade point average below 2.0 will be placed on academic probation
- b. Students with a cumulative grade point average below 2.0 who have been previously placed on probation may be allowed to remain on probation.

A student on probation is expected to bring his/her grade point average up to 2.0 within one semester. However, an additional semester may be allowed. If the grade point average is not up to 2.0 in two semesters, the committee may continue probation or consider suspension.

### **Academic Suspension**

Students judged by the Academic Review Committee as not making sufficient academic progress will be suspended. Any student who has been suspended is ineligible to attend Talladega College for the following semester. The student may appeal the suspension decision.

### **Academic Termination**

A student who fails to make acceptable academic progress as determined by the Academic Review Committee may be terminated. The student may appeal the decision.

### **Readmission after Termination**

Students who have been terminated from the college for academic reasons and who wish to apply for readmission must submit readmission forms to the Admissions Office. The Academic Review Committee and/or the Office of Academic Affairs must evaluate the readmission forms first, prior to submitting

them to the Admissions Office. Consideration for readmission may be based on one or more of the following:

- a. Credit from an accredited college or university (3-6 hours with grade(s) of “C” or higher). The transcript is sent directly to the Registrar’s Office and forwarded to the Office of Academic Affairs.
- b. Service in the Armed Forces
- c. Full-time work experience (at least six months on the job) with an exceptionally good work record. A letter from the supervisor verifying this work record must be sent directly to the Office of Academic Affairs
- d. Certification by a professional that the student has overcome or adjusted to a physical, mental or emotional disturbance that may have contributed to his/her unsatisfactory past academic performance.

### **Requirements for Graduation**

Candidates for the Bachelor of Arts degree must successfully complete all major program requirements and course work. A cumulative grade point average of 2.0 is required for graduation. Candidates must complete a Senior Clearance Form and have paid all financial obligations in order to be eligible for graduation. (**Note:** At least 60 credits of the work above the freshman level must be earned at Talladega College.)

A student who cannot fulfill graduation requirements within seven years, due to unavoidable interruption of his/her education, may choose one of the following alternatives for completion of the course of study in the field of concentration:

- a. Meet the requirements in effect at the time the student re-enters, or
- b. Meet the requirements in effect when the student entered as a freshman.

### **Graduation Honors**

At graduation, four levels of sustained academic excellence are recognized: departmental distinction and three college-wide honors, cum laude, magna cum laude, and summa cum laude. For each of these three graduation honors, an academic division must approve proposals for senior projects and evaluate project outcomes. For the project to be accepted towards graduation recognition, a student must earn at least a grade of “B.”

To graduate with departmental distinction, a student must have achieved minimum grade point average of 3.3 in ALL Talladega course work.

To graduate with one of the three college-wide honors, a student must have obtained a “B” or better on the senior project *and* also attained one of the following grade point averages of ALL course work at the college:

- 3.50 GPA for cum laude (with honor),
- 3.70 GPA for magna cum laude (with high honor), or
- 3.90 and above GPA for summa cum laude (with highest honor).

# THE CURRICULUM

## Liberal Arts Curriculum

The liberal arts curriculum at Talladega College serves as a strong foundation for the development of the whole person and well-rounded leaders. The required courses in General Education establish a strong base for a liberal arts education. All major disciplines are grounded in the liberal arts. Thus, Talladega College can maintain its tradition of preparing leaders who think independently, are secure in their sense of themselves, are open to intellectual growth and prompted to serve their community.

## General Education Outcomes

1. Develop competence to function effectively in academic disciplines, leadership roles and professional careers.
2. Develop technological competence and demonstrate knowledge of the applications of technology in everyday life.
3. Understand and apply scientific inquiry.
4. Develop precision, clarity, and fluency in communications.
5. Develop an appreciation for and an understanding of the arts and humanities.
6. Develop an appreciation for and an understanding of a healthy and well-balanced lifestyle.
7. Develop an understanding of multiculturalism in global issues.

## General Education Requirements

### Freshman Requirements

1. English 101-102 ..... 6 credits  
English 100A and/or 100B may be required prior to English 101, depending on previous preparation. Placement is determined by examination. All freshmen English courses (English 100, 101, and 102) must be passed with a "C" or better.
2. Humanities 101-102 ..... 6 credits
3. Mathematics 101-102 ..... 6 credits  
The Mathematics Inventory Test determines whether a student will begin in MTH 101, 102, 103, 105, or 205. Students who discover that they have been incorrectly placed should shift to a more suitable course early in the semester. All freshmen mathematics courses (MTH 101, 102, 103, and 105) must be passed with a grade of "C" or better.
4. Natural Sciences 101-102 ..... 8 credits  
Computer Science majors must take CS 150 instead of NS 102.

Students with adequate preparation or special interests can take BIO 101-102, CHE 101-102 or PHY 101-102.

5. HIS 235-236 African American History Survey I and II ..... 6 credits
6. Physical Education 101-102 ..... 2 credits  
Persons who have valid medical excuses or who enroll after their 24th birthday may substitute PE 306 First Aid.
7. College Orientation, EDU 100 ..... 1 credit  
Transfer students (w/12 SH or more) must consult w/Division Dean.

## Sophomore Requirements

### Division of Natural Sciences and Mathematics

1. English 201, 202, 203, 204, or 205 ..... 3 credits  
(Must be ENG 201 if grade in ENG 102 is less than B)
2. Electives in Social Science or Humanities ..... 6 credits
3. Mathematics ..... 8 credits
4. Biology, Chemistry, Physics, or Computer Science ..... 6 or 8 credits
5. An approved Foreign Language ..... 6 credits  
(NOTE: Placement test results will determine specific courses for students with high school foreign language experience.)
6. Electives not in NSM Division ..... 6 credits

### Divisions of Business and Administration, Humanities and Fine Arts, and Social Sciences and Education

1. English 201, 202, 203, 204 or 205 ..... 3 credits  
(Must be in ENG 201 if the grade in ENG 102 is less than a "B")
2. Elective ..... 3 credits
3. Humanities: One course each semester ..... 6 credits  
ART 211, ENG 205, MUS 211, PHI 210, and REL 210 are especially planned to fill this requirement. Other similar courses, including advanced language courses (second level or higher), may be substituted after consultation with faculty advisor. In some cases, approval by the instructor is required.
4. Foreign Language, if required, or electives ..... 6 or 12 credits
5. Electives in major field, one course each semester ..... 6 credits
6. Electives in Social Sciences, one course each semester ..... 6 credits

## Language Requirements

### Division of Natural Sciences and Mathematics

Biology	French, Spanish or Computer Science or 1 year of each
Chemistry	French or Spanish (2 years of one)*
Computer Science	2 years of a foreign language
Mathematics	French or Spanish (2 years of either)*

\*A year of computer science may be substituted for one year of a foreign language.

### **Division of Humanities and Fine Arts**

English                      French or Spanish (2 years of one)  
Mass Media Studies      French or Spanish (2 years of one)  
History                      French or Spanish (2 years of one)  
Music Performance

### **Division of Social Sciences and Education**

Psychology  
French, Spanish, or Sign Language – 6 credits  
Social Work                \*2 years of one foreign language  
Sociology                  At least 1 year of a foreign language

## **Academic Divisions**

The following is a list of the academic divisions and the majors offered.

### **I. Division of Business and Administration**

Business Administration

### **II. Division of Humanities and Fine Arts**

English    History  
English Language Arts                      Music Performance  
Fine Arts  
Mass Media Studies

### **III. Division of Natural Sciences and Mathematics**

Biology  
Chemistry  
Computer Science  
Mathematics

### **IV. Eunice Walker Johnson Division of Social Sciences and Education**

Criminal Justice  
Psychology  
Public Administration  
Social Work  
Sociology  
Education (Secondary: 6-12):  
    Biology, English Language Arts,  
    History, Mathematics, and Music (P-12)

## ***DIVISION OF BUSINESS & ADMINISTRATION***

### **Mission Statement**

The Division of Business and Administration (DBA) seeks to develop students who will graduate with qualities of morality, intellectual excellence, and a passion for hard work. In addition, DBA seeks to develop students who possess high interpersonal skills, exceptional communication skills, and technical and theoretical skills. Moreover, each graduate of the DBA must be able to function effectively in both the corporate and political arena, to excel in graduate and other advanced studies, and to compete successfully in entrepreneurship. The Business Administration program offers concentrations in Accounting, Finance and Banking, Management, and Marketing, and aspires to be a center of excellence, where our graduates can be part of our future scholars, leaders and strategic decision makers.

### **Business Administration Program**

#### **Purpose**

The purpose of the Business Administration Program with a concentration in Management is to prepare students for graduate and professional schools, and for entry-level management positions. Students will also develop skills to pursue entrepreneurship.

#### *Required Courses\**

#### ***Concentration in Management***

MGT 220 Principles of Management  
MGT 433 Human Resources Management  
MKT 345 Marketing Management  
MGT 314 Organizational Behavior  
MGT 341 Cycles and Forecasting via Micro-computers  
MGT 412 Production Management  
MGT 440 Small Business Management  
FIN 462 Financial Management  
BUS 494 Strategic Management

\*A grade of "C" or better is required.

All business students are required to take up to six hours of Professional Development (BUS 101-106).

The minimum number of semester hours in concentration needed for graduation is 27. The minimum number of semester hours needed for graduation is 126.

## Management Concentration

Fall		Spring	
Freshman	Credits		Credits
ENG 101 Composition I	3	ENG102 Composition II	3
HUM 101 Intro to Humanities	3	HUM 102 Intro to Humanities	3
MTH 101 Intro to Mathematics	3	MTH 102 Intro to Mathematics	3
NS 101 Biological Science	4	NS 102 Physical Science	4
PE 101 Physical Education	1	HIS 236 African American	
HIS 235 African American		History Survey II	3
History Survey I	3	PE 102 Physical Education	<u>1</u>
EDU 100 College Orientation	<u>1</u>		17
	18		

### Sophomore

ACC 211 Prin. of Accounting I	3	ACC 212 Prin. of Accounting II	3
MGT 220 Prin. of Management	3	ECO 202 Prin. of Macroeconomics	3
MTH 103 College Algebra	3	MTH 200 Elementary Statistics	3
ECO 201 Prin. of Microeconomics	3	BUS 105 Professional Development	3
ENG 201 Practice in Writing or		MTH 105 Pre-calculus	3
ENG 203 Advanced Writing	3	MKT 301 Principles of Marketing	<u>3</u>
CS 150 Intro to Computer Science	<u>3</u>		18
	18		

\*Electives: ART 211, ENG 205, MUS 211, REL 210, and PHI 232

### Junior

BUS 202 Principles of Finance	3	COM 205 Technical Writing	3
BUS/ECO Elective	3	MKT 345 Marketing Management	3
CS 212 Formal Thinking or		MGT 314 Organizational Behavior	3
PHI 240 Logic	3	SS Elective	3
ECO 304 Inter. Macroeconomics or		MGT 341 Cycles & Forecasting	
ACC 311 Intermediate Accounting	3	via Micro-computers	3
BUS 313 Business Law	3	CS 250 Fundamentals of	
PHI 210 Intro to Philosophy	<u>3</u>	Programming Language	<u>3</u>
	18		18

### Senior

ECO 425 Money & Banking	3	MGT 440 Small Business Management	3
BUS/ECO Elective	3	MGT 412 Production Management	3
BUS 106 Professional Develop.	3	BUS 494 Strategic Management	3
CS 358 Intro to Java	3	MGT 462 Financial Management	3
MGT 433 Human Resources		BUS 493 Internship	<u>6</u>
Management	3		18
ACC 412 Managerial Accounting	<u>3</u>		
	18		

## Accounting Concentration

### Purpose

The purpose of the Business Administration program with a concentration in Accounting is to prepare students for graduate and professional schools, and for entry level accounting positions. Students will also have skills as business consultants, public accountants, and auditors.

### Required Core Courses\*

ACC 211-212	Principles of Accounting I & II
ACC 413	Cost Accounting
ACC 246	Micro-Computer Accounting
ACC 415	Auditing
ACC 311-312	Intermediate Accounting I & II
ACC 420	Accounting Theory and Procedures
ACC 411	Income Tax Accounting & Procedures (Advanced Accounting)
ACC 412	Managerial Accounting
ACC 430	Government/Non-Profit Accounting
BUS 494	Strategic Management

\*A grade of "C" or better is required

All business students are required to take up to six hours of Professional Development (BUS 101-106).

The minimum number of semester hours in concentration needed for graduation is 36 for accounting. The minimum number of semester hours needed for graduation is 126.

Fall		Spring	
Freshman	Credits		Credits
ENG 101 Composition I	3	ENG 102 Composition II	3
HUM 101 Intro to Humanities	3	HUM 102 Intro to Humanities	3
MTH 101 Intro to Mathematics	3	MTH 102 Intro to Mathematics	3
NS 101 Biological Science	4	NS 102 Physical Science	4
PE 101 Physical Education	1	HIS 236 African American	
HIS 235 African American		History Survey	3
History Survey	3	PE 102 Physical Education	<u>1</u>
EDU 100 College Orientation	<u>1</u>		17
	18		

### Sophomore

ACC 211 Prin. of Accounting I	3	ACC 212 Prin. of Accounting II	3
MGT 220 Prin. of Management	3	ECO 202 Prin. of Macroeconomics	3
MGT 314 Organizational Behavior	3	MTH 200 Elementary Statistics	3
ECO 201 Prin. of Microeconomics	3	BUS 105 Professional Development	3
ENG 201 Practice in Writing or		MTH 105 Pre-calculus	3
ENG 203 Advanced Writing	3	MKT 301 Principles of Marketing	<u>3</u>
CS150 Intro to Computer Science	<u>3</u>		18
	18		

\*Electives: ART 211, ENG 205, MUS 211, REL 210 and PHI 232



### Junior

ACC 311 Interm. Accounting I	3	ACC 312 Interm. Accounting II	3
ACC 246 Micro-Computer Acct.	3	ACC 412 Managerial Accounting	3
BUS 202 Principles of Finance	3	BUS/ECO Elective	3
ENG 206 Technical Writing	3	MGT 412 Production Management	3
CS 212 Formal Thinking or		MGT 433 Human Resource	
PHI 240 Logic	3	Management	<u>3</u>
PHI 210 Intro to Philosophy	<u>3</u>		15
	18		

### Senior

ACC 411 Income Tax Accounting	3	ACC 415 Auditing	3
ACC 420 Accounting Theory	3	ACC 430 Government &	
ECO 425 Money & Banking	3	Non-Profit Accounting	3
BUS 313 Business Law	3	BUS 494 Strategic Management	3
ACC 413 Cost Accounting	3	MGT 462 Financial Management	3
BUS 106 Professional Development	<u>3</u>	BUS 493 Business Internship	<u>6</u>
	18		18

## Marketing Concentration

### Purpose

The purpose of the Business Administration Program with a concentration in Marketing is to prepare students for graduate and professional school, and for entry level marketing positions. Graduates of this program will acquire the knowledge and skills needed to develop and implement marketing programs to accomplish strategic objectives in both the non-profit and profit sectors. Students are prepared to compete on a global scale by completing 12 credit hours of (same) foreign language and by engaging in an international experience.

### Required Core Courses\*

MKT 301	Principles of Marketing
MKT 310	Consumer Analysis and Behavior
MKT 312	Promotional Strategy
MKT 330	Personal Selling
MKT 340	International Marketing
MKT 345	Marketing Management
MKT 350	Marketing Research
MKT 360	Seminar in Marketing
BUS 494	Strategic Management

\*A grade of "C" or better is required.

All students are required to take up to six hours of Professional Development (BUS 101-106).

The minimum number of semester hours in concentration needed for graduation is 27.  
The minimum total number of semester hours needed for graduation is 133.

### Fall

<b>Freshman</b>	<b>Credits</b>
ENG 101 Composition I	3
EDU 100 College Orientation	1
HUM 101 Intro to Humanities	3
MTH 103 College Algebra	3
NS 101 Biological Science	4
PE 101 Physical Education	1
HIS 235 African American	
History Survey I	<u>3</u>
	18

### Sophomore

ACC 211 Prin. of Accounting I	3
MKT 301 Principles of Marketing	3
ECO 201 Prin. of Microeconomics	3
CS150 Intro to Computer Science	3
**Foreign Language	3
BUS 105 Professional	
Development	<u>3</u>
	18

### Junior

MKT 312 Promotional Strategy	3
MTH 200 Elementary Statistics	3
BUS 202 Principles of Finance	3
BUS 313 Business Law	3
MKT 330 Personal Selling	3
**Foreign Language	<u>3</u>
	18

### Senior

BUS 460 Investment Analysis	3
MKT 355 Service Marketing	3
ECO 425 Money & Banking	3
CS 250 Fundamentals of	
Programming Language	3
CS 358 Fundamentals of Java	3
MGT 433 Human Resources	
Management	<u>3</u>
	18

\*Electives: ART 211, ENG 205, MUS 211, REL 210, and PHI 232

\*\* Must be two (2) years of the same language.

### Spring

	<b>Credits</b>
ENG 102 Composition II	3
HUM 102 Intro to Humanities	3
MTH 105 Pre-calculus	3
NS 102 Physical Science	4
HIS 236 African American	
History Survey II	3
PE 102 Physical Education	<u>1</u>
	17

MGT 314 Organizational Behavior	3
ECO 202 Prin. of Macroeconomics	3
ACC 212 Prin. of Accounting II	3
ENG 201 Practice in Writing or	
ENG 203 Advanced Writing	3
**Foreign Language	3
FIN 240 Risk & Insurance	<u>3</u>
	18

MKT 350 Marketing Research	3
MKT 310 Consumer Analysis	
and Behavior	3
HUM Elective*	3
BUS 106 Professional Develop.	3
MKT 360 Seminar in Marketing	3
**Foreign Language	<u>3</u>
	18

MKT 345 Marketing Management	3
MGT 462 Financial Management	3
BUS 493 Business Internship	6
BUS 494 Strategic Management	3
MGT 341 Cycles & Forecasting	
via Micro-Computers	<u>3</u>
	18

## Finance and Banking Concentration

### Purpose

The objectives of the Business Administration Program with a concentration in Finance and Banking are to prepare students for graduate and professional schools, and to seek employment in corporate America. The curriculum includes a general core of courses and a variety of major courses emphasizing banking, investment, and stock market analyses.

### Required Core Courses\*

FIN 240 Risk and Insurance  
 FIN 241 Principles of Real Estate  
 FIN 330 Commercial Banking  
 FIN 498 International Finance  
 BUS 310 Financial Institutions and Capital Markets  
 BUS 460 Investment Analysis  
 MGT 341 Cycles and Forecasting  
 ECO 355 Public Finance  
 BUS 494 Strategic Management

All students are required to take up to six hours of Professional Development (BUS 101-106).

The minimum number of semester hours in concentration needed for graduation is 27.

The minimum total number of semester hours needed for graduation is 126.

Fall		Spring	
Freshman	Credits	Freshman	Credits
ENG 101 Composition I	3	ENG 102 Composition II	3
EDU 100 College Orientation	1	HUM 102 Intro to Humanities	3
HUM 101 Intro to Humanities	3	MTH 105 Pre-Calculus	3
MTH 103 College Algebra	3	NS 102 Physical Science	4
NS 101 Biological Science	4	HIS 236 African American	
PE 101 Physical Education	1	History Survey II	3
HIS 235 African American		PE 102 Physical Education	$\frac{1}{17}$
History Survey I	$\frac{3}{18}$		
<b>Sophomore</b>			
ACC 211 Prin. of Accounting I	3	ECO 202 Prin. of Macroeconomics	3
MTH 200 Elementary Statistics	3	BUS105 Professional Development	3
ECO 201 Prin. of Microeconomics	3	ACC 212 Prin. of Accounting II	3
ENG 203 Advanced Writing	3	FIN 241 Principles of Real Estate	3
MTH 205 Calculus I	$\frac{4}{16}$	MKT 301 Principles of Marketing	3
		CS 150 Intro to Computer Science	$\frac{3}{18}$

### Junior

FIN 240 Risk & Insurance	3	BUS 310 Fin. Ins. & Capital. Mkt.	3
PHI 240 Logic or		FIN 330 Commercial Banking	3
MCS 212 Formal Thinking	3	MGT 341 Cycles & Forecasting	
BUS 313 Business Law	3	via Micro-Computers	3
ENG 205 Technical Writing	3	ECO 355 Public Finance	3
ECO 425 Money & Banking	3	MGT 412 Production Management	3
BUS 202 Principles of Finance	$\frac{3}{18}$	CS 250 Fundamentals of	
		Programming Languages	$\frac{3}{18}$

\*Electives in ART 211, ENG 205, MUS 211, REL 210, and PHI 232

### Senior

BUS 460 Investment Analysis	3	BUS 493 Business Internship	6
BUS/ECO Elective	3	FIN 498 International Finance	3
ACC 412 Managerial Accounting	3	MGT 433 Human Resource Mgt.	3
CS 358 Fundamentals of Java	3	MGT 462 Financial Management	3
BUS 106 Professional Develop.	3	BUS 494 Strategic Management	$\frac{3}{18}$
College-wide Elective	$\frac{3}{18}$		

## The FAST Track Program

The FASTTrack Program is a nontraditional program serving adults ages 23 and older who have already completed one and a half or more years of college with a cumulative 2.0 GPA or better, and who now would like to earn the Bachelor of Arts degree in Business Administration with a concentration in Organizational Management.

FASTTrack Program adult learners typically are employed full time during the day; thus, the program is offered in the evening, one night per week over an eighteen-month period. For more information, contact the Director of FASTTrack.

### ADMISSION CRITERIA:

- Completion of appointment with Program Representative to outline a tentative degree plan.
- Completion of application form and payment of \$25 non-refundable application fee.

### DEGREE REQUIREMENTS:

- Complete the program coursework in Organizational Management.
- Pay all fees and tuition charges.
- Accumulate 120 semester credits that are officially accepted by Talladega College.
- Have a cumulative grade point average of 2.0 (4.0 scale) or above in the 120 credits comprising the complete degree program.
- Meet all general education requirements, which consist of completing the courses listed on the Tentative Degree Plan approved by the registrar.

## The Organizational Management Program

### Curriculum Overview

The course work for the Organizational Management program consists of 48 upper-division semester credits to be completed over an 18 month period. These modules focus on organizational behavior, supervision, interpersonal skills, and management challenges and are designed to complete a bachelor's degree.

#### TERM ONE (12 Hours)

BUS 360 The Adult Journey (3 credit hours)  
BUS 364 Group and Team Dynamics (3 credit hours)  
BUS 366 Organizational Behavior (3 credit hours)  
BUS 368 Business Communication (3 credit hours)

#### TERM TWO (14 Hours)

MGT 360 Management Principles (3 credit hours)  
ACC 360 Accounting for Managers (3 credit hours)  
FIN 360 Finance for Managers (3 credit hours)  
BUS 492 Business Application Project I (3 credit hours)  
BUS 493 Business Application Project II (2 credit hours)

#### TERM THREE (12 Hours)

MKT 362 Marketing for Managers (3 credit hours)  
MGT 362 Human Capital Management (3 credit hours)  
BUS 370 Business Ethics and Individual Values (3 credit hours)  
BUS 450 Domestic Business Issues (3 credit hours)

#### TERM FOUR (10 Hours)

BUS 452 Global Business (3 credit hours)  
MGT 460 Strategic Management (3 credit hours)  
BUS 480 Research Methods and Statistics (4 credit hours)

#### For additional information contact:

FASTtrack Programs  
Talladega College  
627 West Battle Street  
Talladega, AL 35160  
Telephone: 256.362.0118  
Fax: 256.761.6139  
E-mail: fasttrack@talladega.edu

## DIVISION OF HUMANITIES & FINE ARTS

### Mission Statement

The primary mission of the Division of Humanities and Fine Arts is to prepare students to be competitive in both graduate and professional schools and in the work world. It further has as its mission to make students sensitive to the world as their community and to, therefore, have as their individual goals and objectives some contribution for the improvement of society. Finally, all faculty members in the division are aware of our multi-ethnic/multi-faceted society, and are dedicated to developing students who understand and appreciate their cultural variety, and who have the commitment and intellectual capacity to serve their fellow human beings.

### Department of English

#### Purpose

The English Department offers general education courses in composition and speech, as well as literature courses open to all students at or above the sophomore level. The development of effective writing skills is emphasized in all composition and literature courses. A writing workshop is available with appropriate resource materials and faculty assistance for those who wish to develop their writing skills. The English area offers the English major with the traditional literature concentration.

#### Required Courses:

ENG 207-208 Introduction to Literature I-II	ENG 335 African American Lit. I or
ENG 210-211 World Literature I-II	ENG 336 African American Lit. II
ENG 307 or 308 Survey of English Lit. I or II	ENG 450 Linguistics
ENG 321 Shakespeare	ENG 494 Seminar in Criticism
ENG 330 or 331 American Literature I or II	ENG 202 Speech
	ENG 203 Advanced Writing
	Depart. Electives: 12 semester hours

The minimum number of semester hours in major needed for graduation is 51 for English majors.

The minimum total number of semester hours needed for graduation is 125 for English majors.

### English Major

Fall		Spring	
Freshman	Credits		Credits
HUM 101 Intro to Humanities	3	HUM 102 Intro to Humanities	3
ENG 101 Composition I	3	ENG 102 Composition II	3
HIS 235 African American History Survey I	3	HIS 236 African American History Survey II	3

MTH 101 Mathematics	3	MTH 102 Mathematics	3
NS 101 Biological Science	4	NS 102 Physical Science	4
PE 101 Physical Education	1	PE 102 Physical Education	<u>1</u>
EDU 100 College Orientation	<u>1</u>		17
	18		

**Sophomore**

ENG 203 Advanced Writing	3	ENG 202 Speech	3
PHI 210 Intro to Philosophy	3	HUM Elective**	3
ENG 207 Intro to Literature I	3	ENG 208 Intro to Literature II	3
ENG 210 World Literature I	3	ENG 211 World Literature II	3
Foreign Language*	<u>3</u>	Foreign Language*	<u>3</u>
	15		15

\*Two years of one language are required.

