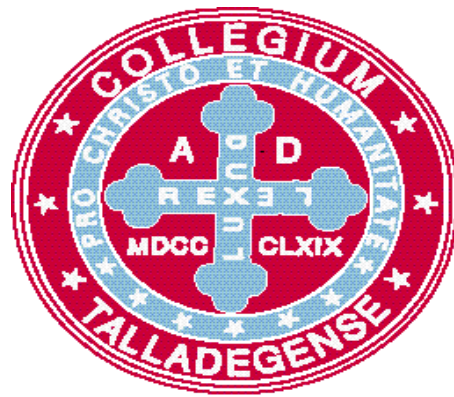



The Talladegan



2016-2018

Talladega College Catalog



TALLADEGA COLLEGE

A Message from the President

Welcome to Talladega College!

It gives me great pleasure to welcome to you to Talladega College as you begin the next phase of your journey in education at the college level. It is my privilege to welcome you to the oldest Historically Black College and University in the State of Alabama. I encourage you to take a few moments and read through your Student Handbook. Read it, know it, live by it while on campus and as you represent the Talladega College in the local community, this handbook will aid you during the matriculation process.

To maintain intellectual integrity as you begin your journey at Talladega College, I would like to share a few things with you:

1. **Attend class** – All classes are mandatory and the only reason you are here, to learn – be on time and come to class with a mind that is ready to be filled to further your education and move up to the next rung on the ladder.
2. **Be Studious** – The tools are all here for you to become the best that you can be. However, you must know and realize that you must be the catalyst to make it happen. The professors are prepared and stand ready - you must be prepared as well to learn.
3. **Be Respectful of Others** – You must treat others the way you want to be treated. If not, then you will not be happy at Talladega College.
4. **Possibilities** – If you apply yourself, the possibilities are endless and the college level of learning will greatly enhance and add to your future life.

People from all walks of life and different circumstances are successful. **You**, too, can be a success, no matter your prior circumstances and take that next step in life to be successful. However, all of the above, depends entirely on **you** and how far **you** want to go in life!

Sincerely,

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 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 or 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 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, degree and awards received, and all previous education agencies and/or institutions attended. Talladega College will release this information unless the student designated otherwise.

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

Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student" and all rights formerly given to parents under FERPA transfer to the student.

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
Provost/Vice President for Academic Affairs

Sama Mondeh
Vice President for Administration and Finance

Walvid King
Acting Vice President for Institutional Advancement

Sharon Whittaker-Davis
Vice President for Student Affairs and Enrollment

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Addendum

January 2018

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Charlotte, North Carolina

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 classification 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 of undergraduates 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.

MISSION STATEMENT

Talladega College is an institution rich in history whose mission is to equip its graduates for the global community through academic excellence, moral values, community service and professional development.

VISION STATEMENT

Talladega College aspires to be a center of academic excellence in liberal arts higher education; thus preparing students not only for graduate studies but also for the global community.

CORE VALUES

Talladega College promotes its core values through:

STUDENTS FIRST:	The main stakeholders are students.
ACCOUNTABILITY:	Faculty and Staff promote planning that builds on a culture of responsibility and transparency, including the provision of benchmarks for measuring progress.
INTEGRITY:	Foster honesty by acting in a candid, fair, and ethical manner, creating a culture of trust that is evident in all College activities and decision-making.
DIVERSITY:	Expose students to diversity inherent in the world in which we live.
EXCELLENCE:	To teach high-quality educational programs and perform Innovative research, thus being preeminent in all that we do.

*Adopted by the Board of Trustees
July 21, 2016*

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's 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 campus visits from 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, Midwestern, Eastern, Far Western and South Western. 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. You may e-mail correspondence to admissions@talladega.edu.

Admissions Policy

New Students/First Time Freshmen

Academic Requirements for Unconditional Admission for Freshmen Students

- (1) Evidence of graduation from an accredited high school with a 2.0 minimum grade point average.
- (2) An official high school transcript
- (3) An official score report on either the ACT or SAT
- (4) Medical form
- (5) A completed application with \$25.00 non-refundable fee.

Conditional Admission

A student with less than a minimum GPA of 2.0 may be admitted conditionally and only be allowed to register for 12 hours per semester and must maintain a GPA of 2.0.

Admissions Requirements for Non High School Completers (GED)

As an alternative to the above admissions 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 appropriated state agency who issued the exam.

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.
- d. Have all U.S. universities/colleges attended send official transcripts either electronically or via mail.
- e. Student athletics have the option of using INCRED (International Credential Evaluations (An ACRO member and partner) to have transcripts from universities/colleges outside of the United States evaluated.

Transcripts from universities/colleges outside of the U.S. MUST be evaluated by an external credential evaluation company. Please request a course-by-course evaluation with credit hours and GPA calculation. Talladega College will accept evaluations only from any NACES member agency. Please visit <http://www.naces.org> to learn more about NACES and its membership.

- f. Official TOEFL score report for applicants whose native language is not English.

International students requesting transfer of credits earned at another institution must be honorably dismissed from the last college or university attended. A Transfer Out 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). Students must meet the residency hour requirement of 36 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 decisions 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 students' 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 (i.e. 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 the 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 the Provost/Vice President of Academic Affairs at Talladega College 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 the Office of the Provost/Vice President of Academic Affairs at 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. (See chart below for courses and credits)
2. Six semester hours may be earned for the English exam for the General Education requirements in English Composition 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. Request for credit through CLEP subject exams must be approved in advance by the student’s department chair. For more information, please contact the Provost/Vice President of Academic Affairs.

CLEP Subject Exams Chart

CLEP EXAMS	MINIMUM SCORE	TC CREDITS AWARDED	EQUIVALENT TC COURSES
<i>Composition and Literature</i>			
American Literature	50	6	ENG 330-331 American Literature I and II
College Composition	50	3	ENG 201 Practice in Writing
College Composition Modular	50	6	ENG 101-102 English Composition
English Literature	50	6	ENG 307-308 Survey of English Literature I and II
Humanities	50	6	HUM 101-102 Introduction to Humanities I and II
<i>World Languages</i>			

French Language I	50	3	FRE 101 Elementary French
French Language II	62	3	FRE 102 Elementary French
German Language I	50	3	GER 101 Elementary German
German Language II	60	3	GER 102 Elementary German
Spanish Language I	50	3	SPA 101 Elementary Spanish
Spanish Language II	63	3	SPA 102 Elementary Spanish
<i>History and Social Sciences</i>			
History of the United States I: Early Colonization to 1877	50	3	HIS 233 United States History Survey I
History of the United States II: 1865 to the Present	50	3	HIS234 United States History Survey II
Human Growth and Development	50	3	FED/PSY 321 Human Growth and Development
Introduction to Educational Psychology	50	3	FED/PSY 241 Educational Psychology
Introductory Psychology	50	3	PSY 100 General Psychology
Introductory Sociology	50	3	SOC 100 Introduction to General Sociology
Principles of Microeconomics	50	3	ECO 201 Principles of Microeconomics
Principles of Macroeconomics	50	3	ECO 202 Principles of Macroeconomics
Western Civilization I: Ancient Near East to 1648	50	3	HIS221 World History Survey I
Western Civilization II: 1648 to the Present	50	3	HIS 222 World History Survey II
<i>Science and Mathematics</i>			
Biology	50	3	NS101 Biological Science
Calculus	50	6	MTH 205 – 206 Calculus I & II
Chemistry	50	6	CHE 101-102 General Chemistry
CLEP EXAMS	MINIMUM SCORE	TC CREDITS AWARDED	EQUIVALENT TC COURSES
<i>Science and Mathematics (cont'd)</i>			
College Algebra	50	3	MTH 103 College Algebra
College Mathematics	50	6	MTH 101-102 Introduction to Mathematics
Natural Sciences	50	3	NS102 Physical Science
Precalculus	50	3	MTH 105 Precalculus
<i>Business</i>			
			ACC 211-212 Principles of Accounting

Financial Accounting	50	6	
Information Systems and Computer Applications	50	3	CS 150 Introduction to Computer Science
Introductory Business Law	50	3	BUS 313 Business Law
Principles of Management	50	3	MGT 220 Principles of Management
Principles of Marketing	50	3	MKT 301 Principles of Marketing

CLEP General Exams Chart

CLEP General Exams	Minimum Score	TC Credits Awarded	Talladega College courses to be exchanged from CLEP Exams
English	50	6	English Composition 101-102
Humanities	50	6	Introduction to Humanities 101-102
Mathematics	50	6	Introduction to Mathematics 101-102
Natural Sciences	50	6	Natural Sciences 101-102
Social Sciences	50	6	Psychology 100; Sociology 100; Sociology 210; History 233, 234, 235,236; Political Science 201, 202; Economics 201, 202

DISTANCE EDUCATION POLICY

Distance Education

Talladega College has a fully developed distance education program where currently enrolled students are awarded a degree, certificate or diploma in a specific course of study. Distance education initiatives are provided in online courses that may be taught as live distance learning courses or as hybrid courses using the Jenzabar Systems delivery platform. The determining factor for offering an online course rests with the needs within a department as determined by the chairperson with the approval of the division dean and the Provost/Vice President of Academic Affairs. Full-time faculty members are expected to teach **75%** of their regular teaching load in the traditional classroom setting. Other classes may be taught in live distance learning courses or as hybrid courses. The final determination for a faculty member's workload includes his/her assignment in the traditional class room setting and the distance learning courses.

Policies and Procedures

The delivery of distance education to students enrolled at Talladega College must be done so within the guidelines set forth by the college's policies and procedures which are outlined in the *Talladega College Distance Education Policies and Procedures Manual*.

INDEPENDENT STUDY POLICY

Talladega College does not prescribe Independent Study courses in its curriculum and the pursuit of such is strongly discouraged. In extenuating circumstances, a student may petition to take a course if:

1. the student is a senior and the course is offered in alternate years which would prevent the student from graduating;
2. the course is listed in the college catalog;
3. the faculty person who teaches the course agrees to the responsibility of closely monitoring the progress of the student's reading assignments, tests and other activities required in the course;
4. the faculty person provides a course syllabus and other course information at the beginning of the term which also includes a faculty/student face- to –face orientation to the course;
5. the course is administered by a full-time faculty person only;
6. final approval is given in writing and signed by the course instructor, the department chair, division dean and the Provost/Vice President of Academic Affairs; and,
7. the student pays the normal course fee.

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 Admissions' 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 Admissions' 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. Students must meet the residency requirement of 36 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 has been made officially 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 Veterans Administration 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.

Official Business Office Tuition and Fee Schedule Per Semester

ON CAMPUS

Tuition (12-18 Credit hrs.)	\$5, 596.00 (\$466.33 per credit)
Technology Fee	66.00
Athletic Fee	200.00
Activity Fee	160.00
Activity Center Fee	148.00
Room and Board Fees	\$ 3,352.00

Room and Board = (\$1,742.00 Meal Plan, \$1,510.00 Dorm Fee, \$100 Room Reservation Fee)

TOTAL \$ 9,522.00 (Per Semester)

OFF CAMPUS

Tuition (12-18 Credit hrs.)	\$ 5,596.00 (\$466.33 per credit)
Technology Fee	66.00
Athletic Fee	200.00
Activity Fee	160.00

Activity Center Fee 148.00

TOTAL \$6,170.00 (Per Semester)

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 \$100 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

Orientation Fee (new students).....	\$50.00
Room Reservation Charge (non-refundable).....	\$200.00
Graduation Fee (diploma, cap, gown, etc.).....	\$250.00
Late Registration Fee (first day of classes).....	\$100.00
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.

** Students desiring to live in a single room must pay an additional \$490.00 per semester.

*A room reservation charge of \$200 is necessary to complete the application for admissions

Transcript Fee

Each copy of an official transcript costs \$10.00. An unofficial transcript costs \$5.00.

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

Students who have not paid their fees, or made satisfactory payment arrangements with the Business Office, by the first day of classes OR last day to add a course will not be allowed to reside in the residence hall or eat in the dining hall.

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 (FAFSA) online.

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:

$$\text{Cost of Education} - (\text{minus}) \text{Expected Family Contribution} = (\text{equals}) \text{Need}$$

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>
\$3,500 if classified as a Freshman	\$5,500	\$9,500
\$4,500 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 student's 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 timeframe 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 timeframe 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 Timeframe: 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 semester 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 timeframe 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 timeframe 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 timeframe 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 timeframe 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 timeframe for degree completion.

SATISFACTORY ACADEMIC PROGRESS NOTIFICATION

All students receiving financial aid that 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 Center 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 that 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 a student to be subject to more than one period of financial aid probation throughout the course of their academic career.

The student's 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 a student 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.

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 their successful matriculation to 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 Timeframe 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 timeframe (i.e., admitted as a transfer student, major change, excessive repetitive coursework, student is 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.

STUDENT DEVELOPMENT & SERVICES

Student Health Center

The College provides a facility for the health maintenance of its students. The College Health Center employs a full-time nurse. The Voorhees Infirmary/Student Health Center is located in Shores Hall and is open Monday through Friday, 8:00 A.M. to 5:00 P.M. The clinic hours, as well as the nurse's hours, are posted in each residence hall. In addition to the on-campus health care services, the College uses the local hospital for the more serious incidence of illnesses or accidents. Accidents and illnesses that occur during the weekend should be referred to the local hospital. The following procedure should be followed in the event of an illness or injury:

For injuries or illnesses that do not appear to be life threatening, the student should report or be assisted to the Student Health Center immediately for evaluation, and if emergency room care is warranted, the nurse and/or doctor will make the necessary arrangements.

- 1) If the injury appears to be life threatening, the local Paramedic Department should be notified by dialing 911. During working hours, a call should be placed to the Student Health Center (256-761-6208) to inform the nurse and/or doctor of the action that has been taken. The Residence Community Manager, or person on duty, should be notified. After 5:00 P.M., notify Campus Police, via cellular at (256) 322-3103 / Office at (256) 761-4113, or to the person on duty in your residence hall.

