

Catalog

2024 – 2026

Livingstone College

701 W. Monroe Street

Salisbury, NC 28144

livingstone.edu

A MESSAGE FROM THE PRESIDENT

Greetings!

Welcome to Livingstone College, a place of rich history and great achievements. As the 13th President, I am truly honored to welcome you to this special institution that has been shaping lives since 1879.

Since our founding, Livingstone provides a nurturing environment for students to realize their full potential spiritually, academically, and intellectually. Our aim is to help you achieve your goals and continue our legacy.

I challenge you to focus on your personal growth and well-being. Take advantage of the support services available at the college, engage in your classes, immerse yourself in the college experience, strive to pursue your academic interests and become an active member of our community. Your pathway to success begins now, and we are here to support you every step of the way.

Allow Livingstone to transform your goals and dreams into reality. May God bless you and keep you focused on the journey ahead!

Sincerely,



Anthony J. Davis, Min.D
President



**INFORMATION FOR STUDENTS
DISCLAIMER
Catalog**

- This Catalog is for informational purposes only and does not constitute terms of a contract and does not constitute a contract between the student and Livingstone College.
- Livingstone College has made reasonable efforts to ensure the accuracy of the information contained in the College Catalog at the time of annual publication: however, the information in this Catalog is not necessarily complete. The course offerings and requirements of Livingstone College are continually under examination and revision.
- The College reserves the right, at any time, to make changes in its rules and regulations, graduation requirements, curricular, fees, and any and all other matters of policy and procedure as it may consider appropriate, without notice.
- Students are responsible for keeping abreast of and complying with current College policies.
- The College urges students to consult with their advisors and other appropriate College officials for clarification of current policies and requirements related to their education at the College.

An Affirmative Action/Equal Opportunity Institution

Livingstone College does not discriminate on the basis of race, gender, color, religion, national origin, age, disability, or veteran status in the provision of educational opportunities, services, programs, benefits, and employment. In addition, the College does not discriminate on the basis of sex or disability in the educational programs and activities offered, pursuant to the requirements of Title XI of the Educational Amendments of 1972, Pub. L./92-318, and Section 504 of the Rehabilitation Act of 1973, and Pub. L./93112, respectively. This policy applies to both employment and admission to the College.

Accreditation and Approval

Livingstone College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associates, baccalaureate, and master’s degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Livingstone College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC’s website (www.sacscoc.org).

**Livingstone College
701 W. Monroe Street
Salisbury, North Carolina 28144-5213
(704) 216-6000
www.livingstone.edu**

ALMA MATER

“MY LIVINGSTONE”

Oh! Livingstone, My Livingstone!
Thy dear old name we sing,
While memories cluster thick and fast,
And closer to us cling.
Beneath thy maples and thy oaks
The zephyred breezes blow, Just
as they will in years to come
No matter where we go.

Oh! Livingstone, My Livingstone!
When thou are old with age,
Perhaps thou, too, shall hold a place
That's bright on memory's page,
And in the sky no cloud shall be
Instead, thy sun shall beam
Prosperity shall live always
Amid its golden gleam.

Oh! Livingstone, My Livingstone!
Thy students come and go,
The moments fly, the years go by
With all their weal and woe.
Along with fleet and nimble feet
Oh, hasten on the way,
And fling the light of wisdom out
Across the Wanderer's way.

Oh! Livingstone, My Livingstone!
Upon thy campus wide,
In numbers many students roam,
Some from the other side;
And still they love; we can but hope
That they may ever be true
To both thy name and colors too
The modest black and blue.

TABLE OF CONTENTS

A MESSAGE FROM THE PRESIDENT	2
INFORMATION FOR STUDENTS	3
ALMA MATER	4
TABLE OF CONTENTS	5
HISTORY OF THE COLLEGE	6
ADMISSIONS	15
CAMPUS MINISTRY	26
CENTER FOR DEAN OF STUDENTS	26
RESIDENCE LIFE	26
HEALTH SERVICES	30
TUITION AND FEES	34
FINANCIAL AID	37
ACADEMIC POLICIES AND REGULATIONS	43
ACADEMIC SUPPORT PROGRAMS AND SERVICES	61
EVENING AND WEEKEND COLLEGE	63
LIBRARY SERVICES	64
SPECIAL PROGRAMS	65
SACS QUALITY ENHANCEMENT PLAN (QEP)	71
THE CURRICULUM	72
GENERAL EDUCATION REQUIREMENTS	73
DIVISION OF BUSINESS	74
DIVISION OF EDUCATION, PSYCHOLOGY & SOCIAL WORK	101
DIVISION OF LIBERAL ARTS & HUMANITIES	132
DIVISION OF MATHEMATICS & SCIENCES	162
COURSE DESCRIPTIONS	168
BOARD OF TRUSTEES	226
ADMINISTRATION	227
FACULTY	231
WHERE TO FIND ASSISTANCE	238

GENERAL INFORMATION

THE COLLEGE

Livingstone College is a private coeducational, residential, church related, and historically black college, located in the city of Salisbury, the county seat of Rowan, North Carolina. The campus is within an hour's drive of two major metropolitan areas: Charlotte and the Piedmont Triad of Greensboro, Winston-Salem, and High Point.