\*\*Electives: ART 211, REL 210 or MUS 211

**Junior**

ENG 307 Survey of Eng. Lit. I or		ENG 445 Topics in Literature	3
ENG 308 Survey of Eng. Lit II	3	ENG 335 African Amer. Lit. I or	
ENG 330 American Literature I or		ENG 336 African Amer. Lit. II	3
ENG 331 American Literature II	3	ENG Elective	3
ENG 321 Shakespeare	3	HIS Elective	3
HIS Elective	3	Foreign Language*	<u>3</u>
Foreign Language*	<u>3</u>		15
	15		

**Senior**

ENG Electives	9	ENG 450 Linguistics	3
FREE Electives	<u>6</u>	ENG 494 Seminar in Criticism	3
	15	FREE Electives	<u>9</u>
			15

**English Language Arts Major**

Fall		Spring	
Freshman	Credits		Credits
EDU 100 College Orientation	1	ENG 102 Composition II	3
ENG 101 Composition I	3	HUM 102 Intro to Humanities	3
HUM 101 Intro to Humanities	3	HIS 236 African American History Survey II	3
MTH 101 Intro to Mathematics	3	MTH 102 Intro to Mathematics	3
NS 101 Biological Science	4	NS 102 Physical Science	4
PE 101 Physical Education	1	PE102 Physical Education	<u>1</u>
HIS 235 African American History Survey I	<u>3</u>		17
	18		

**Sophomore**

ENG 203 Advanced Writing	3	ENG 202 Speech	3
PHI 210 Intro to Philosophy	3	HUM Elective**	3

ENG 207 Intro to Literature I	3	ENG 208 Intro to Literature II	3
ENG 210 World Literature I	3	ENG Elective	3
MMS 150 Intro to Mass Comm.	3	MMS 211 Intro to Journalism	3
SS Elective*	<u>3</u>	SS Elective*	<u>3</u>
	18		18

\*Two years of one language are required.

\*\*Electives: ART 211, REL 210 or MUS 211

**Junior**

ENG 305 Advance Grammar	3	ENG 308 Survey English Lit. II	3
ENG 307 Survey English Lit. I	3	ENG 336 African Amer. Lit. II	3
ENG 335 African American Lit. I	3	ENG 331 American Literature II	3
ENG 330 American Lit. I	3	MMS Elective	6
ENG 321 Shakespeare	<u>3</u>	ENG 291 Little Theatre	<u>1</u>
	15		16

**Senior**

ENG Electives	6	ENG 450 Linguistics	3
ENG 445 Topics in Literature	3	ENG 494 Seminar in Criticism	2
Free Electives	<u>6</u>	FREE Electives	<u>9</u>
	15		14

**Department of Mass Media Studies**

The department offers a variety of mass media historical, theoretical and skills courses within the context of a liberal arts environment to help provide students with an educational foundation and background that can prepare them for living and working in an increasingly complex world. All Mass Media Studies majors are required to complete an internship with an appropriate media company to learn about "the real world" in which the media operate.

**Mass Media Studies Major**

**Required Courses**

- MMS 150 Intro to Mass Communication
- MMS 190 Essentials of Public Speaking
- MMS 211 Introduction to Journalism
- MMS 225 Writing for Mass Media
- MMS 313 Mass Communication Law
- MMS 318 Cultural Studies in Mass Media
- MMS 420 Mass Communication Theory
- MMS 421 Research Methods in Mass Communications
- MMS 493 Internship.
- MMS 495 Senior Project

**Elective Courses**

- MMS 214 Photojournalism
- MMS 300 Writing for Broadcast Media
- MMS 310 Electronic Media Writing
- MMS 314 News Writing and Reporting Practice
- MMS 317 Magazine Editing and Production
- MMS 401 Images of African Americans in Mass Media
- MMS 402 Mass Media Management

30 hours required with 9 hours electives

39 hours required for major in Mass Media Studies



## Mass Media Studies Minor

### Required Courses

MMS 150 Intro to Mass Communication  
 MMS 190 Essentials of Public Speaking  
 MMS 225 Writing for Mass Media  
 18 hours required for minor in Mass Media Studies

### Elective Courses

Select 9 hours from any MMS courses

## Mass Media Studies Major

### Fall

Freshman	Credits
HUM 101 Intro to Humanities	3
ENG 101 Composition I	3
MTH 101 Mathematics	3
NS 101 Biological Science	4
PE 101 Physical Education	1
EDU 100 College Orientation	1
HIS 235 African American History Survey I	<u>3</u>
	18

### Sophomore

MMS 150 Intro to Mass Comm.	3
HUM Elective	3
Foreign Language	3
MMS 190 Essentials of Public Speaking	3
ENG 210 World Literature I	<u>3</u>
	15

### Junior

MMS Elective	3
MMS 225 Writing for Mass Media	3
Social Science Elective	3
Foreign Language	3
Free Elective	<u>3</u>
	15

### Senior

MMS Elective	3
MMS 420 Mass Comm. Theory	3
MMS 421 Research Methods	3
Free Electives in Mass Media	<u>9</u>
	18

### Spring

	Credits
HUM 102 Intro to Humanities	3
ENG 102 Composition II	3
MTH 102 Mathematics	3
NS 102 Physical Science	4
HIS 236 African American History Survey II	3
PE 102 Physical Education	<u>1</u>
	17

ENG 202 Speech	3
Social Science Elective	3
Foreign Language	3
HUM Elective	3
MMS 211 Introduction to Journalism	<u>3</u>
	15

Free Elective	3
MMS 313 Mass Comm. Law	3
Social Science Elective	3
Foreign Language	3
MMS 318 Cultural Studies in Mass Media	<u>3</u>
	15

MMS Elective	3
MMS 493 Internship	6
MMS 495 Senior Project	3
Free Elective	<u>3</u>
	15

## Fine Arts Program

### Purpose

The Fine Arts program provides enrichment and cultural opportunities for students who wish to expand and broaden their education through experiences in painting, ceramics, and the plastic and graphic arts. This program also contributes to the general education work in the humanities.

### Fine Arts Major:

ART 211 Art Appreciation	ART 236 Intro to Computer Graphics
ART 212 Survey of Art History I	ART 311 Black American Art & Artists
ART 213 Survey of Art History II	ART 322 Painting II
ART 220 Design and Color	ART 320 Sculpture
ART 221 Ceramics I	ART 224 Painting I
ART 222 Ceramics II	ART 327 Drawing II
ART 223 Intro to Drawing I	ART 494 Senior Project
ART 330 Figure Drawing	ART 325 Painting III
ART 495 Senior Exhibition	ART 226 Graphic Arts

The minimum of semester hours required for an art major is 54; the total number of semester hours required for graduation is 128.

### Fall

Freshman	Credits
HIS 235 African American History Survey I	3
ENG 101 Composition I	3
HUM 101 Intro to Humanities	3
NS 101 Biological Science	4
PE 101 Physical Education	1
MTH 101 Mathematics	3
EDU 100 College Orientation	<u>1</u>
	18

### Sophomore

ART 212 Survey of Art History I	3
ART 211 Art Appreciation	3
ART 223 Drawing I	3
ART 220 Design and Color	3
ART 221 Ceramics I	3
ART 224 Painting I	<u>3</u>
	18

### Spring

	Credits
HIS 236 African American History Survey II	3
ENG 102 Composition II	3
HUM 102 Intro to Humanities	3
NS 102 Physical Science	4
PE 102 Physical Education	1
MTH 102 Mathematics	<u>3</u>
	17

ART 213 Survey of Art History II	3
ENG Elective**	3
SS Elective**	3
ART 222 Ceramics II	3
ART 236 Introduction to Computer Graphics	<u>3</u>
	18

**Junior**

ART 311 Black American Art and Artists	3	ART 325 Painting III	3
ART 322 Painting II	3	SS Elective	3
ART 327 Drawing II	3	Free Electives	<u>9</u>
SS Elective	3		15
Free Elective	<u>3</u>		
	15		

**Senior**

ART 494 Senior Project	3	ART 495 Senior Exhibition	3
ART 320 Sculpture	3	ART 330 Figure Drawing	3
ART 226 Graphic Arts	3	Free Electives	<u>9</u>
Free Electives	<u>6</u>		15
	15		

It is recommended that one year of foreign language be used as electives.

**History Department**

**Purpose**

The History major offers course work in the areas of U.S., African, African American and European history. It is designed to prepare students for graduate study in history leading to the terminal degree (Doctor of Philosophy) and a career as a college and/or university professor. A minor in history requires 18 units of credit.

The History Department also coordinates the core Humanities courses, Humanities 101-102, Introduction to the Humanities.

Philosophy and religion courses are offered as non-major credit to enrich the general education program and to provide electives for students who desire to take courses enhanced with humanistic and ethical values.

**Required Courses\*: History**

HIS 213 Historiography		*HIS 235 African American History I or
HIS 217 Ancient Civilizations		*HIS 236 African American History II
HIS 221-222 World History Survey I-II		HIS 496 Advanced Historiography
HIS 223-234 U.S. History Survey I-II		Dept. Electives: American History and European Hist – 6 credit hrs.

\*A grade of "C" or better is required.

The minimum number of semester hours in major needed for graduation is 36.

The minimum total number of semester hours needed for graduation is 125.

**History Major**

**Fall**

<b>Freshman</b>	<b>Credits</b>
ENG101 Composition I	3
HUM 101 Intro to Humanities	3
MTH 101 Intro to Mathematics	3
NS 101 Biological Science	4
PE 101 Physical Education	1
HIS 235 African American History Survey I	3
EDU 100 College Orientation	<u>1</u>
	18

**Sophomore**

HUM Elective*	3
Foreign Language**	3
HIS 213 Historiography	3
HIS 221 World History I	3
HIS 233 US History Survey I	<u>3</u>
	15

**Spring**

<b>Credits</b>	
ENG 102 Composition II	3
HUM 102 Intro to Humanities	3
MTH 102 Intro to Mathematics	3
NS 102 Physical Science	4
PE 102 Physical Education	1
HIS 236 African American History Survey II	<u>3</u>
	17
HUM Elective*	3
Foreign Language**	3
ENG Elective	3
HIS 222 World History II	3
HIS 234 US History Survey II	<u>3</u>
	15

\*Electives: ART 211, ENG 205, PHI 210, REL 210 and MUS 211

\*\*Two years of one language are required.

**Junior**

Foreign Language**	3	Foreign Language**	3
HIS 217 Comparative Ancient Civilizations	3	HIS 235 Afro-American History Survey I or HIS 236 Afro-American History Survey II	3
HIS American History	3	HIS American History	3
HIS European History	3	HIS European History	3
Elective	<u>3</u>	Elective	<u>3</u>
	15		15

NOTE: \*HIS 235 Afro-American History Survey I or HIS 236 Afro-American History Survey II applies to 2014 sophomores and 2015 juniors only. After 2014 and 2015, these courses will be replaced by electives.

**Senior**

HIS 496 Advanced Historiography	3	Electives	<u>15</u>
Electives	<u>12</u>		15
	15		

## Music Department

### Purpose

The Music Program prepares students to continue in graduate school or to enter advanced training for a professional performance career. Preparation for these interests is provided with an emphasis in voice or piano.

### Admission to Program

All prospective students are examined for determining their program of emphasis. Each student must satisfactorily pass an audition before the music faculty to be officially accepted into the music performance program (voice or piano). Students pursuing either performance emphasis must make satisfactory progress according to the performance standards set by the music faculty. Progress is evaluated each semester by means of juried examination along with the overall performance of the student.

For students with piano emphasis, examination requirements for entrance will include performance of at least three compositions of contrasting character representing various musical periods and forms (e.g., Bach Preludes and Fugues; sonata movements by Beethoven, Mozart, and Haydn; and Romantic or Modern Literature). Students will also perform selected scales and arpeggios. Students will also be asked to sight read. For the final performance requirement, a public recital exhibiting proficiency in interpreting the music of the important periods and styles is required. The program should be planned around significant compositions, such as a work by Bach, a sonata of Beethoven, lyrical and dramatic pieces from the Romantic period, and Impressionistic and/or contemporary compositions.

For students with voice emphasis, examination requirements for entrance will include performance of at least three compositions for contrasting character representing various musical periods. The student's repertoire should include at least two foreign languages. Students will also be asked to perform at least one vocalist from the standard repertoire of vocalists (Marchesi, Vaccai, Panofka, etc.). For the final performance requirement, a public recital of at least fifty minutes is required. The repertoire for the recital should represent advanced literature for the voice from the art song, opera, and oratorio repertoires. The Piano or Voice candidate **must** present his/her program before the faculty for approval at least four weeks in advance of the public recital.

### Required Courses\*

#### Piano Emphasis

MUS 101-102 Theory  
 MUS 133-134 Applied Piano I and II  
 MUS 103 Sight Singing  
 MUS 201-202 Music Theory III and IV  
 MUS 191 Choir I, Music 193-199 Choir II-VIII  
 MUS 211 Survey of Musical Styles  
 MUS 233-234 Applied Piano III and IV

MUS 311-312 Music History I and II  
 MUS 313-314 Musical Form and Analysis I and II  
 MUS 333-334 Applied Piano V and VI  
 MUS 401-402 Counterpoint  
 MUS 433-434 Applied Piano VII and VIII  
 MUS 435-436 Piano Literature & Pedagogy  
 MUS 437 Senior Recital Piano

#### Voice Emphasis

MUS 101-102 Theory  
 MUS 131-132 Class Piano I and II  
 MUS 143-144 Applied Voice I and II  
 MUS 191 Choir I, Music 193-199 Choir II-VIII  
 MUS 201-202 Theory III and IV  
 MUS 211 Survey of Musical Styles  
 MUS 231-232 Class Piano III and IV  
 MUS 243-244 Applied Voice III and IV  
 MUS 311-312 Music History I and II  
 MUS 313-314 Musical Form and Analysis I and II  
 MUS 343-344 Applied Voice V and VI  
 MUS 401-402 Counterpoint  
 MUS 443-444 Applied Voice VII and VIII  
 MUS 445 Vocal and Choral Literature  
 MUS 447 Senior Recital Vocal

\*A grade of "C" or better is required in all of the required courses.

The minimum number of semester hours needed to graduate in the piano emphasis is 58 semester hours and the voice emphasis requires 62 semester hours.

The minimum total number of semester hours needed for graduation is 125-128 semester hours for the Piano and Voice emphasis in the Department of Music.

### Piano Emphasis

Fall		Spring	
Freshman	Credits		Credits
ENG 101 Composition I	3	ENG 102 Composition II	3
HUM 101 Intro to Humanities	3	HUM 102 Intro to Humanities	3
NS 101 Biological Science	4	NS 102 Natural Science	4
PE 101 Physical Education	1	PE 102 Physical Education	1
MUS 133 Applied Piano I	2	MUS 134 Applied Piano II	2
MUS 191 College Choir	1	MUS 193 College Choir	<u>1</u>
EDU 100 College Orientation	<u>1</u>		14
	15		

### Sophomore

MUS 211 Survey of Musical Styles	3	HUM Elective*	3
Foreign Language	3	Foreign Language	3
HIS 235 African American History Survey I	3	HIS 236 African American History Survey II	3
MUS 101 Music Theory I	3	MUS 102 Music Theory II	3
MUS 233 Applied Piano III	2	MUS 234 Applied Piano IV	2
MUS 194 College Choir	<u>1</u>	MUS 252 Applied Organ	2
	15	MUS 195 College Choir	<u>1</u>
			17

\*Electives: ART 211, ENG 205, PHI 210 or REL 210

### Junior

MTH 101 Intro to Mathematics	3	MTH 102 Intro to Mathematics	3
Foreign Language	3	Foreign Language	3
MUS 201 Music Theory III	3	MUS 202 Music Theory IV	3
MUS 311 Music History I	3	MUS 312 Music History II	3
MUS 333 Applied Piano V	2	MUS 334 Applied Piano VI	2
MUS 196 College Choir	1	MUS 352 Applied Organ	2
MUS 401 Counterpoint I	<u>2</u>	MUS 402 Counterpoint II	<u>2</u>
	17		18

### Senior

MUS 433 Applied Piano VII	2	Electives	9
MUS 313 Mus. Form & Analysis I	3	MUS 199 College Choir	1
Elective: Music	3	MUS 314 Mus. Form & Analysis II	3
MUS 198 College Choir	1	MUS 436 Piano Lit. & Pedagogy	2
ENG 202 Speech	3	MUS 437 Senior Piano Recital	1
MUS 435 Piano Lit. & Pedagogy	<u>2</u>	MUS 434 Applied Piano VIII	<u>2</u>
	14		18

### Voice Emphasis

#### Fall

Freshman	Credits
ENG 101 Composition I	3
HUM 101 Intro to Humanities	3
NS 101 Biological Science	4
PE 101 Physical Education	1
MUS 131 Class Piano I	1
MUS 191 College Choir	1
MUS 143 Applied Voice I	2
EDU 100 College Orientation	<u>1</u>
	16

#### Spring

	Credits
ENG 102 Composition II	3
HUM 102 Intro to Humanities	3
NS 102 Natural Science	4
PE 102 Physical Education	1
MUS 132 Class Piano II	1
MUS 193 College Choir	1
MUS 144 Applied Voice II	<u>2</u>
	15

### Sophomore

MTH 101 Intro to Mathematics	3	MTH 102 Intro to Mathematics	3
HIS 235 African American History Survey I	3	HIS 236 African American History Survey II	3
MUS 101 Music Theory I	3	MUS 102 Music Theory II	3
MUS 231 Class Piano III	1	MUS 232 Class Piano IV	1
MUS 243 Applied Voice III	2	MUS 244 Applied Voice IV	2
MUS 194 College Choir	<u>1</u>	MUS 195 College Choir	<u>1</u>
	13		13

### Junior

Foreign Language	3	Foreign Language	3
MUS 201 Theory III	3	MUS 202 Theory IV	3
MUS 211 Survey of Musical Styles	3	SS Elective	3
MUS 311 Music History I	3	MUS 402 Counterpoint II	2
MUS 343 Applied Voice V	2	MUS 312 Music History II	3
MUS 196 College Choir	1	MUS 344 Applied Voice VI	2
MUS 401 Counterpoint I	<u>2</u>	MUS 197 College Choir	<u>1</u>
	17		17

### Senior

Electives	9	Elective	3
MUS 313 Mus. Form & Analysis I	3	ENG 202 Speech	3
MUS 443 Applied Voice VII	2	MUS 314 Mus. Form & Analysis II	3
MUS 198 College Choir	<u>1</u>	MUS 447 Senior Voice Recital	1
	15	MUS 445 Vocal and Choral Lit.	2
		MUS 444 Applied Voice VIII	2
		MUS 199 College Choir	<u>1</u>
			15

## ***DIVISION OF NATURAL SCIENCES and MATHEMATICS***

### **Mission Statement**

In keeping with the Mission of the college, the Division of Natural Sciences and Mathematics will strive to continue to add well prepared, energetic and enthusiastic faculty to all departments. The faculty is dedicated to preparing students for graduate and professional studies leading to careers in their respective disciplines. The division will continue to establish dual-degree linkage programs in collaboration with other schools.

The division provides undergraduate research opportunities for its students. Science and mathematics scholarships and stipends are available to eligible students. The division is committed in aiding students in locating employment, participating in extramural enrichment and research programs during the summer.

### **BIOLOGY DEPARTMENT**

#### **Purpose**

The Biology Department prepares students for graduate and professional studies, as well as careers in biology. It also provides courses for students as part of their liberal arts education.

#### **Required Courses\***

BIO 101 Principles of Life  
 BIO 102 Organismal Biology  
 BIO 223 Comparative Vertebrate Zoology or BIO 443 Human Anatomy  
 BIO 320 Botany  
 BIO 432 Cell Biology or BIO 452 Biochemistry  
 BIO 494 Senior Seminar  
 Departmental Electives (12 semester hours)

\*A grade of "C" or better is required for biology department courses (BIO) only for biology majors.

The minimum number of semester hours in major needed for graduation is 34.

The minimum total number of semester hours needed for graduation is 125/126.

### **Biology Major**

<b>Fall</b>	<b>Credits</b>	<b>Spring</b>	<b>Credits</b>
<b>Freshman</b>			
HUM 101 Intro to Humanities	3	HUM 102 Intro to Humanities	3
ENG 101 Composition I	3	ENG 102 Composition II	3
HIS 235 African American History Survey I	3	HIS 236 African American History Survey II	3
MTH 103 College Algebra	3	MTH 105 Pre-Calculus	3
BIO 101 Principles of Life	4	BIO 102 Organismal Biology	4
PE 101 Physical Education	1	PE 102 Physical Education	<u>1</u>
EDU 100 College Orientation	<u>1</u>		17
	18		
<b>Sophomore</b>			
CHE 101 Chemistry	4	CHE 102 Chemistry	4
ENG Elective*	3	HUM Elective* or SS Elective*	3
PSY 100 Intro to Psychology	3	Computer Science or Foreign Language**	3
Computer Science or Foreign Language**	3	MTH 206 Calculus II or MTH 200 Elementary Statistics	<u>3/4</u>
MTH 205 Calculus I	<u>4</u>		13/14
	17		
<b>Junior</b>			
CHE 201 Organic Chemistry	4	CHE 202 Organic Chemistry	4
PHY 101 Physics	4	PHY 102 Physics	4
BIO 223 Comp. Vert. Zoology or BIO 443 Human Anatomy	4	BIO 320 Botany	4
Computer Science or Foreign Language**	<u>3</u>	Computer Science or Foreign Language**	<u>3</u>
	15		15
<b>Senior</b>			
Department Electives	12	BIO 494 Senior Seminar	2
Elective	<u>4</u>	BIO 432 Cell Biology or BIO 452 Biochemistry	4
	16	Electives	<u>8</u>
			14

\*See General Requirements.

\*Initial math course is based on math placement test.

\*\*Students may take 2 years of a foreign language (French/Spanish) or computer science or one year of each.

NOTE: Especially well-prepared students, anticipating majoring in one of the sciences, may be allowed to modify the freshman plan to take two beginning level science courses. Consultation with the Academic Vice President and the Dean of the Natural Sciences and Mathematics Division is required to exercise this option.

### Suggested Departmental Electives

BIO 214 Introduction to Environmental Science  
 BIO 231 Genetics  
 BIO 334 Histology  
 BIO 351 Microbiology  
 BIO 444 Human Physiology  
 BIO 452 Biochemistry  
 BIO 462 Toxicology I  
 BIO 495A/B Research

**Biology Minor:** A student is required to take the following:

BIO 101 Principles of Life  
 BIO 102 Organismal Biology  
 BIO 320 Botany  
 BIO 443 Human Anatomy  
 BIO Elective – 4 semester hours

## Chemistry Department

### Purpose

The goal of the Chemistry Department is to provide majors with strong competitive backgrounds in chemistry which are adequate to pursue further study or gain immediate employment in the work force.

Required Courses*	Credits
CHE 101-102 General Chemistry	8
CHE 201-202 Organic Chemistry	8
CHE 301 Quantitative Analysis	4
CHE 302 Instrumental Analysis	8
CHE 401-402 Physical Chemistry	4
CHE 494 Senior Seminar	<u>2</u>
	34

\*A grade of "C" or better is required in all chemistry courses for majors. The minimum number of semester hours in major needed for graduation is 34. The minimum total number of semester hours needed for graduation is 121/122.

### Chemistry Major

Fall		Spring	
Freshman	Credits		Credits
HUM 101 Intro to Humanities	3	HUM 102 Intro to Humanities	3
ENG 101 Composition I	3	ENG 102 Composition II	3
HIS 235 African American History Survey I	3	HIS 236 African American History Survey II	3
MTH 205 Calculus I	4	MTH 206 Calculus II	4
CHE 101 General Chemistry	4	CHE 102 General Chemistry	4
EDU 100 College Orientation	1	PE 102 Physical Education	<u>1</u>
PE 101 Physical Education	<u>1</u>		18
	19		

### Sophomore

ENG Elective	3	CHE 202 Organic Chemistry	4
CHE 201 Organic Chemistry	4	BIO 102 Organismal Biology	4
BIO 101 Principles of Life Elective or SS Elective	4	HUM Elective or SS Elective	3
Computer Science or Foreign Language	3	Computer Science or Foreign Language	<u>3</u>
	<u>3</u>		14
	17		

### Junior

CHE 301 Quantitative Analysis	4	CHE 302 Instrumental Analysis	4
PHY 101 General Physics Elective*	4	PHY 102 General Physics	4
Computer Science or Foreign Language	3/4	Elective*	3
	<u>3</u>	Computer Science or Foreign Language	<u>3</u>
	14/15		14

### Senior

CHE 401 Physical Chemistry	4	CHE 402 Physical Chemistry	4
Electives*	<u>9</u>	CHE 494 Senior Seminar	2
	13	Electives*	<u>6</u>
			12

Chemistry majors should take Math 205 Calculus I in the freshman year because they are expected to complete MTH 206 Calculus II by the end of the second year. If a student is not qualified to start calculus in the freshman year, the curriculum pattern will have to be modified to accommodate the necessary lower level mathematics courses.

See General Requirements. The faculty advisor assists the student in planning to include the mathematics and general requirements according to individual circumstances.

Students may take two years of foreign language, two years of computer science or one year of each.

\*Electives depend on career option, i.e., graduate school, industry, or medical school.

*Chemistry Minor: Students are required to take the following courses:*

CHE 101-102 General Chemistry  
 CHE 301 Quantitative Analysis  
 CHE 201-202 Organic Chemistry

### Chemistry-Forensic Concentration

Fall		Spring	
Freshman	Credits		Credits
HUM 101 Intro to Humanities	3	HUM 102 Intro to Humanities	3
ENG 101 Composition I	3	ENG 102 Composition II	3
HIS 235 African American History Survey I	3	HIS 236 African American History Survey II	3
MTH 205 Calculus I	4	MTH 206 Calculus II	4
CHE 101 General Chemistry	4	CHE 102 General Chemistry	4
EDU 100 College Orientation	<u>1</u>	PE 101 Physical Education	<u>1</u>
	18		18

### Sophomore

ENG 202 Speech	3	CHE 202 Organic Chemistry	4
CHE 201 Organic Chemistry	4	BIO 102 Organismal Biology	4
BIO 101 Principles of Life	4	CHE 103 Intro to Forensics	3
CJU 241 Intro to Criminal Justice	3	CS 250 Fundamentals of Programming Languages	3
CS 150 Intro to Computer Science	3	PSY 302 Forensic Psychology	3
PE102 Physical Education	<u>1</u>		<u>17</u>
	18		

### Junior

CHE 301 Quantitative Analysis	4	CHE 302 Instrumental Analysis	4
PHY 101 General Physics	4	PHY 102 General Physics	4
CHE 310 Forensic Chemistry	4	SS Elective	3
Elective	<u>3</u>	BIO 452 Biochemistry	<u>4</u>
	15		15

### Senior

CHE 401 Physical Chemistry	4	CHE 402 Physical Chemistry	4
BIO 443 Human Anatomy	4	CHE 494 Senior Seminar	2
CJU 343 Criminal Justice	3	SOC 300 Criminology	3
CJU 342 Criminal Investigation Procedures	3	Elective	3
Internship	<u>3</u>	Internship	<u>3</u>
	17		15

## Computer Science Department

### Purpose

The Computer Science Program is designed to prepare students for graduate and professional studies, as well as careers in computer science/computer information systems and/or research. Upon graduation, Computer Science majors and minors will be prepared to assume strategic leadership positions in a computer related field, as well as enter a graduate school to pursue a more advanced degree. Opportunity for research and internships are readily available both on campus and externally. Overall, the emphasis of the department is on planning, management, networking, web designing and general problem solving, using the most current hardware and software technology, in addition to the skills of coding in particular computer languages.