“Life threatening” emergencies may include (but do not exclude):

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

Counseling/ADA Services

The Office of Counseling/ADA 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, and social development.

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.

All students are urged to register with the Counseling/ADA Services Office during their freshman/transfer year during registration.

Career Pathways and Community Partnerships

The Office of Career Pathways & Community Partnerships is an essential component to a student's total education. Students are encouraged to learn more about themselves and the work force. Objectives for the Career Pathways & Community Partnerships are to provide: information concerning a range of career opportunities; provide information on seeking and accepting employment, and preparation for employment. The office provides assistance to the following groups of people identified by priority:

1. All students currently enrolled at Talladega College.
2. All alumni who have obtained an undergraduate degree from Talladega College.

The Career Pathways & Partnerships Office provides career assessments, and individual counseling appointments, and schedules on-campus interviews and internships/externship opportunities with representatives of government agencies, businesses, corporations, and graduate and professional schools.

Announcements for jobs and graduate school programs are posted on the bulletin boards located in Swayne Hall and the lower lobby of Seymour Hall. A monthly bulletin and supplemental fliers are also sent to all students containing information about up-coming interviews, permanent, part-time or summer job opportunities, dates of standardized tests, graduate school financial aid programs, and other job-related information. The Career Pathways & Community Partnerships Office also maintains a library containing reference materials pertaining to careers and graduate schools.

Students are urged to register with the Career Pathways & Community Partnerships Office during their freshman year. A file is established on each student that contains background information, three references, a resume and an authorized form. The Career Pathways & Community Partnerships Office is located in Swayne Hall, Room 201.

Student Success Center

The Student Success Center (SSC) mission is to offer diversity in programs and initiatives to assist students in their academic pursuits and all aspects of college life. Positioned as a "one-stop-shop" for academic support, and services on campus, the SSC endeavors to be the prominent force for the development and retention of students--specifically, to advance learning, academic development, engagement and retention for all enrolled students through degree completion and beyond. Providing tools and resources to meet students' individual needs to be successful remains our objective.

The Student Success Center (SSC) was organized in October 2014 to provide students with the tools needed to be successful – including early alerts coaching, tutoring and mentoring services, academic success workshops, retention solution tools and strategies, and appreciative coaching/advising. The Center plans and executes retention strategies to ensure that students matriculate year-to-year and graduate. The SSC offers high impact strategies such as coaching, tutoring, study groups, and success workshops to help students succeed in all aspects of campus life.

Tutoring:

The SSC employs eleven subject-specific tutors, who also serve as mentors and study group leaders. These tutors also assist with marketing the services of the Center by engaging with students about campus sharing information and their business cards.

Subjects Tutored:

Business: Accounting, Financial Management, Organizational Behavior

Spanish: All levels

Biological Sciences: Botany Physiology

Chemistry

Math: Coll. Algebra, Pre-Calculus, Computer Science
English/Writing, Language
Humanities
Criminal Justice
African American History
Psychology
Research methods
Sociology
Statistics

High Impact Strategies:

- Mobile appreciative coaching
- Marketing and encouraging the use of Early Alert System
- My Talladega usage training for freshmen
- Satellite Centers
- Remind Me messaging
- Pairing first time freshmen with navigators
- Requesting faculty to require tutoring for students with alerts
- Weekly STAR seminars
- Surveys
- Follow-up and tracking

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. The department pledges to improve its 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. Officers 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

Alpha Chi National Honor Society
Art Club
Beta Beta Beta Biological Honor Society
Biology Club
Chemistry Club
Cheerleaders
Computer Science Club
Criminal Justice Society
Crimson Ambassadors
Crimsonette Dance Team
Honda Campus All Stars
International Club
Pan-Hellenic Council
Pre-Alumni Council
Presidential Honor Society
Psychology Club
Public Administration Society
Residence Hall Association
Social Work Club
Society of Physics Students
Student Activities Council
Student Alabama Education Association
Student Government Association
Talladega College Band
Talladega College Choir
Unlimited Sophistication Modeling Troupe

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, Inc.
Alpha Phi Alpha Fraternity, Inc.
Delta Sigma Theta Sorority, Inc.
Iota Phi Theta Fraternity, Inc.
Kappa Alpha Phi Fraternity, Inc.
Omega Psi Phi Fraternity, Inc.
Phi Beta Sigma Fraternity, Inc.
Sigma Gamma Rho Sorority, Inc.

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, baseball, volleyball, golf, 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, and soccer.

Intramurals

The intramurals program 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.

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 and is readily available via the MyTalladega portal at all times.

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 of the program 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.

Additionally, students are required to have their Division Dean's signature when registering for the first time or making any course additions after the last day to add a course and the end of the late registration. In these cases, the deans will only approve those registrations or course additions which have first been approved by the instructor, and only for true exceptional circumstances.

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 successfully completing courses 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.

Courses Taken at Other Institutions

Matriculated students who expect to take courses at another institution for transfer to Talladega College must obtain permission to attend another institution from the Registrar's Office. The appropriate division must certify that the course will fulfill the college degree requirements and the Transient Form must be signed by the Registrar before the student enrolls. Students are responsible for ensuring that an official transcript will be sent to the Registrar's Office at the completion of the off-campus coursework. No credit will be evaluated until an official transcript has been received. **Note:** Student must have a zero balance at Talladega College before a Transient Form will be processed and sent to another institution.

Class Attendance Policy

Talladega College students are required to attend all of their classes and are responsible for all assigned course material. Students are allowed one cut per semester hour in each course each semester. Students who exceed the cut allowance can have their grade in the course reduced by one letter grade unless the excessive absences are excused.

Upon request by a student and with the concurrence of his/her teacher in a specific course, a student of exceptional ability and superior record (interpreted as an "A" grade only) may be allowed to exceed the absence allowance and be given independent study commensurate with his/her ability. Such an arrangement should be written and contractual between student and teacher with copies filed with the dean of the department in which the department is located, and the Vice President of Academic Affairs. The regular procedure for independent study must be followed as outlined in Appendix D in the *Faculty Handbook*.

Excuses for absences beyond the allowance will be at the discretion of the faculty member involved in consultation with the Vice President of Academic Affairs. The excuses will be entertained only in cases of extended illnesses verified by the immediate family, school sponsored activities, and attendance in court. The teacher is obligated to provide make-up work only in cases of approved extended absences. The teacher is not obligated to provide make-up work for unique classroom experiences such as discussions in which students are expected to participate in presentations by outside speakers and audio-visual presentations.

In summary, an absence allowance is to allow for emergencies and should be used sparingly for such purposes. Granting of excuses beyond the allowance as mentioned in the paragraph above will depend upon circumstances involved and will be left to the judgment of the faculty member involved in consultation with the Vice President of Academic Affairs.

Consequences for unexcused absences

Students with at least three (3) unexcused absences in any course will be referred to the Retention Coordinator. If unexcused absences persist after the referral to the Student Success Center, action may be recommended by the Student Success Coach.

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

This policy does not refer to internships, field experiences, or clinical observations. Please refer to the policy in the particular department for your major for specific details.

Classification of Students

The College classifies students according to the following:

Class	Hours Earned
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90-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. Students may repeat a course for which grades of “D” or “F” are earned. In general, no course may be repeated more than once. At that time only, the grade point average will be updated to reflect the better grade(s). Only the highest grade earned will be used in computing the grade point average: all grades will be shown 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.” Any exception to this policy requires approval by the Provost.

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 by the last day 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.”

Change of Grade Policy

An instructor's evaluation of student performance in an academic area is ordinarily final. Any student who objects to a final course evaluation should consult, first, with the instructor of record to determine if an error was made in computing or recording the grade or if other circumstances warrant a change. A grade of "I" should be changed to the permanent grade by completing and submitting a grade change form to the Registrar's Office. Except in unusual circumstances, no grade may be changed after 12 class days when the next term begins except "I" grades.

Appeal of a final grade for a course

If a student believes the final grade for a course is incorrect, the student must first try to resolve the matter with the instructor of the course. A student must contact the instructor as soon as possible and schedule a conference after the disputed grade is issued. This should be done no later than twelve (12) class days after the next term begins. If the concerns remain unresolved after the conference with the instructor, the student must inform the instructor in writing within three business days of the conference that he/she is dissatisfied with the results of the conference. The student may, then, appeal the instructor's decision to the appropriate Department Chair. If the instructor in question is also the Department Chair, the student should direct the appeal to the Division Dean. If the instructor in question is also the Division Dean, then the student should direct the appeal to the Provost/VP of Academic Affairs. The student's appeal to the Department Chair or Division Dean or Provost/VP of Academic Affairs must be formally submitted in writing, clearly stating and documenting the evidence for unfair, arbitrary or unwarranted treatment and must be submitted within three business days of the student's written notification to the instructor that the issue remains unresolved. The instructor may at this time submit a formal written response to the student's appeal to the Department Chair/Division Dean/Provost/VP Academic Affairs, and the student must also receive a copy of this response. The Department Chair/Division Dean/VP Academic Affairs shall confer jointly with both the student and the instructor within five business days of receiving the written appeal. All relevant written documentation from both the student and the instructor must be submitted to the Department Chair/Division Dean/VP Academic Affairs in advance of this meeting.

If the instructor is no longer with Talladega College, the student must contact the Department Chair to begin the appeal process. If the instructor in question is the Department Chair, the student must contact the Dean of the division. If it is the Dean, the student should contact the Provost/Vice President for Academic Affairs. The Provost/Vice President for Academic Affairs would refer the case to the committee for a review.

If the student's concern is still unresolved after the conference with the Department Chair/Division Dean/VP Academic Affairs, and instructor, or if the instructor, disagrees with the decision of the Department Chair/Division Dean/VP Academic Affairs, the Department Chair/Division Dean shall submit his/her appeal to a Committee on Academic Standards for review within five business days. All relevant written documentation previously submitted to the Department Chair/Division Dean/VP Academic Affairs must be provided to the committee. Within ten business days, the committee must review the case via a face-to-face meeting and issue its final recommendation.

The student must receive written notice of the time and date that the committee will meet and must be informed that he/she has the opportunity to appear at this meeting and to speak on his/her own behalf. The instructor must also be informed of this meeting, and may also opt to appear before the review committee. If both the instructor and the student opt to meet with the committee, the committee must ensure that the instructor and the student appear separately. No "new" evidence/documentation (beyond what was previously submitted to the Department

Chair/Division Dean/VP Academic Affairs) is to be submitted to the committee by either the student or the instructor. The committee may either recommend the grade remains unchanged from

The instructor's decision or recommend the grade be changed to a value the committee deems appropriate for this case. The student must not be penalized for submitting an appeal and thus the recommended grade should not be lower than the original grade contested.

The committee's recommendation then must be issued to the Provost/VP of Academic Affairs, the Department Chair/Division Dean, the instructor, and the student in writing along with an explanation of the rationale for the recommendation. It is the responsibility of the Provost/VP of Academic Affairs to see that the recommendation is carried out. If a semester/term ends without the process reaching a final resolution, the process should continue at the beginning of the next semester at the point that was reached at the conclusion of the previous semester. In this case, the grade assigned for the course will be recorded as "NG" (no grade) on the student's official transcript, without prejudice, until the case is resolved.

A Committee on Academic Standards will be created to deal with grade appeals and plagiarism. The committee, selected by faculty, will consist of four faculty (one from each division), two students who have at least reached junior status, and one staff person.

Course Withdrawal with Notation of "W"

Students may withdraw from a course without penalty up to about six weeks after the course begins. 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.**

After mid-semester and in case of unusual circumstances, such as extended illness, the Provost may give a student special permission for a late withdrawal. This is designated as AW (administrative withdrawal). In situations where an administrative withdrawal from a class is necessary, students are required to apply for the withdrawal when it becomes evident that they cannot complete the course. **Students are required to provide documentary evidence in support of requests for administrative withdrawal. Applications will not be accepted after the last day of instruction within that semester.**

Course Substitution

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.

Note: In order for a student to be in any organization that represents Talladega College in a public setting, a student MUST maintain a GPA of 2.0 or greater. Also, if a student receives a scholarship from the college and does not maintain a GPA of 2.0 or greater, the student will not receive the scholarship the following semester.

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. If applicable or allowed, 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.

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, an Information Form for degree, and a Graduation Application. The candidate must pay all financial obligations in order to be eligible for graduation. (**Note:** At least 36 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 -3.69 GPA for cum laude (with honor),
- 3.70 - 3.89 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 Learning Outcomes

1. English Upon successful completion of these courses, students will demonstrate correct use of grammar and sentence mechanics in both written and oral presentations
2. Upon completion of these courses, students will demonstrate an understanding of cultural diversity and how that contributes to contemporary society.
3. Students will be able to explain and apply basic mathematical principles using numbers and symbols.
4. Students will develop critical thinking skills by understanding and applying scientific concepts using the scientific method to solve problems.
5. Students will recognize the influences of African Americans on American civilization and assess racism's role in the United States since its founding.
6. Students will be able to discuss a healthy well-balanced lifestyle.
7. Students will identify tools and techniques that will improve study, note-taking, time management, and test-taking skills.

General Education Requirements

1. English 101-102 6 credits
All freshmen English courses (English 101 and 102) must be passed with a "C" or better.
2. Humanities 101-102 6 credits
3. Mathematics 103 3 credits
The Education Department requires MTH 101 and MTH 102. 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 by advisor's approval.
4. Natural Sciences 101-102..... 8 credits
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 or 306.....2/3 credits
 7. College Orientation, EDU 100.....1 credit
Transfer students (w/12 SH or more) must consult w/Division Dean.
 8. Social Science Elective..... 3 credits

Academic Divisions

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

I. Division of Business 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
Computer Information Systems
Mathematics

IV. Eunice Walker Johnson Division of Social Sciences and Education

Criminal Justice
Psychology
Public Administration
Social Work
Sociology
Education-/Elementary/Special Education Collaborative
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 three hours of Professional Development (BUS 106).