Comprising four Divisions, namely the Division of Business; Division of Education, Psychology; and Social Work; Division of Liberal Arts and Humanities; and Division of Mathematics and Sciences, the College offers the Associate of Science in Culinary Arts, Bachelor of Arts, Bachelor of Science, and Bachelor of Social Work degrees in about 22 major fields. Largely supported by the African Methodist Episcopal Zion (A. M. E. Z) Church, it provides an education to more than 1,000 students from over 20 states and several foreign countries.

For over 140 years, Livingstone has provided academic operations that are entirely nonsectarian and open to men and women of potential, regardless of their race, religion, or national origin.

HISTORY

Livingstone College and Hood Theological Seminary were originally founded as Zion Wesley Institute by a group of A. M. E. Zion ministers in the Cabarrus County town of Concord, North Carolina in 1879. After three brief sessions, directed by principals Bishop C. R. Harris and Professor A. S. Richardson, the Institute ultimately closed in Concord. In 1881, Dr. Joseph Charles Price and Bishop J. W. Hood changed their roles as delegates to the ecumenical Conference and became fund-raisers with the mission to re-establish Zion Wesley Institute. The Rowan County town of Salisbury, just 20 miles northeast of Concord, gave the Trustees a generous donation of \$1,000 and an invitation to relocate the school in Salisbury. They accepted both gifts, and the College re-opened in Salisbury in 1882 with Dr. Price as President. The new site was J. M. Gray's farm called Delta Grove, which consisted of one building and 40 acres of land. In 1887 by an act of the legislature, the name Zion Wesley Institute was changed to Livingstone College in honor of David Livingstone, the great Christian missionary, philanthropist, and explorer.

Since its inception, the College has had two principals and eighteen presidents, including two acting and eight interim presidents. Among its possessions, the College owns 272 acres of land and the physical plant that currently consists of twenty-seven buildings, seven of which are listed in the National Register of Historic Places.

CENTER FOR HOLISTIC LEARNING

The “Total Learning Environment” is a holistic approach to academic preparation, whereby we will create a learning environment designed to change attitudes and modify student behavior. Students who matriculate on the campus of Livingstone College, in addition to their academic preparation, will participate in a number of activities and programs designed to enhance the cultural relativity of their past. Students will leave our institution with the academic preparation to compete in our global economy, and where they will have an immediate positive impact on our society. Additionally, our students are encouraged to positively address the challenges which plague the African American Community—particularly those challenges that exacerbate their dilemma.

The center for Holistic Learning will promote both the awareness and mastery of the following modules and concepts: Health, Wellness, and Fitness; Emergency Response and First Aid; Political Action and Social Responsibility; Volunteerism and Public Service; Cultural and Social Awareness; Debt Management, Personal Responsibility and Philanthropy; Individual and Organizational Leadership; Spanish as a Second Language, Technology in the Twenty-First Century; Faith Based Strategies for the Enhancement of the Quality of Life.

Presidents of Livingstone College

Joseph Charles Price	1882-1893
William Harvey Goler	1894-1916
Daniel Cato Suggs	1916-1925
William Johnson Trent	1925-1957
John H. Brocket, Jr. (Acting)	1957-1958
Samuel Edward Duncan	1958-1968
Victor J. Tulane (Acting)	1968-1969
F. George Shipman	1969-1982
James Wells Young (Interim)	1982-1983
William Henry Greene	1983-1988
Ozell K. Beatty	1988-1989
Bernard W. Franklin	1989-1995
Roy D. Hudson (Interim)	1995-1997
Burnett Joiner	1997-1999
Albert J. D. Aymer (Interim)	1999-2000
Algeania Warren Freeman	2000-2004
Catreli Steele Hunter (Interim)	2004-2006
Jimmy R. Jenkins, Sr.	2006- 2022
Anthony J. Davis	2022-

MISSION STATEMENT

Livingstone College is a private historically black institution that is secured by a strong commitment to quality instruction, academic excellence, and student success. Through a Christian based environment suitable for holistic learning, Livingstone provides excellent business, liberal arts, STEAM, teacher education, and workforce development programs for students from all ethnic backgrounds designed to promote lifelong learning and to develop student potential for leadership and service to a global community.

ACCREDITATION AND AFFILIATIONS

Livingstone College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associates, baccalaureate, and master's degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Livingstone College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Some undergraduate programs at Livingstone College are also accredited by other accrediting bodies, such as the Council on Social Work Education; Council for the Accreditation of Educator Preparation (CAEP), formerly NCATE; International Accreditation Council for Business Education; North Carolina State Approving agency for the Enrollment of Veterans; and North Carolina State Department of Public Instruction.