### Required Courses\*

CS 150 Intro to Computer Science	CS 206 Intro to Web Technology
CS 207 Advanced Web Technology	CS 250 Fundamental of Programming
CS 251 Advanced Programming	CS 212 Formal Thinking
CS 265 Numerical Analysis	

CS 309 Algorithms & Data Structure	CS 330 Network & Data Communication
CS 350 Intro to Software Engineering	CS 351 Programming Languages
CS 352 Intro to Visual Basic.NET(VB.NET)	CS 353 Advanced Visual Basic.NET (VB.NET)
CS 370 Computer Ethics	CS 371 Research Methods
CS 358 Fundamental of Java Language	CS 410 Database Management Systems I
CS 411 Systems Analysis and Design	CS 412 Database Management Systems II
CS 430 Network Security	CS 416 Internship
CS 432 Computer Architecture	CS 431 Operating Systems
CS 401 Selected Topics	CS 475 Seminar

\*A grade of "C" or better is required.

The minimum number of semester hours in major needed for graduation is 78.

The minimum total number of semester hours needed for graduation is 129.

### Computer Science Major

Fall	Credits	Spring	Credits
<b>Freshman</b>			
HIS 235 African American History I	3	HIS 236 African American History II	3
ENG 101 Composition I	3	ENG 102 Composition II	3
CS 150 Intro to Computer Science	3	NS 101 Biological Science	4
SS Elective*	3	MTH 205 Calculus I	4
MTH 105 Pre-Calculus	3	PE 102 Physical Education	<u>1</u>
PE 101 Physical Education	1		15
EDU 100 College Orientation	<u>1</u>		
	17		

### Sophomore

ENG 201 or ENG 202	3	CS 212 Formal Thinking	3
CS 206 Intro to Web Tech	3	CS 265 Numerical Analysis	3
CS 250 Fundamentals of Programming Languages	3	CS 251 Advanced Programming Foreign Language	3
Foreign Language	3	HUM Elective* or SS Elective*	3
HUM Elective* or SS Elective*	<u>3</u>	CS 207 Advanced Web Technology	<u>3</u>
	15		18

### Junior

PHY 101 Physics	4	CS 350 Intro to Software Engineering	3
CS 352 Intro to VB.NET	3	CS 330 Network & Data Comm.	3
CS 309 Algorithms & Data Structure	3	CS 353 Advanced VB.NET	3
CS 351 Programming Language	3	CS 370 Computer Ethics	3
MTH 200 Elementary Statistics	<u>3</u>	CS 371 Research Methods	<u>3</u>
	16		15

## Senior

CS 401 Selected Topics	3	CS 430 Network Security	3
CS 411 Systems Analysis & Design	3	CS 432 Computer Architecture.	3
CS 431 Operating Systems	3	CS 412 Database Management Systems II	3
CS 358 Fundamentals of Java Language	3	CS 416 Internship	<u>5</u>
CS 410 Database Management Systems I	3		14
CS 475 Seminar	<u>3</u>		
	18		

\*See General Requirements

## Computer Science Minor:

Students are required to take the following:

### Science Majors

CS 150 Introduction to Computer Science  
 CS 250 Fundamentals of Programming Language  
 CS 251 Advanced Programming

### Business Majors

CS 150 Introduction to Computer Science  
 CS 250 Fundamentals of Programming Language  
 CS 358 Fundamentals of Java Language

### Plus 3 of the following:

CS 309 Algorithms and Data Structure  
 CS 351 Programming Languages  
 CS 350 Intro to Software Engineering  
 CS 431 Operating Systems  
 CS 430 Network Security  
 CS 371 Research Methods

### Plus 3 of the following:

CS 330 Network and Data Communication  
 CS 430 Network Security  
 CS 411 Systems Analysis and Design  
 CS 410 Database Management System I  
 CS 412 Database Management System II

Required courses for other majors are available upon request.

## Mathematics Department

### Purpose

The purpose of the Mathematics Department is to prepare students to participate in and contribute to the workforce in a global and technological environment of the 21st century and help Talladega College to achieve its mission and goals. To achieve this goal, the Mathematics Department helps to develop functional numeracy in freshmen and sophomores, support the mathematical needs of other departments and majors: Biology, Business/Economics, Chemistry, Computer Science, Mathematics Education and Physics, and educates mathematics majors and minors.

## Graduation Requirements:

To graduate from the program, a student is required to complete successfully a minimum of 45 semester hours in the major and a minimum total of 128 semester hours.

Mathematics minors must complete 20 credit hours of mathematics courses at the 200 and above level, including Calculus I, II & III, and Linear Algebra.

### Required Courses for Mathematics Majors:

	Credits		Credits
MTH 200 Elementary Statistics	3	MTH 262 Discrete Mathematics	3
MTH 201 Functional Numeracy	3	MTH 270 Number Theory	3
MTH 205 Calculus I	4	MTH 311 Real Analysis I	3
MTH 206 Calculus II	4	MTH 321 Differential Equations	3
MTH 207 Linear Algebra	3	MTH 341 Modern Algebra I	3
MTH 208 Calculus III	4	MTH 361 Probability and Statistics	3
MTH 210 History of Mathematics	3	MTH 350 Mathematical Modeling	3
MTH 220 College Geometry	3	MTH 480 Senior Course	3
MTH 260 A Survey of Finite Mathematics	3	MTH 494 Senior Seminar	3

Departmental Electives: 9 semester hours.

At least one from first and two from list below AND **two** more electives.

### Select from Electives:

MTH 204 Applied Elementary Calculus (3)\*  
 MTH 265 Numerical Analysis (3)  
 MTH 300 Set Theory (3)\*\*  
 MTH 312 Real Analysis II (3)  
 MTH 315 Topology (3)\*\*  
 MTH 342 Modern Algebra II (3)  
 MTH 390 Complex Variables (3)  
 MTH 402, 403 & 404 Topics in Mathematics

\*A grade of "C" or better is required.

The minimum number of semester hours in major needed for graduation is 42.

The minimum total number of semester hours needed for graduation is 128.

## Mathematics Major

Fall	Credits	Spring	Credits
Freshman			
HUM 101 Intro to Humanities	3	HUM 102 Intro to Humanities	3
ENG 101 Composition I	3	ENG 102 Composition II	3
MTH 201 Functional Numeracy	3	PHY 102 Physics	4
HIS 235 African American History Survey I	3	HIS 236 African American History Survey II	3
PHY 101 Physics	4	MTH 205 Calculus I	4
PE 101 Physical Education	1	PE 102 Physical Education	<u>1</u>
EDU 100 College Orientation	<u>1</u>		18
	18		



### Sophomore

MTH 206 Calculus II	4	CS150 Intro to Computer Science	3
Foreign Language or (Spanish)	3	Foreign Language or (Spanish)	3
HUM Elective or SS Elective	3	MTH 200 Elementary Statistics	3
MTH 210 History of Mathematics	3	MTH 208 Calculus III	4
MTH 207 Linear Algebra	3	MTH 220 College Geometry	3
	<u>16</u>		<u>16</u>

### Junior

CS 250 Fundamentals of Programming Languages	3	MTH 262 Discrete Mathematics	3
MTH 270 Number Theory	3	MTH 321 Differential Equation	3
MTH 311 Real Analysis I	3	MTH 260 Survey of Finite Math	3
MTH 341 Modern Algebra I	3	MTH Elective	3
Free Elective	3	Free Elective	3
	<u>15</u>		<u>15</u>

### Senior

MTH 361 Probability & Statistics	3	MTH 350 Math. Modeling	3
MTH 480 Senior Course	3	MTH Electives	3
MTH Electives	6	Free Electives	3
Free Electives	3	MTH 494 Senior Seminar	3
	<u>15</u>		<u>12</u>

### Pre-Professional Studies

**Talladega College and Jacksonville State University Flexible Degree Option Program in Nursing.** Talladega College and Jacksonville State University entered a partnership to offer an innovative educational program that is responsive to professional and societal needs. The flexible degree option program allows students to earn the B.A. degree in biology from Talladega College and the B.S. degree in nursing from Jacksonville University. Two options are available to the students, one degree in four years or two degrees in five years.

- The 2+2 years option offers one degree in 4 years: two years at Talladega College and two at JSU (degree from JSU)
- The 3+2 years option offers two degrees in 5 years: three years at Talladega College and two at JSU (degrees from TC and JSU)

## THE EUNICE WALKER JOHNSON DIVISION OF SOCIAL SCIENCES EDUCATION

### Mission Statement

The primary mission of the Division of Social Sciences and Education is to prepare students for graduate school and careers in their fields of study. The division offers majors in criminal justice, public administration, psychology, social work, sociology, and teacher education. Each curriculum has a core course of study in liberal arts in addition to the major course of study. Division faculty strive to service the individual needs of the students, to enhance students' understanding of their own culture and the culture of others, and to develop skills necessary for leadership and service roles in society.

### Criminal Justice Major

Fall		Spring	
Freshman	Credits		Credits
ENG 101 Composition I	3	ENG 102 Composition II	3
HUM 101 Intro to Humanities	3	HUM 102 Intro to Humanities	3
BIO101 Principles of Life	4	MTH 102 Intro to Mathematics	3
MTH 101 Intro to Mathematics	3	NS 102 Physical Science	4
PE 101 Physical Education	1	HIS 236 African American History Survey II	3
EDU 100 College Orientation	1	PE 102 Physical Education	1
HIS 235 African American History Survey I	3		<u>17</u>
	<u>18</u>		

### Sophomore

POL 201 Politics I	3	POL 202 Politics II or	
PHI 210 Intro to Philosophy	3	HIS 395 Topics in History:	
CJU 241 Intro to Criminal Justice	3	US Legal History	3
SPA 101 Elementary Spanish	3	SPA 102 Elementary Spanish	3
CS 250 Intro to Computer Science	3	CS Elective	3
	<u>15</u>	ENG 201 Practice in Writing or	
		ENG 203 Advanced Writing	3
		HUM Elective*	3
		PHI 232 Political Philosophy or	
		PHI 331 Ethics	3
			<u>18</u>

### Junior

CJU 300 Criminology	3	SS 311 Research Methods	3
PSY 302 Forensic Psychology	3	CJU 343 Criminal Procedure	3
CJU 341 History of Criminal Justice	3	POL 430 Constitutional Law	3
CJU 342 Criminal Investigation	3	CJU 344 Corrections	3
SS 200 Social & Behavioral Statistics	3	College-wide Elective	<u>3</u>
ENG 205 Technical Writing	<u>3</u>		15
	18		

### Senior

CJU 492 Topics in the Study of Criminal Justice	3	POL 431 Administration of Justice	3
BUS Elective**	3	College-wide Elective	3
CHE 310 Forensic Chemistry	3	BUS Elective**	3
College-wide Elective	3	College-wide Elective	3
CJU 493 Internship	<u>6</u>	College-wide Elective	<u>3</u>
	18		15

+Please note: BIO 101 Principles of Life Lab to be taken along with BIO 101 Principles of Life

\*Electives: ART 211, ENG 205, MUS 211, and REL 210

\*\*Electives: ACC 211, MGT 314, MGT 433

The total hours required is 36. The minimum number of semester hours in major needed for graduation is 60.

The minimum total number of semester hours needed for graduation is 125.

## Psychology Department

### Purpose

The purposes of the psychology program are: (a) to prepare students for graduate study, (b) to prepare students for jobs in human services, (c) to enhance students' understanding of their own culture, and (d) to enhance students' understanding of cultures other than their own. Psychology students study in the natural sciences, the humanities, and the social sciences. Computer-aided experiments are encouraged. Graduates are qualified to enter law school, as well as graduate schools in a variety of programs, e.g., psychology, social work, counseling and guidance, education, and public administration. Graduates are qualified to apply for employment opportunities in the Alabama Mental Health System.

### Required Courses\*

PSY 100 General Psychology  
 PSY 200 Child Psychology  
 PSY 201 Psychology of Personal Growth  
 PSY 205 History of Psychology  
 PSY 250 Social Psychology  
 PSY 300 Theories of Personality

PSY 301 Abnormal Psychology  
 PSY 302 Forensic Psychology  
 PSY 330 Cognitive Psychology  
 PSY 493 Internship in Psychology  
 PSY 494 Seminar in Psychology  
 FED 241 Educational Psychology

\*A grade of "C" or better is required.

The minimum number of semester hours in major needed for graduation is 33.

The minimum total number of semester hours needed for graduation is 125.

### Psychology Major

Fall		Spring	
Freshman	Credits		Credits
ENG 101 Composition I	3	ENG 102 Composition II	3
HUM 101 Intro to Humanities	3	HUM 102 Intro to Humanities	3
MTH 101 Intro to Mathematics	3	MTH 102 Intro to Mathematics	3
BIO 101 Principles of Life or NS 101 Biological Science	4	BIO 102 Organismal Biology	4
HIS 235 African American History Survey I	3	HIS 236 African American History Survey II	3
PE 101 Physical Education	1	PE 102 Physical Education	<u>1</u>
EDU 100 College Orientation	<u>1</u>		17
	18		
Sophomore			
PSY 100 General Psychology	3	PSY 201 Psychology of Personal Growth	3
PHI 210 Intro to Philosophy	3	PSY 205 History of Psychology	3
ART 211 Intro to Art	3	CS 212 Formal Thinking	3
SS 200 Social & Behav. Statistics	3	PSY 250 Social Psychology	3
PSY 200 Child Psychology	3	PSY 300 Theories of Personality	3
Foreign Language	<u>3</u>	Foreign Language	<u>3</u>
	18		18

\*Foreign language is recommended, but not required.

All electives must be from suggested list.

### Junior

PSY 302 Forensic Psychology	3	SS 311 Research Methods	3
PSY 330 Cognitive Psychology	3	ENG 203 Advanced Writing	3
PSY 301 Abnormal Psychology	3	SS Electives	<u>9</u>
PSY 384 Behavioral Analysis	3		15
FED/PSY 241 Educational Psych.	<u>3</u>		
	15		

### Senior

PSY 494 Seminar in Psychology	3	PSY 493 Internship in Psychology	<u>12</u>
PSY 495 Research in Psychology	3		12
PSY 492 Industrial/Organizational	3		
Psychology Elective	<u>3</u>		
	12		

Suggested electives include:

ART 223 Drawing I		PSY 331 Experimental Psychology	
BIO 214 Intro to Environmental Sciences		PSY 340 Physiological Psychology	
BIO 444 Human Physiology		SOC 210 Cultural Anthropology	
ENG 207 Introduction to Literature I		SOC 261 Minorities and Women	
ENG 208 Introduction to Literature II		SOC 280 Global Society	
POL 201-202 Politics I-II		SOC 302 Religion in Culture	
ENG 291 Little Theater		SOC 310 Political Sociology	
ENG 335-336 African American Lit. I-II		SOC 420 Topics in Sociology	
PHI 331 Ethics		SW 125 Intro to Social Work	

**Psychology Minor:** A student seeking a minor is required to take a minimum of 18 credit hours.

### Public Administration

#### Purpose

The purpose of the Public Administration Program is to prepare students for employment in the public and nonprofit sector, for high level government and political positions, and advanced education studies at the graduate level. Students are offered a broad background in the basics of public administration combined with a contemporary focus on urban management, the nonprofit sector, tools of analysis and the role of ethics. Opportunities to study government and politics globally and locally are offered through structured avenues.

The number of semester hours required for the degree, including the Core Curriculum is 128. The minimum number of hours in the major is 45.

#### Required Courses\*

PA 240 Introduction to Public Administration	
PA 342 Public Financial Administration	
PA 343 Intergovernmental Relations	
PA 344 Public Personnel Administration	
PA 345 Public Administration and Public Policy	
PA 346 Urban Planning	
PA 347 Urban Administration	
PA 349 Administration and Organizational Theory	
PA 493 Public Administration Internship	
PA 494 Seminar in Public Administration	
PA496 Special Topics in Public Administration	

### Fall

Freshman	Credits
ENG 101 Composition I	3
HUM 101 Intro to Humanities	3
HIS 235 African American History Survey I	3
MTH 101 Intro to Mathematics	3
NS 101 Biological Science	4
EDU 100 College Orientation	1
PE 101 Physical Education	<u>1</u>
	18

### Sophomore

POL 201 Politics I	3	POL 202 Politics II	3
PHI 210 Intro to Philosophy	3	HUM Elective*	3
PA 240 Intro to Public Administration	3	CS Elective**	3
ECO 201 Principles of Microeconomics	3	ECO 202 Principles of Macroeconomics	3
ACC 211 Prin. of Accounting I	3	ACC 212 Prin. of Accounting II	3
ENG 202 Speech	<u>3</u>	ENG 201 Practice in Writing or	
	18	ENG 203 Advanced Writing	<u>3</u>
			18

### Junior

PA 342 Public Financial Admin.	3	PA 343 Intergovernmental Regulations	3
PA 344 Public Personnel Admin.	3	CS Elective	3
BUS 105 Professional Development	3	POL 430 Constitutional Law	3
PA 345 Public Administration and Public Policy	3	American History Elective	3
MGT 314 Organizational Behavior	<u>3</u>	PA 346 Urban Planning	<u>3</u>
	15		15

### Senior

PA 347 Urban Administration	3	College-wide Elective	3
PA 349 Administration & Organization Theory	3	MGT 433 Human Resource Management	3
College-wide Elective	3	PA 494 Seminar in Public Administration	3
PA 493 Internship	3	BUS Elective	3
BUS Elective***	<u>3</u>	PA 496 Special Topics in Public Administration	<u>3</u>
	15		15

\*A grade of "C" or better is required.

\*\* Computer Applications or Advanced Computer Course

\*\*\* BUS Electives: MGT 341, MGT 462, BUS 494

## Sociology Department

### Purpose

The purpose of the sociology program is to provide students with a broad-based preparation for graduate school or employment in a wide variety of social science-related fields. The sociology curriculum includes core courses and electives that convey a broad yet detailed understanding of the ways in which the social system operates. Students are exposed to a decidedly global perspective in the study of society. An undergraduate degree in sociology provides broad-based preparation for graduate study in sociology, social work, law school, criminology, government service at all levels, public relations, personnel, public opinion and market research, and other social science-related fields.

### Required Courses\*

SOC 100 Introduction to Sociology  
 SOC 200 Micro Sociology  
 SOC 498 Sociological Theory  
 SS 200 Social and Behavioral Statistics  
 SS 311 Research Methods

\*A grade of "C" or better is required.

The minimum number of semester hours in major needed for graduation is 33.

The minimum total number of semester hours needed for graduation is 125.

### SOCIOLOGY MAJOR

Fall		Spring	
	Credits		Credits
<b>Freshman</b>			
ENG 101 Composition I	3	ENG 102 Composition II	3
HUM 101 Intro to Humanities	3	HUM 102 Intro to Humanities	3
MTH 101 Intro to Mathematics	3	MTH 102 Intro to Mathematics	3
HIS 235 African American History Survey I	3	HIS 236 African American History Survey II	3
NS 101 Biological Science	4	NS 102 Physical Science	4
PE 101 Physical Education	1	PE 102 Physical Education	<u>1</u>
EDU 100 College Orientation	<u>1</u>		17
	18		
<b>Sophomore</b>			
SOC 100 Intro to Sociology	3	HUM Elective*	3
ENG 201 Practice in Writing	3	SOC 200 Micro Sociology	3
SOC Elective	3	SOC Electives	6
PSY 100 General Psychology	3	SS 200 Social & Behavioral Statistics	<u>3</u>
Free Electives	<u>3</u>		15
	15		

\*Electives: ART 211, ENG 205, MUS 211, PHI 210, REL 210

### Junior

SS 311 Research Methods	3	SOC Electives	9
SOC Elective	6	Free Electives	<u>6</u>
CS 150 Intro to Computer Science	3		15
Free Electives	<u>3</u>		
	15		

### Senior

SOC 498 Sociological Theory	3	SOC Electives	9
CS 212 Formal Thinking	3	Free Electives	<u>6</u>
Electives	<u>9</u>		15
	15		

**NOTE:** Sociology majors are encouraged to select electives freely according to their interests, though additional courses in Economics, English, History, Politics, Psychology and Computer Science should be considered.

**Sociology Minor:** Students seeking a minor are required to take Sociology 100, Sociology 200, and 12 additional hours from any of the Sociology course offerings.

## Social Work Department

### Purpose

The purposes of the social work department are: (a) to prepare students for entry-level generalist social work practice for employment in public and in private social service agencies that provide a variety of human services to all income levels and all groups in society, (b) to support the values and ethics of the social work profession, and promote social and economic justice and human dignity for all people, and (c) to prepare eligible students to apply for social work licensure and for admission to graduate programs in social work. The program consists of the liberal arts foundation and general elective component, and the social work program curriculum.

### Admission to Social Work Program

The Social Work Program offers a Bachelor of Arts in Social Work and is accredited by the Council on Social Work Education (1725 Duke Street, Suite 500, Alexandria, Virginia 22314-3457). Admission to Talladega College does not qualify a student for admission to the Social Work program. Eligibility for admission is determined after the student has completed the sophomore year.

Criteria for admission are as follows:

- Application for admission submitted into the program following successful completion (minimum grade of "C") of SW 125 Introduction to Social Work, SW 231 and 232 – Human Behavior and the Social Environment (HBSE) I and II.
- A minimum grade point average of 2.5 on all college work attempted
- A personal interview with Social Work faculty

## Retention and Completion of the Program

The student must meet the following minimum requirements to remain in the program:

- Satisfactory completion of all college requirements with a minimum 2.5 grade point average and at least a "C" must be earned in all courses required for the major.
- Demonstrated readiness to perform as a Social Work intern.

Additional information about the Social Work program may be found in the Social Work Student Manual.

### Required Courses\*

SW 125 Introduction to Social Work	SS 200 Social & Behavioral Statistics
SW 231-232 Human Behavior in the Social Environment I & II	SS 250 Introduction to Gerontology
SW 301-302 Social Work Practice I & II	SW 460 Field Seminar
SW 301-302 Social Work Practice I & II	SS 350 Substance Abuse and Mental Health
SW 340-341 Social Policy I & II	SS 311 Research Methods
SW 335 Family and Child Welfare	SOC 100 General Sociology
SW 400 Management in Human Service Organizations	SOC 261 Minorities and Women
SW 401 Social Work Practice III	PSY 100 Introduction to Psychology
SW 444 Field Education	PSY 301 Abnormal Psychology

\*A grade of "C" or better is required.

The minimum number of semester hours in major needed for graduation is 42.

The minimum total number of semester hours needed for graduation is 125.

The Council on Social Work Education discourages specialty minors at the undergraduate level with B.S.W. Programs.

A Social Work minor is not offered in the Social Work Program.

## SOCIAL WORK MAJOR

Fall		Spring	
	Credits		Credits
Freshman			
ENG 101 Composition I	3	ENG 102 Composition II	3
HUM 101 Intro to Humanities	3	HUM 102 Intro to Humanities	3
HIS 235 African American History Survey I	3	HIS 236 African American History Survey II	3
MTH 101 Intro to Mathematics	3	MTH 102 Intro to Mathematics	3
PE 101 Physical Education	1	PE 102 Physical Education	1
SW 125 Intro to Social Work	3	PSY 100 Intro to Psychology	3
EDU 100 College Orientation	1		16
	17		

## Sophomore

ENG 201 Practice in Writing	3	ENG 202 Speech	3
NS 101 Biological Sciences	4	NS 102 Physical Sciences	4
HIS 221 World History Survey I	3	HIS 233 U.S. History Survey I	3
SOC 100 Intro to General Sociology	3	SS 250 Intro to Gerontology	3
SW 231 Human Behavior in the Social Environment I	3	SW 232 Human Behavior in the Social Environment II	3
	<u>3</u>		<u>3</u>
	16		16

\*Electives: ART 211, ENG 205, MUS 211, PHI 210, or REL 210

## Junior

SW 301 Social Work Practice I	3	SW 302 Social Work Practice II	3
SS 311 Research Methods	3	PSY 301 Abnormal Psychology	3
SOC 261 Minorities & Women	3	SS 200 Social & Behavioral Statistics	3
SW 350 Substance Abuse & Mental Health	3	SW 335 Family and Child Welfare	3
Foreign Language	3	Foreign Language	3
SW 340 Social Policy I	3	SW 341 Social Policy II	3
	<u>3</u>		<u>3</u>
	18		18

\*\* Students who anticipate attending graduate school must seek consultation with the appropriate graduate school advisor to determine foreign language requirements admission. The student must also consult with the Social Work Department faculty for further advisement regarding appropriate for foreign language requirements.

## Senior

SW 401 Social Work Practice III	3	SW 444 Field Education	9
SW 400 Management in HSO.	3	SW 460 Field Seminar	3
Electives (2)***	6		12
	<u>6</u>		
	12		

\*\*\* Students should take a broad range of electives in social sciences and humanities to broaden their understanding of human behavior. The following are recommended:

ECO 201-202 Prin. of Econ I & II	REL 330 World Religions
HIS 247 Survey of African History	SOC 210 Cultural Anthropology
POL 201-202 Politics I & II	SOC 220 Social Problems in American Society
POL 350 State and Local Government	SOC 271 Sociology and the Family
PSY 250 Social Psychology	SOC 280 Global Society
PSY 300 Theories of Personality	SOC 300 Criminology

## Education Department

### Purpose

The mission of the Education Department is to educate, challenge and motivate its students to become productive, professional teachers and leaders in society. The purpose of the secondary education program is (a) to prepare qualified persons for entry level positions in the public education system, (b) to provide an avenue through which individuals may gain access to the teaching profession, and (c) to provide a pool of qualified students for graduate training programs in selected fields of teaching.

### Programs Offered

The Education Department offers programs leading to the Bachelor of Arts and teacher certification (grades 6-12) in Biology, English Language Arts, History, Mathematics, and Music (P-12). The Teacher Education Program is approved by the Alabama State Department of Education (Gordon Persons Building, P.O. Box 302101, Montgomery, AL 36130-2101).

### Admission to Teacher Education Program

Admission to Talladega College does not qualify a student for admission to the Teacher Education Program. Eligibility for admission is determined after the student has completed the sophomore year. Students who wish to pursue a degree in teaching should contact the department chairperson for appropriate information and counseling. The criteria for admission are as follows:

1. Declaration of major form on file
2. Successful completion of EDU 110, FED 20, FED 241, FED 321 and EDU 372
3. Completion of the Alabama Educator Certification Testing Program (AECTP) Basic Skills Assessment
4. Letter of Intent
5. Interview with Education Department Committee
6. 2.5 GPA in overall course work, in the professional studies courses, and in the major area
7. Confirmation of all transfer credits
8. Finger print clearance

### Retention and Completion of the Program

To remain in the program, the student must make satisfactory progress. The minimum requirements are as follows:

- a. Satisfactory completion of all program requirements with a 2.5 grade point average or better on all work attempted and a 2.5 grade point average on all work attempted in the teaching field as well as in the professional studies.
- b. Demonstrated readiness to teach through satisfactory on-the-job performance as a teacher intern for one semester.
- c. Completion of the Teacher Education Program not later than four years after admission to the program. Students who do not complete the program within a four-year period are considered for reinstatement consistent with college policy.