The minimum number of semester hours in the concentration needed for graduation is 27. The minimum number of semester hours needed for graduation is 124.

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 103 College Algebra	3	BUS 106 Prof. Development	3
NS 101 Biological Science	4	NS 102 Physical Science	4
PE 101 Physical Education	1	PE 102 Physical Education or	
EDU 100 College Orientation	<u>1</u>	PE 306 First Aid	<u>2</u>
	14		14/15

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
HIS 235 African American History		HIS African American History	
Survey I	3	Survey II	3
ECO 201 Prin. of Microeconomics	3	Social Science Elective	3
ENG 203 Advanced Writing	3	MTH 200 Elementary Statistics	<u>3</u>
Free Elective	<u>3</u>		15
	18		

Junior

BUS 202 Principles of Finance	3	ENG 206 Technical Writing	3
MKT 301 Prin. of Marketing	3	MKT 345 Marketing Management	3
CS 212 Formal Thinking or		MGT 314 Organizational Behavior	3
PHI 240 Logic	3	Free Elective	3
BUS 313 Business Law	3	MGT 341 Cycles & Forecasting	
PHI 210 Intro. to Philosophy	3	via Micro-computers	<u>3</u>
ENG 202 Public Speaking	<u>3</u>		15
	18		

Senior

ECO 425 Money & Banking	3	MGT 440 Small Business Management	3
Free Elective	3	MGT 412 Production Management	3
BUS 493 Internship	3/6	BUS 494 Strategic Management	3
ACC 412 Managerial Accounting	3	MGT 462 Financial Management	3
MGT 433 Human Resources		Social Science Elective	<u>3</u>
Management	<u>3</u>		15
	15/18		

Total Minimum 124

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 three hours of Professional Development (BUS 106).

The minimum number of semester hours in the concentration needed for graduation is 30 for accounting. The minimum number of semester hours needed for graduation is 125.

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 103 College Algebra	3	PE 102 or PE 306 First Aid	1/2
NS 101 Biological Science	4	NS 102 Physical Science	4
PE 101 Physical Education	1	BUS 106 Prof. Development	<u>3</u>
EDU 100 College Orientation	<u>1</u>		14 /15
	15		
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
HIS 235 African American History			
Survey I	3	MTH 200 Elementary Statistics	3
ECO 201 Prin. of Microeconomics	3	Social Science Elective	3
ENG 203 Advanced Writing	<u>3</u>	HIS 236 African American History	
	15	Survey II	<u>3</u>
			15
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	FIN 241 Prin. of Real Estate	3
ENG 202 Public Speaking	3	MGT 412 Production Management	3
MGT 433 Human Resource		CS 212 Formal Thinking or PHI	
Management	3	240 Logic	3
PHI 210 Intro. to Philosophy	<u>3</u>	ENG Technical Writing	<u>3</u>
	18		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	<u>3</u>	MGT 462 Financial Management	3
	15	493 Business Internship	<u>3/6</u>
			15/18

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 three hours of Professional Development (BUS 106).

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

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

Fall		Spring	
Freshman	Credits		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	NS 102 Physical Science	4
MTH 103 College Algebra	3	BUS 106 Prof. Development	3
NS 101 Biological Science	4	PE 102 Physical Education or	
PE 101 Physical Education	<u>1</u>	PE 306 First Aid	<u>1/2</u>
	15		14/15
Sophomore			
ACC 211 Prin. of Accounting I	3	**Foreign Language	3
MKT 301 Principles of Marketing	3	ECO 202 Prin. of Macroeconomics	3
ECO 201 Prin. of Microeconomics	3	ACC 212 Prin. of Accounting II	3
HIS 235 African American History		HIS 236 African American History	
Survey I	3	Survey II	3
**Foreign Language	<u>3</u>	ENG 203 Advanced Writing	<u>3</u>
	15		15
Junior			
ENG 202 Public Speaking	3	MKT 350 Marketing Research	3
MTH 200 Elementary Statistics	3	MKT 310 Consumer Analysis	
BUS 202 Principles of Finance	3	and Behavior	3
BUS 313 Business Law	3	HUM Elective*	3
MKT 330 Personal Selling	3	**Foreign Language	3
**Foreign Language	<u>3</u>	MKT 360 Seminar in Marketing	<u>3</u>
	18		15
Senior			
BUS 460 Investment Analysis	3	MKT 345 Marketing Management	3
MKT 355 Service Marketing	3	MGT 462 Financial Management	3
ECO 425 Money & Banking	3	BUS 494 Strategic Management	3
Social Science Elective	3	BUS 493 Business Internship	3/6
MKT 312 Promotional Strategy	3	MGT 341 Cycles & Forecasting	
MGT 433 Human Res. Mgt.	<u>3</u>	via Micro-Computers	<u>3</u>
	18		15/18

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

** Must be two (2) years of the same language. **Total minimum hours needed for graduation is 125.**

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 the Corporate Arena. 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 106). The minimum number of semester hours in the concentration needed for graduation is 27.

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

Fall		Spring	
Freshman	Credits		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	NS 102 Physical Science	4
MTH 103 College Algebra	3	BUS 106 Prof. Development	3
NS 101 Biological Science	4	PE 102 Physical Education or	
PE 101 Physical Education	<u>1</u>	PE 306 First Aid	<u>2</u>
	15		15

Sophomore			
ACC 211 Prin. of Accounting I	3	ECO 202 Prin. of Macroeconomics	3
MTH 200 Elementary Statistics	3	MTH 105 Pre-Calculus	3
ECO 201 Prin. of Accounting	3	ACC 212 Prin. of Accounting II	3
ENG 202 Public Speaking	3	FIN 241 Principles of Real Estate	3
HIS 235 African American History		HIS 236 African American History	
Survey I	<u>3</u>	Survey II	3
	15	ENG 203 Advanced Writing	<u>3</u>
			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	<u>3</u>
BUS 202 Principles of Finance	<u>3</u>		15
	18		

Senior

BUS 460 Investment Analysis	3	FIN 498 International Finance	3
Social Science Elective	3	Social Science Elective	3
ACC 412 Managerial Accounting	3	MGT 462 Financial Management	3
College-wide Elective	3	BUS 493 Business Internship	3
BUS 106 Professional Develop.	<u>3</u>	BUS 494 Strategic Management	<u>3</u>
	15		15/18

Total minimum hours needed for graduation is 125.

The FASTTrack 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 complete their Bachelor's Degree. There are five degree programs currently offered:

- Business/Organizational Management
- Business/Management
- Criminal Justice
- Psychology
- Computer Information Systems*

FASTTrack Program adult learners typically are employed full time during the day; thus, the programs are offered online. This format provides the adult learner with the opportunity to earn the necessary semester hours of required credit for the degree program they are seeking. Students can also receive additional semester hours in Credit for Prior Learning. Classes are taught in a manner that is conducive to learning for adults. An atmosphere of shared family, career, and age interests develops a strong bond among the adult learners.

The online FASTTrack Program, converts the traditional class into an accelerated online education. It provides the same excellence in education but it is designed for individuals who require the Increased flexibility that online education provides.

While in the FASTTrack Program, adult learners are expected to spend 15-20 hours in preparation for each weekly class unit. Adult learners who succeed in the FASTTrack Program are self-directed and goal-oriented individuals.

ADMISSION CRITERIA:

- Completion of 45 or more semester hours of credit from an accredited college/post-secondary institution.
- Age 23 or older.
- Cumulative grade point average of 2.0 (on a 4.0 scale) or better on all prior academic work.
- Completion of appointment with Program Representative to outline a tentative degree plan.
- Completion of application form and payment of \$25 non-refundable application fee.

Upon meeting all of the above criteria, the FASTTrack Program Director will accept the admission application. Any exceptions will be considered by the Office of Academic Affairs.

DEGREE REQUIREMENTS:

To earn the Bachelor of Arts or Science degree, each adult learner must achieve the following and complete the program coursework in desired degree program.

- 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.

Business/Organizational Management Program

48 Concentration hours required

MODULE ONE (12 Credit hours)

BUS 362 - The Business Journey	3
BUS 364 - Group & Organizational Dynamics	3
BUS 366 - Organizational Behavior	3
BUS 368 - Business Communications	3

MODULE TWO (12 Credit hours)

MGT 360 - Management Principles	3
ACC 360 - Accounting for Managers	3
MGT 362 - Human Capital Management	3
FIN 360 - Finance for Managers	3

MODULE THREE (12 Credit hours)

MKT 362 - Marketing for Managers 3

BUS 370 - Business Ethics 3

BUS 450 - Domestic Business Issues 3

MODULE FOUR (12 Credit hours)

MGT 460- Strategic Management 3

BUS 480 - Research Methods & Statistics 4

BUS 492 - Business Application Project 5

BUS 496-Portfolio Workshop for those who petition for credit for prior learning. Should be taken prior to final module.

Business/Management Program

48 Concentration hours required

MODULE ONE (12 credit hours)

MGT 220 - Principles of Management 3

ECO 201 - Principles of Microeconomics 3

BUS 202 - Principles of Finance 3

MKT 301 - Principles of Marketing 3

MODULE TWO (12 credit hours)

ACC 211 - Principles of Accounting 3

MGT 314 - Organizational Behavior 3

MKT 345 - Marketing Management 3

MGT 341 - Cycles and Forecasting 3

MODULE THREE (12 credit hours)

BUS 341 - Business Law 3

MGT 433 - Human Resources Management 3

ACC 412 - Managerial Accounting 3

MGT 440 - Small Business Management 3

MODULE FOUR (12 credit hours)

FIN 462 - Financial Management 3

BUS 494 - Strategic Management 3

ECO 425 - Money & Banking 3

BUS 493 - Business Application Project/Internship 3

CRIMINAL JUSTICE

51 Concentration hours required

MODULE ONE (12 credit hours)

CJU 241 - Introduction to Criminal Justice 3

POL 241 - Introduction to Politics 3

CRM - 320 Criminal Law I 3

SS 200 - Social and Behavioral Statistics 3

MODULE TWO (12 credit hours)

CRM 321 - Criminal Law II 3

CJU 300 - Criminology 3

CJU 342 - Criminal Investigations 3

CRM 242 - Introduction to Juvenile Justice 3

MODULE THREE (12 credit hours)

SS 311 - Research Methods 3

CJU 344 - Corrections 3

PSY 302 - Forensic Psychology 3

POL 430 - Constitutional Law 3

MODULE FOUR (15 credit hours)

CJU 492 - Topics in Criminal Justice 3

CRM 343 - Criminal Procedure	3
CRM 490 - Diversity in Criminal Justice	3
CJU 493 - Internship	6

PSYCHOLOGY

PSY 100 - General Psychology	3
PSY 200 - Child Psychology	3
PSY 202 - Applied Psychology	3
PSY 205 - History of Psychology	3

MODULE TWO (12 credit hours)

PSY 250 - Social Psychology	3
PSY 300 - Theories of Personality	3
PSY 301 - Abnormal Psychology	3
PSY 302 - Forensic Psychology	3

MODULE THREE (15 credit hours)

PSY 340 - Physiological Psychology	3
PSY 331 - Experimental Psychology	3
PSY 492 - Industrial/Organizational Psychology	3
PSY 494 - Seminar in Psychology	3

MODULE FOUR (16 credit hours)

PSY 493 - Internship in Psychology	12
PSY 495 - Research in Psychology	4

COMPUTER INFORMATION SYSTEMS*

60 Concentration hours required

MODULE ONE (12 credit hours)

CS 150 - Introduction to Computer Science	3
CS 206 - Introduction to Web Technology	3
CS 212 - Formal Thinking	3
CS 250 - Fundamental of Programming Languages	3
MODULE TWO (12 credit hours)	
CS 215 - Essentials of Project Management	3
CS 262 - Discrete Mathematics	3
CS 300 - Information Security and Policy	3
CS 302 - Computer Information Systems	3
MODULE THREE (12 credit hours)	
CS 371 - Research Methods	3
CS 316 - Project Risk and Leadership Management	3
CS 330 - Network and Data Communication	3
CS 350 - Introduction to Software Engineering	3
MODULE FOUR (12 credit hours)	
CS 370 - Computer Ethics	3
CS 416 - Internship	3
CS 411 - Systems Analysis & Design	3
CS 410 - Database Management Systems I	3
MODULE FIVE (12 credit hours)	
CS 412 - Database Management Systems	3
CS 432 - Computer Architecture	3
CS 413 - Electronic Commerce	3
CS 475 - Seminar	3

For additional information contact:

FASTTrack Programs

Talladega College

627 West Battle Street

Talladega, AL 35160

Telephone: 256.761.6112

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 202 Public Speaking (formerly Speech)	ENG 203 Advanced Writing
ENG 207 Intro. to Literature I	ENG 208 Intro. Literature II
ENG 210 World Literature I	ENG 211 World Literature II
ENG 307 or 308 Survey of English Lit. I or II	ENG 321 Shakespeare
ENG 330 or 331 American Literature I or II	ENG 408 Chaucer or ENG 431 Harlem Renaissance
ENG 335 African American Lit. I or ENG 336 African American Lit. II	ENG 450 Linguistics ENG 494 Seminar in Criticism

The minimum number of semester hours in major needed for graduation is 45/42 for English majors.