Livingstone College is a member of the American Alumni Council, American Association of Colleges for Teacher Education, American College Health Association, American Colleges Public Relations Association, American Council on Education, Association of American Colleges, Carolina's Association of Collegiate Registrars and Admissions Officers, Central Intercollegiate Athletic Association, College Placement Council, Council of Independent Colleges, Intercollegiate Music Association, College Language Association, National Association for Equal Opportunity in Higher Education, National Collegiate Athletic Association, North Carolina Association for Independent Colleges and Universities, Southern Association of Colleges Commission on Colleges and Schools and the United Negro College Fund.

COMPLIANCE STATEMENTS

Livingstone College operates in accordance with the following state and federal mandates:

EEO/TITLE IX SECTION 504 STATEMENT

Livingstone College does not discriminate on the basis of race, gender, color, religion, national origin, age, disability, or veteran status in the provision of educational opportunities, services, programs, benefits, and employment. In addition, the College does not discriminate on the basis of sex or disability in the educational programs and activities offered, pursuant to the requirements of the Title XI of the Education Amendments of 1972, Pub. L. /92-318 and section 504 of the Rehabilitation Act of 1973, and Pub. L. /92-

318 and Section 504 of Rehabilitation Act of 1973, and Pub. L. / 93112 respectively. This policy applies to both employment and admission to the College.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) govern Livingstone College's policy regarding access to student records (such as grades, grade point average, and class rank). Under this law, students have the right to inspect and challenge the accuracy of information contained in their college educational record.

FERPA places restrictions on the College's ability to release student records. The College is authorized to release records only to former or current students, or to specific college or government officials. Exceptions to this occur when the student gives prior written consent for the release of his/her records to specified persons. Parents can have access to a student's records only when they fulfill the following two conditions: (a) they have declared the student to be a dependent on their last Federal Income Tax Return form (documentation must be provided); and (b) students submit a signed statement to the effect to the Registrar's Office.

FERPA does allow the College to release the following kinds of information (not considered private records) unless the student requests that it be withheld:

- Directory information (such as student name, address, telephone number) date of birth, classification, college, major, dates of attendance, degrees and awards, the most recent educational agency or institution attended, participation in school activities).
- Photographic, video, and electronic images of students taken and maintained by the College are also considered directory information.

A student not wanting this information released must make a written request to the Registrar prior to the close of each spring semester for the following academic year.

As a matter of practice, the College does not sell or give away lists, which are in unpublished or computerized form, to any outside agency, individual, or business. Questions concerning the policy for the release of information should be directed to the Office of the Registrar.

BUILDINGS

Livingstone College has a physical plant consisting of twenty-seven buildings, seven of which are listed the National Register of Historic Places. Some buildings are listed below:

Aggrey Building: Aggrey Building, completed in 1962, contains these facilities—the cafeteria, including a kitchen, two dining rooms with the capacity to accommodate up to 150 people, and the President's dining room.

Alumni Memorial Stadium: This multi-purpose facility, erected in 1964, and grounds are used for student recreation, intercollegiate football, and track and field. It also provides space for storage, concessions, and a large seating area.

Andrew Carnegie Library: Carnegie Library was erected in 1908 as a gift from Andrew Carnegie. It houses the College's main library collection, as well as a media room, an archives room, a classroom, and specialized areas for use by patrons.

Ballard Hall: Ballard Hall was built in 1887 as a result of the generosity of the late Stephen Ballard. It was used initially as the main classroom building and site of the college's physical plant operations. Ballard Hall underwent extensive renovations in 1997, and now houses the Division of Business. The lounge for color-coded card holders, the facility includes five smart classrooms, a student lounge for color-coded card holders, the administrative office for Division of Business, a technology laboratory, and several faculty offices.

Central Heating Plant: This building was completed during the school term 1942-43. It furnished heat to the campus buildings until recent years. The heating plant is no longer in use.

Dodge Hall: Dodge Hall, a gift from the late William E. Dodge, was completed in 1886, and originally designed as a residence hall for males. Dodge Hall was renovated in 2012 and is now the home for the Holistic College Academic Support Center. The Success Center, a student support service center supporting the first-year experience and beyond, houses Reading, Writing, Math/S.T.E.M. tutoring centers, computer labs, Bridge & Beyond, Holistic College Advisor/Mentors, College Skills, Student Support Services—TRIO, Testing Services, and the Academic Recovery Institute.

E. A. Robinson Health Center: The E. A. Robinson Health Center is the infirmary. It contains two treatment rooms, eight rooms for occupancy by students who need medical care but not hospitalization, two examination rooms, and a doctor's office. In addition, the building houses the Livingstone College Security offices, six residence units for campus guests, and a classroom that can seat up to 20 students.

Harriet Tubman Building: The Harriet Tubman Building houses the Division of Liberal Arts and Humanities and includes most of the humanities and social sciences faculty offices. It has 20 offices, two storage rooms, 9 classrooms, a computer lab and the Little Theater with two dressing rooms and a seating capacity for 300 people. In 2013, new seats were added to the theatre.