## Program Completion Examination

The Alabama State Board of Education mandates that each teacher preparation institution prepare and administer program exit exams for all teacher education students. Students must successfully pass a series of Praxis II exams: Principles of Learning and Teaching, Teaching Reading and the Praxis II exam in the student's content area before being eligible for student teaching internship.

## State Teacher Certification

Teacher certificates are issued by the Alabama State Department of Education. Students must successfully pass all portions of the Alabama Prospective Teacher Test and meet Highly Qualified Teacher (HQT) requirement prior to a recommendation from the Certification Officer at Talladega College. Students have five years from program completion to apply for the certificate. Once the Class B Certificate is awarded, it is valid for five years and is renewable according to the prescribed criteria. Persons seeking teaching certification in a state other than Alabama should consult with that state's certification department early in their program of study to ensure compliance with requirements.

## General Studies Requirements

### Humanities:

HUM 101-102 Introduction to Humanities  
ENG 101-102 Composition I and II  
ENG 201 Practice in Writing or  
ENG 202(a) Speech

Electives: 6 hours selected from ART 211, ENG 205(b), MUS 211, PHI 210, & REL 210

MUS majors take: MUS 311-312

### Social Sciences:

HIS 233-234(c) U.S. History Survey I & II or  
HIS 221-222 World History Survey I and II  
PSY 100 General Psychology  
SOC 100 Introduction to Sociology

Electives: 6 hours selected from ECO, HIS(d), PSY, and/or SOC

- (a) Required for English Language Arts majors
- (b) Not an elective for English Language Arts majors
- (c) Required for History majors
- (d) Not an elective for History majors

### Science:

NS 101 Biological Science and  
NS 102 Physical Science (non-science majors)  
BIO 101 Principles of Life: BIO majors  
CHE 101 General Chemistry: BIO majors



**Mathematics:**

MTH 101-102 Introduction to Mathematics  
 MTH 103 College Algebra: BIO majors  
 MTH 105 Pre-Calculus: BIO majors

**Other:**

EDU 100 College Orientation  
 Computer Science Elective  
 PE 101-102 Physical Education

Professional Studies Requirements\*  
 EDU 110 Pre-Professional Orientation to Teaching  
 EDU 332 Reading in the Content Areas  
 EDU 372 Educational Media  
 EDU 441 Methods of Teaching in Secondary Grades  
 EDU 442 Methods of Teaching Secondary Biology  
 EDU 443 Methods of Teaching Secondary English Language Arts  
 EDU 444 Methods of Teaching Secondary History  
 EDU 445 Methods of Teaching Secondary Music  
 EDU 446 Methods of Teaching Secondary Mathematics  
 EDU 493 Internship in Teaching Secondary Education  
 FED 201 Introduction to Education  
 FED 241 Educational Psychology  
 FED 321 Human Growth and Development  
 FED 342 Education Measurement and Evaluation  
 SPE 209 Survey of Exceptionals

MUS 321 Elementary School Music Methods (N-6)  
 Students enroll in respective discipline: Biology, English Language Arts,  
 History, Music, and Mathematics.  
 Music majors only.  
 \*A grade of "C" or better is required.

**Secondary Teacher Education****Biology Major**

<b>Fall</b>		<b>Spring</b>	
<b>Freshman</b>		<b>Credits</b>	<b>Credits</b>
EDU 100 College Orientation	1	BIO 102 Organismal Biology	4
BIO 101 Principles of Life	4	ENG 102 Composition II	3
ENG 101 Composition I	3	EDU 110 Pre-Prof. Orient. to Teaching	1
HUM 101 Intro to Humanities	3	HUM 102 Intro to Humanities	3
MTH 103 College Algebra	3	MTH 105 Pre-Calculus	3
PE 101 Physical Education	1	PE 102 Physical Education	1
HIS 235 African American History Survey I	<u>3</u>	HIS 236 African American History Survey II	<u>3</u>
	18		18
<b>Sophomore</b>			
CHE 101 Chemistry I	4	CS Elective	3
MTH 205 Calculus I	4	MTH 206 Calculus II	4
FED 201 Intro to Education	3	FED 241 Educational Psychology	3
EDU 372 Educational Media	3	FED 321 Human Growth & Dev.	3
CS Elective	<u>3</u>	CHE 102 Chemistry II	<u>4</u>
	17		17
<b>Junior</b>			
BIO 223 Comp. Vertebrate Zoology	4	BIO 320 Botany	4
BIO 443 Human Anatomy	4	FED 342 Educational Measurement & Evaluation	3
SPE 209 Survey of Exceptionals	4	PHY 102 Physics	4
PHY 101 Physics	4	SS 100 Intro to General Sociology	3
FOR. Language or CS Elective	3	FOR Language or CS Elective	<u>3</u>
ENG 201 Practice in Writing or ENG 202 Speech	<u>3</u>		17
	18		
<b>Senior</b>			
BIO 351 Micro Biology	4	EDU 493 Internship	12
BIO 432 Cell Biology or BIO 452 Biochemistry	4	BIO 494 Senior Seminar	<u>2</u>
PSY 100 Intro to Psychology	3		14
EDU 441 Methods of Teaching in Secondary Grades	2		
EDU 442 Methods of Teaching Secondary Biology	1		
EDU 332 Reading in the Content Area	<u>3</u>		
	17		

\*\*SS electives selected from: Economics, History, Psychology, Social Sciences and/or Sociology

\*\*\*BIO Electives: 16 hours at 300-400 level must include BIO 320 (Botany), BIO 494 (Senior Seminar) and BIO 432 (Cell Biology) or BIO 452 (Biochemistry)

## Secondary Teacher Education

### English Language Arts Major

Fall		Spring	
Freshman	Credits		Credits
ENG 101 Composition I	3	ENG 102 Composition II	3
EDU 100 College Orientation	1	EDU 110 Pre-Prof. Orient. to Teaching	1
HUM 101 Intro to Humanities	3	HUM 102 Intro to Humanities	3
MTH 101 Intro to Mathematics	3	MTH 102 Intro to Mathematics	3
NS 101 Biological Science	4	NS 102 Physical Science	4
PE 101 Physical Education	1	PE 102 Physical Education	1
HIS 235 African American History Survey I	<u>3</u>	HIS 236 African American History Survey II	<u>3</u>
	18		18
<b>Sophomore</b>			
ENG 207 Intro to Literature I	3	ENG 202 Speech	3
FED 201 Intro to Education	3	ENG 208 Intro to Literature II	3
SOC 100 Intro to Sociology	3	FED 241 Educational Psych.	3
ENG 203 Advanced Writing	3	PSY 100 General Psychology	3
MMS 211 Intro to Journalism	3	FED 321 Human Growth & Dev.	3
MMS 150 Intro to Mass Comm.	<u>3</u>	EDU 372 Educational Media	<u>3</u>
	18		18
<b>Junior</b>			
EDU 332 Reading in the Content Areas	3	ENG 203 Advanced Writing	3
ENG 210 World Literature	3	FED 342 Educational Measurement and Evaluation	3
ENG 305 English Grammar	3	ENG 308 English Literature II	3
ENG 307 Survey of English Lit. I	3	ENG 331 American Literature II	3
SPE 209 Survey of Exceptionals	3	ENG 335 African American Lit. I	3
ENG 330 America Literature I	<u>3</u>	ENG Shakespeare	<u>3</u>
	18		18
<b>Senior</b>			
ENG 450 Linguistics	3	EDU 493 Internship	12
ENG 494 Seminar in Criticism	3	ENG 291 Little Theatre	<u>1</u>
PHI 210 Intro to Philosophy	3		13
EDU 441 Methods of Teaching in Secondary Grades	2		
EDU 443 Methods of Teaching Secondary English Language Arts	1		
ENG 336 African American Lit. II	3		
ENG 445 Topics in Literature	<u>3</u>		
	18		

\*Selected from: ART 211, MUS 211, PHI 210, or REL 210

\*\*SS electives selected from: Economics, History, Psychology, and/or Sociology

## Secondary Teacher Education

### History Major

Fall		Spring	
Freshman	Credits		Credits
ENG 101 Composition I	3	ENG 102 Composition II	3
EDU 100 College Orientation	1	EDU 110 Pre-Professional Orientation to Teaching	1
HUM 101 Intro to Humanities	3	HUM 102 Intro to Humanities	3
MTH 101 Intro to Mathematics	3	MTH 102 Intro to Mathematics	3
NS 101 Biological Science	4	NS 102 Physical Science	4
PE 101 Physical Education	1	PE 102 Physical Education	1
HIS 235 African American History Survey I	<u>3</u>	HIS 236 African American History Survey II	<u>3</u>
	18		18
<b>Sophomore</b>			
ENG 201 Practice in Writing or ENG 202 Speech	3	FED 241 Educational Psychology	3
FED 201 Intro to Education	3	HIS 234 U.S. History Survey II	3
HIS 233 U.S. History Survey I	3	FED 321 Human Growth & Dev.	3
HIS 238 History of Alabama Foreign Language	3	Foreign Language	3
HIS 221 World History Survey I	<u>3</u>	EDU 372 Educational Media	3
	18	HIS 222 World History Survey II	<u>3</u>
			18
<b>Junior</b>			
EDU 332 Reading in Content Areas	3	FED 342 Educational Measurement & Evaluation	3
SPE 209 Survey of Exceptionals	3	HIS 217 Comparative Ancient Civilizations	3
HIS 213 Historiography	3	HIS 349 Central Themes in African Studies	3
HIS 319 Central Themes in European Studies	3	HIS 395 Topics of History (US Legal History)	3
HIS Elective or Foreign Language	3	Foreign Language	<u>3</u>
HIS Elective	<u>3</u>		15
	18		
<b>Senior</b>			
HUM Elective	3	EDU 493 Internship	<u>12</u>
EDU 441 Methods of Teaching in Secondary Grades	2		12
EDU 444 Methods of Teaching Secondary History	1		
HIS Electives (at 300-400 level)	6		
HIS 496 Advanced Historiography	<u>3</u>		
	15		

NOTES: \*Selected from: ART 211, ENG 205, MUS 211, REL 210, or PHI 210

\*\*SS electives selected from: Economics, Psychology, and/or Sociology

## Secondary Teacher Education

### Mathematics Major

Fall		Spring	
	Credits		Credits
<b>Freshman</b>			
ENG 101 Composition I	3	ENG 102 Composition II	3
EDU 100 College Orientation	1	HUM 102 Intro to Humanities	3
HUM 101 Intro to Humanities	3	MTH 206 Calculus II	4
MTH 205 Calculus I	4	PHY 102 Introductory Physics	4
PHY 101 Introductory Physics	4	PE 101 Physical Education	1
HIS 235 African American History Survey I	<u>3</u>	HIS 236 African American History Survey II	<u>3</u>
	18		18
<b>Sophomore</b>			
CS 150 Intro to Computer Science	3	MTH 200 Elementary Statistics	3
FED 201 Intro to Education	3	CS 250 Basic Comp. Programming	3
Foreign Language or CS Elective	3	FED 241 Educational Psychology	3
MTH 207 Linear Algebra	3	Foreign Language or CS Elective	3
MTH 208 Calculus III	4	EDU 372 Educational Media	3
EDU 110 Pre-Prof. Orient Teaching	1	FED 321 Human Growth & Dev.	<u>3</u>
PE 102 Physical Education	<u>1</u>		18
	18		
<b>Junior</b>			
EDU 332 Reading in Content Areas	3	FED 342 Educ. Measur. & Eval.	3
SPE 209 Survey of Exceptionals	3	MTH 262 Discrete Mathematics	3
MTH 341 Modern Abstract Algebra	3	MTH 361 Probability & Statistics	3
MTH Elective (300-400 level)	3	MTH 321 Differential Equations	3
MTH 210 History of Mathematics	3	MTH 350 MTH Modeling	3
MTH 265 Numerical Analysis	<u>3</u>	MTH 270 Number Theory	<u>3</u>
	18		18
<b>Senior</b>			
EDU 441 Methods of Teaching in Secondary Grades	2	EDU 493 Internship	12
EDU 446 Methods of Teaching in Secondary MATH	1	MTH 480 Senior Course	<u>3</u>
MTH 220 College Geometry	3		15
MTH 311 Analysis I	3		
MTH 312 Analysis II or			
MTH 342 Mod. Abstract Algebra II	3		
Free Elective	<u>3</u>		
	15		

## Secondary Teacher Education

### Music Major

Fall		Spring	
	Credits		Credits
<b>Freshman</b>			
ENG 101 Composition I	3	ENG 102 Composition II	3
EDU 100 College Orientation	1	EDU 110 Pre-Professional Orientation to Teaching	1
HUM 101 Intro to Humanities	3	HUM 102 Intro to Humanities	3
NS 101 Biological Science	4	NS 102 Biological Science	4
MUS 101 Music Theory I	3	MUS 102 Music Theory II	3
MUS 131 Class Piano I	1	MUS 132 Class Piano II	1
MUS 143 Applied Voice I	1	MUS 144 Applied Voice II	1
PE 101 Physical Education	1	MUS 184 Winds & Percussions	1
MUS 191 College Choir	<u>1</u>	PE 102 Physical Education	<u>1</u>
	18		18
<b>Sophomore</b>			
EDU 372 Educational Media	3	FED 321 Human Growth & Development	3
FED 201 Intro to Education	3	FED 421 Educational Psychology	3
HIS 235 African American History Survey I	3	HIS 236 African American History Survey II	3
MUS 201 Theory	3	MUS 202 Music Theory II	3
MUS 231 Class Piano III	1	MUS 232 Class Piano IV	1
MUS 243 Applied Voice III	2	MUS 244 Applied Voice IV	2
MTH 101 Intro to Mathematics	<u>3</u>	MTH 102 Intro to Mathematics	<u>3</u>
	18		18
<b>Junior</b>			
SPE 209 Survey of Exceptionals	3	FED 342 Educational Measurement & Evaluation	3
Foreign Language	3	Foreign Language	3
MUS 192 Instrumental Ensemble	1	MUS 161 Strings	1
MUS 311 Music History I	3	MUS 312 Music History II	3
MUS 313 Musical Form & Analysis I	3	MUS 314 Form & Analysis	3
MUS 343 Applied Voice V	2	MUS 344 Applied Voice VI	2
MUS 211 Survey of Musical Styles	<u>3</u>	MUS 401 Counterpoint I	2
	18	MUS 491 Conducting	<u>1</u>
			18

**Senior**

EDU 332 Reading in the Content Area	3	EDU 493 Internship	12
EDU 441 Methods of Teaching Secondary Grades	2	MUS 444 Applied Voice VIII	<u>2</u> 14
EDU 445 Methods of Teaching Secondary Music	1		
MUS 492 Conducting	1		
MUS 321 Elementary Music Methods	3		
MUS 402 Counterpoint II	2		
MUS 443 Applied Voice VII	2		
PSY 100 General Psychology	3		
MUS 447 Voice Senior Recital	<u>1</u> 18		

**COURSE PREFIXES**

The following are the official abbreviations used by Talladega College.

Accounting	ACC
Art	ART
Biology	BIO
Business	BUS
Chemistry	CHE
Computer Science	CS
Criminal Justice	CJU
Economics	ECO
Education	EDU
English	ENG
Foundations	FED
Finance	FIN
French	FRE
History	HIS
Humanities	HUM
Management	MGT
Marketing	MKT
Mass Media Studies	MMS
Mathematics	MTH
Music	MUS
Natural Science	NS
Physical Education	PE
Philosophy	PHI
Physics	PHY
Politics	POL
Psychology	PSY
Public Administration	PA
Religion	REL
Sociology	SOC
Spanish	SPA
Special Education	SPE
Social Science	SS
Social Work	SW
Theatre	THE

**Numbering System**

Freshmen Courses	100-199
Sophomore Courses	200-299
Junior Courses	300-399
Senior Courses	400-499

## COURSE DESCRIPTIONS

**ACC 211. Principles of Accounting I.** Introduces the student to business accounting process and how accounting information (financial affairs) of a business enterprise is provided to users. The process of recording, summarizing, and preparing financial statements of a business enterprise is covered. 3 credits.

**ACC 212. Principles of Accounting II.** This is a continuation of Principles of Accounting, including inventory controls, deferrals, accruals, and long-lived assets, plant depreciation, partnership and corporation accounting, manufacturing and process, cost systems, and job order cost systems, budgetary control and standard cost systems. Prerequisite: ACC 211. 3 credits.

**ACC 246. Micro-Computer Accounting.** This course utilizes the micro-computer in a study of accounting principles and practices, preparation and analysis of financial statements, measuring business activity, and making rational business decisions. 3 credits.

**ACC 311 & 312. Intermediate Accounting I & II.** An intensive study of accounting theory and application to solving problems relating to cash flow and income measurements of products and period costs, recording costs and revenues of firms, financial statements, balance sheets, accounts receivable, inventory accounts, and adjustment accounts. Prerequisite: ACC 212 with grade of C or better. 3 credits each semester.

**ACC 411. Income Tax Accounting.** An introduction of the concepts, procedures, and application of federal income taxes as they relate to individuals. Prerequisite: ACC 212 with grade C or better. 3 credits.

**ACC 412. Managerial Accounting.** This course is designed to introduce the use of accounting data by management to the decision-making, planning, and controlling processes. Prerequisite: ACC 212. 3 credits.

**ACC 413. Cost Accounting.** Emphasis on the utilization of cost data in planning and controlling activities. Specific areas include process, job order, standard, functional relationships, budgeting, inventory valuation, and income determination. 3 credits.

**ACC 415. Auditing.** Introduces the purposes, standards, concepts, and practice of auditing. It prepares students with an accounting concentration for the profession of Accounting Prerequisites: ACC 311-312 or permission of the instructor. 3 credits.

**ACC 420. Accounting Theory and Procedures.** A study of methods, procedures, and cases relating to accounting theories and practices as well as APB, FASB, SFAS, and ARB. Prerequisites: ACC 311-312. 3 credits.

**ACC 430. Government/Non-Profit Accounting.** This course introduces accounting procedures associated with governmental appropriations and expenditures. Responsibility accounting for funds of other non-profit institutions, such as hospitals, colleges and universities, and voluntary health and welfare organizations, will be explored as well as examining the Governmental Accounting Standard Board (GASB) promulgations. Prerequisite: ACC 212 with grade of C or better. 3 credits.

**ART 211. Art Appreciation.** A course designed to combine certain aspects of studio work with the historical areas of art as they relate to cultural patterns of creative man in the universe. Emphasis on appreciation of the visual and minor arts with close examination of both through exhibition programs, lectures, discussions, demonstrations, field trips, and the use of various audio-visual aids. Critical evaluation of principles and practices in the art field emphasizing contemporary trends. Prerequisites: HUM 101-102. 3 credits.

**ART 212. Survey of Art History.** This course will be broken into two sections to study the chronological evolution of art. Emphasis will be placed on representative works of paintings, drawings, printmaking, sculpture, and architecture by European artists. Discussion of selected non-European art will be included. A research paper or project and Internet involvement will be required along with discussions and evaluations Prerequisites: ART 211 and/or HUM 101-102.

**Part I (ART 212)** will cover the Paleolithic era to the Middle Ages. (3 credits)

**Part II (ART 213)** will cover Renaissance art to the Present. (3 credits)

**ART 220. Design and Color.** An introduction to the use of compositional and color basics in art. Emphasis will be placed on the elements and principles of design, 2 and 3 dimensional design problems, color mixing and theory, and the introduction to a variety of painting media. Prerequisites: Art 211. 3 credits.

**ART 221. Ceramics I.** This course is designed to introduce the student to the use of clay as an art medium. Such methods as coil, pinch, drape, slab and template are introduced and instruction is provided in the use of the potter's wheel. Basic glaze application and decoration will be included. The student will be encouraged toward originality and experimentation. Prerequisites: Art 211. 3 credits.

**ART 222. Ceramics II.** A continuation of Ceramics Workshop I. Includes advanced wheel and hand building methods, as well as basic glaze formulation; opportunity to learn kiln stacking and firing. Prerequisite: ART 221. 3 credits.

**ART 223. Drawing I.** This is a studio course which introduces the student to basic materials and their uses. Still life, the human figure, and landscapes are the subjects through which the student is encouraged to develop his/her abilities to visually observe and express through drawing. 3 credits. (May be repeated for credit.)

**ART 224. Painting I.** The student will be introduced to various concepts of picture making and will explore some of these as well as his/her own. Oil will be the primary medium with some use of water color and acrylics. 3 credits. (May be repeated for credit.)

**ART 226. Graphic Arts.** An introduction to the basic uses of line, texture and color, etc., in various print media. This course is intended to introduce fundamental technique and to encourage experimentation in the uses of tools and materials. Opportunity is provided for work in linoleum blocks, wood cut, lithography, serigraphy and etching. Prerequisites: Art 211. 3 credits.

**ART 236. Introduction to Computer Graphics.** An introduction to the use of computers as design tools and to software such as *Adobe Photoshop Elements*, and *Illustrator* to assist in creating digital art for advertising, the web, and for the press.

The basics of digital scanning/importing of negative and positive images, work processing, photo manipulations, page layout, and preparation of art for print, etc., will be included. 3 credits.

**ART 311. Black American Art and Artists.** An art historical survey course of contemporary Black American artists in relation to the past and modern movements in art. There will also be studio work in the areas of painting, graphics, sculpture, and ceramics. Prerequisites: HUM 101-102. 3 credits.

**ART 320. Sculpture.** Emphasis will be placed on the exploration of traditional relief and “in-round” sculpture using a variety of materials and techniques and more contemporary sculpture such as “found objects” and conceptual. A historical survey of traditional, modern, and contemporary sculpture will be discussed. 3 credits.

**ART 322. Painting II.** A continuation of ART 224. 3 credits.

**ART 325. Painting III.** A continuation of Painting II. Various concepts of creating a painting, mat cutting and palette painting techniques. 3 credits.

**ART 327. Drawing II.** A continuation of ART 223. 3 credits.

**ART 330. Figure Drawing.** This advanced drawing course will focus on the creative exploration and interpretation of the human form using the live model. Attention will be given to artistic anatomy and personal interpretation of the figure at rest and in action using a variety of materials and techniques. Prerequisite: ART 327 Drawing II. 3 credits.

**ART 494. Senior Project.** This course will be used by seniors to prepare/finalize the art works and the written documentation part for their senior exhibition. 3 credits.

**ART 495. Senior Exhibit.** Art majors are required to participate in an exhibition (group or solo) and oral defense of their written documentation before graduation. They will be also be required to take part in all aspects of the exhibition such as hanging and mounting their works, preparing announcements and, other forms of advertising, receptions, lighting and taking the exhibition down when over. Prerequisite: ART 494. 3 credits.

**BIO 101. Principles of Life.** A human-oriented course which presents the basic unifying principles of living systems. Included are units on metabolism, genetics, reproduction and cellular structure and activity. Two 1-hour lecture periods per week and two 2-hour laboratory periods per week. 4 credits.

**BIO 102. Organismal Biology.** A course intended for the science major which presents an overview of living organisms and their ecology, evolution and behavior. Two 1-hour lecture periods per week and two 2-hour laboratory periods per week. Prerequisite: BIO 101 or NS 101. 4 credits.

**BIO 214. Introduction to Environmental Sciences.** This course is designed to provide a general knowledge of principles of environmental sciences and their application in the management of certain aspects of environment, such as the conservation of soil, water, wildlife, forest, mineral and energy resources in the United States and Alabama. This course also involves the study of the relationships of

organisms to their physical surroundings and their problems resulting from upsetting the established equilibrium of ecological systems, environmental conservation and management. Two 1-hour lecture periods per week and two 2-hour laboratory periods per week. Prerequisite: BIO 102. 4 credits.

**BIO 223. Comparative Vertebrate Zoology.** A study of the classes of vertebrate animals with special emphasis on their origins, evolutionary history, adaptations, structures, behavior, and basic principles of taxonomy. Two 1-hour lecture periods per week and two 2-hour laboratory periods per week. Prerequisite: BIO 102. 4 credits.

**BIO 231. Genetics.** A lecture-discussion course which treats the important facts and principles of heredity as they relate to plants, animals and humans. Two 1-hour lecture periods per week and two 2-hour laboratory periods per week. Prerequisite: BIO 102. 4 credits.

**BIO 320. Botany.** A course dealing with the basic facts and concepts of plant life. Plant morphology, physiology, ecology, and evolution are some phases of the subject treated. Two 1-hour lecture periods per week and two 2-hour laboratory periods per week. Prerequisite: BIO 102. 4 credits.

**BIO 334. Histology.** A study of the microanatomy of vertebrate tissues and organs, including laboratory study of vertebrate tissues using prepared slides. Two 1-hour lecture periods per week and two 2-hour laboratory periods per week. Prerequisite: BIO 102. 4 credits.

**BIO 351. Microbiology.** A course devoted to the study of bacteria and to problems concerning the relation of bacteria to health, industry and everyday living. Two 1-hour lecture periods per week and two 2-hour laboratory periods per week. Prerequisites: BIO 102 and CHE 201. 4 credits.

**BIO 432. Cell Biology.** Molecular and supra-molecular bases of cell structure and function. Emphasis is on eukaryotic cells. Two 1-hour lecture periods per week and two 2-hour laboratory periods per week. Prerequisites: BIO 102 and CHE 101-102. 4 credits.

**BIO 443. Human Anatomy.** A course designed primarily for majors in pre-medicine, pre-dentistry, pharmacy, nursing, and the allied health fields. The course consists of comprehensive survey of the human organ systems, organs, and tissues. Two 1-hour lecture periods per week and two 2-hour laboratory periods per week. Prerequisites: BIO 102 and CHE 101-102 or permission of the instructor. 4 credits.

**BIO 444. Human Physiology.** A study of the functions and functional interrelationships of the organs, organ systems, and tissues of vertebrates and man. Designed to present the principles and methods of physiology both to students of biology and to others who are interested in human physiology. Two 1-hour lecture periods per week and two 2-hour laboratory periods per week. Prerequisite: BIO 102. BIO 214 is recommended. 4 credits.

**BIO 452. Biochemistry.** A course which treats the chemical composition of living matter and the mechanism of biochemical reactions. Two 1-hour lecture periods per week and two 2-hour laboratory periods per week. Prerequisites: BIO 102 and CHE 201. 4 credits.