The minimum total number of semester hours needed for graduation is 120 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
MTH 103 College Algebra	3	NS 102 Physical Science	4
NS 101 Biological Science	4	**Social Science Elective	3
PE 101 Physical Education	1	PE 102 Physical Education or	
EDU 100 College Orientation	1	PE 306 First Aid	<u>2</u>
**Social Science Elective	<u>3</u>		15
	18		

****Students must choose six hours from the following Social Science electives: POL 201, PSY 100, or SOC 100.**

Sophomore

HIS 235 African American History Survey I	3	HIS 236 African American History Survey II	3
ENG 202 Public Speaking	3	ENG 203 Advanced Writing	3
PHI 210 Intro to Philosophy	3	Free Elective (100 or 200 level)	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	<u>3</u>
ART or MUS Elective (100 or 200 Level)	<u>3</u>		
	18		15

*Two yrs. of one language are required. **Electives: ART 211, REL 210 or MUS 211

Junior

ENG 307 Survey of Eng. Lit. I or		Free Elective (300 level)	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	Free Elective (300 level)	3
ENG 321 Shakespeare	3	HIS Elective	3
Free Elective (300 level)	3	Foreign Language*	<u>3</u>
Foreign Language*	<u>3</u>		15
	15		

*One year of one foreign language is required. Sign Language does not satisfy this requirement.

Senior

ENG 494 Seminar in Criticism	3	Social Science Elective	
ENG 450 Linguistics	3	(300 or 400 level)	3
ENG Elective (400 level)	3	Free Elective (300 or 400 level)	3
Free Elective (300 or 400 level)	<u>3</u>	ENG 431 or ENG 408	3
	12	Free Elective (300 or 400 level)	<u>3</u>
			12

English Language Arts Major

The minimum number of semester hours in **major** needed for graduation is 48 for English majors. The minimum total number of semester hours needed for graduation is 120 for English majors.

Required Courses:

ENG 202 Public Speaking (formerly Speech)	ENG 203 Advanced Writing
ENG 207 Intro. to Literature I	ENG 208 Intro. to Literature II
ENG 210 World Literature I	ENG 211 World Literature II
ENG 307 Survey of English Lit. I	ENG 308 Survey of English Lit. II
ENG 305 Advanced Grammar	ENG 321 Shakespeare
ENG 330 American Literature I	ENG 331 American Literature II
ENG 335 African American Lit. I	ENG 336 African American Lit. II
**ENG 408 Chaucer	ENG Elective 494 Seminar In Criticism

Fall

Freshman Credits

EDU 100 College Orientation	1
ENG 101 Composition I	3

Spring

Credits

ENG 102 Composition II	3
HUM 102 Intro to Humanities	3

HUM 101 Intro to Humanities	3	NS 101 Biological Science	4
MTH 103 College Algebra	3	PE 102 Physical Education or	
PHI 210 Intro. to Philosophy	3	PE 306 First Aid	1/2
PE 101 Physical Education	<u>1</u>	**Social Science Elective	3
	14	** Social Science Elective	<u>3</u>
			17/18

**Students must choose six hours from the following Social Science electives:
POL 201, PSY 100 or SOC 100.

Sophomore

HIS 235 African American History Survey I	3	HIS 236 African American History Survey II	3
ENG 203 Advanced Writing	3	ENG 202 Public Speaking	3
ART or MUS (100 or 200 level)	3	Free 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>
	18		18

**Student must take HIS 235 before taking HIS 236. They cannot be taken concurrently. *One year of one foreign language is required. Sign Language does not satisfy this requirement.

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	ENG 321 Shakespeare	3
Free Elective	<u>3</u>	ENG 291 Little Theatre	<u>2</u>
	15		14

Senior

ENG 494 Seminar in Criticism	3	ENG 408 Chaucer	3
ENG 450 Linguistics	3	Social Science Elective	
ENG 445 Topics in Literature	3	(300 or 400 level)	3
Free Elective	<u>3</u>	MMS Elective (300 or 400 Level)	3
	12	Free Elective	<u>3</u>
			12

Department of Mass Media Studies

The department offers rigorous courses that focus on the analysis and criticism of media institutions, and how observers experience and comprehend the roles the media play in dictating cultural and political trends. Although the students overall course of study is complemented with a strong liberal arts education, the Mass Media Studies department provides specific classes in communications regulations law and policy that promotes visual and media literacy, as well as equipping students to comprehend the social and cultural effects of mass media.

The minimum number of semester hours in **major** needed for graduation is 37 for Mass Media Studies majors. The minimum total number of semester hours needed for graduation is 120 for Mass Media Studies majors.

Mass Media Studies Major

Required Courses

MMS 150 Intro to Mass Communication	MMS 318 Cultural Studies in Mass Media
MMS 190 Essentials of Public Speaking	MMS 401 Images of African Americans in Mass Media
MMS 211 Introduction to Journalism	MMS 420 Mass Communication Theory
MMS 225 Writing for Mass Media	MMS 421 Research Methods in Mass Communications
MMS 310 Electronic Media Writing	MMS 495 Senior Project
MMS 313 Mass Communication Law	
MMS 493 Internship	

Elective Courses

MMS 214 Photojournalism	MMS 300 Writing for Broadcast Media
MMS 314 News Writing and Reporting Practice	MMS 317 Magazine Editing and Production
MMS 402 Mass Media Management	

37 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

Elective Courses

Select 9 hours from any MMS courses

18 hours required for minor in Mass Media Studies

Mass Media Studies Major

Fall

Freshman	Credits
HUM 101 Intro to Humanities	3
ENG 101 Composition I	3
MTH 103 College Algebra	3
NS 101 Biological Science	4
PE 101 Physical Education	1
EDU 100 College Orientation	1
SOC 100 Intro. to Sociology	<u>3</u>
	18

Spring

	Credits
HUM 102 Intro to Humanities	3
ENG 102 Composition II	3
NS 102 Physical Science	4
PE 102 Physical Education or PE 306 First Aid	1/2
PSY 100 Intro. to Psychology	<u>3</u>
	14/15

Sophomore

HIS 235 African American History Survey I	3	HIS 236 African American History Survey II	3
MMS 150 Intro to Mass Comm.	3	**Free Elective	3
Foreign Language	3	Foreign Language	3
MMS 190 Essentials of Public Speaking	3	**HUM Elective	3
ENG 210 World Literature I	<u>3</u>	MMS 211 Introduction to Journalism	<u>3</u>
	15		15

**Electives in the sophomore year must be at the 100 or 200 levels.

**All students must take HIS 235 before taking HIS 236. They cannot be taken concurrently.

Junior

MMS Elective	3	**Free Elective	3
MMS 225 Writing for Mass Media	3	MMS 313 Mass Comm. Law	3
Social Science Elective	3	Social Science Elective	3
MMS 310 Electronic Media		HUM Elective	3
Writing	3		
Free Elective	<u>3</u>	MMS 318 Cultural Studies in	
	15	Mass Media	<u>3</u>
15			

**Electives in the junior year must be at the 200 or 300 level.

Senior

MMS Elective	3	MMS Elective	3
MMS 401 African American		MMS 493 Internship	4
in the Media	3	MMS 495 Senior Project	3
MMS 421 Research Methods	3	**Free Elective	<u>3</u>
Free Electives in Mass Media	<u>9</u>		13 15

**Electives in the senior year must be at the 300 or 400 level.

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 320 Sculpture
ART 220 Design and Color	ART 322 Painting II
ART 221 Ceramics I	ART 325 Painting III
ART 222 Ceramics II	ART 327 Drawing II
ART 223 Intro to Drawing I	ART 330 Figure Drawing
ART 224 Painting I	ART 494 Senior Project
ART 226 Graphic Arts	ART 495 Senior Exhibition

The minimum of semester hours required for an art major is 54; the total number of semester hours required for graduation is 120. All studio courses require students to be in class twice the number of credit hours for each class session.

Fall

Freshman

	Credits
ENG 101 Composition I	3
HUM 101 Intro to Humanities	3
NS 101 Biological Science	4
PE 101 Physical Education	1
MTH 103 College Algebra	3
Social Science Elective**	3
EDU 100 College Orientation	<u>1</u>
	18

Spring

	Credits
ENG 102 Composition II	3
HUM 102 Intro to Humanities	3
NS 102 Physical Science	4
PE 102 Physical Education	
or PE 306 First Aid	1/2
Social Science Elective**	<u>3</u>
	14/15

**Students must choose six hours from the following Social Science electives:
POL 201, PSY 100 or SOC 100.

Sophomore

HIS 235 African American History Survey I	3	HIS 236 African American History Survey II	3
ART 212 Survey of Art History I	3	ART 213 Survey of Art History II	3
ART 211 Art Appreciation	3	ENG Elective**	3
ART 223 Drawing I	3	HIS Elective**	3
ART 220 Design and Color	3	ART 222 Ceramics II	3
ART 221 Ceramics I	<u>3</u>	ART 236 Introduction to Computer Graphics	<u>3</u>
	18		18

Junior

ART 311 Black American Art and Artists	3	ART 224 Painting I	3
ART 322 Painting II	3	SS Elective	3
ART 327 Drawing II	3	Free Electives	9
SS Elective	<u>3</u>	ART 325 Painting III	<u>3</u>
	12		18

Senior

ART 494 Senior Project	4	ART 495 Senior Exhibition	3
ART 320 Sculpture	3	ART 330 Figure Drawing	3
ART 226 Graphic Arts	3	Free Electives	<u>6</u>
Free Electives	<u>3</u>		12
	13		

History Department

Purpose

The aims, goals, and objectives of the Department of History are influenced by the general mission of Talladega College. Our purpose at Talladega College is to develop men and women who will aspire to be leaders in the world. The history major offers course work in the areas of U.S., African, African American, and European history.

The college's emphasis on character development is aided especially by classes such as Great Men and Women in America (HIS 385) and The Civil Rights Movement (HIS 389), while the history of the United States (HIS 233-234), African American History (HIS 235-236), History of Ancient Civilizations (HIS 217) and World History (HIS 221-222) provide students with a broad background upon which to build knowledge from other disciplines.

In addition to providing students with a rigorous program of instruction and meaningful internships that will assist them in understanding the how the iron triangle of gender, race and class impacts the world in which they inhabit, the department also prepares its majors for graduate study toward the Doctor of Philosophy and Juris Doctorate degrees, respectively.

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 217 Ancient Civilizations
 HIS 221-222 World History Survey I-II
 HIS 223-234 U.S. History Survey I-II
 HIS 235-236 African American History
 Survey I-II

HIS 331 Civil War and Reconstruction
 HIS 332 The Progressive Era & Gilded
 Age
 HIS Great Men and Women in
 America
 HIS 495A &B Senior Project

History Major

Fall

Freshman	Credits
ENG101 Composition I	3
HUM 101 Intro to Humanities	3
MTH 103 College Algebra	3
NS 101 Biological Science	4
PE 101 Physical Education	1
PSY 100 General Psychology	3
EDU 100 College Orientation	<u>1</u>
	18

Spring

	Credits
ENG 102 Composition II	3
HUM 102 Intro to Humanities	3
NS 102 Physical Science	4
PE 102 Physical Education or PE 306 First Aid	1/2
SOC 100 Intro. to General Sociology	<u>3</u>
	14/15

Sophomore

**HIS 235 African American History Survey I	3
POL 201 Politics I	3
HIS 213 Historiography	3
HIS 221 World History I	3
HIS 233 US History Survey I	<u>3</u>
	15

**HIS 236 African American History Survey II	3
POL 202 Politics II	3
ENG Elective	3
HIS 222 World History II	3
HIS 234 US History Survey II	<u>3</u>
	15

**All Students must take HIS 235 before taking HIS 236. They cannot be taken concurrently.

Junior

Foreign Language	3
HIS 217 Comparative Ancient Civilizations	3
HIS 331 Civil War and Reconstruction	3
European Elective	3
HUM/College Elective	<u>3</u>
	15

Foreign Language	3
HIS 332 Progressive Era & Gilded Age	3
American History Elective	3
European History Elective	3
HUM/College Elective	<u>3</u>
	15

Senior

HIS 495A Senior Project I	2
HIS 401 Great Men and Women In America	3
HUM Elective (300 or 400 level)	3
POL 430 Constitutional Law	3
College Elective	<u>3</u>
	14

HIS 495B Senior Project II	2
HIS 402 Civil Rights Mvmt.	3
HUM Elective (300 or 400 level)	3
POL 431 Administration of Justice College Elective	<u>3</u>
	14

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 and accompanying labs
MUS 133-134 Applied Piano I and II
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 Musical Form and Analysis
MUS 333-334 Applied Piano V and VI
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 and accompanying labs
MUS 131-132 Class Piano I and II
MUS 143-144 Applied Voice 1 and II
MUS 191 Choir I, Music 193-199 Choir II-VIII
MUS 201-202 Theory III and IV and accompanying labs
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 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 120 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	
MUS 133 Applied Piano I	1	or PE 306 First Aid	2
MUS 191 College Choir	1	MUS 134 Applied Piano II	2
PSY100 General Psychology	3	MUS 193 College Choir	1
EDU100 College Orientation	<u>1</u>	MTH 103 College Algebra	<u>3</u>
	17		18
Sophomore			
SOC 101 Intro. to Sociology	3	MUS 211 Survey of Musical Stiles	3
Foreign Language	3	Foreign Language	3
HIS 235 African American		HIS 236 African American	
History Survey I	3	History Survey II	3
MUS 101 Music Theory I	3	MUS 102 Music Theory II	3
MUS 101L Sight Singing/ Ear Training	1	MUS 102L Sight Singing/ Ear Training	1
MUS 233 Applied Piano III	2	MUS 234 Applied Piano IV	2
MUS 194 College Choir	<u>1</u>	MUS 195 College Choir	<u>1</u>
	16		16
Junior			
MUS 161 Strings	1	MUS 184 Winds & Percussion	1
MUS 201 Music Theory III	3	MUS 202 Music Theory IV	3
MUS 201L Sight Singing/ Ear Training	1	MUS 202L Sight Singing/ Ear Training	1
MUS 311 Music History I	3	MUS 312 Music History II	3
MUS 333 Applied Piano V	1	MUS 334 Applied Piano VI	1
MUS 196 College Choir	1	MUS 352 Applied Organ	2
MUS 352 Applied Organ	2	HUM Elective	<u>3</u>
ENG Elective	<u>3</u>		14
	15		
Senior			

MUS 433 Applied Piano VII	1	College Elective	3
MUS 313 Mus. Form & Analysis I	3	MUS 199 College Choir	1
College Elective	3	MUS 434 Applied Piano VIII	1
MUS 198 College Choir	1	MUS 436 Piano Lit. & Pedagogy	2
MUS 491 Elements of Conducting	2	College Elective	3
MUS 435 Piano Lit. & Pedagogy	2	MUS 492 Advanced Conducting	<u>2</u>
MUS 447 Senior Recital	<u>1</u>		12
	13		

****Music students must pass Sophomore Qualifying to move into 300 level applied study.** Sophomore Qualifying will be scored based upon a keyboard proficiency (cumulative evaluation of skills acquired from Class Piano I-IV) and the final examination for their applied lesson concluding the 4th semester of applied study.