James W. Hood Building: The Hood Building was dedicated in 1910 as a monument to the services of the late Bishop J. W. Hood. It was renovated and rebuilt into a modern facility in 2004. Presently, it houses the Office of the President, Office of Human Resources, Office of Telecommunications, Hilliard Conference Room, a smart classroom, and the Bishop Charles W. Foggie Prayer Room.

James Varick Auditorium: Varick Auditorium, erected in 1962, seats up to 1400 people and houses Music programs. In addition, this facility includes a choir room, two band instrument storage rooms, a lounge, three classrooms, four practice rooms, and several faculty offices.

Price Memorial Hall: Price Memorial Hall was dedicated at the 1943 Commencement as a monument to Joseph Charles Price, first president and pioneer in the development of Livingstone College. The facility, also known as Price Memorial Administration Building, contains many administrative and faculty offices, a computer information technology center, classrooms, and two computer labs. The Offices of the Vice President for Academic Affairs, Vice President for Business and Finance, and Division of Education, Psychology, and Social Work are housed there.

Samuel E. Duncan Education Building: The Samuel E. Duncan Education Building was acquired by the College in 1985. It houses laboratory and classroom space for the Division of Mathematics and Science.

The F. George Shipman Science Center was formerly known as the Samuel E. Duncan Science Building. It was built in 1967, recently renovated and provides quarters for the Division of Mathematics

and Science including classrooms, offices, science laboratories, a computer laboratory, and equipment; it also provided space for the NASA-SEMAA Laboratory.

School of Hospitality Management and Culinary Arts: The School of Hospitality Management and Culinary Arts houses the Institution's living-learning laboratory for the study of Hospitality Management and Culinary Arts. Formerly a Holiday Inn, the facility was renovated to include a state-of-the-art laboratory kitchen, production kitchen, smart classroom, banquet halls and meeting rooms, and a residence for Hospitality and Culinary Arts students. The school is located on Jake Alexander Boulevard.

William Johnson Trent Gymnasium: Trent Gymnasium was dedicated at the 1947 Commencement in honor of William Trent. The building contains facilities for Physical Education, Sports Management, and Intercollegiate Athletics. The building has a classroom, five offices, locker rooms, dressing rooms, and an athletic playing area with a large seating capacity.

Willie J. Blake Physical Plant Building: The physical plant building houses an office for the Director of Physical Plant as well as offices for supervisors of the Housekeeping, Maintenance and Buildings and Grounds departments. It also has an enclosed storage space in the rear of the facility. It is named after Mr. Willie Blake, a long-term dedicated worker.

William J. Walls Heritage Hall: The Heritage Hall, a gift from Bishop and Mrs. W. J. Walls, was dedicated in February 1969 as the Archives and Research Center of Livingstone College, Hood Theological Seminary, and the A. M. E. Zion Church. The facility houses artifacts of the College and the AME Zion Church. It is the Institution's center for Negro and African life and literature, and international studies. Heritage Hall is the official repository of recordings of the College and the A. M. E. Zion Church.

William. J. Walls Student Center: Constructed in 1964 and dedicated as a gift from Bishop and Mrs. William Jacob Walls. The W. J. Walls Student Center, formerly the site of Hood Theological Seminary, was recently refurbished as the center of student activities, student affairs, recreation, and learning. The facility contains offices for the Vice President for Institutional Advancement; Vice President for Student Affairs, the Livingstone College Student Government Association, student organizations; a computer and fitness center, food court game rooms, campus mailroom, retail and bookstore, and a multipurpose room that is also used as a chapel for spiritual growth and renewal.

Residence Halls



Mary Reynolds Babcock Hall: Babcock Hall built in 1962 contains 49 residence rooms for female students, a multipurpose room, an apartment, and a meeting room.



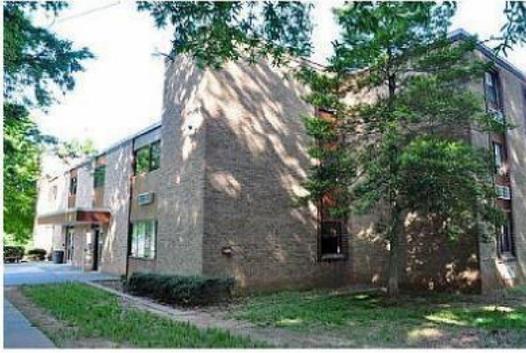
Dancy Memorial Hall: Dancy Hall, completed in 1972, contains 78 residence rooms for male students, a lounge, an apartment, a multi-purpose room and a courtyard.



Goler Hall: Goler Hall was completed in 1917 and named in honor of the late Dr. William H. Goler, a former president of the College. The facility contains 90 residence rooms for females, two apartments, a multi-purpose room, and a lounge and a kitchen.



Harris Hall: Formerly a residence hall for males, this building was erected with funds raised by the United Negro College Fund. It was dedicated on Founder's Day 1955 in memory of Bishop C. R. Harris, in whose home the first sessions of Zion Wesley Institute were held in 1880 in Concord, North Carolina.



Annie Vance Tucker Hall: Tucker Hall contains 81 residence rooms for 160 male students, a multi-purpose room, a meeting room, and an apartment for the residence hall director.