**BIO 462. Toxicology I.** This course is the first toxicology course in a two-semester sequence. It is designed to provide an overview of toxicology, including the basic science of poisons, the role of metabolism and the effect of toxicants on the major organ systems. Biochemical and molecular toxicological concepts will be used to explore mechanisms of toxic action of endogenous and exogenous chemicals and how various organs are selectively damaged by a toxicant. Two 1-hour lecture periods per week and two 2-hour laboratory periods per week. Prerequisites: BIO 102, CHE 201 and CHE 202. 4 credits.

**BIO 494. Senior Seminar.** A course in which the student is afforded additional opportunity to give oral and written reports on topics of a biological nature. Oral expression and use of visual aids are stressed. Required of and restricted to senior biology majors. 2 credits.

**BIO 495A and 495B. Research.** Research conducted under the direction of departmental faculty. Prerequisite: Senior status and/or consent of the Department. 3 credits each.

**BUS 105 & 106. Professional Development.** These are courses designed to improve retention and increase cultural and business awareness of all business majors. They include general business management, computer applications, GMAT preparation, business planning and international affairs. 3 credits.

**BUS 202. Principles of Finance.** Asset management, capital budgeting, short-term sources of funds, long-term sources of funds, capital structure, financing growth and development, liquidation or reorganization. 3 credits.

**BUS 310. Financial Institutions and Capital Markets.** This course will cover analysis of the role of money and capital markets in the financial process and their influence on the economy; also, a comprehensive survey of activities and functions of various financial institutions and their impact on the economy. Prerequisite: BUS 202. 3 credits.

**BUS 313. Business Law.** Covers the areas of contract formation and enforcement, commercial papers, sales-secured transactions, and the various forms. Prerequisite: Junior or Senior status. 3 credits.

**BUS 460. Investment Analysis.** The course will cover an overall view of the investment decision process, including financial statement analysis, risk measures, portfolio theory, stock price valuation methods, and security analysis. Prerequisites: BUS 202 and BUS 310. 3 credits.

**BUS 493. Business Internship.** Enables students to integrate academic knowledge with its practical applications. Student internships can enhance the educational experience by making subsequent study more meaningful. In addition, exposure to various aspects of the business environment can help the student develop professionally before entering the market place. Prerequisite: Junior or Senior status. 3 credits. May be repeated for a total of 6 hours.

**BUS 494. Strategic Management.** This course integrates information from a variety of courses, such as Accounting, Marketing, Economics, Finance, Human Resources,

and Computer Science, for understanding and the formulation of policies as they apply in our technological society. Business problems will be solved from both micro and macro perspectives. Prerequisite: Senior status or approval of instructor. 3 credits.

**BUS 495A-495B. Senior Project.** This is a research course with emphasis in Accounting, Management or Business Economics. It involves individual research or study under the direction of departmental faculty. Prerequisite: Senior status or approval of instructor. 3 to 6 credits.

**CHE 101-102. General Chemistry.** A course dealing with the fundamental principles of chemistry, chemical laws, theories, and basic descriptive material will be covered. Required of all students majoring in biological and physical sciences. Two 1-hour lectures and two 2-hour laboratory periods per week. (4 credits each semester)

**CHE 103. Introduction to Forensics.** This course introduces students to forensics theoretical application and limited demonstrations. The focus will be on learning the techniques for the scientific examination of physical evidence. Students will review the theoretical bases of methods of comparison and their influence on scientific interpretation. Three 1-hour lectures. 3 credits

**CHE 201-202. Organic Chemistry.** A course dealing with the general principles of organic chemistry. The course will deal with the preparations and reactivity of organic compounds with emphasis on the mechanism of reactions. Two 1-hour lectures and two 2-hour laboratory periods per week. Prerequisite: CHE 101 or its equivalent. 4 credits each semester.

**CHE 301. Quantitative Analysis.** A course dealing with measurements using gravimetric, volumetric and colorimetric techniques. Emphases are also given to instrumentation techniques. Two 1-hour lectures and two 2-hour laboratory periods per week. Prerequisite: CHE 101 and 102. 4 credits.

**CHE 302. Instrumental Analysis.** The theory and practical application of instruments used in a modern laboratory. Instruction will include use of the latest equipment available. Two 1-hour lectures and two 2 hour laboratory periods per week. Prerequisite: CHE 101, 102, 201, 202, and 301. 4 credits

**CHE 310. Forensic Chemistry.** Students will learn the applications of chemistry in the analysis of physical evidence and problem-solving techniques with forensic science applications. Topics to be covered include arson debris, drugs, explosive residues, gunshot residues, papers and inks, paint chips and DNA. Chemical techniques for analyzing evidence will be studied in lecture and practiced in lab. Laboratory techniques will include gas chromatography, mass spectroscopy, atomic absorption spectroscopy, electrophoresis, infrared spectroscopy, liquid and thin-layer chromatography. Two 1-hour lectures and two 2-hour labs per week. Prerequisites: CHE 101-102 and CHE 201-202. 4 credits.

**CHE 318. Theoretical Organic Chemistry.** A detailed study of the structure and reactivity of organic compounds. Three 1-hour lectures. Prerequisite: CHE 202 or its equivalent. Offered on demand. 3 credits.

**CHE 319. Advanced Inorganic Chemistry.** A study of the properties of inorganic compounds with emphasis on chemical bonding, complex formation and acid-base theory. Three 1-hour lectures. Prerequisite: CHE 102 and/or 301 or its equivalent. Offered on demand. 3 credits.

**CHE 320. Qualitative Organic Analysis.** A study of the structure determination of unknown organic compounds. Three 1-hour lectures and two 2-hour laboratories. Prerequisite: CHE 202 or its equivalent. Offered on demand. 4 credits.

**CHE 401-402. Physical Chemistry.** An advanced study of states of matter, colligative properties of matters, thermodynamics, photochemistry and chemical kinetics. Two 1-hour lectures and two 2-hour laboratory periods per week. Prerequisites: CHE 101, 102, 301, MTH 205 and 206, and PHY 101 and 102. 4 credits each semester.

**CHE 494. Senior Seminar.** A reading course offered on demand. The subject content will vary depending upon the specific need-interest of the student and advisor. An oral presentation is required in this course. 2 credits.

**CHE 495A and 495B. Research.** A course in which the student engages in individual research under the direct supervision of a faculty member. Prerequisite: Senior status in chemistry or permission of the Department. 3 credits.

**CHE 496. Special Topics.** A course which will focus on certain current and other subjects of interest, the result will be presented in a well-written document and orally. 1-3 credits.

**CJU 240. Criminology.** The study of a total interacting system, including a introductory history and general orientation to theories of criminality, criminal behavior, causation and law. 3 credits.

**CJU 241. Introduction to Criminal Justice.** The course introduces students to the study of Criminal Justice. It does this by showing students the process by which people in the U.S. are accused, judged and punished. In studying this process special attention is given to (a) evidence, (b) prosecutorial discretion, (c) juries, (d) imprisonment and (e) alternatives to imprisonment. Students observe criminal trials and visit prisons. They give oral and written reports on their observations and visits. 3 credits.

**CJU 341. History of Criminal Justice.** Crime and its punishment is one of the oldest problems faced by humankind. This course introduces the study of that problem covering criminal justice in ancient times, the medieval period, the Renaissance and the Enlightenment. It shows the development of relations between crime and punishment in Great Britain and the United States. It gives special attention to the history of capital punishment, torture, policing, prisons, imposition of exile and development of international criminal justice. The course views contemporary criminal justice problems in the U.S., including Homeland Security, in the context of the history of punishing crime. 3 credit hours.

**CJU 342. Criminal Investigation.** A study of the fundamentals of criminal investigation. The course covers the principles of investigation, the application of those principles and specialized investigations. It provides a sound method for reconstructing past events (crimes). 3 credits

**CJU 343. Criminal Justice Procedure.** The course provides an overview of criminal justice procedure in the United States. It specifically covers arrests, preliminary hearings, bail, guilty pleas, indictment, criminal trial, sentencing and appeals. It especially expresses the nature of the adversary system and the place of juries in it. 3 credits.

**CJU344. Corrections.** The course introduces corrections in the United States. It covers the death penalty, prisons, probation and parole. It explores problems connected with the size of prison populations and the racial composition of these populations. It examines life in prisons from both community and prison administration perspectives. The course also explores relations among imprisonment, Habeas Corpus and citizenship. 3 credits.

**CJU 492. Topics in the Study of Criminal Justice.** The course addresses a single important topic in criminal justice for a whole semester. Examples of semester topics include (a) investigative techniques, (b) capital punishment, (c) political prosecutions, (d) the International Criminal Court, (e) juries, (f) crime, ethics and politics (g) alternatives to imprisonment, and (h) community policing. With the consent of the Department, this course may be repeated. 3 credits.

**CJU 493. Internship in Criminal Justice.** Students are assigned internships in a variety of criminal justice situations. Internships are possible with police officers, lawyers, judges, probation and parole officers. Internship opportunities may also be available at prisons. Both oral and written periodic reports by the interns are required. With the consent of the Department, this course may be repeated. 6 credits.

**CS 150. Introduction to Computer Science.** A preliminary course for all students who would like to take any of the computer science courses. The course emphasizes two topics: Survey of Computer Science and Systematic Problem Solving. Prerequisite: None. 3 credits.

**CS 206. Introduction to Web Technology.** This course will introduce the Hyper Text Markup Language (HTML) used to develop a Web site. This course also builds upon basic skills in Web authoring. Various Web authoring tools are introduced. Upon completion, students will be able to use these tools to develop basic Web sites. Prerequisite: CS 150 or permission of instructor. 3 credits.

**CS 207. Advanced Web Technology.** Building on CS 206, this course delves deeper into Web-related concepts and techniques. Topics include advanced CSS, an introduction to other methods of scripting (such as JavaScript), the use of forms, and how to embed media (audio, video). In addition, students will learn what it takes to "go live" with a site: domains, hosts, and File Transfer Protocol will all be discussed. Prerequisite: CS 206. 3 credits.

**CS 212. Formal Thinking.** Practice in using scientific and mathematical patterns of thinking, especially the effective use of constraints in solving problems. An introduction to topics in philosophy of science, such as "explanation" and "evidence," and some mathematically-oriented ideas, such as "probability," "decision," "information," and "control systems." Prerequisite: None. 3 credits.

**CS 215. Essentials of Project Management.** Project Management Essentials offers a critical introduction to the planning, implementation and evaluation of specific projects in addition to the evaluation of the success of the project. This includes the basic concepts of the five fundamental project management processes, defining requirements, schedules, risk management and project control. Prerequisite: None. 3 credits.

**CS 250. Fundamentals of Programming Language.** This course is an introductory programming course. The course emphasis the fundamental concepts, such as data types, the concept of variable scope, structures, functions, structured programming, and implementation on computer programs. Prerequisite: CS 150 or permission of instructor. 3 credits.

**CS 251. Advanced Programming.** A preliminary course of object-oriented programming techniques such as encapsulation, polymorphism, and inheritance. C++ or languages will be used in a “hands-on” application. Also provides the knowledge of Collections, and String classes. Current application software will be used to enhance the process required in this course. Prerequisite: CS 250. 3 credits.

**CS 265. Numerical Analysis.** This course will introduce the basic ideas of using mathematical software such as Matlab or Mathematica to analyze and solve mathematical problems. Topics include: simple-root-finding procedures, interpolation, and solution of equations. Prerequisite: CS 250 & MTH 105. 3 credits

**CS 309. Algorithms and Data Structures.** Investigation of various properties of algorithms and their corresponding data structures, such as lists, stacks, queues trees, and B-trees. Some emphasis of comparable efficiencies of these tools. Languages that may be used for these types of applications include Java or C++ . Prerequisite: CS 251. 3 credits.

**CS 315. Project Cost and Schedule Management.** This course is designed to insure the likelihood of a project’s success through effective and efficient budgeting and scheduling. It will utilize quantitative and computer tools to make adjustments to the project plan resulting more efficient allocation of resources and management. Prerequisites: CS 215 or permission of instructor. 3 credits

**CS 316. Project Risk and Leadership Management.** This course is designed to avoid risks and capture opportunities relative to product process, implementation and project problems in addition to containment of such problems. The ability to strategically seek and receive cooperation from planning to implementation of projects will be carefully explored. Prerequisites: CS 215 or CS 315 or permission of instructor. 3 credits.

**CS 330. Network and Data Communication.** This course examines the underlying technology that makes data communication possible. The course will cover various transmission media, digital and analog signals, modulation, multiplexing, circuit switching, error control and flow control. The course will also cover many real-world examples of data communication, including modems, DSL, Ethernet, wireless LANs, and cell phones. Prerequisites: CS 250 & CS 309. 3 credits.

**CS 350. Introduction to Software Engineering.** This course will cover the fundamentals of software engineering. Topics will include understanding system requirements, finding effective methods of design, coding, and testing, and usage of the software tools, e.g., MS Visio or Rational. Prerequisites CS 351 & CS 352. 3 credits.

**CS 351. Programming Languages.** A survey of types and uses of computer languages, including schemes for representing and comparing different languages such as Functional, Logical and Object-Oriented Languages will be discussed in this course. Prerequisite: CS 251. 3 credits.

**CS 352. Introduction to Visual Basic.NET.** This course emphasizes basic programming concepts about event-driven computer programming using Visual Basic programming language. The course will also emphasize object-oriented programming principles in terms of Visual Basic.Net. Topics include input/output operations, syntax, program structure, data types, arithmetical operations, functions, loops, conditional statements and other related topics. On-screen components (graphic user interface elements) such as command buttons, text boxes, and forms are also discussed. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects, in class /lab assignments, and appropriate tests. Prerequisite: CS 250. 3 credits.

**CS 353. Advanced Visual Basic.NET.** This course emphasis on advanced programming concepts about VB.Net by developing Internet based application by introducing advanced VB controls. Prerequisite: CS 352. 3 credits.

**CS 358. Fundamentals of Java Language.** Provide a working knowledge of Java application and its implementation on business, E-commerce and graphic user interface applications. Overview of various aspects of Java programming with “hands-on” experience on case studies and group projects. Prerequisite: CS 250 or CS 251. 3 credits.

**CS 370. Computer Ethics.** This course introduces the ethical issues faced by computer users. Topics include privacy, intellectual property, cybercrime, games, social justice, and codes of professional ethics. Prerequisite: None. 3 credits

**CS 371. Research Methods.** This course will introduce basic research methods in Computer and Information Systems. The course includes both experimental and non-experimental research design, qualitative and quantitative approaches to data analysis. The student will interpret maps, charts, graphs, write and revise reports. Prerequisite: CS 250 or CS 370. 3 credits.

**CS 401. Selected Topics.** A topic of common interest to computer science and mathematics students is addressed, such as graphic simulation, advanced numerical methods, or specialized computer languages. Prerequisite: Recommended for juniors and seniors only. 3 credits.

**CS 410. Database Management Systems I.** This course covers experimental research. Research design, data collection, analysis, validity, and report writing will all be covered. Substantial parts of the course requirements are written. The format of the course will be a mixture of lecture and discussion, writing, and demonstrations. Prerequisite: CS 250. 3 credits.

**CS 411. Systems Analysis and Design.** Provides tools and structured methodology for understanding and communicating about data processing systems; early phases of systems design are also addressed. Current application software will be used to enhance the process required in this course. Prerequisite: CS350. 3 credits.

**CS 412. Database Management Systems II.** Introduction to techniques of data base systems design and implementation with emphasis on data integrity and file security techniques. Current database application software will be used to illustrate the development, testing and maintenance of computer data bases as well as perform structured query application. Prerequisite: CS 410. 3 credits.

**CS 416. Internship.** The goal of an internship is to give students an opportunity to apply lessons learned in the classroom to real-world experience set in a practice-oriented environment. In addition, students will have the opportunity to demonstrate and develop their technical skills and soft skills such as teamwork, effective communication, social interactions, professional networking and critical thinking. Prerequisite: Junior or Senior status. 5 credits.

**CS 430. Network Security.** This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion, students will be able to identify security risks and describe appropriate counter measures. Prerequisite: CS 330. 3 credits.

**CS 431. Operating Systems.** The objective of this course is to introduce students to major areas of operating system principles. Emphasis will be placed on coordination of system resources and the importance of paging and segmentation. Also, an overview of various operating systems with "hands-on" experience. The operating systems include Windows, Unix, and Linux. Prerequisites: CS 309 and 2 computer languages. 3 credits.

**CS 432. Computer Architecture.** Describes how computers are organized, including what components one has and how they are controlled and coordinated, with special emphasis on central processors. Prerequisites: CS 309 or CS 431. 3 credits.

**CS 475. Seminar.** This course covers experimental research. Research design, data collection, analysis, validity, and report writing will all be covered. A substantial part of the course requirements are written. The format of the course will be mixture of lecture and discussion, writing, and demonstrations. Prerequisite: Senior status. 3 credits.

**CS 485. Science and Engineering Mathematics.** A study of advanced topics in computer science or applied mathematics, such as Network Security, Databases, Programming Languages, Fourier analysis, LaPlace transforms, partial differentials, vector and tensor analysis, complex variables, and variation calculus. Prerequisite: Junior or Senior status. 3 credits.

**CS 495 and 496. Research.** A course in which the student engages in individual research and study under the direction of computer science or mathematics faculty. Prerequisite: Junior or Senior status. 3 credits each.

**ECO 201. Principles of Microeconomics.** This course is an introduction to microeconomics theory. It focuses on the "ups" and "downs" of the markets for services and goods and how the price affects the growth of these markets. The course further deals with the factors of supply and demand and the determination of the economy's price levels. Prerequisite: Math 101-102. 3 credits.

**ECO 202. Principles of Macroeconomics.** This course focuses on the large scale or aggregate economy. Macroeconomics deals with the study of unemployment, inflation, gross domestic product price indices, consumption, and investment. Macroeconomics concentrates on two main areas: changes in national income and economic growth. Prerequisite: MTH 101-102. 3 credits.

**ECO 245. Economic Modeling via Micro-Computers.** This course utilizes the micro-computer to conduct modeling studies of economic events which are subject to changes in magnitudes, parameters, and a combination of same. 3 credits.

**ECO 304. Intermediate Macroeconomics.** Analysis of national income accounting; Keynesian model of employment, income and output vs. classical model; analysis of consumption, saving and investment; static vs. dynamic analysis; growth models; fiscal and monetary policy, role of government. Prerequisites: ECO 201-202. 3 credits.

**ECO 305. Intermediate Microeconomics.** Analysis of consumer behavior, demand, indifference curves, and theory of value. Production, theory of the firm, analysis of costs, revenues, long run, and short run. Analysis of market structure distribution theory, general equilibrium analysis. Prerequisites: ECO 201-202. 3 credits.

**ECO 320. History of Economic Thought.** Medieval economic thought, mercantilism, physiocrats, classical economists, the historical school, Austrian school, Karl Marx and the Socialist, Neo-classical economists, the mathematical school, Keynes, the Institutionalists, modern economists. 3 credits.

**ECO 332. Political Economy of Developing Nations.** The relations between political and economic forces in developing areas, including theories of economic development, political organization and participation, sources of capital formation, technical progress, and problems in raising and allocating development resources. Also investigates historical relationships among developing nations and the role of international organizations. 3 credits.

**ECO 348. Comparative Study of Political Economy in Advanced Industrial Societies.** Comparative analysis of political economy in advanced industrial societies with attention to capitalism and socialism in theory as well as in practice. Focus is on the U.S. and global politics. 3 credits.

**ECO 350. International Economics.** Theory of international trade, comparative advantage, factor endowment and non-competing groups. Balance of trade, balance of payments, accounts, trade restrictions, exchange rate international monetary policy, devaluation, and international agreements. Prerequisites: ECO 201-202. 3 credits.

**ECO 355. Public Finance.** A study of revenues, expenditure, and debt. Examination of theories of taxes and analysis of different taxes, theories of expenditure and borrowing; fiscal policy and role of the budget; problems of federal finance and intergovernmental relations. Prerequisite: ECO 304. 3 credits.

**ECO 360. Principles of Econometrics.** Development of labor theories, collective bargaining, union aspects, management aspects, labor laws and theory interpretation, wage theories, productivity concepts, fringe benefits, friction in wage determination, labor markets, race and related discrimination in the labor markets, and working conditions. Prerequisites: ECO 201-202. 3 credits.

**ECO 425. Money and Banking.** History of money and banking; structure and functions of a commercial bank; the Federal Reserve Bank, functions, roles; monetary policy; financial institutions; international monetary policy; balance of payments; International Monetary Fund. Prerequisites: ECO 201-202. 3 credits.

**EDU 100. College Orientation.** A course designed to acquaint new students with the history of the college, policies and procedures, and expectations in the areas of deportment and academics. Special emphasis will be given to assisting students with study skills, e.g., note taking skills, test taking skills, and time management skills, with skills for successfully adjusting to college life. This course is a requirement for graduation for all students. 1 credit.

**EDU 110. Pre-Professional Orientation to Teaching.** The course is designed to acquaint students with the education profession as a whole, including the realities of teaching. Classes and seminars will be conducted on campus; laboratory experiences will be held in public schools. Students will observe the everyday operations of schools and the decision-making responsibilities of teachers. Students will observe for a minimum of 5 full school days. Experiences will provide students with a beginning pedagogical foundation for making professional career decisions as to the entrance into the teacher education program and level of specialization. 1 credit.

**EDU 332. Reading in the Content Areas.** This course is designed for teachers of basic school subjects. Its approach is prescriptive and enables the student to learn how to accomplish the teaching and learning skills along with subject matter. It includes the application of practical skills based on the theory presented in class. 3 credits.

**EDU 372. Educational Media.** This course is designed to acquaint the student with various types of audio-visual and technological equipment found in today's schools. Students will learn how to operate the equipment and apply to instructional purposes. 3 credits.

**EDU 441. Methods of Teaching in Secondary Grades.** This course is designed to address the specific methods and materials for teaching on the secondary level. It addresses the general and specific problems facing Content Area teachers in secondary school. Requires Teacher Education Admission. 2 credits.

**EDU 442. Methods of Teaching Secondary Biology.** Materials and methods of Secondary Teaching Biology at the secondary level. Requires Teacher Education Admission. Offered only in the Fall semester. 1 credit.

**EDU 443. Methods of Teaching Secondary English Language Arts.** Materials and methods of Secondary Teaching English Language Arts at the secondary level. Requires Teacher Education Admission. Offered only in the Fall semester. 1 credit.

**EDU 444. Methods of Teaching Secondary History.** Materials and methods of Secondary Teaching History at the secondary level. Requires Teacher Education Admission. Offered only in the Fall semester. 1 credit.

**EDU 445. Methods of Teaching Secondary Music.** Materials and methods of Secondary Teaching Music at the secondary level. Requires Teacher Education Admission. Offered only in the Fall semester. 1 credit.

**EDU 446. Methods of Teaching Secondary Mathematics.** Materials and methods of Secondary Teaching Mathematics at the secondary level. Requires Teacher Education Admission. Offered only in the Fall semester. 1 credit.

**EDU 451. Classroom Management.** A study of principles, procedures and theories for creating and maintaining a well-managed classroom. Emphasis is on the planning decisions teachers must make including, but not limited to instruction, student behavior, physical environment and good communication skills. Prerequisite: Admission to Teacher Education Program. 3 credits.

**EDU 493. Internship in Teaching Secondary Education.** This course provides for a directed and closely supervised performance of students during their field intern experience in cooperating schools. The course includes accompanying directed study and seminars to improve professional competency. The primary focus is to relate theory and practice. The student will be assigned to the appropriate site and cooperating teacher. (Full-time assignment for a minimum of 12 weeks.) 12 credits.

**ENG 101-102. Composition I and II.** A first year composition course designed to assist students in the development of effective essay writing skills. The reading of various forms of written material and literature is required. A research paper unit is included in ENG 102. 3 credits each semester.

**ENG 201. Practice in Writing.** A course designed to offer additional writing skills and/or practice to students who demonstrated the need in English Composition 102. (A required course if a student makes less than a grade of B in ENG 102.) 3 credits.

**ENG 202. Speech.** This course is required for all students and offers training in the preparation and delivery of oral discourse, sources of material, patterns of organization, and the extemporaneous and composite methods of presentation. Prerequisite: A grade of B or better in ENG 102 or 201. 3 credits.

**ENG 203. Advanced Writing.** Development of skills in the use and writing of the argumentative paper and such expository forms as the report, critical review, abstract and research paper, with special emphasis given to research procedures and the development of the research paper. Prerequisite: A grade of B or better in ENG 102 or ENG 201. 3 credits.

**ENG 204. Creative Writing.** Work with a variety of fictional forms based on a careful study of the theory and structure of different types of fiction, such as the short story, poem and play. Prerequisites: A grade of B or better in ENG 102 or 201, and ENG 203. 3 credits.



**ENG 205 Critical Approaches to Literature.** An introduction for non-majors to the various perspectives that can be brought to bear on literature: historical, formalistic, psychological, mythological, etc. 3 credits.

**ENG 206. Technical Writing.** A study of the fundamentals of writing as used in specific content areas, such as business, social science and natural science. 3 credits.

**ENG 207. Introduction to Literature I.** An introduction to the study of prose fiction. Required of all beginning English majors. 3 credits.

**ENG 208. Introduction to Literature II.** An introduction to the study of poetry and drama. Required of all beginning English majors. 3 credits.

**ENG 210-211. World Literature.** An introduction to the fiction and poetry of various world cultures, excluding British and major American writers. 3 credits each semester.

**ENG 291. Little Theater.** A performance-oriented course which gives students experience in various aspects of dramatic presentation. 1 credit.

**ENG 305. English Grammar.** A description of the characteristics of English, including word classification (parts of speech) and inflections; constituent structure of phrases, clauses and sentences; comparison of sentences related in meaning; comparison of oral and standard written forms; emphasis on discussion and on writing about English. 3 credits.

**ENG 307. Survey of English Literature I.** Beginning to 1800. 3 credits.

**ENG 308. Survey of English Literature II.** 1800 to present. 3 credits.

**ENG 321. Shakespeare.** A careful study of the principal plays with special emphasis on Shakespeare's development as a dramatist. 3 credits.

**ENG 330. American Literature I, Beginning to Civil War.** A survey of American literature from the Puritans to Whitman, with special emphasis on major writers of the American Renaissance: Emerson, Thoreau, Hawthorne, Melville, and Whitman. 3 credits.

**ENG 331. American Literature II, Civil War to Present.** A sampling of modern American literature. Writers studied generally include: Dickinson, Twain, Crane, James, Hemingway, Fitzgerald, Faulkner, Frost, and Stevenson. 3 credits.

**ENG 335. African American Literature I, Beginning to 1920.** A critical study of representative African American writers from the beginning to 1920, including slave narratives, autobiography, fiction and poetry. 3 credits.

**ENG 336. African American Literature II, 1920 to Present.** A critical study of works by representative African American writers from 1920 to the present. 3 credits.