Voice 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 or	
MUS 131 Class Piano I	1	PE 306 First Aid	2
MUS 191 College Choir	1	MUS 193 College Choir	1
MUS 143 Applied Voice I	1	MUS 144 Applied Voice II	1
EDU 100 College Orientation	1	MUS 132 Class Piano II	1
SOC 100 Intro. to Sociology	<u>3</u>	MTH 103 College Algebra	<u>3</u>
	18		17
Sophomore			
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 101L Sight Singing/ Ear Training	1	MUS 102L Sight Singing Ear Training	1
MUS 231 Class Piano III	1	MUS 232 Class Piano IV	1
MUS 243 Applied Voice III	1	MUS 244 Applied Voice IV	1
MUS 194 College Choir	1	MUS 195 College Choir	1
PSY 100 General Psychology	<u>3</u>	MUS 211 Survey of Musical Styles	<u>3</u>
	16		16
Junior			
ENG Elective	3	HUM Elective	3
MUS 201 Theory III	3	MUS 202 Theory IV	3
MUS 201L Sight Singing/ Ear Training	1	MUS 202L Sight Singing/ Ear Training	1
MUS 311 Music History I	3	MUS 312 Music History	3
MUS 343 Applied Voice V	2	MUS 344 Applied Voice VI	2
MUS 196 College Choir	1	MUS 197 College Choir	1
MUS 161 Strings	<u>1</u>	MUS 184 Winds and Percussion	<u>1</u>
	14		14

Senior

College Elective	3	College Electives	6
MUS 313 Mus. Form & Analysis I	3	HUM Elective	3
MUS 443 Applied Voice VII	1	MUS 492 Advanced Conducting	2
MUS 198 College Choir	1	MUS 199 College Choir	1
MUS 447 Senior Recital	1	MUS 444 Applied Voice VIII	<u>1</u>
MUS 491 Elements of Conducting	2		13
MUS 445 Vocal and Choral Lit.	<u>3</u>		
	14		

****Music students must pass Sophomore Qualifying to move into 300 level applied study.** Sophomore Qualifying will be scored based upon a keyboard proficiency (cumulative evaluation of skills acquired from Class Piano I-IV) and the final examination for their applied lesson concluding the 4th semester of applied study.

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 seeks to accomplish the following: 1) produce graduates with a worldview, 2) produce competent graduates that readily apply their learning to the solution of problems in their field, 3) produce graduates with a clear understanding of the scientific concepts and principles that underlie the factual knowledge of their discipline, 4) produce graduates adept at the technical skills characteristics of their profession, and 5) provide students in other majors with courses that teach them fundamentals of scientific thinking and give them a greater appreciation for science and its relevance to daily life.

The division provides pre-professional and pre-nursing opportunities through the establishment of dual-degree linkage programs in collaboration with other institutions.

A premed major in the division is a student who usually majors in biology or chemistry and takes appropriate physics, mathematics other courses specifically chosen to prepare the student for medical school. The student is strategically advised by the pre-med advisor. In addition to pre-med, pre-dentistry and pre-veterinary medicine are also offered.

The division provides undergraduate research opportunities for its students, science and mathematics scholarships, in addition to stipends to eligible students to assist with tuition cost. The division is committed to aiding students in locating employment, participating in extramural enrichment and external 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 123/124.

Biology 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
PSY 100 Intro. to Psychology	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 or	
EDU 100 College Orientation	1	PE 306 First Aid	1/2
MTH 103 College Algebra	<u>3</u>	HUM Elective or SS Elective	<u>3</u>
	18		17/18
Sophomore			
HIS 235 African American		HIS 236 African American	
History Survey I	3	History Survey II	3
CHE 101 Chemistry	4	CHE 102 Chemistry	4
ENG Elective*	3	Computer Science or	
Computer Science or		Foreign Language	3
Foreign Language**	3	MTH 206 Calculus II or	
MTH 205 Calculus I	<u>4</u>	MTH 200 Elementary Statistics	<u>3/4</u>
	17		13/14
Junior			
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 320 Botany	4
BIO 443 Human Anatomy	4	Computer Science or	
Computer Science or		Foreign Language**	<u>3</u>
Foreign Language**	<u>3</u>		15
	15		

Senior

Department Electives	12	BIO 494 Senior Seminar	2
Elective	<u>3</u>	BIO 432 Cell Biology or	
	15	BIO 452 Biochemistry	4
		Electives	<u>6</u>
			12

*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.

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 121/123.

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
Computer Science or Foreign Lang.	3	Computer Science or Foreign Lang.	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 or	
PE 101 Physical Education	<u>1</u>	PE 306 First Aid	<u>1/2</u>
	19		18/19
Sophomore			
HIS 235 African American History Survey I	3	HIS 236 African American History Survey II	3
ENG Elective	3	CHE 202 Organic Chemistry	4
CHE 201 Organic Chemistry	4	BIO 102 Organismal Biology	4

BIO 101 Principles of Life	4	HUM Elective or SS Elective	<u>3</u>
Elective or SS Elective	<u>3</u>		14
	17		

Junior

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

*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
CS 150 Intro. to Computers	3	CS 250 Programming Languages	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			
HIS 235 African American		HIS 236 African American	
History Survey I	3	History Survey II	3
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	PSY 302 Forensic Psychology	<u>3</u>
PE 102 Physical Education or			17
or PE 306 First Aid	<u>1/2</u>		
	18/19		
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	<u>4</u>	SS Elective	3
	12	BIO 452 Biochemistry	<u>4</u>
			15

Senior

CHE 401 Physical Chemistry	4	CHE 402 Physical Chemistry	4
CJU 342 Criminal Investigation	3	CHE 494 Senior Seminar	2
CJU 343 Criminal Justice	3	SOC 300 Criminology	3
Elective	<u>3</u>	Elective	<u>3</u>
	13		12

Total hours required for graduation 123/124.

Computer Science Department

Mission Statement

The Mission of the Computer Science Department is to strive for excellence in creating, applying and imparting knowledge in Computer Science and Computer Information Systems by providing the highest quality of education, research in collaboration with other funded programs, and services to the global community. The Computer Science and Computer Information Systems Programs are accredited by the SACSCOC.

Overall Objectives:

- Design and implement a program to accommodate students with a desire to obtain a strong foundation in Computer Science and its concepts.
- Design and implement a program to accommodate students with a desire to obtain a strong foundation in Computer Information Systems and its concepts.

Educational Objectives:

- Computer Science - Produce graduates who are equipped to make valuable contributions to design, develop, and product the practice of computer science and related discipline or application areas, particularly in software systems, programming languages and algorithmic methods.
- Computer Information Systems - Produce graduates who are equipped to make valuable contributions to design, develop, and produce the practice of computer science and business in related application areas, including the interface of computers and physical systems.

Graduates of the Computer Science Information Systems Program are expected to:

- Exhibit proficiency in problem-solving techniques using effective and appropriate methods, tools, and critical soft-skills.
- Employ appropriate oral and written communication skills (i.e. print and multimedia strategies) to meet the needs of diverse audiences.
- Demonstrate effective system design and maintenance solutions for software development and database application
- Demonstrate the ability to construct solutions for programming problems by the use of procedures and object-oriented languages.
- Demonstrate their proficiency in the field of Computer Science and Computer Information Systems.

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 352 Intro. to VB.NET	CS 309 Algorithms and Data Structure
CS 330 Network and Data Communications	CS 351 Programming Languages

CS 358 Fundamental of Java Programming
 CS 371 Research Methods CS 416 Internship
 CS 410 Database Management Systems I CS 431 Operating System
 CS 412 Database Management Systems II CS 475 Seminar
 CS 430 Network Security
 CS 432 Computer Architecture

A grade of "C" or better is required for all CS and CIS courses

The minimum number of semester hours in major needed for graduation: 62

The minimum number of semester hours needed for graduation:120

*CS 475 is a senior seminar course for Division of Natural Sciences and Mathematica Requirement

Computer Science Major

Fall		Spring	
Freshman	Credits		Credits
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	CS 206 Intro. to Web Technology	3
EDU100 College Orientation	1	PE 102 Physical Education	
PE 101 Physical Education	1	or PE 306 First Aid	1/2
HUM 101 Intro to Humanities	<u>3</u>	PSY 100: Intro. to Psychology or	
	14	or SS Electives	<u>3</u>
			14/15

Sophomore

HIS 235 African American History I	3	HIS 236 African American History II	3
ENG 201 Practice in Writing or ENG 202 Public Speaking	3	CS 212 Formal Thinking	3
CS 250 Fundamentals of Programming Languages	3	MTH 200 Elem. Statistic	3
MTH 105 Pre-Calculus	3	CS 251 Advanced Programming	3
CS 207 Advanced Web Technology	<u>3</u>	**Foreign Language	<u>3</u>
	15		15

Junior

**Foreign Language	3	PHY 101 Physics	4
CS 352 Intro to VB.NET	3	MTH 262 Discrete Math	3
CS 309 Algorithms & Data Structure	3	CS 351 Programming Language	3
CS 350 Intro. to Software Engin.	3	CS 358 Fund of Java Language	3
MTH 205 Calculus I	<u>4</u>	CS 371 Research Methods	<u>3</u>
	16		16

Senior

PHY 102 Physics	4	CS 330 Network & Data Comm.	3
CS 416 Internship or Electives or SS Electives	6	CS 430 Network Security	3
CS 431 Operating Systems	3	CS 432 Computer Architecture.	3
CS 410 Database Management Systems I	<u>3</u>	CS 412 Database Management Systems II	3
	16	CS 475 Seminar*****	<u>2</u>
			14

*Humanities electives: ART 211, ENG 205, MUS 211, PHI 210, or REL 210

**Sign Language is not considered a substitute for the Foreign Language requirement

***CS 416 Internship can be completed with two semesters of work (Fall and Spring: Senior Year)

***Grade I will be assigned to and will replace the subsequent semester

****CS 475 is a senior seminar course for the Division of Natural Science and Mathematics Requirement

A grade of "C" or better is required for all CS and CIS courses

The minimum number of semester hours in major needed for graduation: 62

The minimum number of semester hours needed for graduation:120

Computer Information Systems (CIS)

Purpose

The Computer Science Program Is designed to prepare students for graduate and professional studies, as well as careers in Computer Information Systems or Computer Management Systems and/or research. Upon graduation, Computer Information Systems or Computer Management Systems majors will be prepared to assume strategic leadership and management positions in computer-related fields, as well as enter a graduate school to pursue a more advanced degree. Opportunities for research and leadership are readily available both on-campus and externally. Overall, the emphasis for the department Is on planning, management, system analysis, web designing and general problem solving, using the more current hardware and software technology.

Required Courses*

CIS 150 Intro to Computer Science

CIS 206 Intro to Web Technology

CIS 215 Essentials of Project Management

CIS 250 Fundamental of Programming

CIS 212 Formal Thinking

CIS 300 Information Security and Policy

CIS 302 Computer Information System

CIS 315 Project Cost and Schedule Management

CIS 316 Project Risk and Leadership Management

CIS 350 Intro. to Software Engineering

CIS 330 Network and Data Communications

CIS 370 Computer Ethics

CIS 371 Research Methods

CS 410 Database Management Systems I

CIS 411 Systems Analysis and Design

CS 412 Database Management Systems II

CIS 413 Electronic Commerce

CS 415 Digital Forensics and Investigations

CS 475 Seminar

A grade of "C" or better is required.

The minimum number of semester hours in major needed for graduation: 56

The minimum number of semester hours needed for graduation:121

Computer Information Systems

Fall		Spring	
Freshman	Credits		Credits
ENG 101 English Comp.	3	ENG 102 English Comp.	3
HUM 101 Intro. to Humanities	3	CS 150 Intro. to Comp. Sci.	3
MTH 103 College Algebra	3	*HUM Electives	3
PE 101 Physical Education	1	PSY 100 Intro. to Psychology	3
EDU 100 College Orientation	1	NS 101 Biological Science	4
SS* Elective	<u>3</u>	PE 102 Physical Education	
	14	or PE 306 First Aid	<u>1/2</u>
			17/18

Sophomore			
HIS 235 African American History Survey I	3	HIS 236 African American History Survey II	3
ENG 201 Practice in Writing or ENG 202 Public Speaking	3	CIS 212 Formal Thinking	3
CIS 206 Intro. to Web Technology	3	CIS 215 Essentials of Project Management	3
CIS 250 Fundamental of Prog. Lang.	3	NS 102 Physical Sciences	4
HUM 101 Intro. to Humanities	<u>3</u>	MTH 262 Discrete Math	<u>3</u>
	15		16

Junior			
CIS 300 Information Security and Policy	3	CIS 316 Project Risk and Leadership Management	3
CIS 302 Computer Infor. Systems	3	CIS 330 Network & Data Communication	3
CIS 315 Project Cost and Schedule Management	3	CIS 350 Intro. to Software Engineering	3
MTH 200 Elem. Statistic	3	CIS 370 Computer Ethics	3
Foreign Language	3	MKT 301 Intro. to Marketing	<u>3</u>
CIS 371 Research Methods	<u>3</u>		15
	18		

Senior			
CIS 411 Systems Analysis And Design	3	CIS 412 Database Management System II	3
CIS 410 Database Management Systems I	3	CIS 413 Electronic Commerce	3
Electives or SS Electives or ***CIS 416 Internship	6	CIS 475 Seminar****	3
	<u>6</u>	Electives	<u>6</u>
	12		15

*Humanities electives: ART 211, ENG 205, MUS 211, PHI 210, REL 210

A grade of "C" or better is required for all CIS or CS courses.