Honor's Hall: Honors Hall is the most recent addition for residential living at Livingstone College. 230 single occupancy rooms, to include ADA compliance handicap rooms, lounges, laundry facilities, multipurpose rooms, and an apartment for the residence hall director.



Teachery Apartments: Teachery Apartments, formerly known as the Moore House, was built in 1948. The facility was originally named after the late Dr. Edward E. Moore, who for forty years held the position of Division Dean of Latin and Greek at Livingstone College. Once used to house faculty of the College, it contains ten apartments and now serves as a housing option for upperclassmen.



College Park Apartments: Contains triple occupancy apartment units with full kitchens and single bathrooms. The total occupancy is 105. It also contains a clubhouse with a meeting room, fitness center, and laundry room. College Park Apartments are reserved for upperclassmen.

ADMISSIONS

Livingstone College seeks to admit students who can perform successfully in the collegiate community. Students must have the motivation and the determination to avail themselves of the learning experiences that will be beneficial to them if they are to attain both academic and personal enrichment. The College is aware of its obligation to provide an educational opportunity to all qualified applicants who will benefit from the programs of study offered on campus.

Application Fees

Applicants may be required to pay a non-refundable application fee when submitting their application. The College has the discretion to waive an application fee and to honor an applicant's College Board Application Fee Waiver form if properly completed and signed.

Application Dates and Admission Requirements

Applications are processed on a rolling basis through the Office of Admissions. Early applications and enrollment confirmations are encouraged.

First-Time Freshman Students

To be eligible for admission and enrollment, a First Time Freshmen applicant must submit all the documentation listed below and meet the following minimum requirements:

1. Submit a completed application form and an official high school or home school transcript containing a grade point average (GPA) of 2.0 or higher or submit a General Education Development (GED) Certificate. Completion of high school course units must be in progress.
2. Submit a NON-REFUNDABLE \$25.00 application fee with the application unless the application fee has been waived.
3. Submit an official copy of a Scholastic Aptitude Test (SAT) or American College Test (ACT) score, if required. Arrangements must be made well in advance of the testing date to ensure the testing score is provided to the College timely.
4. Submit a background check, if required.
5. Complete the following **high school course units**:
 - English - 4 units;
 - Mathematics (algebra I, geometry, and algebra II) - 3 units;
 - Sciences (one must be a lab science) - 2 units;
 - Social Studies or History - 2 units; and
 - Same Foreign language - 2 units or two (2) additional academic courses in English, mathematics, science, social studies, world languages, or computer science. (*Note: these courses should be selected in alignment with a student's academic and career objectives. Completion of two sequential world language courses is recommended.*).
6. Prior to enrollment, graduate from high school with a diploma, after completing the high school course units listed above in 5., with a GPA of a 2.0 or higher, or submit a GED Certificate. If a home school student graduates from a home school authorized and supervised under a state

agency, after completing the high school course units listed above in 5., with a GPA of 2.0 or higher.

7. Prior to enrollment, submit a final, official high school graduation transcript containing the high school course units listed above in 5. and a final GPA of 2.0 or higher, an official copy of applicant's GED Certificate, or a final, official home school graduation transcript containing the high school course units listed above in 5. and a final GPA of 2.0 or higher. Final official transcript(s) must contain the **official school seal, graduation date, and the signature of the appropriate school official.**
8. Prior to enrollment, submit the required immunization records and physical.
9. Transcript(s) must be sent directly to: **Office of Admissions, Livingstone College, 701 W. Monroe Street, Salisbury, North Carolina 28144-5298.** For all first-time freshmen applicants who are submitting final, official transcripts electronically, they **MUST** be sent to admissions@livingstone.edu.
10. It is important that all required information reach the College in a timely manner, so that all matters relating to the application may be completed before the opening of the semester in which the applicant expects to enroll.
11. At times additional information may be requested by the Office of Admissions. Please confirm all admission requirements prior to sending your application.

Transfer Students

A Transfer student is defined as a student who has attended a regionally accredited postsecondary institution. To be eligible for admission and enrollment, a Transfer applicant must submit all the documentation listed below and meet the following minimum requirements:

1. Submit a completed application form, a NON-REFUNDABLE \$25.00 application fee with the application unless the application fee has been waived, and the following transcript(s):
 - A final, official transcript(s) for the high school or home school, or submit a GED Certificate;
 - An official transcript containing a GPA of 2.0 or higher from the postsecondary institution from which the prospective Transfer student is transferring; and
 - A final, official transcript(s) from any other postsecondary institution the applicant has attended, including summer school.
2. If still enrolled, submit a final, official transcript containing a GPA of 2.0 or higher from the postsecondary institution from which the prospective Transfer student is transferring, prior to enrollment.
3. It is the applicant's responsibility to request that the registrar of each institution attended send an official transcript directly to the Office of Admissions. Final, official transcript(s) must contain the **official school seal, graduation date, and the signature of the appropriate school official**. Transcripts must be sent directly to: Office of Admissions, Livingstone College, 701 W. Monroe Street, Salisbury, North Carolina 28144-5298. For all transfer applicants who are submitting official transcripts electronically, they **MUST** be sent to admissions@livingstone.edu.
4. Submit an official copy of a Scholastic Aptitude Test (SAT) or American College Test (ACT) score, if required. Arrangements must be made well in advance of the testing date to ensure the testing score is provided to the College timely.
5. Submit a background check, if required.
6. Prior to enrollment, submit the required immunization records and physical.