**ENG 350. Introduction to Film Studies.** In this course, students will learn the visual "grammar" of the film while also tracing its history. By the end of the course, students should be proficient in film terminology, capable of conducting a detailed analysis of a film and familiar with some of the major moments in film history, including the contributions of African American directors, past and present. 3 credits

**ENG 440. Modern Literature.** A sampling of some modern English and American writers, from 1890 to present. Emphasis is placed on major poets and novelists of the 1920s and 1930s, including Eliot, Joyce, Yeats, Hemingway, and Faulkner. 3 credits.

**ENG 441. Modern Drama.** A study of nineteenth and twentieth century drama from Ibsen to the present, including continental, English, and American dramatists. 3 credits.

**ENG 445. Topics in Literature.** A seminar designed to address a selected literary concentration and/or contemporary issue. The seminar will focus on such topics as Southern literature, women's literature, popular literature or major American authors. 3 credits.

**ENG 450. Linguistics.** An introduction to the description of English, with occasional examples from other languages: their sounds (phonetics), sound combinations (phonology), word order (syntax), and meaning (semantics); social reaction to various linguistic patterns and practice in applying the principles learned. 3 credits.

**ENG 494. Seminar in Criticism.** The course focuses on the critical principles of representative critics from the Classical period to the present time, using an historical approach. Particular attention is given to the practical application of some of the various theories advanced. Restricted to seniors. 3 credits.

**ENG 495. Senior Project.** A course offered to graduating English or English Education majors who have a 3.0 GPA or above and want to graduate with departmental distinction. 3 credits.

**FED 201. Introduction to Education.** This course in the introduction of education is designed to study a broad-based overview of the foundations of education for students in the United States. Its intent is to interest students who are preparing for a teaching career, as well as those who are concerned about educational issues and policies in this country. Attention will be given to the historical and philosophical foundations, as well as the social, economical, and legal perspectives of teaching. 3 credits.

**FED/PSY 241. Educational Psychology.** Educational Psychology is a problem-centered course with emphasis on the psychological contribution to the problems of physical, emotional, social, mental, and educational growth. Attention is given to the application of this knowledge to dealing with learning in the school environment, skill acquisitions, transfer of training, individual differences, and other aspects of human development are stressed. 3 credits.

**FED/PSY 321. Human Growth and Development.** This course in human development covers the entire lifespan, as humans are born, age, and die. Knowledge of the individual changes within society is an essential focus if we are to be prepared for the problems that could be created by these changes. 3 credits.

**FED 342. Educational Measurement and Evaluation.** A study of construction and criteria for evaluation of tests used in the elementary and secondary schools. The use of statistical methods in measuring test results and the application of such results to school purposes are stressed. 3 credits.



**FIN 240. Risk and Insurance.** This course is designed to introduce students to the fundamentals of risk and insurance. It will deal with the various types of insurance and how they are used to manage and/or alleviate risk (defined broadly as the chance of injury, damage or loss). Applications will be made to real world concepts to facilitate the students' understanding. 3 credits.

**FIN 241. Principles of Real Estate.** This course is designed to survey various forms of real estate businesses and the understanding of many considerations involved in acquiring and owning real estate, such as ownership rights, financing, marketing, investment, and managing. It also gives insight into the real estate profession. 3 credits.

**FIN 330. Commercial Banking.** This course is designed to help students understand the problems and issues that bankers must deal with. It should also help students understand how commercial banks are related to the functioning and well-being of the economy. 3 credits.

**FIN 462. Financial Management.** Financial analysis, profit planning, budgeting, long-term investment decisions, financial structure, cost of capital, long-term external financing, working capital management, mergers, holding companies, multinational firms, failure, reorganization and liquidation. Prerequisite: ACC 212. 3 credits.

**FIN 498. International Finance.** This course is designed to introduce students to the functions of multinational firms and in general how international transactions of a financial nature work. Also, it provides students with a basic understanding of the forces that affect the relative values of currencies in international markets, the problems of multinational firms in financing international operations, and issues associated with capital budgeting. 3 credits.

**FRE 101-102. Elementary French.** This course presents the four basic language skills – listening, speaking, reading and writing – of the target language. Students will be able to speak at a normal conversational tempo on general non-technical topics. They will also study the daily life, customs and cultural patterns of the French-speaking world. 3 credits each semester.

**FRE 201-202. Intermediate French.** Work begun in first year continued. More detailed knowledge of grammar and idioms stressed and conversational skill are developed. Reading, writing and speaking knowledge extended to more difficult texts. Prerequisite: FRE 102 or examination. 3 credits each semester.

### ***General History***

**HIS 211. Historical Geography.** An examination of the geographical factors in global history based on the chronological geo-political changes which have marked the historical maps of Europe, Africa and the Americas. 3 credits.

**HIS 213. Historiography.** An introduction to the nature of history, the philosophy of history, the history of historical writing, and the historical process. Emphasis will be placed on methodology in historical research. 3 credits.

**HIS 217. Comparative Ancient Civilizations.** A consideration of the rise and fall of Egyptian, Mesopotamian, Hebrew, Greek, and Roman civilization, of early Oriental

civilizations, and of other non-Western civilizations, and of the cross-fertilization of ideas throughout the world and of contributions to the modern world. 3 credits.

**HIS 395. Topics in History: U.S. Legal History.** An analysis of selected topics. A research project may be required. May be repeated with the consent of the Chairman. 3 credits.

**HIS 495. Senior Project.** A course in which a student proposes researches and prepares a written report on a subject related to a specific area in history. Required for graduation with departmental distinction. 3 credits.

**HIS 496. Advanced Historiography.** An advanced consideration of issues in the study of history, involving discussion of historiographical questions, analysis of scholarly papers on varied topics, and individual research and seminar presentations. Refining skills in organizing research, data collection, scholarly apparatus and historical writing will be emphasized. Required of all senior history majors. 3 credits.

### ***American History***

**HIS 233. United States History Survey I.** A comprehensive historical survey of the origins of the political, cultural, and ethnic developments in America from sixteenth century colonial exploration and settlement to the Reconstruction era. 3 credits.

**HIS 234. United States History Survey II.** A comprehensive historical survey of the rise to world power including the economic, political and social developments from the Reconstruction era to the present. 3 credits.

**HIS 235. African American History Survey I.** An historical survey of African American heritage, culture, contributions and adjustments from slavery to emancipation and the early role of African Americans within the emergence of American civilization. 3 credits.

**HIS 236. African American History Survey II.** An historical survey of African Americans after emancipation with emphasis on the social, economic, political and personal struggle to gain equality within the American civilization. 3 credits.

**HIS 237. African American Politics.** The course will trace the historical political experience of black Americans from the infamous “three-fifths compromise” at the Constitutional Convention to the current status in Presidential elections. Topics will include the development of political leadership, the political implications of segregation, the impact of migration and urbanization, and the responses to particular political issues affecting the black community. 3 credits.

**HIS 238. The History of Alabama.** The history of Alabama from the colonial period to the present. Special reference will be made to the impact of Blacks on the state of Alabama. 3 credits.

**HIS 240. Latin American History Survey.** A chronological survey of the major events in Latin American history from the colonial heritages of Latin America to the contemporary status of United States-Latin America relations. 3 credits.

**HIS 311. The Image of African Americans in the Media.** An historical survey and analysis of the way African Americans have been presented in the various media: print, photography, radio, television, and movies. The method is largely audio-

visual. Both the racial stereotyped views and the more positive representations are seen. The impact on national attitudes and behavior is evaluated. 3 credits.

**HIS 330. The American Revolution and the National Period.** A study of problems associated with the creation of a new nation from the Revolutionary War through the crises of the National period. 3 credits.

**HIS 331. The Civil War and Reconstruction.** An examination of the causes of the War, its impact and consequences. 3 credits.

**HIS 332. The Progressive Era and the Gilded Age.** A concentration on problems, and reactions to the appearance of large-scale industrialization and the emergence of the United States as a world power. 3 credits.

**HIS 333. 20th Century United States History.** A history of the United States from 1890 to the present, with special attention to its emergence as a world power, economic alternatives, and political and social responsiveness to internal challenges. 3 credits.

**HIS 334. American Military History.** A presentation of a balanced history of the Army from its beginning to the present, with appropriate attention to peacetime as well as wartime achievements. 3 credits.

**HIS 335. American Social and Intellectual History.** An examination of the evolution of American intellectual and popular thought, and changing forms of expression. 3 credits.

**HIS 359. Central Themes in American Studies.** A thematic consideration of the major issues, ideas, trends and forces which molded American society, including revolution and constitutional development, immigrant communities, federalism vs. states' rights, industrialization, and world power. 3 credits.

### **African History**

**HIS 247. Survey of African History.** An introduction to the history of Africa south of the Sahara, from prehistory through pre-colonial and colonial history to political independence. 3 credits.

**HIS 340. The Rise of African Nationalism.** An examination of African resistance to the establishment of European rule in the late 19th century; of African adaptation and protest in the early 20th century; of the emergence of independence movements and liberation movements; and of issues of independent Africa. 3 credits.

**HIS 349. Central Themes in African Studies.** A critical examination of issues and ideas in African societies, including political alternatives of pre-colonial societies, continuity and change in cultural patterns, economic development in colonial systems, and liberation in southern Africa. 3 credits.

### **European History**

**HIS 221. World History Survey I.** A comprehensive historical survey of the major issues in global history from pre-civilization to 1500, with emphasis given to the cultural, economic and political interrelationships of the early world civilizations. 3 credits.

**HIS 222. World History Survey II.** A comprehensive historical survey of the major issues of global history from 1500 to the twentieth century with emphasis given to the cultural, economic, ecological and technological interrelationship of modern global cultures. 3 credits.

**HIS 310. History of England.** A survey of English history from pre-history to the present, with particular attention given to social, political and religious developments. Independent research projects, examining primary sources, are required. 3 credits.

**HIS 319. Central Themes in European Studies.** Thematic consideration of major issues, ideas, trends and forces which molded European society, including the popular base of government, nationalism, internationalism, liberal state, and science and modern societies. 3 credits.

**HIS 321. Medieval European.** Western European in the "High Middle Ages," the 11th, 12th and 13th centuries; the reform of the church, empire and papacy; rise of towns and trade; the Crusades; the growth of national monarchies. 3 credits.

**HIS 322. Renaissance and Reformation.** An examination of some of the forces which created modern Europe, from 1300 to 1648, with particular emphasis upon cultural, political, social and religious developments. 3 credits.

**HIS 323. Eighteenth Century Europe.** Social, political economic history of Europe in transition (1713-1815), including expansion of overseas trade, philosophical and political thought, and the scientific, literary and artistic developments of the time. 3 credits.

**HIS 324. Nineteenth Century Europe.** An examination of significant developments in Europe from 1815 to 1914 nationalism, and the social problems of increasing industrialization. 3 credits.

**HIS 325. Twentieth Century Europe.** An examination of significant developments in Europe during a period of World War, depression and totalitarianism. Prerequisites: HIS 221-222. 3 credits.

**HIS 338 History of Philosophy I.** This course is designed to provide a historical narrative of the issues and ideas of the great philosophers of western civilization from ancient Greece through the medieval period. (From Pre-Socratic thinkers to Thomas Aquinas). 3 credits.

**HIS 339 History of Philosophy II.** This course is designed to provide a historical narrative of the issues and the ideas of the great philosophers of western civilization from the Renaissance through the twentieth century (pico della mirandola to Postmodernism). 3 credits.

**HUM 101-102. Introduction to the Humanities.** In this course the student studies manifestations of the cultures which contributed to the contemporary culture in which he/she will live. Attention is focused upon Greco-Roman roots, Judeo-Christian roots, African roots and Afro-American expressions. The basic characteristics of the visual arts, architecture, literature, music, and the values and beliefs supporting prominent philosophical and religious movements are explored. 3 credits each semester.

**MGT 314. Organizational Behavior.** Development of both conceptual knowledge and practical skill in dealing with behavior in formal organizations. Through readings, case, and tasks groups, students develop understanding of behavior; they also develop skill in perceiving, diagnosing, and responding to behavior at several levels, ranging from individual to the organization as a whole. 3 credits.

**MGT 220. Principles of Management.** Deals with the purpose and responsibilities of business, legal forms, and organizational structure, personnel functions, industrial production, marketing, record keeping, and business's relationship to society. 3 credits

**MGT 341. Cycles & Forecasting via Micro-computers.** This course employs the application and integration of database, spreadsheet, and word processing software applications in time series analysis of events that affect the management and fiscal operations of a non-profit or profit organization. 3 credits.

**MGT 351. Entrepreneurship and New Venture Creation.** This course focuses on how new businesses are started. Three objectives are pursued: understanding entrepreneurs, seeking and evaluating opportunities for new ventures and gathering resources to convert those opportunities into businesses. To this end, students are required to interview an entrepreneur and develop a business plan for a new venture. Prerequisite: MKT 345 and ACC. 311 or faculty recommendation. 3 credits.

**MGT 412. Production Management.** Quantitative models and methods used in operations management. Includes matrix algebra, linear programming, and constrained maximization. Prerequisite: Junior or Senior status. 3 credits.

**MGT 433. Human Resources Management.** Understanding current theories and emerging practices to developing a sound personnel program in today's organizations. Prerequisite: MGT 314. 3 credits.

**MGT 440. Small Business Management.** Development of the steps necessary to start a small business, including an understanding of the roles of the owner and manager in the small business, and the importance of small businesses in the American economy. 3 credits.

**MKT 301. Principles of Marketing.** A conceptual overview of the exchange process and the relationships of business firms and consumers. Emphasis is given to the marketing concept and how firms adapt product and policies to changes in the consumer demand. Channels of distribution are examined along with the supporting institutional arrangements. 3 credits.

**MKT 310. Consumer Analysis and Behavior.** A study of the nature and dynamics of consumer markets and the significance of these markets to marketing executives. Emphasis is placed on the concepts and constructs employed to identify and measure market segments and to analyze behavioral patterns as a basis for marketing strategy. Prerequisite: MKT 301. 3 credits.

**MKT 312. Promotional Strategy.** A study of the nature, scope, and contributions of personal selling, advertising, and sales promotions to the firm's problems of demand stimulation. Emphasis is on principles and concepts that relate to the

integration and organization of the promotional efforts in achieving optimal allocation of the effort to facilitate movement of goods and services. Prerequisite: MKT 301. 3 credits.

**MKT 315. Channels of Distribution.** A study of the nature, types, and economic roles played by marketing institutions and channels. The historical development and current organizational structure of marketing channels are examined. Retaining, wholesaling, physical distribution, international channels for services are investigated and reported. Prerequisite: MKT 301. 3 credits.

**MKT 330. Personal Selling (Salesmanship).** A study of the concepts and techniques utilized in personal selling and the basic selling process. Emphasis is placed on the design of effective presentations and on role playing of various personal sales situations. Sales presentation is required. Prerequisite: MKT 301 or consent of class professor. 3 credits.

**MKT 333. Sales Management.** A study of basic sales management techniques and concepts in sales planning and control. Emphasis is placed on the organization and staffing of sales departments, development of territories, and control sales operations. Prerequisite: MKT 300 or consent of class professor. 3 credits.

**MKT 335. Retail Store Management.** A study of the policies, practices, and methods of efficiently operated retail stores. Areas covered include: store locations, layout, organization, merchandising, planning, pricing, procurement, store operations, personnel management, credit, stock control, sales promotions, the retailing mix, assortment planning, etc. Emphasis is given to contingency theory of management. Prerequisite: MKT 301 or consent of class professor. 3 credits.

**MKT 340. International/Multinational Markets.** An introduction to the three major marketing environments: domestic, foreign, and international. Opportunities are presented for students to apply basic marketing knowledge and skills to an international (foreign) environment. Emphasis is placed on learning basic international/multinational terminology, tools, and concepts. International Mini-Marketing Plan is required. Prerequisite: MKT 301 or consent of class professor. 3 credits.

**MKT 345. Marketing Management.** A study of the analytical concepts and principles related to the development of efficient strategies for solving marketing problems. The major policy areas of product, price, channels of distribution, and promotion are integrated into the development of a firm's total marketing effort. Mini-Marketing Plan is required. Prerequisites: MKT 301. 3 credits.

**MKT 350. Marketing Research.** A study of the application of research to marketing problems, and how the findings are used in the formulation of marketing policies. Theories, concepts and methodology applicable in applying research to marketing are analyzed and emphasized. Prerequisites: MKT 301, MTH 200, and senior standing in the Division. 3 credits.

**MKT 355. Service Marketing.** The majority of all businesses in the U.S. in terms of contribution to growth in the economy are service businesses. Marketing 355 is concerned with developing your appreciation for the unique characteristics of

service firms and for marketing's role in helping to manage these businesses more effectively. A framework for developing, assessing, and improving the quality of services is discussed. 3 credits.

**MKT 360. Seminar in Marketing.** Required for all marketing majors. Visiting business professionals, field trips and tours will complement selected topics in the areas of interviewing techniques, personal grooming, job finding and job keeping techniques, review of computer skills, and an overview of written and oral communication skills. 3 credits.

**MMS 150. Introduction to Mass Communication.** A survey of the mass media and their effects on and interrelationships with each other, American society, and the global community. 3 credits.

**MMS 190. Essentials of Public Speaking.** A course in voice and diction that prepares students to properly communicate with audiences according to established standards. 3 credits.

**MMS 211. Introduction to Journalism.** Students learn to gather information and write for the print media. Students also learn established styles, facts and issues associated with professional writing. Prerequisites: COM 101, COM 102. Student *must* have passed these courses with a minimum grade of C. 3 credits.

**MMS 214. Photojournalism.** Basic principles and practices of photography for the media. Student must provide a digital camera. 3 credits.

**MMS 225. Writing for Mass Media.** Introduction to the styles and standards of writing for various mass media. Prerequisites: COM 101, 102. Student *must* have passed these courses with a minimum grade of C. 3 credits.

**MMS 300. Writing for Broadcast Media.** Writing specifically for broadcast media (radio and TV), including style and content. Prerequisite: MMS 225. 3 credits.

**MMS 310. Electronic Media Writing and Practice.** Introduction to the production, design and techniques of electronic publishing. Prerequisites: CS 150, MMS 225. 3 credits.

**MMS 313. Mass Communication Law.** A study of law and its applications to mass media, with emphasis on First Amendment issues, copyright, libel, privacy, privilege and other related issues. A primer for media practitioners to learn how to stay out of the courtroom—and jail. 3 credits.

**MMS 314. News Writing and Reporting.** An advanced course in news gathering, writing, reporting, and editing. Prerequisite: MMS 211. 3 credits.

**MMS 317. Magazine Editing and Production.** Gathering, writing, reporting, editing, layout, illustration and production of magazines. Prerequisites: MMS 150, MMS 211, MMS 214, and MMS 310. 3 credits.

**MMS 318. Cultural Studies in Mass Media.** A media literacy approach is used to analyze the various ways in which mass media portray cultures, ideologies, meaning and messages. 3 credits.

**MMS 401. Images of African Americans in Mass Media.** Examines representations of African Americans in media, exploring historical, political, economic, and social impact of the media. Focuses on critical cultural analysis. Prerequisite: Senior status or instructor consent. 3 credits.

**MMS 402. Mass Media Management.** Portrays organizational structure of various media outlets within the industry. Examines policies, practices, procedures, planning, budgeting, audiences, circulation, distribution and media trends. Prerequisites: Senior status and MGT 220. 3 credits.

**MMS 420. Mass Communication Theory.** A survey of mass communication theory from the early 1900s to present, including theory application. Prerequisite: Senior status. 3 credits.

**MMS 421. Research Methods in Mass Communications.** Examines historical, economic, political contexts in which qualitative and quantitative research methods emerge. Includes relationship of theory and research, hypothesis formulation, design and implementation, and a research project. Prerequisite: Senior status. 3 credits.

**MMS 493. Internship.** Students will gain job experience through placement with a media organization. Prerequisite: Senior status and approval of MMS faculty. 6 credits.

**MMS 495. Senior Project.** A project developed by the student, under faculty direction and supervision, to demonstrate student's competence in the Mass Media Studies major. 3 credits.

**MTH 101-102. Introduction to Mathematics.** The Mathematics 101-102 sequence satisfies the minimum mathematics requirements of the College. It is primarily intended to prepare students for College Algebra (MTH 103). Topics include: number systems, formulas, and sets of numbers, graphing, and an introduction to elementary algebra. 3 credits

**MTH 103. College Algebra.** A functional approach to concepts, methods and applications in college algebra. Topics include functions: polynomial, rational, exponential and logarithmic and system of equations using matrices and inequalities. Prerequisite: MTH 102 or by placement. 3 credits.

**MTH 105. Pre-Calculus.** A study of trigonometric functions and applications. Topics include numerical trigonometry; trigonometric functions of angles and real numbers, complex numbers and vectors. Prerequisite: A grade of C or better in MTH 103 or by placement. 3 credits.

**MTH 200. Elementary Statistics.** A technology based introduction to elementary statistics. Topics include exploratory data analysis, descriptive statistics, probability distributions, statistical inference, linear regression and correlation, and nonparametric methods. Prerequisite: A grade of C or better in MTH 103. 3 credits.

**MTH 201. Functional Numeracy.** A foundation course in mathematical thinking and practice for mathematics and other science majors. Topics include set theory, logic, critical thinking, quantitative reasoning and problem solving. Prerequisite: By placement or permission of the Mathematics Department. 3 credits.

**MTH 204. Applied Elementary Calculus.** A survey of differential and integral calculus with emphasis on techniques and applications to business and social sciences. Topics include functions, the derivative and integrals of univariate and multivariate functions. Prerequisite: A grade of C or better in MTH 103 or by placement. 3 credits.

**MTH 205. Calculus I.** A rigorous introduction to differential and integral calculus. Topics include elementary analytical geometry, limits, continuity and the derivative of functions; differentiation of elementary functions and applications. Prerequisite: A grade of C or better in MTH 206. 4 credits.

**MTH 206. Calculus II.** This course is a continuation of MTH 205. Topics include: summation notation, antiderivatives, definite and indefinite integrals, integration techniques, improper integrals, applications of integration, and an introduction to differential equations. Prerequisite: MTH 205 passed with a C or better, or permission of the department. 4 credits.

**MTH 207. Linear Algebra.** An introduction to linear systems and matrix theory. Topics include the study and application of systems of linear equations, matrix algebra, vector operations, determinants, eigenvalues and eigenvectors. Prerequisite: A grade of C or better in MTH 112. 3 credits

**MTH 208. Calculus III.** The concluding part of the calculus sequence. Topics include: introduction to vectors, algebra, geometry and multivariate functions, and graphs in 3-D, limits & continuity, partial derivatives, multiple integration with applications. Prerequisite: A grade of C or better in MTH 206. 4 credits

**MTH 210. History of Mathematics.** A study of the historical development of mathematics from ancient to present time. Topics include mathematics and the physical world, number systems, calculating and computing devices, developments of arithmetic, geometry and algebra; the growth of mathematics through social needs; technology and mathematics; and founders of mathematics. Prerequisite: Departmental Approval. 3 credits

**MTH 220. College Geometry.** An introduction to the development of Euclidean and Non-Euclidean geometries. Topics include: Euclidean, Elliptic, and Hyperbolic geometries, plans transformations, geometrical models, geometry and technology. Prerequisite: Departmental Approval. 3 credits.

**MTH 260. A Survey of Finite Mathematics.** An applications-oriented survey of selected topics in finite mathematics. Topics include: combinatorics, probability theory, vectors and matrices, linear programming, and game theory. Prerequisite: A grade of C or better in MTH 103. 3 credits.

**MTH 262. Discrete Mathematics.** A study of finite mathematical structures. Topics include sets, logic, numeration systems, combinatorial algorithms, graph theory and boolean algebra. Applications to computer science and the social sciences are emphasized. Prerequisite: A grade of C or better in MTH 201 or permission Mathematics Department. 3 credits

**MTH 265. Numerical Analysis.** The study of numerical analysis using technology. Topics include methods of solutions for equations and systems (linear and non-

linear), curve fitting and function approximation, interpolation, differentiation and integration, solutions of ordinary differential equations and computation of eigenvectors. Prerequisite: A grade of C or better in MTH 311. 3 credits.

**MTH 270. Number Theory.** An introduction to multiplicative and additive number theory. Topics include divisibility, prime numbers, congruences, linear and non-linear Diophantine equations, quadratic residues and number-theoretic functions. Prerequisite: A grade of C or better in MTH 205. 3 credits.

**MTH 300. Set Theory.** A study of theory sets with applications. Topics include elementary logic, set theory, axioms, set operations, functions and their properties on sets, Boolean Algebra and other applications of sets. Prerequisite: Departmental approval. 3 credits.

**MTH 311. Real Analysis.** An introduction to the foundation of analysis. Topics include the field properties and completeness of the real number system, sequences of the real numbers and real values functions, Riemann-Stieljes. Prerequisite: A grade of C or better in MTH 301. 3 credits.

**MTH 312. Real Analysis II.** A sequel to MTH 313. Topics include polynomial rings, prime ideals, maximal ideals, principal, factorization in integral domains, fields, field extension with Galois theory. Prerequisite: A grade of C or better in MTH 311. 3 credits.

**MTH 315. Topology.** A study of topological spaces. Topics include topologies of real numbers, metric spaces, homeomorphism, compactness and connectedness, product and quotient topological spaces. Prerequisite: A grade of C or better in MTH 410. 3 credits.

**MTH 321. Differential Equations.** A technology-based study of differential equations of the first and second order with applications in physics, chemistry, biology, and engineering. Topics include quantitative and qualitative models of differential equations, properties, solutions and applications. Prerequisite: A grade of C or better in MTH 212. 3 credits.

**MTH 341. Modern Algebra I.** An introduction to modern abstract algebra. Topics include semi groups, groups, subgroups, normal subgroups, p-groups, permutation groups, rings, ideals and modules with their application. Prerequisites: A grade of C or better in MTH 206 and MTH 212. 3 credits.

**MTH 342. Modern Algebra II.** A sequel to MTH 341. Topics include: polynomial rings, prime ideals, maximal ideals, principal, factorization in Integral domains, fields, field extension with Galois theory. Prerequisite: A grade of C or better in MTH 313. 3 credits.

**MTH 350: Mathematical Modeling.** An introduction to calculus-based probability theory and statistics. Topics include elementary combinations, distributions and properties of discrete and continuous random variables, the principles, techniques and applications of the collection, presentation and integration, and series representations. Prerequisite: A grade of at least C in MTH 301. 3 credits

**MTH 361. Probability and Statistics.** An introduction to complex analysis. Topics include complex numbers and their representations, analytic and entire functions of complex variables, residue theory, complex integration and series representations. Prerequisite: A grade of at least C in MTH 205. 3 credits.