The minimum number of semester hours in major needed for graduation: 56/60

The minimum number of semester hours needed for graduation:125/126

Minor in Computer Science

CS 250 Fundamental of Programming Lang.

CS 206 Intro. to Web Technology

CS 330 Network & Data Communication

Minor in Project Management

CIS 215 Essentials of Project Management

CIS 315 Project Cost and Scheduling

CIS 316 Project Risk and Leadership Management

CIS 370 Computer Ethics

CIS 302 Computer Information Systems

CIS 358 Fundamental of Java Programming

Plus 3 of the following

CS 207 Advanced Web Development

CS 309 Algorithms and Data Structure

CS 330 Network and Data Communication

CS 351 Programming Languages

CS 371 Research Methods

CS 410 Database Management Systems I

CS 350 Intro. to Software Engineering

CS 412 Database Management Systems II

CS 430 Network Security

CS 431 Operating System

Minor in Computer Information System

CIS 206 Introduction to Web Technology

CIS 302 Computer Information Systems

CIS 300 Information Security and Policy

Plus 3 of the following

CIS 330 Network and Data Communication

CIS 410 Database Management Systems II

CIS 350 Intro. to Software Engineering

CIS 412 Database Management Systems II

CIS 430 Network Security

CIS 370 Computer Ethics

- A grade of "C" or better is required for all CIS or CS courses

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 these objectives, the Mathematics Department helps to develop functional numeracy in freshmen and sophomores, supports 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 54 semester hours in the mathematics major and a minimum total of 121/122 semester hours.

Mathematics minors must complete 24 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 201 Functional Numeracy	3	Mathematics Electives	6
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 494 Senior Seminar	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 262 Discrete Mathematics	3

The Mathematics electives will be selected from the following courses.

MTH 210 History of Mathematics	MTH 270 Number Theory (3)
MTH 200 Elementary Statistics (3)	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 Variable (3)

MTH 402, 403 & 404 Topics in Mathematics (3)

For Mathematics majors and minors, a grade of C or better is required for all Mathematics courses.

Mathematics 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
MTH 103 College Algebra	3	PHY 101 Physics	4
PE 101 Physical Education	1	MTH 205 Calculus I	4
EDU 100 College Orientation	1	Free Elective	3
Social Science Elective	<u>3</u>	PE 102 Physical Education or	
	14	PE 306 First Aid	<u>1/2</u>
			17/18

Sophomore

HIS 235 African American History Survey I	3	HIS 236 African American History Survey II	3
MTH 206 Calculus II	4	CS150 Intro to Computer Science	3
Foreign Language or (Spanish)	3	Foreign Language or (Spanish)	3
PHY 102 Physics	4	MTH 208 Calculus III	4
MTH 207 Linear Algebra	<u>3</u>	MTH 220 College Geometry	<u>3</u>
	17		16

Junior

CS 250 Fundamentals of Programming Languages	3	MTH 262 Discrete Mathematics	3
MTH Elective	3	MTH 321 Differential Equation	3
MTH 311 Real Analysis I	3	MTH 260 Survey of Finite Math	3
		MTH 210 History of Mathematics	3

MTH 341 Modern Algebra I	3	General Elective	<u>3</u>
General Elective	<u>3</u>		15
	15		
Senior			
MTH 361 Probability & Statistics	3	MTH 350 Math. Modeling	3
MTH 480 Senior Course	3	MTH 494 Senior Seminar	3
MTH Elective	3	General Electives	<u>6</u>
ENG Elective	3		12
Free Elective	<u>3</u>		
	15		

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 and 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 address 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 Department

Purpose

The Criminal Justice Program is committed to providing students with practical and professional knowledge related to the fields of employment in the Criminal Justice system. Students are encouraged to critically examine issues related to crime, law and justice. The curriculum focuses on the application of law and theory through functional experiences. The program and faculty prepare students to be competitive for entry level positions in the criminal justice system, including, but not limited to, the areas of: law enforcement; probation and parole; corrections; juvenile justice; and private security. Graduates of this program are also prepared for graduate study and will possess strong skills in critical thinking, written and verbal communications, analysis and research, and ethical considerations.

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
NS 101 Biological Science	4	MTH 103 College Algebra	3
CRM241 Intro. to Criminal Justice	3	NS 102 Physical Science	4
PE 101 Physical Education	1	PE 306 First Aid	<u>2</u>
EDU 100 College Orientation	<u>1</u>		15
	15		
Sophomore			
CRM 344 Corrections	3	HIS 236 African American History	
CRM320 Criminal Law I	3	Survey II	3
ENG 202 Public Speaking	3	SPA 101 Elementary Spanish	3
CS 150 Intro to Computer Science	3	POL 201 Politics	3
HIS 235 African American History		CRM 342 Criminal Investigations	3
Survey I	<u>3</u>	CRM 321 Criminal Law II	<u>3</u>
	15		15
Junior			
CRM 300 Criminology	3	POL 202 Politics II	3
Social Science Elective*	3	CRM 343 Criminal Procedure	3
SPA 102 Elementary Spanish II	3	CRM 242 Intro. to Juvenile Justice	3
ENG 203 Advanced Writing	3	SS 311 Research Methods	3
SS 200 Social & Behavioral Statistics	<u>3</u>	PSY 302 Forensic Psychology	<u>3</u>
	15		15
Senior			
CRM 490 Diversity in Crim. Justice	3	POL 431 Administration of Justice	3
CRM 493 Professional Internship	6	Social Science Elective	3
Social Science Elective*	3	CRM 345 Probation & Parole	3
POL 430 Constitutional Law	<u>3</u>	PHI 331 Ethics	3
	15	CRM 492 Topics in the Study of CJ	<u>3</u>
			15

*CJ Electives: Social Science Courses

Psychology Department

Purpose

The Psychology Department has an academic program with a three-fold purpose of: (a) preparing students for graduate study, (b) preparing students for occupations in the social/human services and, (c) enhancing student understanding of mental processes and human behavior.

Psychology majors receive an extensive curriculum in traditional and contemporary psychological studies.

Psychology majors participate in research and clinical activities that provide a blend of practices and application.

Graduates are qualified and prepared to enter graduate schools in a variety of programs that include post-baccalaureate psychology, education, public administration, as well as law school.

Required Courses*

PSY 100 General Psychology

PSY200 Child Psychology

PSY 202 Applied Psychology

PSY 205 History of Psychology

PSY 250 Social Psychology

PSY 300 Theories of Personality

PSY 301 Abnormal Psychology

PSY302 Forensic Psychology

PSY 340 Physiological Psychology

PSY 384 Behavioral Analysis

PSY 420 Psychological Testing

PSY 493 Internship in Psychology

PSY 494 Seminar in Psychology

PSY 495 Research in Psychology

*A minimum grade of C is required in all major courses.

The minimum number of semester hours in major needed for graduation is 52.

The minimum total number of semester hours needed for graduation is 120.

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 103 College Algebra	3	NS 102 Physical Science	4
NS 101 Biological Science	4	PSY 100 General Psychology	3
PE 101 Physical Education	1	SOC 100 Intro. to Sociology	3
EDU 100 College Orientation	<u>1</u>	PE 102 Physical Education or	
	15	PE 306 First Aid	<u>1/2</u>
			17/18

Sophomore

HIS 235 African American History Survey I	3	HIS 236 African American History Survey II	3
PHI 210 Intro. to Philosophy	3	ART 211 Art Appreciation	3
ENG 203 Advanced Writing	3	SS 200 Social & Behav. Statistics	3
PSY 200 Child Psychology	3	PSY 250 Social Psychology	3
PSY 202 Applied Psychology	<u>3</u>	PSY 205 History of Psychology	<u>3</u>
	15		15

Junior

PSY 300 Theories of Psychology	3	PSY 340 Physiological Psych.	3
PSY 301 Abnormal Psychology	3	PSY 384 Behavioral Analysis	3
PSY 302 Forensic Psychology	3	Free Elective	3
SS 311 Research Methods	3	Free Elective	3
Foreign Language I	<u>3</u>	Foreign Language II	<u>3</u>
	15		15

Senior

PSY 420 Psychological Testing	3	PSY 493 Internship in Psychology	12
PSY 494 Seminar in Psychology	3	Free Elective	<u>3</u>
PSY 495 Research In Psych. w/lab	4		15
Free Elective	<u>3</u>		
	13		

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

Sophomore Courses: Students taking PHI 201 and ART 211 may also use REL 210 or MUS 211. Students taking ENG 203 may also use ENG 205 or ENG 206. Foreign Language requirements can be selected from a two-semester series of SPA 101-102, or SS 351-352.

Free Elective: Courses can be selected from any 200, 300, or 400 level course. Psychology majors are encouraged to use Free Electives towards an Academic Minor; Business, Sociology, Political Science are recommended minors.

Psychology Minor: A student seeking a minor is required to take a minimum of 18 credit hours in Psychology, including PSY 100 General Psychology.

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 graduate studies. 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.

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		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
PA 240 Intro. to Public Admin.	3	MTH 103 College Algebra	3
NS 101 Biological Science	4	NS 102 Physical Science	4
EDU 100 College Orientation	1	POL 201 Politics	3
PE 101 Physical Education	<u>1</u>	PE 102 Physical Education or or PE 306 First Aid	<u>1-2</u>
	15		

Sophomore

HIS 235 African American History Survey I	3	HIS 236 African American History Survey II	3
POL 202 Politics II	3	POL 202 Politics II	3
PHI 210 Intro to Philosophy	3	HUM Elective*	3
SS 200 Social and Behavioral Statistics	3	CS Elective**	3
ECO 201 Principles of Microeconomics	3	PA Introduction to Nonprofit Organizations	3
ENG 202 Public Speaking	<u>3</u>	ENG 201 Practice in Writing or ENG 203 Advanced Writing	<u>3</u>
	18		18

Junior

PA 342 Public Financial Admin.	3	PA 345 Public Administration and Public Policy	3
PA 344 Public Personnel Admin.	3	SS 311 Research Methods	3
PA 343 Intergovernmental Relations	3	POL 430 Constitutional Law	3
SW 340 Social Policy	<u>3</u>	3	
12 SW 341 Social Policy II		College-wide Elective (Soc. Sci.)	<u>3</u>
			15

Senior

American History Elective	3	College-wide Elective	3
PA 349 Administration & Organization Theory	3	CS Elective**	3
PHI 331 Ethics	3	PA 493 Public Admin. Internship	3
College-wide Elective	3	PA 494 Seminar in Public Admin.	3
POL 350 State & Local Govern.	<u>3</u>	PA 496 Special Topics in Public Administration	<u>3</u>
	15		15

Total credit hours needed for graduation - 122-123

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 120.

SOCIOLOGY 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 103 College Algebra	3	NS 102 Physical Science	4
NS 101 Biological Science	4	SOC 100 Intro. to Sociology	2
PE 101 Physical Education	1	PE 306 First Aid	<u>2</u>
EDU 100 College Orientation	<u>1</u>		14
	15		
Sophomore			
SOC 261 Women & Minorities	3	HUM Elective*	3
ENG 202 Public Speaking	3	SOC 200 Micro Sociology	3
SOC Elective	3	CS 150 Intro. to Computers	3
SS 200 Social & Behavioral Statistics	3	HIS 236 African American History Survey II	3
HIS 235 African American History Survey I	<u>3</u>	PSY 100 General Psychology	<u>3</u>
	15		15
Junior			
*Social Science Electives	6	Free Electives	6
SS Electives	6	SS 311 Research Methods	3
Free Electives	<u>3</u>	*Social Science Electives	<u>6</u>
	15		15
Senior			
SOC 498 Sociological Theory	3	Free Electives	9
SS Electives	3	Social Science Elective	3

Social Science Electives	<u>9</u>	SS Elective or SS 498 Honors	<u>3</u>
	15		15

***Humanities Electives:** ART 211, ENG 205, MUS 211, PHI 201, REL 210

***Social Science Electives:** CRM 240, CRM 241, CRM 341, CRM 343, CRM 344, PSY 201, PSY 205, PSY 250, PSY 300, PSY 301, PSY 330, PSY 350, PA 240, PA 343, PA 345, PA 346

SW 125, SW 231, SW 335, SW 340, SW 350

SS 250, SS 351, SS 352

***FREE ELECTIVES: Any from the college catalog**

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.

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.