7. It is important that all required information reach the College in a timely manner, so that all matters relating to the application may be completed before the opening of the semester in which the applicant expects to enroll.
8. At times additional information may be requested by the Office of Admissions. Please confirm all admission requirements prior to sending your application.

Academic or Military Credit:

Applicants may apply to enroll at the College prior to the fall or spring semester. Office of Admissions personnel carefully review the academic qualifications of each applicant to admit prospective students who meet the College's admission requirements. The College encourages and awards College Level Examination Program (CLEP), Advanced Placement (AP) and International Baccalaureate (IB) credit. The College also accepts military service credit (with a completed form DD-214 or DD 295 or an official Army ACE Registry transcript). The applicant should submit these forms or transcript to the Office of the Registrar.

Credit will be awarded in accordance with the American Council on Education recommendations, provided the credit recommended is at the baccalaureate level and applicable to the student's declared major field of study or applicable to the elective hours prescribed within the student's designated program of study.

Transfer Student Credit:

Even though no transfer of credit may be involved, transcripts of attendance must certify all previous postsecondary institution coursework. The College will accept credit hours with grade "C" and above from accredited business, trade, vocational, or technical schools, as well as non-accredited institutions of higher education who have a previous contractual agreement with the College.

The College generally does not accept more than sixty-four (64) credit hours from a community or junior college, or ninety (90) credit hours from a four-year institution. However, individual degree departments will determine how many hours will be counted toward the transfer student's degree. Transferred general education courses that are not in the Livingstone College Plan of Study (POS) may be substituted, at the discretion of the College, for classes that are, if they meet discipline requirements, for humanities, fine arts, social behavioral sciences, natural science, and mathematics.

Provisional Admission – Bridge Program

Students selected to the Bridge Program are provisionally admitted to the College under the following conditions: (1) through the Summer Bridge Program or (2) under conditions determined by the President or either one of the President's designees, Vice President(s) for Academic and Student Affairs. Students provisionally admitted will be awarded regular student status under the following conditions and considerations: (1) that the student has demonstrated successful academic performance and availed themselves to learning experiences expected of a college student, including but not limited to: (a) the student has attained a GPA not-less-than a 2.0 at the conclusion of his or her freshman year; (b) the student has attended class consistently; (c) the student has not committed any major social infractions, which resulted in judicial action; and (d) the student has engaged and participated in community service and an extracurricular activity selected by the student.

International Student Admission

Livingstone College welcomes interest and inquiry from international students. In addition to meeting the regular first-time freshman or transfer student academic requirements, international students must present evidence of their ability to speak, read and write the English language and to meet fully the financial obligations associated with their studies at the College. Students from foreign countries must present the results of the Test of English as a Foreign Language (TOEFL) examination as a part of their application for admission if English is not their native language or if their country is not English-speaking.

A financial responsibility statement must also be submitted. A specific deposit is required prior to issuance of an I-20 and in advance of enrollment at the College. The deposit must be sufficient to cover tuition, fees, books, personal expenses, and summer housing for one (1) calendar year. If the College awards an international student a scholarship, their deposit amount will be the difference between the tuition, fees, books, personal expenses, and summer housing and the scholarship award amount. Any deposit paid must be maintained on the international student's account for each year in which such student is enrolled. All materials for admission consideration must be in the Office of Admissions at least (3) months prior to the date of enrollment for the entering semester unless an exception has been granted by the President. It is recommended that international students plan to begin their studies in the fall semester. In addition, a completed Livingstone College application for admission should be completed and returned to the Office of Admissions. A fifty-dollar (\$50.00) application fee (US dollars) must be remitted by cashier's check or bank draft payable to Livingstone College (international students should not mail cash). This application fee is required by the College, unless waived, and is nonrefundable. Follow-up procedures will not be implemented for an application received without the required fee unless the application has been waived. Transcript(s) must be sent directly to: Office of Admissions, Livingstone College, 701 W. Monroe Street, Salisbury, North Carolina 28144-5298. For all students who are submitting final, official transcripts electronically, they **MUST** be sent to admissions@livingstone.edu.

Students who attended institutions in foreign countries must have their transcripts evaluated by World Education Services or Global Credential Evaluators.