**MTH 390: Complex Variables.** An introduction to complex analysis. Topics include complex numbers and their representations, analytic and entire functions of complex variables, residue theory, complex integration and series representations. Prerequisite: A grade of C or better MTH 301. 3 credits.

**MTH 422, 423, 424: Topics in Mathematics.** Students do independent study of problems selected jointly with a professor of their choice in areas such as: number theory, applied mathematics, history of mathematics, differential geometry, and information theory or geometry. Prerequisite: Departmental Approval. 3 credits.

**MTH 480. Senior Course.** A capstone course for all mathematics majors. Topics include a survey of key ideas and methods of mathematics studied, preparation for the Departmental Qualifying Examination, a draft of the senior project and a critical examination of the scientific, cultural, economic and political roles of the mathematical sciences. Prerequisite: Departmental Approval. 3 credits.

**MTH 494. Senior Seminar.** This is a research course. It includes the preparation and delivery of the senior project and a review for the GRE and other transition tests. Prerequisite: Departmental Approval. 3 credits.

**MUS 100. Music Fundamentals.** Written and aural work on accidentals, scales, clefs, intervals, melodies, primary and secondary triads along with inversions, elementary modulation, and transposition. Introduction to music literature and form through discussion and hearing of works, keyboard application of techniques studied in written work. 1 credit.

**MUS 101-102. Theory.** Written work using diatonic triads, dominant seventh chords and inversions, non-harmonic tones, and elementary modulation dealing with the phrase, period, ternary and binary forms. Simple two-part rounds and canons. Introduction to music literature through discussions and hearing of works used for analysis. Keyboard application of techniques studied in written work. 3 credits each semester.

**MUS 103. Sight Singing.** Aural skills development in the sight reading and recognition of intervals, scales, melodies triad, and basic forms. The course connects to materials presented in MUS 100. 1 credit.

**MUS 131-432. Class Piano.** This course satisfies the music requirements for non-piano music majors. It consists of the study of scales, arpeggios, triads, melodies, transpositions, and culminates in a piano proficiency examination at the end of the fourth semester. 1 credit.

**MUS 141-442. Class Voice.** This course teaches the non-vocal music major basic vocal techniques for solo performance which includes such topics as posture, breathing, the vocal mechanism, and performance techniques for basic solo vocal literature. 1 credit.

**MUS 141B-442B. Applied Instrument.** Students must publicly perform from memory, with accompaniment as specified, three selections from a list of approved music for their chosen field (instrument or voice). Material selected must represent more than one period of music history. Students must also demonstrate the ability to perform technical studies and scales commensurate with the difficulty of the memorized selections. 2 credits

**MUS 161. String Instruments.** Course designed for class instruction in the basic methods and techniques of fingering and bowing. Simple chording on fretted instruments. Open to all students. Requirement for Music Majors. 1 credit.

**MUS 171-178 Marching Band.** Instruction in street and field marching techniques and study of appropriate music are the topics covered in the course handbook. The handbook contains guidelines on the following topics: course description; course enrollment guidelines; course of study objectives—musicianship, performance—course content; course procedures, strategies, and suggested learning activities; resources for pupils; resources for teachers; and assessment. 1 credit each semester.

**MUS 184. Winds and Percussions.** Course designed for instruction in the basic methods and techniques or brasswinds, woodwinds, and percussions. Emphasis on techniques used in middle and high school bands. 1 credit.

**MUS 191, 193-199 College Choir.** Rehearsal and performance at the College Chapel; preparation for local concerts and tours. Auditions required for admission. May be taken with or without credit. May be repeated. Music majors must enroll in choir during each semester of residence. 1 credit each semester.

**MUS 192. Instrumental Ensemble.** Course designed for the instruction of the basic fundamentals and techniques of ensemble performances, both large and small. Emphasis at various stages in the development of a student in position, embouchure, articulation, breathe control, tone quality, techniques, intonation, phrasing, style and theory. May be repeated. 1 credit each semester.

**MUS 201-202. Theory.** A progression from the study of the harmonic and contrapuntal aspects of four-part harmonization, using Bach chorales as models to exercise, including simple two-, three-, and four-part harmonic counterpoint; part writing for voices and strings; and piano pieces in binary and ternary forms, using late eighteenth and nineteenth century models; and continued expansion of harmonic vocabulary. Keyboard exercises, including more difficult harmonization, modulation, improvisation or a given motif, and transposition. Prerequisites: MUS 101-102. 3 credits each semester.

**MUS 203. African American Music.** This course is a critical study of African American music from its beginnings in the United States of America until the present day and is designed to acquaint the student with various genres of African American music, its composers and its critics. Emphasis is placed on critical writing and listening skills. 3 credits.

**MUS 211. Survey of Musical Styles.** This course is designed to acquaint the student with representative composers and their works from the broader periods of history; to relate the music activities within the periods to the social, artistic,



and philosophical ideas and practices; and to point out the relevance of the modern idioms with emphasis on jazz and African contributions. Sophomore Humanities elective. Prerequisites: HUM 101-102. 3 credits.

**MUS 251-452 (453-454). Organ.** Required during the first year are preparatory manual and pedal exercises, acquiring an organ legato for hands and feet, developing greater accuracy for note values and rhythms and coordination between hands and feet through materials taken from "Method of Organ Playing" by Gleason. Bach, Chorale Preludes for manuals, Choral Preludes from the Little Organ Book, fugal compositions of moderate difficulty, pedal exercises and scales for pedals in major and minor keys, works by pre-Bach masters. In subsequent years students will progress through chorale preludes of the Orgelbuchlein by Bach, sonatas of Mendelssohn and other Baroque, Romantic and modern works suitable to the individual's ability. Hymn tunes and accompanying and other practical service playing skills are studied. Appearances in class and student recitals. 1 or 2 credits each semester.

**MUS 305. Theory (Arranging.)** A concentrated course in arranging for orchestra, band, and chorus. The focus is on instrumental and vocal groups commonly encountered in public school music programs. Prerequisites: MUS 201-202. 3 credits.

**MUS 307-308. Vocal Diction.** This course studies the singer's correct pronunciation for English, Italian, German, and French using the IPA (International Phonetic Alphabet) as a standard guide. \*\*This course may be repeated two times for credit. 2 credits.

**MUS 311-312. Music History.** First semester: a short introduction to ethnomusicology dealing with primitive and non-Western cultures, the periods of music in the Western world, and early Christian, Romanesque, Gothic, Renaissance, and Baroque. Second semester: Classical Romantic, Impressionistic and twentieth century schools. Prerequisite: MUS 211. 3 credits each semester.

**MUS 313-314. Musical Form and Analysis.** A study of the structure and aesthetic content of music; review of harmonic material with its fundamental and practical application; study of cadences and modulations in relation to form; two- and three-part form with analysis of compositions by Bach, Handel, Beethoven, Haydn, Mozart, Schubert, Schumann, and Brahms; classic and romantic suites, the sonata form with analysis of its employment in sonatas, symphonies, and chamber music, variation and rondo forms, and twentieth century techniques. Prerequisites: MUS 201-202, 311-312 or equivalent. 3 credits each semester.

**MUS 321. Elementary School Music Methods (N-6).** A course designed to acquaint the student with the philosophies underlying the most recently approved methods of presenting music as a series of meaningful experiences in the life of the child from nursery through the sixth grade and to guide the student in developing effective techniques and procedures for their implementation through singing, intelligent listening, rhythms, reading and creative work. Emphasis placed in developing desirable personal attributes in the prospective teacher. 3 credits.

**MUS 401-402. Counterpoint.** Introduction to sixteenth-century vocal counterpoint. Continuation of harmonic counterpoint including invertible counterpoint canon, the invention, and fugue exposition. Prerequisites: MUS 201-202. 2 credits each semester.

**MUS 435-436. Piano Literature and Pedagogy.** A practical course designed to acquaint the student with 1) the piano, its structure, history, literature, and composers; 2) a survey of the objectives, materials, and technical problems found in teaching piano students, the beginning, adolescent, and adult; and 3) an exploration of original four-hand compositions as a phase of ensemble playing. Prerequisite: MUS 211 or equivalent. 2 credits each semester.

**MUS 437. Senior Recital Piano.** Full solo public recital in DeForest Chapel. 1 credit.

**MUS 437A. Senior Recital Piano.** Public recital in DeForest Chapel. Required of Music Education Majors. No credit.

**MUS 445-446. Vocal and Choral Literature.** An historical survey of the vocal and choral literature from the medieval to contemporary periods. Prerequisites: MUS 201-202 and MUS 311-312. 2 credits each semester.

**MUS 447. Senior Recital Vocal.** Full solo public recital in DeForest Chapel. 1 credit.

**MUS 447A. Senior Recital Voice.** Public recital in DeForest Chapel. Required of Music Education Majors. No credit.

**MUS 491-492. Choral Conducting.** This course teaches fundamental techniques with or without the baton and emphasizes the use of conducting for school, amateur, and semi-professional purposes. Acquaintance is made with score reading for choir and instruments. Prerequisites: MUS 202, MUS 312, and MUS 321. 1 credit each semester.

**MUS 495. Research Project.** An opportunity for individualized research under faculty supervision. Strongly recommended manner of fulfilling senior project requirement for graduation honors. Requires permission of faculty member who agrees to supervise the project. 3 credits.

**NS 101. Biological Science.** A course devoted to the study of biology. Included are principles and laboratory experiences on the cell, genetics, reproduction, metabolism, ecology, and the variety of living things. Two 1-hour lecture periods per week and two 2-hour laboratory periods per week. 4 credits.

**NS 102. Physical Science.** A course devoted to an introductory study of physical science through laboratory experiments on the nature of solid matter and matter in motion, the first principles of mechanics, energy, and momentum; principles of heat; geometrical and physical optics in general and their applications; a survey of the structure of matter, atomic and molecular hypotheses; principles of chemistry, chemical reactions and principles of astronomy. Two 1-hour lecture periods per week and two 2-hour laboratory periods per week. 4 credits.

**NSM 300. History and Philosophy of Science.** A course designed to provide students of any discipline with an in-depth knowledge of the major periods, accomplishments, and driving forces of scientific history and the men and women who made them possible. Prerequisite: Juniors and seniors only. 3 credits.

**NSM 301. Issues – Modern Advances in Science.** An interdisciplinary course designed to involve students of any discipline in an in-depth examination and discussion of the ethical, political, economical and social ramifications of the more controversial outcomes of man's science. Prerequisite: Juniors and seniors only. 3 credits.

**PA 240. Introduction to Public Administration.** A study of the principles and problems of public administration at state and national levels. Among the topics considered: the role of the United States Civil Service Commission in personnel recruitment, the implementation of public policy in housing, education, health and urban development. 3 credits.

**PA 342. Public Financial Administration.** This course is designed to familiarize the students with the role of financial administration and budgeting in the determination of governmental policy, administrative planning, control of governmental operations, and intergovernmental relations. 3 credits.

**PA 343. Intergovernmental Relations.** This course examines the administrative aspects of policies competition among the various levels of government and how they affect the administration of public programs. The course will include intergovernmental legislative and personnel problems. 3 credits.

**PA 344. Public Personnel Administration.** This course examines the role of people in public organization, the personnel functions from recruitment to selection and career development. The Civil Service system, public employee unions, and employee-employer relations are aspects of the personnel functions which will be examined. 3 credits.

**PA 345. Public Administration and Public Policy.** This course will define the public policy making process in America. The major focus will be on defining specific areas of public policy such as housing, welfare, health education, planning, etc., analyzing those policies and proposing alternative delivery systems. The student will be exposed to the processes of public policy formulation, implementation and evaluation. The student is encouraged to have a knowledge of aggregate data analysis. 3 credits.

**PA 346. Urban Planning.** This course will focus on planning theory and practice as they relate to urban areas. It will examine the planning process; it will relate planning to various urban problems, housing, education, health, transportation, etc.; it will relate planning to the administrative process; and will give an overview of the role of planning in national development, i.e., regional planning and other forms of sub-national planning. It will closely examine the relationship between the planner and the administrator in urban areas. 3 credits.

**PA 347. Urban Administration.** This course examines the administrative aspects of urban problems. It examines the causes, effects and possible solutions to these

problems making use of such techniques as gaming simulation, field research and interaction with public administrators. The scope of problems considered varies as the urban scene changes. Presently, it includes planning, financing, housing, racism, welfare, poverty, education, crime, transportation and health care. These problems will be examined in light of such concepts as citizen participation, ethnic politics and the politics of decision making. 3 credits.

**PA 349. Administration and Organizational Theory.** An advanced course in public administration designed to strengthen the student's understanding of theory and practice of administrative organizations. 3 credits.

**PA 493. Public Administration Internship.** This internship is a highly structured course designed to help the student integrate theoretical textbook knowledge with the real world of public administration. The nature of this internship is not observational in that the student is under close supervision of the internship director and trained agency personnel, and will be involved in clearly defined work projects. 3 credits.

**PA 494. Seminar in Public Administration.** This course is designed to enhance the students' knowledge of public administration by exposing students to major ideas and contemporary public administration issues. 3 credits.

**PA 496. Special Topics in Public Administration.** An investigation of in-depth, research based analyses of contemporary topical areas in public administration not covered in other courses. It is designed to address the emerging issues related to the discipline. 3 credits.

**PE 101-102. Physical Education.** The purpose of this course is to provide each student with an opportunity to assess his/her fitness, and to develop skill and understanding that will enable him/her to enjoy a productive stay in college and a more meaningful existence after college. 1 credit each semester.

**PE 304. School Health Education.** Acquaints students with the broad general nature of health problems in schools. Its goal is to develop health consciousness among students to as great an extent as possible. 3 credits.

**PE 306. First Aid.** Practical application of techniques of first aid. Lectures and demonstrations on first aid measures for wounds, hemorrhage, burns, exposure, sprains, dislocations, fractures, unconscious conditions, suffocation, drowning and poisons, with skill training in all procedures. 2 credits.

**PHI 210. Introduction to Philosophy.** This course is designed to be a systematic approach to the primary western philosophical problems from classical Greek thinkers through the twentieth century. The goal of this course generally will be better understanding of human reason and one's self. 3 credits.

**PHI 232. Political Philosophy.** A study of political thought in which both classical and contemporary writers are read. 3 credits.

**PHI 240. Introduction to Logic.** A study of traditional and symbolic logic needed to construct sound arguments for a rational defense and evaluation of the arguments of others. 3 credits.

**PHI 331. Ethics.** This course was designed to examine the personal, communal and societal mode of both living an ethical life and consistently following a code of moral philosophy. Sources from both classical and contemporary periods will be consulted. (Prerequisite PHI 210 or with permission of the Department Chair.) 3 credits.

**PHI 494. Seminar on Topics in Philosophy.** Consideration of a selected problem in philosophy as an introduction to research problems in philosophy, with an emphasis on the relation of philosophy to other disciplines. The topic selected will be intensively analyzed and an independent research project, based on primary sources, will be required. May be repeated with the consent of the Department of Humanistic Studies and the advisor of the student's area of concentration. Prerequisite: 6 credits in philosophy or the consent of the instructor. 3 credits.

**PHY 101. Introductory Physics.** An introduction to the fundamentals of mechanics, wave motion, thermodynamics, electricity and magnetism, light, and modern physics. Two 1-hour lecture periods and two 2-hour laboratory periods per week. Prerequisite: MTH 205. PHY 102 Prerequisites: PHY 101 and MTH 206. 4 credits each semester."

**PHY 102. Introductory Physics.** The second part of introductory physics will cover the following topics: Vibrations and Waves, Electromagnetic Waves, Light (Geometric Optics and the Wave Nature of Light), Quantum Theory and Models of the Atom, Molecules and Solids, Nuclear Physics and Radioactivity, Radiation and Dosimetry. Prerequisites: PHY 101 and MTH 206.

**PHY 240. Modern Physics.** A study of the principles of quantum theories of matter, atomic structure, the solid state, particle and nuclear physics. Two 1-hour lectures and two 2-hour labs per week. Prerequisites: PHY 102 and MTH 205. 4 credits.

**POL 201. Politics I.** An introduction to theory, method, and problems in the study of politics. 3 credits.

**POL 202. Politics II.** An introduction to theory, method, and problems in the study of politics through a comprehensive investigation of U.S. politics. 3 credits

**POL 350. State and Local Government.** A study of the structures and processes of state and local government. Direct observation is emphasized. 3 credits.

**POL 370. Comparative Politics.** An introductory comparative study of selected political systems. 3 credits.

**POL 380. International Politics.** A study of power and strategy in the international system. 3 credits.

**POL 430. Constitutional Law.** A study of the principles of the U.S. Constitution and the processes of constitutional interpretation. The case method is used. 3 credits.

**POL 431. Administration of Justice.** A study of law enforcement, court procedures, and correctional processes in relation to constitutional law. Student research is emphasized. 3 credits.

**POL 492. Topics in the Study of Political Economy.** Analysis of a selected topic. With consent of the Department, the course may be repeated. 3 credits.

**POL 494. Seminar in Government.** An examination of selected institutions. A major paper is required. 3 credits.

**PSY 100. General Psychology.** An introduction to the principles of behavior, includes consideration of maturation, learning, emotion, motivation, sensation, consciousness, perception, intelligence, personality development and social behavior. The methodology of psychology and behavior applications of psychological principles are considered briefly. Satisfies social science requirement. Open to all students. 3 credits.

**PSY 201. Psychology of Personal Growth.** Class covers activities that foster awareness of self and of others. Emphasis is placed on the understanding and appreciation of cultures other than the student's own. 3 credits.

**PSY 205. History of Psychology.** A philosophical and historical investigation of the assumptions and practices within the field of psychology. 3 credits.

**PSY 250. Social Psychology.** Examines explanations and research concerning the effects of others on one's behavior. Special focus on social influence, social problems and attitudes. 3 credits.

**PSY 300. Theories of Personality.** An introduction to some ways of thinking and talking about the personality. Functionalist, psychoanalytic, behavioral, and humanist theories will be explored. 3 credits.

**PSY 301. Abnormal Psychology.** This course of study is concerned with an analysis of behavior disorders including those with organic causes and with special focus of attention on diagnostic criteria. 3 credits.

**PSY 330. Cognitive Psychology.** Human processes, such as perceiving, remembering, and thinking, are systematically studied. Both theorizing (model building) and experimentation (model testing) will be emphasized. Prerequisite: PSY 100 or MCS 212 or permission of instructor. 3 credits.

**PSY 331. Experimental Psychology.** Experimentation as a way of knowing the causes of behavior, including topics of experimental design, measurement, data treatment, and research reporting. Experiments will be done and reports written in professional style. Prerequisites: PSY 100 & MCS 212 or permission of the instructor. 3 credits.

**PSY 340. Physiological Psychology.** A course that considers the biology of psychology. Topics covered include the anatomy and the physiology of the nervous system, the psychobiology of pain and stress, and psychobiology of aberrant behavior, dreaming, information processing, and memory. The course of study includes current events in psychology. Prerequisite: One course in biology or permission of instructor. 3 credits.

**PSY 350. Psychology and the Law.** This course focuses attention on the structure of mental health system, the structure of the judicial system and the relations

between them. The role of the psychologist will be explored. Students will look at both theory and practice. 3 credits.

**PSY 384. Behavioral Analysis.** Survey of behaviorally oriented techniques used in analyzing and controlling human behavior. Emphasis is placed upon Kinnerian method as an intervention technique in social, educational, and mental health agencies. 3 credits.

**PSY 492. Industrial/Organizational Psychology.** This course provides instruction in, and discussion of a wide range of activities related to interpersonal and managerial skills required in today's business and industry. Topics include an overview of industrial, organizational psychology, principles of resources management, psychological testing, performance appraisal, training plus professional development of employees, principles of leadership, motivational factors, workplace conditions, safety and health, workplace stressors and work ethics. 3 credits.

**PSY 493. Internship in Psychology.** Students are assigned internships in a variety of settings. A final report of their progress is required. 1-12 credits.

**PSY 494. Seminar in Psychology.** An in-depth examination of a topic of current interest in psychology. Presentation of projects. Prerequisite: Senior standing in psychology or permission of instructor. 3 credits.

**PSY 495. Research in Psychology.** An opportunity for students to do individual supervised research. This research must produce a paper that may lead to graduation with departmental distinction or with college honors. 3 credits.

**REL 210. Introduction to Religion.** This course is an introduction to the study of religion understood in the context of the people who live it. The purpose is to provide a basic understanding of the principles. Practices and the values systems primarily of the major of religions of the Western World, including Judaism, Christianity and Islam. 3 credits.

**REL 320. Christian Ethics.** This course is designed to critically examine the history and origins of Christian ethical values and moral teachings from the Judaic Decalogue to the Sermon on the Mount to 21st Century ethical-moral dilemmas. (No prerequisites, but RE 210 Introduction to Religion would be helpful.) 3 credits.

**REL 330. World Religions.** A survey of the living world religions with special emphasis on the religious beliefs, and practices and rituals of those religions. The course will cover the prehistoric, primitive and evolutionary development of man's religious consciousness, both from the historical and contemporary perspective. It will concentrate primarily on the non-Western religious experience. 3 credits.

**REL 494. Seminar on Religious Topics.** This course is designed to critically examine various and significant cultural, historical and philosophical themes rooted in the milieu of religious experience. (No prerequisites, but RE 210 Introduction to Religion would be helpful.) 3 credits.

**SOC 100. Introduction to General Sociology.** Elementary analysis interaction, social structure, and social stratification. Open to all students. Satisfies the social science requirement. 3 credits.

**SOC 200. Micro Sociology.** This course introduces the student to social sociology to explain how individuals and groups are shaped by their society. The course looks at the ways our socio-cultural environment helps us to shape our understanding of our "self" and how that contributes to the development of our relationship to others. 3 credits.

**SOC 210. Cultural Anthropology.** Introduces students to concepts and examples that help us understand humankind's many different ways of life in different areas of the world. A cross-cultural perspective is gained by examining and comparing non-Western cultures. 3 credits.

**SOC 211. Physical Anthropology and Archeology.** Introduces students to the long view of humanity, ranging from the distant past to the present, and deals with both the physical and cultural evolution of human beings. 3 credits.

**SOC 220. Social Problems in American Society.** Coverage and exploration of a selected range of social problems confronting America. 3 credits.

**SOC 230. Social Deviance.** Social Deviance provides an in depth and critical examination of the relationship between deviance and social control. The course will cover why behaviors come to be labeled deviant and the relative nature of these behaviors. The course will also provide an overview of general theories of deviance. 3 credits.

**SOC 261. Minorities and Women.** By examining relationships between and among racial and ethnic groups, and men and women in our own and other societies, an attempt is made to analyze and understand patterns of inequality, causes and consequences of racism, ethnocentrism and sexism, power relationships, and possibilities for change. 3 credits.

**SOC 265. Sociology of the Community.** The community continues to be an important part in developing an understanding of the social relationship among people. This course addresses the "spirit" of the community as well as the geographical dimensions of the community. 3 credits.

**SOC 271. Sociology and the Family.** Comparison of contemporary theories of family with particular emphasis on the adjustment of the traditional family to conditions of change within American society. 3 credits.

**SOC 280. Global Society.** Life on an interdependent planet. Intended to help students understand the increasing interdependence of nations and peoples of the world; the connection between our own community and the world. Emphasis is placed on the developing nations of Africa, Asia and Latin America. 3 credits.

**SOC 302. Religion in Culture.** Examines the nature and importance of beliefs and values, the relationships of these to other aspects of society, and the role of religion in influencing behavior and integrating cultures. 3 credits.

**SOC 310. Political Sociology.** A study of the relationships between power and social processes with emphasis on experimental and field studies. 3 credits.

**SOC 330. Sociology of Violence.** The incidence of deliberate injury of one human by another is analyzed in terms of social and cultural patterns that act to produce, alter, or discourage acts of violence. The various forms violence may take are examined from a sociological perspective with an international component. 3 credits.

**SOC 340. Sociology of Education.** This course explores the relationship between education and the overall society. 3 credits.

**SOC 420. Topics in Sociology.** Examination of selected topics of sociology. Topic in a given semester determined by student and faculty interest and need. May be repeated for credit, if there is no duplication. 1-3 credits.

**SOC 498. Sociological Theory.** The study of major sociological theorists and theories, including the pioneers, classicists, and contemporaries, as well as major approaches to theory. 3 credits.

**SPA 101-102. Elementary Spanish.** Basic Spanish listening and speaking competency skills, with some reading and writing as reinforcement. 3 credits each semester.

**SPA 201-202. Intermediate Spanish.** Review of Spanish listening and speaking competency skills, with equal emphasis on reading and writing to achieve an idiomatic style, develop an adequate vocabulary and conduct routine activities in Spanish. Prerequisites: SPA 101-102 or equivalent proficiency. 3 credits each semester.

**SPE 209. Survey of Exceptionals.** An introductory course in special education focusing on exceptional individuals with an emphasis on psychological, social and medical factors relative to persons with disabilities. This course addresses the implications of the changes in the field of special education with respect to the educational programs for children and youth and also post-secondary programs. Included are the effects of a disability on the individual, the family, and overall quality of life. Students will spend a minimum of 30 hours in 3 hour increments in field placements in regular and special education classes. 3 credits.

**SS 200. Social and Behavioral Statistics.** Course content addresses the descriptive inferential capabilities of various statistics with special attention to the development and interpretation of those that are most commonly used in social service settings. 3 credits.

**SS 250. Introduction to Gerontology.** An investigation of social, individual, and biological aspects of aging in American society. Particular emphasis is placed on social problems faced by the elderly. 3 credits.

**SS 311. Research Methods.** A study of the social research process involving the relationship between theory and research, hypothesis formulation, data collection and analysis, and a planned research experience. 3 credits.

**SS 351. Sign Language I.** This is a beginner's course in sign language. Students are introduced to Deaf Culture, behaviors, and customs along with grammatical aspects of sign language. ASL (American Sign Language) is emphasized. Students progress from having no knowledge of sign language to the point of being able to survive and communicate in various situations with the deaf population. 3 credits.

**SS 352. Sign Language II.** (Prerequisite SS 351.) Everyday communication is the centerpiece of every lesson. Topics revolve around sharing information about our environment and us. Grammar is introduced in context, with an emphasis on developing questioning and answering skills. Students learn conversational strategies. Interactive activities allow students to rehearse what has been learned. The course focuses on introducing language in context and reinforcing what is learned by engaging students in various interactive activities. A conversational curriculum requires active learning. Students should come prepared to sign. Classes are conducted in American Sign Language (ASL) from the very first day 3 credits..

**SW 125. Introduction to Social Work** as a profession, its field of practice, history, values and ethics, professional roles, overview of social welfare issues and policies with an emphasis on the Generalist Intervention Model. Course open to non-majors as a social science elective. 3 credits.