**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.

SOCIAL WORK 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
NS 101 Biological Science	4	MTH 103 College Algebra	3
PE 101 Physical Education	1	PE 306 First Aid	2
SW 125 Intro to Social Work	3	PSY 100 Intro to Psychology	3
EDU 100 College Orientation	<u>1</u>	NS 102 Physical Science	<u>4</u>
	15		18
Sophomore			
HIS 235 African American History Survey I	3	HIS 236 African American History Survey II	3
ENG 203 Advanced Writing	3	ENG 202 Speech	3
Foreign Language I	3	Foreign Language II	3
SOC 100 Intro to General Sociology	3	SS 250 Intro to Gerontology	3
SW 231 Human Behavior in the Social Environment I	<u>3</u>	SW 232 Human Behavior in the Social Environment II	<u>3</u>
	15		15
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
SW 340 Social Policy I	<u>3</u>	SW 341 Social Policy II	<u>3</u>
	15		15
Senior			
SW 401 Social Work Practice III	3	SW 444 Field Education	9
SW 400 Management in HSO.	3	SW 460 Field Seminar	<u>3</u>
Social Science Electives	<u>9</u>		12
	15		

Education Department

Purpose

The mission of the Education Department is to prepare exemplary educators who demonstrate the personal and professional knowledge, skills, and dispositions necessary to provide for the learning, growth, and developmental needs of individuals in an increasingly diverse, complex, and technological society. The purpose of the Educator Preparation 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, Music Vocal (P-12), Music Instrumental (p-12), and Elementary Education/Special Education Collaborative (P-6). The Educator Preparation Program is approved by the Alabama State Department of Education (Gordon Persons Building, P.O. Box 302101, Montgomery, AL 36130-2101).

Admission to Educator Preparation Program

Admission to Talladega College does not qualify a student for admission to the Educator Preparation 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 201, FED 241, FED 321 and EDU 372
3. Completion of the Praxis Core Assessment
4. Letter of Intent
5. Interview with Education Department Committee
6. 2.75 GPA in overall course work, in the professional studies courses, and in the major area
7. Confirmation of all transfer credits
8. Fingerprint background clearance
9. Liability Insurance

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 2.75 grade point average or better on all work attempted and a 2.75 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 Educator Preparation 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 prepares and administers program exit exams for all teacher education students. Students must successfully pass Praxis II exams in the student's content area before being eligible for student teaching internship. Successful completion of the Educative Teacher Performance Assessment (edTPA) is required during student teaching.

State Teacher Certification

Alabama's testing program has been adopted by the Alabama State Board of Education. The Alabama Educator Certification Assessment Program (AECAP) consists of the *Praxis* Core Academic Skills for Educators and *Praxis* Subject Assessments (content knowledge and pedagogical knowledge.) Applicants seeking certification in Alabama must successfully complete the current requirements of the AECAP, as applicable.

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.

Secondary Teacher Education

Biology Major

Fall		Spring	
Freshman	Credits		Credits
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	FED 201 Intro. to Education	3
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
EDU 110 Orientation to Teaching	1	*Foreign Lang or Computer Scie.	<u>3</u>
PSY 100 Gen. Psychology	<u>3</u>		20
	19		
Sophomore			
CHE 101 Chemistry I	4	CHE 102 Chemistry II	4
MTH 205 Calculus I	4	MTH 206 Calculus II	4
ENG Elective (ENG 201, 205)	3	EDU 372 Education Media	3
PHY Physics 101	4	PHY 102 Physics 102	4
HUM or Soc. Science Elective	3	BIO 223 Comparative Vertebrae	4
HIS 235 African American History		CHE 102 Chemistry II	
Survey I	<u>3</u>	HIS 236 African American History	
	18	Survey II	<u>3</u>
			18
Junior			
BIO 231 Genetics	4	BIO 320 Botany	4
CHE 201 Organic Chemistry	4	FED 321 Human Growth and Dev.	3
SPE 209 Survey of Exceptionals	3	BIO 351 Micro Biology	4
*FOR. Language or CS Elective	3	EDU 332 Reading in Content Area	3
FED 241 Educational Psychology	3	*FOR Language or CS Elective	3
SOC 100 Introduction to Soc or		CHE 202 Organic Chemistry	<u>4</u>
SOC 340 Sociology of Education	<u>3</u>		21
	20		
Senior			
BIO 443 Human Anatomy	4	EDU 493 Internship	12
BIO 432 Cell Biology or		BIO 494 Senior Seminar	<u>2</u>
BIO 452 Biochemistry	4		14
EDU 441 Methods of Teaching			
in Secondary Grades	2		
EDU 442 Methods of Teaching			
Secondary Biology	1		
FED 342 Ed Measurement & Eval	3		
BIO 223 Comparative Vertebrae			
Zoology	<u>4</u>		
	18		

***Foreign Language or Computer Science CS or SPA**

Secondary Teacher Education

English Language Arts Major

Fall	Credits	Spring	Credits
Freshman			
ENG 101 Composition I	3	ENG 102 Composition II	3
EDU 100 College Orientation	1	MMS 150 Intro. to Mass Comm.	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
PSY100 General Psychology	<u>3</u>	PE 102 Physical Education	<u>1</u>
	17		17
Sophomore			
HIS 235 African American History Survey I	3	HIS 236 African American History Survey II	3
ENG 207 Intro to Literature I	3	ENG 291 Little Theater	3
FED 201 Intro to Education	3	ENG 208 Intro to Literature II	3
ENG 202 Public Speaking	3	FED 241 Educational Psych.	3
ENG 203 Advanced Writing	3	MMS 211 Intro. to Journalism	3
EDU 110 Pre-Prof Orient Tchg	1	EDU 372 Educational Media	<u>3</u>
PE 102 Physical Education	<u>1</u>		18
	17		
Junior			
ENG 321 Shakespeare	3	ENG 332 Rdg. in Content Area	3
FED 321 Human Growth & Dev.	3	FED 342 Educational Measurement and Evaluation	3
ENG 210 World Literature	3	ENG 330 American Literature I	3
SPE 209 Survey of Exceptionals	3	ENG 211 World Literature II	3
ENG 307 Survey of English Lit. I	3	ENG 308 English Literature I	3
SOC 100 Intro. to Sociology	<u>3</u>	ENG 450 Linguistics	<u>3</u>
	18		18
Senior			
ENG 331 American Literature	3	EDU 493 Internship	12
ENG 445 Topics in Literature	3		
ENG 494 Seminar In Criticism	3		
EDU 441 Methods of Teaching in Secondary Grades	2		
EDU 443 Methods of Teaching Secondary English Language Arts	1		
*ART 211, ENG 205, MUS 211 PHI 210, or REL 210	<u>6</u>		
	18		

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	NS 102 Physical Science	4
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	HIS 234 American History II	3
PE 101 Physical Education	1	(ART 211, ENG 205, MUS 211,	
HIS 233 U. S. History I	<u>3</u>	PHI 210, or REL 210)	<u>3</u>
	18		19

Sophomore

PE 102 Physical Education	1	FED 241 Educational Psychology	3
ENG 110 Pre-Prof Orient Tch	1	HIS 236 African American History	
FED 201 Intro to Education	3	Survey II	3
HIS 221 World History I	3	Foreign Language	3
HIS 235 African American History		EDU 372 Educational Media	3
Survey I	3	HIS 222 World History Survey II	3
ENG Elective		HIS 213 Historiography	<u>3</u>
(ART 211, ENG 205, MUS 211,			18
PHI 210, or REL 210)	3		
Foreign Language	<u>3</u>		
	17		

Junior

POL Politics 201	3	FED 342 Educational	3
SPE 209 Survey of Exceptionals	3	Measurement & Evaluation	
HIS 238 History of Alabama	3	HIS Elective (300-400)	3
HIS 319 Central Themes in		EDU 332 Reading In Content	3
European Studies	3	HIS 349 Central Themes in	
HIS Elective (300-4000)	3	African Studies	3
FED 321 Human Growth & Dev.	<u>3</u>	HIS 395 Topics of History (US	
	18	Legal History)	3
		POL Politics 202	<u>3</u>
			18

Senior

HUM Elective	3	EDU 493 Internship	<u>12</u>
EDU 441 Methods of Teaching			12
in Secondary Grades	2		
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	
Freshman	Credits		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 206 Calculus II	4
MTH 205 Calculus I	4	PHY 102 Introductory Physics	4
PHY 101 Introductory Physics	4	PE 101 Physical Education	1
CS 150 Intro. to Computer Science	<u>3</u>	CS 250 Computer Programming	<u>3</u>
	18		18
Sophomore			
HIS 235 African American History Survey I	3	HIS 236 African American History Survey II	3
PE 102 Physical Education	1	MTH 200 Elementary Statistics	3
FED 201 Intro to Education	3	NS 102 Physical Science	4
NS 101 Biological Science	4	FED 241 Educational Psychology	3
MTH 200 Elementary Statistics	3	PSY 101 General Psychology	3
MTH 208 Calculus III	4	MTH 207 Linear Algebra	<u>3</u>
EDU 110 Pre-Prof. Orient Teaching	<u>1</u>		19
	19		
Junior			
MTH 262 Discrete Math	3	EDU 332 Reading in Content Area	3
SPE 209 Survey of Exceptionals	3	EDU 372 Educational Media	3
*Foreign Language or Comp. Sci.		MTH 361 Probability & Statistics	3
SOC 100 Intro. to Sociology	3	MTH 321 Differential Equations	3
FED 321 Human Growth & Dev.	3	MTH 341 Modern Abstract Alg. I	3
ENG Elective (ENG 201 Speech or ENG 203 Adv. Writing	3	Foreign Language or Comp. Sci	<u>3</u>
Humanities or Soc. Sci. Elective	<u>3</u>		18
	18		
Senior			
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	3		
MTH 311 Analysis I	3		
MTH 494 Senior Seminar	3		
FED 342 Ed. Meas & Eval	<u>3</u>		
	15		

Secondary Teacher Education

Music Major - Vocal/Choral (P-12)

Fall		Spring	
Freshman	Credits		Credits
ENG 101 Composition I	3	ENG 102 Composition II	3
EDU 100 College Orientation	1	MUS 193 College Choir II	1
HUM 101 Intro to Humanities	3	MTH 102 Intro. to Math	3
NS 101 Biological Science	4	HUM 102 Intro to Humanities	3
MUS 132 Class Piano I	1	NS 102 Biological Science	4
MTH 101 Intro. to Math	3		
MUS 141 Applied Voice I	1	MUS Class Piano II	1
PE 101 Physical Education	1	MUS 142 Applied Voice II	1
MUS 191 College Choir	<u>1</u>	MUS 184 Winds & Percussions	1
	18	PE 102 Physical Education	<u>1</u>
			18
Sophomore			
EDU 110 Pre-Prof Orient Tch	1		
FED 201 Intro to Education	3		
HIS 235 African American History Survey I	3	FED 241 Educational Psychology	3
MUS 101 Theory I	3	HIS 236 African American History Survey II	3
MUS 231 Class Piano III	1	MUS 102 Music Theory II	3
MUS 194 College Choir	1	MUS 232 Class Piano	1
MTH 101 Intro to Mathematics	3	MUS 244 Applied Voice IV	1
MUS 211 Sur od Musical Styles	3	SOC 100 Intro. to Sociology	3
MUS 243 Applied Voice III	<u>1</u>	MUS 311 Music History	3
	19	MUS 195 College Choir	<u>1</u>
			18
Junior			
FED 321 Human Grow & M Dev.	3	EDU 332 Reading in Content Area	3
EDU 372 Ed. Media	3	*Foreign Language	3
*Foreign Language	3	MUS 197 College Choir	1
MUS 313 Musical Form & Analysis I	3	MUS 202 Music Theory	3
MUS 343 Applied Voice V	1	MUS 314 Form & Analysis	3
MUS 196 College Choir	1	MUS 344 Applied Voice VI	1
MUS 201 Music Theory	3	MUS 401 Counterpoint I	<u>2</u>
MUS 161 String Instruments	1		16
MUS 192 Instrumental Ensemble	<u>1</u>		
	19		
Senior			
FED 342 Educational Mea. & Eval	3	EDU 493 Internship	12
EDU 445 Meth of Tch Sec Music	1	MUS 447 Recital	0
EDU 441 Meth of Tch Sec Grades	2	MUS 199 College Choir	1
MUS 491 Conducting	1	MUS 444 App Voice	<u>1</u>
MUS 321 Elementary Music Methods	3		14
MUS 402 Counterpoint II	2		
MUS 445 Music Lit	3		

MUS 305 Theory Arranging	3
MUS 198 College Choir	1
MUS 444 Applied Voice	<u>1</u>
	20

Major

Elementary/Special Ed. Collaborative

Freshman

Fall

EDU 100 College Orientation	1
ENG 101 Comp I	3
HIS 233 US History I	3
HUM 101 Intro. to Humanities	3
MTH 101 Intro. to Math	3
NS 101 Bio Science	<u>4</u>
	17

Spring

ENG 102 Comp. II	3
HUM 102 Humanities 102	3
NS 102 Physical Science	4
HIS 234 US History II	3
PE 101 Physical Education I	1
PE First Aid	2
MTH Math 102	<u>3</u>
	19

Sophomore

EDU 110 Orientation to Teach.	1
FED 201 Intro. to Ed.	3
ENG 202 Speech	3
MTH 103 College Algebra	3
PSY 100 Gen Psy	3
CHE General Chemistry	<u>4</u>
	17

FED 241 Ed. Psy	3
ENG 203 Adv. Writing	3
PE PHY ED II	1
MTH 105 Precalculus	3
PE 304 School Health	3
SPE 209 Survey of Exc	3
SOC 100 Sociology	<u>3</u>
	19

Junior

FED 321 Hum Growth & Dev	3
FED 342 Educ Measure. & Eval	3
EDU 374 Found of Multicultural	3
ELE 301 Mat Meth Tch Lang	3
ELE 302 Mat Meth Tch Soc St	3
ELE 304 Tch Rdg Young Ch	<u>3</u>
	18

ELE 305 Mat Meth Tch Math	3
ELE 315 Curr K-6	3
ELE 312 Children's Lit	3
ELE 362 Mat/Meth of Tch Ele Sci	3
EDU 451 Classroom Mgt.	3
SPE 303 IEP/IFSP	<u>3</u>
	18

Senior

MUS 321 Elem Sch Mus Meth	3
ELE 407 Diag Prescriptive Rdg	3
SPE 421 Collaborative Tchr	3
SPE 306 Curr Meth & Dev	
Dis K-6	3
ELE 400 Practicum (M & Sc)	2
EDU 372 Ed Media	<u>3</u>
	17