World Education Services
P. O. Box 01-0506
Miami, FL. 3101-5060 (305) 358-4411
<http://www.wes.org>

Global Credential Evaluators (GCE)
3515-B Longmire Drive PMB 323
College Station, TX 77845
gce@gceus.com

Each international applicant must file a completed Livingstone College Financial Statement with the Office of Admissions. This financial statement must be authenticated by an official of the applicant's bank or the applicant's sponsor's bank. **The USCIS Form 1-20 will not be issued by Livingstone College until the applicant provides the College evidence of possessing the necessary financial resources to attend.** All documents must be received at least 90 days prior to the semester of proposed study at Livingstone College unless an exception has been granted by the President.

Applications are incomplete until all required credentials are received by the Office of Admissions. Send all credentials to:

Office of Admissions
Livingstone College

**701 West Monroe Street
Salisbury, North Carolina 28144**

International First Year Freshmen:

To be eligible for admission and enrollment as a First Year Freshman, international applicants must submit all the documentation listed below and meet the following minimum requirements:

1. Submit a completed application form and an official high school transcript containing an equivalent GPA of 2.0 or higher. This transcript must be evaluated by WES or GCE, if required.
2. Submit a NON-REFUNDABLE \$50.00 application fee (US dollars) with the application unless the application fee has been waived.
3. Submit a complete, notarized affidavit of support (including original bank statements to confirm affidavit of support).
4. Submit an official copy of an SAT or ACT score, if required. Arrangements must be made well in advance of the testing date to ensure the testing score is provided to the College timely.
5. Submit a TOEFL score, if required. Arrangements must be made well in advance of the testing date to ensure the testing score is provided to the College timely.
6. Complete the following high school course units:
 - English - 4 units;
 - Mathematics (algebra I, geometry, and algebra II) - 3 units;
 - Sciences (one must be a lab science) - 2 units;
 - Social Studies or History- 2 units; and
 - Same Foreign language - 2 units or two (2) additional academic courses in English, mathematics, science, social studies, world languages, or computer science. (*Note: these courses should be selected in alignment with a student's academic and career objectives. Completion of two sequential world language courses is recommended.*)
7. Prior to enrollment, graduates from high school with a diploma, after completing the high school course units listed above, must earn a GPA equivalent of 2.0 or higher.
8. Prior to enrollment, submit a certified final, official high school graduation transcript, after completing the high school course units listed above, containing an equivalent GPA of 2.0 or higher. Final, official transcript(s) must contain the official school seal, graduation date, and the signature of the appropriate school official.
9. Transcript(s) must be evaluated by WES or GCE, if required. Transcript(s) must be sent directly to: Office of Admissions, Livingstone College, 701 W. Monroe Street, Salisbury, North Carolina 28144-5298. For all international first-time freshmen applicants who are submitting final, official transcripts electronically, they MUST be sent to admissions@livingstone.edu.
10. Prior to enrollment, submit the required immunization records and physical
11. Submit a background check, if required.
12. It is important that all required information reach the College timely, so that all matters relating to the application may be completed before the opening of the semester in which the applicant expects to enroll.
13. At times additional information may be requested by the Office of Admissions. Please confirm all admission requirements prior to sending your application.

International Transfer Students:

To be eligible for admission, all international transfer students must submit all the documentation listed below and meet the following minimum admission and enrollment requirements:

1. Submit a completed application form and the following transcript(s):
 - A final, official transcript(s) for the high school attended;
 - An official transcript containing an equivalent GPA of 2.0 or higher from the postsecondary institution from which the prospective transfer student is transferring; and
 - A final, official transcript(s) from any other postsecondary institutions the international applicant has attended since leaving the College, including summer school. It is the international applicant's responsibility to request that the registrar of each institution attended send an official transcript directly to the Office of Admissions.
2. If still enrolled, submit a certified final, official transcript containing a GPA of 2.0 or higher from the postsecondary institution from which the prospective Transfer student is transferring, prior to enrollment.
3. Submit a NON-REFUNDABLE \$50.00 application fee (US dollars) with the application unless the application fee has been waived.
4. Transcripts must be evaluated by the WES or GCE, if required and be sent directly to: Office of Admissions, Livingstone College, 701 W. Monroe Street, Salisbury, North Carolina 28144-5298. For all international transfer applicants who are submitting official transcripts electronically, they **MUST** be sent to admissions@livingstone.edu.
5. Submit a complete, notarized affidavit of support (including original bank statements to confirm affidavit of support).
6. Submit an official copy of a Scholastic Aptitude Test (SAT) or American College Test (ACT) score, if required. Arrangements must be made well in advance of the testing date to ensure the testing score is provided to the College timely.
7. Submit a TOEFL score, if required. Arrangements must be made well in advance of the testing date to ensure the testing score is provided to the College timely.
8. Prior to enrollment, submit the required immunization records and physical.
9. Submit a background check, if required.
10. Graduates from high school with a certified final, official high school graduation transcript with an equivalent GPA of 2.0 or higher. Final, official transcript(s) must contain the **official school seal, graduation date, and the signature of the appropriate school official**. This transcript must be evaluated by the WES or GCE, if required. Transcript(s) must be sent directly to: **Office of Admissions, Livingstone College, 701 W. Monroe Street, Salisbury, North Carolina 28144-5298**. For all students who are submitting final, official transcripts electronically, they **MUST** be sent to admissions@livingstone.edu.
11. It is important that all required information reach the College in a timely manner, so that all matters relating to the application may be completed before the opening of the semester in which the student expects to enroll.
12. At times additional information may be requested by the Office of Admissions. Please confirm all admission requirements prior to sending your application.