**SW 231. Human Behavior in the Social Environment I.** Human behavior is examined from a bio-psychological perspective. Student's knowledge of human biological, psychological, and social systems theories is integrated into a life-span development perspective for application to description and analysis of individual human behavior. Prerequisites: SW 125. (Social Work majors only) 3 credits.

**SW 232. Human Behavior in Social Environment II.** The HBSE II course studies the development of the individuals in the context of the family and small social groups with attention to racial and other oppressed minorities. Special consideration is given to the use of culturally sensitive tools and techniques for developing valid and reliable assessments of human behavior. Prerequisite: Successful completion of SW 231. (Social Work majors only) 3 credits.

**SW 301. Social Work Practice I.** (Prerequisites SW 125, SW 231 and SW 232.) Development of generalist practice skills with a focus on direct services to individuals. Ethics and values of the social work profession and basic helping skills will be studied. Fundamentals of good oral and written communication skills for social workers will be presented in role play exercises. Students will also begin to acquire generalist social work practice skills and identity with the social work profession. (Social Work majors only) 3 credits.

**SW 302. Social Work Practice II.** The second practice course prepares students for working with families and groups. An extensive overview of the Generalist Intervention Model (GIM) including the ecological perspective, the roles of social workers and the steps in the change process. (Social Work majors only) 3 credits.

**SW 335 Family and Child Welfare.** Prerequisite to SW 125. Introduction & Exploration to the practice settings which provide services to children and their families. Particular interest is placed on current theory, historical perspectives,

practice, policy, philosophy, issues and problems within the system of the family and child welfare services in the United States and other international entities. (Social Work majors only) 3 credits.

**SW 340. Social Policy I.** This first course in the social welfare policy sequence will identify and explore the social, political, economic and historical foundations of the American Social Welfare Institute. Emphasis will be placed on policy-making processes, revealing linkages between social problems, program development, policy formulation and social work practice as it relates to political structures and formal organizations. Interdisciplinary offering. Prerequisite: SW 125 or consent of instructor. 3 credits.

**SW 341. Social Policy II.** The second course in the social welfare policy sequence will focus on social policy issues and their influences on the social welfare delivery system. Issues selected for discussion and analysis will be applicable to various practice settings, allowing students the opportunity to become familiar with substantive policy issues related to their specific practice interests. Interdisciplinary offering. Prerequisite: SW 340. 3 credits.

**SW350. Substance Abuse and Mental Health.** This is an introductory course that will provide students with an understanding of substance use disorders and mental health. This course will provide students with basic knowledge of the historical role of substance use, addiction, and its associated theories of causation, and physiological implications of its use and abuse. Also, students will be introduced to the criteria used in assessing mental disorders in children and adults. The impact of these disorders on the client, the client's family, and the community will be discussed. 3 credits.

**SW 400 Management in Human Service Organizations.** Students will learn to understand budget development and fiscal management in human service organizations. Students will further understand various approaches to budgetary management processes, in an effort to induce better utilization of organization resources. Interdisciplinary offering. 3 credits.

**SW 401. Social Work Practice III.** The final practice course focuses on working with systems of all sizes, with special emphasis on working with systems of all sizes, communities and organizations. The course provides an extensive overview of generalist practice with organizations and communities. Applications to actual macropractice situations are emphasized throughout the course, as well as the importance of client system strengths. (Social Work majors only) 3 credits.

**SW 444. Field Education.** Must have completed hours of the required liberal arts curriculum, professional, core and foundation electives and earned at least a GPA of 2.5. Includes 32 hours per week of field instruction in a social service agency while enrolled in SW 460. Internship will provide experience in direct service to client systems and enhance & develop generalist practice skills. (Social Work majors only) 9 credits.

**SW 460. Field Seminar.** Prerequisite SW 401. Taken concurrently with SW 444. Seminar designed to enable students to further develop generalist practice skills and

integrate professional knowledge, values, skills, and theory with practice. (Social Work majors only) 3 credits.

**THE 301. Greek Theatre.** A study of Greek plays written by Sophocles, Aeschylus, Euripides, and Aristophanes. 3 credits.

**THE 441. Modern Drama.** A study of nineteenth and twentieth century drama from Ibsen to the present, including continental, English, and American dramatists. 3 credits.

### Adult Degree Completion Program – FASTTrack

**ACC 360. Accounting for Managers.** In this module, the adult learners will build on the fundamentals covered in earlier, introductory accounting courses. Topics covered the introductory level will be taken to a greater depth and new dimensions will be added. Also, new topics will be introduced and explored. Adult learners will be challenged to develop relevant accounting-related skills and to integrate accounting knowledge with broader management issues. 3 credits.

**BUS 360. The Adult Journey.** This module introduces adult learners to both classical and contemporary learning theory. As learners analyze adult learning theories, they will reflect on their own life experiences and review their strengths and motivations as adult learners. Adult learners will review the physical, psychological, and mental stages of learning development. Learners will have an opportunity to reflect, think critically, and prepare written responses to readings in the field of adult development. 3 credits.

**BUS 364. Group and Team Dynamics.** This module is a study of group and team behavior and how group functioning affects organizational effectiveness. Emphasis is placed on decision making and resolving conflict in groups. Learners develop strategies for efficient and productive group management and determine which tasks groups or individuals handle. 3 credits.

**BUS 366. Organizational Behavior.** Learners examine the formal and informal functions of organizations and analyze an agency or organization based on a systems model. Learners will also analyze and solve organizational problems using a step-by-step method. This analysis will be applied to learners' work-related projects. 3 credits.

**BUS 368. Business Communications.** This module investigates communication and relationships in creating a productive work environment. Effectiveness in personal and social relationships is also covered through readings and exercises concerning nonverbal communication and constructive feedback, dealing with anger, and resolving conflict. Learners develop a model for effective relationships. 3 credits.

**BUS 370. Business Ethics and Individual Values.** This is a module in which the learner formulates a philosophy of life, providing the base for such concerns as ethics in business, accountability in government, respect for human rights, and responsible lifestyle in our contemporary world. Ethical theories and personal values



are examined through readings, analysis of the workplace, and classroom discussion. 3 credits.

**BUS 450. Domestic Business Issues.** This module presents an analysis of major contemporary social problems, especially in the United States. Particular attention is given to the problems of poverty, racism, sexism, drug and alcohol abuse, and illiteracy, and their impact on the contemporary workplace. Consideration is given to diverse sociological perspectives regarding the causes, consequences and solutions to these problems. 3 credits.

**BUS 452. Global Business.** Recognizing that today's college graduates will live in a world that is economically, politically, and environmentally connected, this module seeks to challenge learners to think beyond their immediate surroundings and see themselves as part of a large human community. The module focuses on the complex global, intercultural, and cross-cultural issues that graduates will face as citizens of a global and an interdependent world. 3 credits.

**BUS 480. Research Methods and Statistics.** This module will provide an overview of the research process and research methods for management and business learners in the Organizational Management program who are required to complete an independent research project in their workplaces to fulfill degree requirements. It will include how to identify and define a problem suitable for such research, how to find information and literature sources related to the defined problem, and how to evaluate and utilize sources. 4 credits.

**BUS 492. Business Application Project I.** Each learner combines his/her research and practical implementation of theories and concepts and develops an individual project. The project examines a problem in a learner's occupation. The learner's project is written and orally presented to the instructor and the learning group. 3 credits.

**BUS 493. Business Application Project II – Final Project.** Each learner combines his/her research and practical implementation of theories and concepts and develops an individual project. The project examines a problem in a learner's occupation. The learner's project is written and orally presented to the instructor and the learning group. 2 credits.

**FIN 360. Finance for Managers.** This module in corporate finance first covers the organization-wide use of financial planning within the firm. The adult learner will explore the financial tools available for planning and analysis, as well as how those tools are utilized to manage cash flows and financial resources, and to evaluate future investment opportunities. Next, three primary topics in corporate finance will be developed. These topics include the importance of short-term finance for current operations, the use of capital budgeting tools for investment analysis, and the foundation of long-term finance for defining the organization's cost of capital and optimal capital structure. 3 credits.

**MGT 360. Management Principles.** Adult learners will examine the foundations and traditional approaches of management principles: planning, organizing, leading, and controlling. These incorporate the elements of delivering strategic value, building a dynamic organization, mobilizing people, and learning and changing. Leadership and collaboration is integrated with direct applications to the individual and group functioning in today's business environment. 3 credits.

**MGT 362. Human Capital Management.** Learners explore the value and perceptions of selected groups affecting social and economic life through an analysis of policies and practices of recruitment, selection, training, development and compensation of employees. Special attention is given to Equal Employment Opportunity and Office of Safety and Health Administration legislation through a series of case studies and simulations. 3 credits.

**MGT 460. Strategic Management.** This module introduces adult learners to various management planning models and techniques and applies these to actual business cases. It stresses the concepts of strategic planning and strategic management. 3 credits.

**MKT 362. Marketing for Managers.** Through assigned readings, case studies, Web-site connections, class discussion, writing assignments, and the team project, adult learners will be exposed to basic marketing theory and terminology. They will be given the opportunity to apply these principles and concepts to real world, domestic and international situations. This exploration provides adult learners with an appreciation of the role of marketing in organizational strategic planning: an awareness of how customer behavior and decision data are collected and analyzed in the marketing planning process, and the confidence to participate with other organizational members to "connect with customers" in a variety of effective and meaningful ways. 3 credits.



## Academic Calendar Fall Semester 2012

### August

12	Sunday	Residence Halls Open/New Students Enroll
13	Monday	New Student Testing
14	Tuesday	Opening Faculty/Staff Institute
15	Wednesday	Freshman Orientation/Returning Students Enroll
16	Thursday	New Students Register
17	Friday	Returning Students Register
20	Monday	All Classes Begin/Late Registration

### September

3	Monday	Labor Day (College Closed)
4	Tuesday	All Classes Resume/Last Day to Add a Class/ Last Day to Register
6	Thursday	Opening Convocation
12	Wednesday	Constitution Day

### October

4	Thursday	SGA Convocation
8-12	Entire Week	Mid-Semester Examinations
15	Monday	Grades Due/Last Day to Drop a Class
22	Monday	College Reopens

### November

2-4	Friday-Sunday	Founders' Weekend
4	Sunday	Founders' Day
5-9	Monday-Friday	Religious Emphasis Week
12	Monday	Titles/Topics for Senior Seminars Projects Due
14	Wednesday	Pre-Registration
21-23	Wednesday-Friday	Thanksgiving Recess
26	Monday	College Reopens
26-27	Monday-Wednesday	Senior Exams
29	Thursday	Christmas Concert
29	Thursday	Senior Exams Due

### December

3-7	Monday-Friday	Final Examinations
8	Saturday	Residence Halls Close
10	Monday	Grades Due – 8:00 a.m.
14	Friday	College Closes

## Academic Calendar Spring Semester 2013

### January

2	Wednesday	12-month Personnel Return
4	Friday	Residence Halls Open/New Students Enroll
4	Friday	Opening Faculty/Staff Institute
6	Sunday	Freshman Orientation/Returning Students Enroll
7	Monday	New Student Testing
7-8	Monday-Tuesday	Registration for all Students
9	Wednesday	First Day of Classes/Late Registration
21	Monday	Martin Luther King, Jr.' s Birthday Holiday (College Closed)
24	Thursday	Opening Convocation/Dr. Martin Luther King, Jr.' s Birthday Celebration
28	Monday	Last Day to Add a Class/Last Day to Register

### February

6	Wednesday	Black History Month Convocation
25-March 1	Monday-Friday	Mid-semester Examinations

### March

4	Monday	Grades Due/Last Day to Drop a Class
5	Tuesday	Alpha Chi Convocation
18-22	Monday-Friday	Spring Break (Online Instruction)
25	Monday	All Classes Resume
25-28	Monday-Thursday	International Week
27	Wednesday	Pre-registration (No Classes)
29	Friday	Good Friday (College Closed)
31	Sunday	Easter

### April

1	Monday	All Classes Resume
1-5	Monday-Friday	Arts Festival Week
11	Thursday	Honors Convocation
22-23	Monday-Tuesday	Oral Examinations/Senior Examinations
25	Thursday	Senior Grades Due
29-May 3	Monday- Friday	Final Examinations

### May

4	Saturday	Residence Halls Close
3-5	Friday-Sunday	Alumni Weekend
5	Sunday	Commencement
6	Monday	Grades Due
13	Monday	Academic Review

## Academic Calendar Fall Semester 2013

### August

11	Sunday	Residence Halls Open/New Students Enroll
12	Monday	New Student Testing
13	Tuesday	Opening Faculty/Staff Institute
14	Wednesday	Freshman Orientation/Returning Students Enroll
15	Thursday	New Students Register
16	Friday	Returning Students Register
19	Monday	All Classes Begin/Late Registration

### September

2	Monday	Labor Day (College Closed)
3	Tuesday	All Classes Resume/Last Day to Add a Class/ Last Day to Register
5	Thursday	Opening Convocation
11	Wednesday	Constitution Day Observance
24	Tuesday	Presidential Honor Society Induction Ceremony

### October

3	Thursday	SGA Convocation
7-11	Monday-Friday	Mid-Semester Examinations
14	Monday	Grades Due/Last Day to Drop a Class

### November

1	Friday	Pre-Registration Begins
1-3	Friday-Sunday	Founders' Weekend
3	Sunday	Founders' Day
4-8	Monday-Friday	Religious Emphasis Week
11	Monday	Titles/Topics for Senior Seminars Projects Due
27-29	Wednesday-Friday	Thanksgiving Recess

### December

2	Monday	College Reopens
5	Thursday	Christmas Concert
9-13	Monday-Friday	Final Examinations
14	Saturday	Residence Halls Close
16	Monday	Grades Due – 8:00 a.m.
20	Friday	College Closes

## Academic Calendar Spring Semester 2014

### January

2	Thursday	12-month Personnel Return
5	Sunday	Residence Halls Open/New Students Enroll
6	Monday	Opening Faculty/Staff Institute
6	Monday	Freshman Orientation/Returning Students Enroll
7	Tuesday	New Student Testing
7-8	Tuesday-Wednesday	Registration for all Students
9	Thursday	First Day of Classes/Late Registration
20	Monday	Martin Luther King, Jr.' s Birthday Holiday
27	Monday	(College Closed)
		Last Day to Add a Class/Last Day to Register

### February

12	Wednesday	Spring Convocation – 10:00 a.m.
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### March

5	Wednesday	Women Changing the World Convocation
10-14	Monday-Friday	Mid-semester Examinations
17	Monday	Grades Due
17-21	Monday-Friday	Spring Break
24	Monday	All Classes Resume/Last Day to Drop a Class
24-27	Monday-Thursday	International Week
26	Wednesday	Alpha Chi Convocation
26	Wednesday	Online Pre-registration
31-April 4	Monday-Friday	Arts Festival Week

### April

10	Thursday	Honors Convocation
18	Friday	Good Friday (College Closed)
20	Sunday	Easter
24-25	Thursday-Friday	Oral Examinations/Senior Examinations
28	Monday	Senior Grades Due

### May

5-9	Monday- Friday	Final Examinations
9-11	Friday-Sunday	Alumni Weekend
10	Saturday	Residence Halls Close
11	Sunday	Commencement
12	Monday	Grades Due
14	Wednesday	Academic Review

## Academic Calendar Fall Semester 2014

### August

24	Sunday	Residence Halls Open/New Students Enroll
25	Monday	New Student Testing
26	Tuesday	Opening Faculty/Staff Institute
27	Wednesday	Freshman Orientation/Returning Students Enroll
28	Thursday	New Students Register
29	Friday	Returning Students Register

### September

1	Monday	Labor Day (College Closed)
2	Tuesday	All Classes Begin/Last Registration
4	Thursday	Opening Convocation
10	Wednesday	Constitution Day Observance
15	Monday	Last Day to Add a Class/Last Day to Register
24	Wednesday	Presidential Honor Society Induction Ceremony

### October

2	Thursday	SGA Convocation
13-17	Monday-Friday	Mid-Semester Examinations
20	Monday	Grades Due/Last Day to Drop a Class
31-11/2	Friday-Sunday	Founders Weekend

### November

2	Sunday	Founders' Day
3	Monday	Pre-Registration Begins
3-7	Monday-Friday	Religious Emphasis Week
10	Monday	Titles/Topics for Senior Seminars Projects Due
26-28	12:00 Noon Wed.-Friday	Thanksgiving Recess

### December

1	Monday	College Reopens
7	Sunday	Christmas Concert
8-12	Monday-Friday	Final Examinations
13	Saturday	Residence Halls Close
15	Monday	Grades Due – 8:00 a.m.
19	Friday	College Closes

## Academic Calendar Spring Semester 2015

### January

2	Friday	12-month Personnel Return
3-4	Saturday-Sunday	Residence Halls Open/New Students Enroll
5	Monday	Opening Faculty/Staff Institute
5	Monday	Freshman Orientation/Returning Students Enroll
5	Monday	New Student Testing
6-7	Tuesday-Wednesday	Registration for all Students
8	Thursday	First Day of Classes/Late Registration
19	Monday (College Closed)	Martin Luther King, Jr.'s Birthday Holiday
22	Thursday	Opening Convocation/Dr. Martin Luther King, Jr.'s Birthday Celebration
26	Monday	Last Day to Add a Class/Last Day to Register

### February

4	Wednesday	Black History Month Convocation
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### March

2-6	Monday-Friday	Mid-semester Examinations
9	Monday	Grades Due
11	Wednesday	Alpha Chi Convocation
16-19	Monday-Thursday	International Week
23-27	Monday-Friday	Spring Break
30	Monday	All Classes Resume/Last Day to Drop a Class
30-April 2	Monday-Thursday	Arts Festival Week

### April

1	Wednesday	Online Pre-registration
3	Friday	Good Friday (College Closed)
5	Sunday	Easter
9	Thursday	Honors Convocation
27-28	Monday-Tuesday	Oral Examinations/Senior Examinations
30	Thursday	Senior Grades Due

### May

4-8	Monday- Friday	Final Examinations
8-10	Friday-Sunday	Alumni Weekend
9	Saturday	Residence Halls Close
10	Sunday	Commencement
11	Monday	Grades Due
13	Wednesday	Academic Review

## Academic Calendar Fall Semester 2015

### August

23	Sunday	Residence Halls Open/New Students Enroll
24	Monday	New Student Testing
25	Tuesday	Opening Faculty/Staff Institute
26	Wednesday	Freshman Orientation/Returning Students Enroll
27	Thursday	New Students Register
28	Friday	Returning Students Register
31	Monday	All Classes Begin/Late Registration

### September

7	Monday	Labor Day (College Closed)
8	Tuesday	All Classes Resume
		Last Day to Register
10	Thursday	Opening Convocation
14	Monday	Last Day to Add a Class/Last Day to Register
16	Wednesday	Constitution Day Observance
23	Wednesday	Presidential Honor Society Induction Ceremony

### October

1	Thursday	SGA Convocation
19-23	Monday-Friday	Mid-Semester Examinations
26	Monday	Grades Due/Last Day to Drop a Class
30-11/1	Friday-Sunday	Founders' Weekend

### November

1	Sunday	Founders' Day
2	Monday	Pre-Registration Begins
2-6	Monday-Friday	Religious Emphasis Week
9	Monday	Titles/Topics for Senior Seminars Projects Due
25-27	12:00 Noon Wed.-Friday	Thanksgiving Recess
30	Monday	College Reopens

### December

6	Sunday	Christmas Concert
7-11	Monday-Friday	Final Examinations
12	Saturday	Residence Halls Close
14	Monday	Grades Due – 8:00 a.m.
18	Wednesday	College Closes

## Academic Calendar Spring Semester 2016

### January

4	Monday	12-month Personnel Return
5-6	Tuesday-Wednesday	Residence Halls Open/New Students Enroll
5	Tuesday	Opening Faculty/Staff Institute
5	Tuesday	Freshman Orientation/Returning Students Enroll
5	Tuesday	New Student Testing
6-7	Wednesday-Thursday	Registration for all Students
8	Friday	First Day of Classes/Late Registration
18	Monday	Martin Luther King, Jr.'s Birthday Holiday
		(College Closed)
21	Thursday	Opening Convocation/Dr. Martin Luther King, Jr.'s Birthday Celebration
25	Monday	Last Day to Add a Class/Last Day to Register

### February

3	Wednesday	Black History Month Convocation
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### March

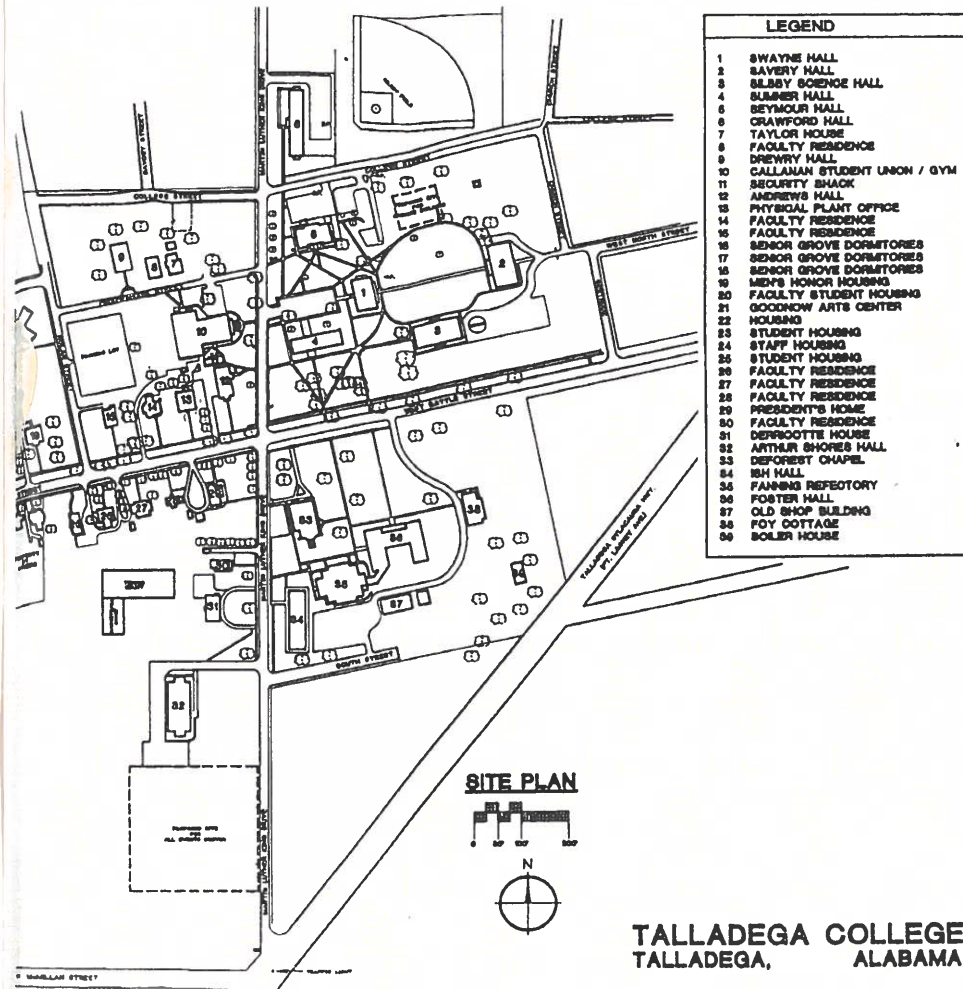
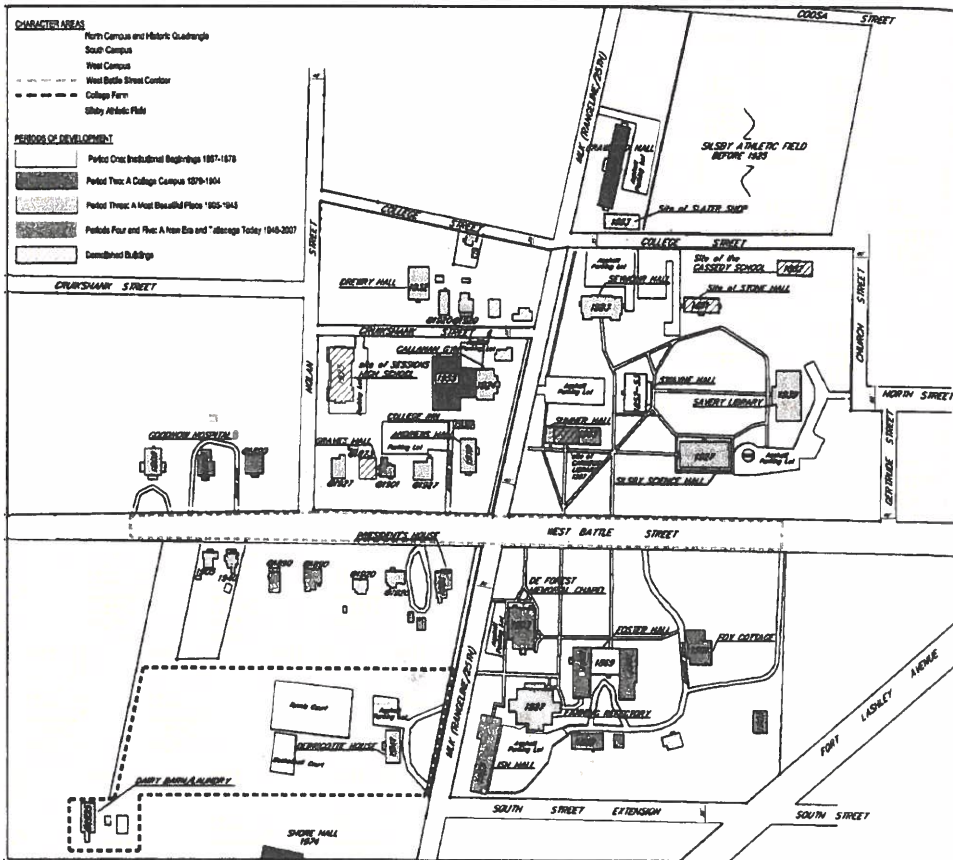
2	Wednesday	Alpha Chi Convocation
7-11	Monday-Friday	Mid-semester Examinations
14	Monday	Grades Due
14-18	Monday-Friday	Spring Break
21-24	Monday-Thursday	International Week
25	Friday	Good Friday (College Closed)
27	Sunday	Easter
28	Monday	All Classes Resume/Last Day to Drop a Class
28-31	Monday-Thursday	Arts Festival Week

### April

6	Wednesday	Online Pre-registration
14	Thursday	Honors Convocation
25-26	Monday-Tuesday	Oral Examinations/Senior Examinations
28	Thursday	Senior Grades Due

### May

2-6	Monday- Friday	Final Examinations
6-8	Friday-Sunday	Alumni Weekend
7	Saturday	Residence Halls Close
8	Sunday	Commencement
9	Monday	Grades Due
11	Wednesday	Academic Review



**TALLADEGA COLLEGE  
TALLADEGA, ALABAMA**