ELE 493 Internship	12
ELE Senior Seminar	<u>1</u>
	13

ADDENDUM – Approved by SACSCOC October 11, 2017

Major

Instrumental Music (P-12)

Freshman

Fall

ENG 101 Comp I	3
EDU 100 College Orientation	1
HUM 101 Intro to Humanities	3
NS 101 Biological Science	4
MUS 171 Mchg Band	1
PE 101 Phy Ed	1
MUS 131 Class Piano	1
MUS 141 Applied Inst	1
MUS 211 Survey of Mus Styles	<u>3</u>
	18

Spring

ENG 102 Comp II	3
HUM 102 Intro to HUM II	3
NS 102 Phy Science	4
MUS Class Piano II	1
MUS 142 App Instr	1
PE 102 Phy Ed	1
MUS 172 Marching Band	1
MTH 103 College Algebra	<u>3</u>
	18

Sophomore

EDU 110 Pre-Prof Orient Tch	1
FED 201 Intro to Ed	3
MUS 101 Theory I	3
MUS 231 Class Piano III	1
MUS 241 App Instrument	1
MUS 311 Music History	3
MUS 173 Mchg Band	1
HIS 235 Afr Am History I	3
MUS 101L Sight Sing	<u>1</u>
	17

FED 241 Ed. Psy	3
MUS 102 Music Theory II	3
MUS 232 Class Piano IV	1
MUS 242 App Instr.	1
HIS 236 Afr Am History II	3
MUS 174 Mchg Band	1
SPE 209 Sur of Exc Ch	3
MUS 102L Sight Sng	1
MUS 312 Mus History	<u>3</u>
	19

Junior

FED 321 Human Growth & Dev	3
EDU 372 Ed Media	3
*Foreign Language	3
MUS 201 Mus Theory	3
MUS 175 Mchg Band	1
MUS 313 Mus Form & Analysis	3
MUS 201L Sight Sng	1
MUS 341 App Instr	<u>1</u>
	18

MUS 342 Applied Instrument	1
*SOC 100 Intro. to Soc Science	3
*Foreign Language	3
MUS 176 Mchg Band	1
MUS 202 Music Theory	3
EDU 332 Rdg Content Area	3
MUS 202 Sight Sng	1
MUS 491 Elements of Conducting	<u>2</u>
	17

Senior

MUS 321	3
MUS 441 App Instrument	1
EDU 441 Meth of Tch Sec Grades 2	
EDU 445 Meth Tch Sec Music	1
FED 342 Ed Measurement & Eval	3
MUS 446 Wind Ensemble Lit	3
MUS 492 Adv Conducting	2
MUS 177 Mchg Band	1
MUS 161 String Inst.	<u>1</u>
	17

EDU 493 Internship	12
MUS 447 Recital	1
MUS Mchg Band 178	1
MUS 441 App Instrument	<u>1</u>
	15

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.

CRM 241 Intro to Criminal Justice - This course provides an introduction to the criminal justice system. The primary goal of this course is to develop a general understanding of the criminal justice system's response to crime in society. This course will serve as an overview or survey of the structure of the criminal justice system. It will introduce students to the components of the criminal justice system – police, courts, and corrections. It will prepare students to enter into more advanced courses that address each individual component more in-depth.

CRM 320 Criminal Law I - An involved philosophical analysis of criminal law principles and concepts focusing on both the procedural aspects and the substantive elements of the various crimes, criminal court decisions, and the practical application of such principles and concepts in the courtroom. This course will assist you developing critical analysis skills by examining the legal framework for the enforcement of criminal law.

CRM 321 Criminal Law II - A continuation of involved philosophical analysis of criminal law principles and concepts focusing on both the procedural aspects and the substantive elements of the various crimes, criminal court decisions, and the practical application of such principles and concepts in the courtroom.

CRM/SOC 240 Criminology – The study of introductory history and general orientation to theories of criminality, criminal behavior, and causation and law.

CRM 242 Intro to Juvenile Justice - examines the history and philosophy of the juvenile justice system in America, including the organization, functioning, and adjudication of juveniles in the criminal justice system.

CRM 342 Criminal Investigations - Students will learn the fundamentals of investigation and crime-scene application, the recording of evidence; investigative techniques and procedures; and follow-up case

studies. Specific topics include physical evidence, information sources, interviews and interrogations, eyewitness identifications, crime scene reconstruction, homicide investigations, burglaries, robberies, sex crime investigations, specialized investigations, and managing criminal investigations.

CRM 343 Criminal Procedures- The study of criminal procedure is a fascinating one which involves an examination of the power of the government to enforce the criminal law versus the right of individuals to be free from government intrusions as guaranteed by the United States Constitution. This course will assist you developing critical analysis skills by examining the legal framework for the enforcement of criminal law. You will learn about the scope of the criminal court process and the variety of roles that are played throughout.

CRM 344 Corrections - This course examines the administration of corrections as a component of the criminal justice system. The history and development of corrections is explored, with a special focus on issues involving the care, custody and control of inmates. The development and implementation of policies and procedures to effectively manage correctional facilities will be explored.

CRM 345 Probation & Parole - This course examines the administration of probation and parole as it relates to correctional techniques. The history and development of probation and parole is explored, with a special focus on issues involving the care, custody and control of offenders.

POL 430 Constitutional Law – The study of the principles of the U. S. Constitution and the processes of the constitutional interpretation.

POL 431 Administration of Justice – A study of law enforcement, court procedures, and correctional processes in relation to constitutional law. Student research is emphasized.

CRM 490 Diversity in Criminal Justice - The primary objective of this course is to provide students with an overview of issues related to multiculturalism and diversity in the criminal justice system. General areas covered will include how culture influences the decision-making practices of those employed in the system, victimization/offending issues among diverse groups, and historical and current issues impacting a wide range of groups.

CRM 492 Topics in the Study of Criminal Justice - This course provides the student an opportunity to integrate classroom theory and knowledge with the practices of the criminal justice system or social services agencies by exploring various current topics and challenges faced in the criminal justice system.

CRM 493 Professional Internship - This course provides the student an opportunity to integrate classroom theory and knowledge with the practices of the criminal justice system or social services agencies. The course is designed to promote professional development; expose students to the real world of work by providing valuable work experience in an environment conducive to learning while preparing students for future careers in the field of criminal justice.

CS/CIS 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/CIS 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/CIS 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/CIS 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/CIS 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/CIS 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/CIS 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/CIS 265. Numerical Analysis. This course will introduce the basic ideas of using mathematical software such as Math lab 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/CIS 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/CIS 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/CIS 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/CIS 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/CIS 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/CIS 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/CIS 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/CIS 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/CIS 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/CIS 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/CIS 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/CIS 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/CIS 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/CIS 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/CIS 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/CIS 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/CIS 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/CIS 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/CIS 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/CIS 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/CIS 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/CIS 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 nonlinear), 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 nonlinear 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 ethno-musicology 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 counter-point. 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 232. Introduction to Nonprofit Organizations - Introduction to nonprofit organizations, their governance, organizational structure, leadership, and how they service the community and society at large. A theoretical and practical overview of the history, operation, and structure of non-profit organizations will be discussed. 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 biopsychological 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 macropactice 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 2016

August

20	Saturday	Residence Halls Open/New Students Enroll New Student Testing/Registration
22	Monday	Opening Faculty/Staff Institute New Student Registration continues at 1:00 p.m.
23	Tuesday	Returning Students Enroll/Register
24	Wednesday	All Classes Begin/Late Registration

September

5	Monday	Labor Day (College Closed)
6	Tuesday	All Classes Resume Last Day to Add a Class/Last Day to Register
28	Wednesday	Opening Convocation/Presidential Honor Society Induction Ceremony/Constitution Day Observance/SGA Convocation

October

12	Wednesday	Mandatory Graduating Senior Meeting 6:00 p.m.
14	Friday	Graduating Seniors Graduation Application Form due in the Registrar's Office
17-21	Monday-Friday	Mid-Semester Examinations
24	Monday	Grades Due/Last Day to Drop a Class
31-Nov. 4	Monday-Friday	Religious Emphasis Week

November

1	Tuesday	Early Registration Begins
3	Thursday	Founders' Day Convocation 10:30 a.m.
3-5	Thurs.-Sat.	Founders' Weekend
7	Monday	Titles/Topics for Sr. Seminars Projects Due
23-25	Wed.-Friday	Thanksgiving Recess
28	Monday	College Reopens

December

4	Sunday	Christmas Concert
5-8	Mon.-Thurs.	Final Examinations
9	Friday	Residence Halls Close – 10:00 a.m.
12	Monday	Grades Due – 8:00 a.m.
16	Friday	College Closes

Academic Calendar Spring Semester 2017

January

3	Tuesday	12-month Personnel Return
3	Tuesday	Opening Faculty/Staff Institute
4-5	Wed.-Thurs.	Residence Halls Open/New Students Enroll
4	Wednesday	Freshman Orientation/Returning Students Enroll
4	Wednesday	New Student Testing
5-6	Thursday-Friday	Registration for all Students
9	Monday	First Day of Classes/Late Registration
16	Monday	Martin Luther King, Jr.'s Birthday Holiday (College Closed)
30	Monday	Last Day to Add a Class/Last Day to Register

February

1	Wednesday	Opening Convocation/Martin Luther King, Jr.'s/Black History Month Convocation
15	Wednesday	Mandatory Graduating Senior Meeting 6:00 p.m.

March

6-10	Monday-Friday	Mid-semester Examinations
13	Monday	Grades Due
17	Friday	Residence Halls Close for Spring Break at 5:00 p.m.
20-24	Monday-Friday	Spring Break
26	Sunday	Residence Halls reopen at 12:00 noon
27-30	Mon.-Thurs.	International Week
27	Monday	Last Day to Drop a Class

April

3-6	Mon.-Thurs.	Arts Festival Week
5	Wednesday	Online Pre-registration
13	Thursday	Alpha Chi/Honors Convocation
14	Friday	Good Friday (College Closed)
16	Sunday	Easter
24-25	Mon.-Tues.	Oral Examinations/Senior Examinations
27	Thursday	Senior Grades Due

May

8-11	Mon.- Thurs.	Final Examinations
12	Friday	Residence Halls Close – 10:00 a.m.
12-14	Friday-Sunday	Alumni Weekend
14	Sunday	Commencement
15	Monday	Grades Due
17	Wednesday	Academic Review

Academic Calendar Fall Semester 2017

August

14	Monday	Opening Faculty/Staff Institute
15-16	Tues.-Wed.	Faculty Institute
16	Wednesday	Student Leader Institute
17	Thursday	Residence Halls Open/New Student Orientation
18	Friday	New Students Enroll
21	Monday	Returning Students Enroll/Register at 9:00 am
22	Tuesday	Registration for all Students
23	Wednesday	All Classes Begin/Late Registration

September

4	Monday	Labor Day (College Closed)
5	Tuesday	All Classes Resume Last Day to Add a Class/Last Day to Register
28	Thursday	Opening Convocation/Presidential Honor Society Induction Ceremony/Constitution Day Observance/SGA Convocation

October

11	Wednesday	Mandatory Graduating Senior Meeting – 6:00 pm
13	Friday	Graduating Seniors Graduation Application Form due in the Registrar's Office
16-20	Monday-Friday	Mid-Semester Examinations
23	Monday	Grades Due/Last Day to Drop a Class
30-Nov. 3	Monday-Friday	Religious Emphasis Week

November

1	Wednesday	Early Registration Begins
2	Thursday	Founders' Day Convocation – 10:30 a.m.
2-4	Thurs.-Sat.	Founders' Weekend
6	Monday	Titles/Topics for Senior Seminars Projects Due
22-24	Wed.-Fri.	Thanksgiving Recess
27	Monday	College Reopens
29	Wednesday	Last Day to Withdraw from a Course

December

3	Sunday	Christmas Concert
4-7	Mon.-Thurs.	Final Examinations
8	Friday	Residence Halls Close – 10:00 a.m.
11	Monday	Grades Due – 8:00 a.m.
15	Friday	College Closes

Academic Calendar Spring Semester 2018

January

3	Wednesday	12-month Personnel Return Opening Faculty/Staff Institute
4	Thursday	Residence Halls Open/New Students Enroll
4	Thursday	Freshman Orientation
4-5	Thurs.-Fri.	Registration for all Students
8	Monday	First Day of Classes/Late Registration
	Monday	Martin Luther King, Jr.'s Birthday Holiday (College Closed)
30	Tuesday	Last Day to Add a Class/Last Day to Register

February

7	Wednesday	Opening Convocation/Martin Luther King, Jr.'s/Black History Month Convocation
14	Wednesday	Mandatory Graduating Senior Meeting – 6:00 pm
16	Friday	Last Day to Turn in Graduation Application

March

5-9	Monday-Friday	Mid-semester Examinations
12	Monday	Grades Due
16	Friday	Residence Halls Close for Spring Break at 5:00 pm
19-23	Monday-Friday	Spring Break
25	Sunday	Residence Halls reopen at 12:00 noon
26-29	Mon.-Thurs.	International Week
26	Monday	Last Day to Drop a Class
30	Friday	Good Friday (College Closed)

April

1	Sunday	Easter
2-5	Mon.-Thurs.	Arts Festival Week
4	Wednesday	Online Pre-registration
12	Thursday	Alpha Chi/Honors Convocation
16-17	Mon.-Tues.	Oral Examinations/Senior Examinations
23	Thursday	Senior Grades Due
25	Friday	Last Day to Withdraw from a Course
30-May 3	Mon.-Thurs.	Final Examinations

May

4	Friday	Residence Halls Close – 10:00 a.m.
4-6	Friday-Sunday	Alumni Weekend
6	Sunday	Commencement
7	Monday	Grades Due
9	Wednesday	Academic Review