Re-Admit Student Admission

Any student who previously attended Livingstone College but who was not in attendance during the prior semester or longer, or who withdrew from the College before completing the prior semester, is required to file an application for readmission with the Office of Admissions.

To be eligible for admission and enrollment, a re-admit applicant must submit all the documentation listed below and meet the following minimum requirements:

1. Submit a completed application form.

2. Submit a NON-REFUNDABLE \$25.00 application fee with the application unless the application fee has been waived.
3. Submit official transcript(s) from each postsecondary institution attended since leaving Livingstone College, including summer school. It is the re-admit applicant's responsibility to request that the registrar of each institution attended send an official transcript directly to the Office of Admissions. Transcripts must be sent directly to: Office of Admissions, Livingstone College, 701 W. Monroe Street, Salisbury, North Carolina 28144-5298. For all re-admit applicants who are submitting official transcripts electronically, they **MUST** be sent to admissions@livingstone.edu.
4. Satisfy College departmental clearance requirements.
5. Submit a background check, if required.
6. Prior to enrollment, submit immunization records and a physical, as required.
7. It is important that all required information reach the College timely, so that all matters relating to the application may be completed before the opening of the semester in which the re-admit applicant expects to enroll.
8. At times additional information may be requested by the Office of Admissions. Please confirm all admission requirements prior to sending your application.

Unclassified Student Admission

Students taking undergraduate courses who are not working toward a degree from the College may be permitted to enroll as "unclassified" under special circumstances. Unclassified students include special visiting students or audit students. Unclassified students may enroll only in courses for which they have received approval from the Vice President of Academic Affairs or his/her designee. An unclassified student may not participate in any organized student activity, including athletics, and those students intending to pursue a degree must apply for regular admission to the College.

Students granted unclassified enrollment permission may not earn more than a cumulative total of thirty (30) semester credit hours. Other conditions may apply below and are stipulated at the time the College grants the unclassified student permission to enroll.

Special Visiting Student:

Livingstone College welcomes special visiting applicants, which include persons who are pursuing degrees at accredited colleges or universities elsewhere and are not seeking a degree from Livingstone College at the time of such application. Such students may be admitted as special visiting students at the College by using the "Visiting Student" application and submitting a NON-REFUNDABLE \$25.00 application fee. Enrollment as a special visiting student does not constitute regular admission to the College as a transfer student.

The College assumes no responsibility for determining if a special visiting student's course selection can be transferred to another college or university. Special visiting students should consult, obtain permission to enroll at the College as a special visiting student, and obtain approval of their course selections, from the college or university where they are enrolled. Enrollment by permission from the special visiting student's college or university in no way obligates the College to continue the special visiting student's enrollment at the College after the expiration of any permission period.

A special visiting student may not continue to attend the College beyond two (2) consecutive semesters. If a special visiting student plans or elects to enroll as a transfer student with degree-seeking status, the student must satisfy all requirements outlined above in the "Transfer Student" section. **ADMISSION AS A SPECIAL VISITING STUDENT DOES NOT AUTOMATICALLY GUARANTEE ADMISSION AS A LIVINGSTONE COLLEGE DEGREE-SEEKING STUDENT.**

Special visiting students are ineligible for financial aid. Transcripts of work completed by a special visiting student at the College must be requested through the Registrar's Office to ensure special visiting students' records of academic work are sent to the college or university where they are enrolled.

Application deadline dates apply for permission/visiting students. Visiting applications and schedules are available by February of each calendar year from the Office of Admissions.

SPECIAL NOTE: Designation as visiting may affect eligibility for veterans' benefits. Students expecting to apply for veterans' benefits should contact the Registrar's Office.

Audit Student:

Students who wish to take courses at the College without receiving credit are considered audit students. Audit students should apply to the Office of the Registrar immediately after the semester registration date. Audit students are admitted on a "space-available" basis. Such students may apply as an audit student by submitting a NON-REFUNDABLE \$25.00 application fee and adhering to the requirements established by the Office of the Registrar.

LIVINGSTONE COLLEGE STUDENT CONTRACT

Livingstone College provides an environment in which students from all ethnic backgrounds can develop their potential for leadership and service to society. The College emphasizes an educational program committed to high academic standards, values based on Christian principles, practical work experience, and community service. Each semester, the College welcomes new students to campus. In an effort to foster an atmosphere conducive to furthering our students' intellectual, moral, physical, and spiritual growth, all new students are required to adhere to the Livingstone College Student Contract. The contract is designed to outline certain expectations that the College has for each student and to contribute to the Holistic Learning environment. Students who fail to adhere to the Livingstone College Contract may be subject to immediate disciplinary action. As outlined in the contract, students are required to:

- Live in campus housing through Junior Year
- Be prompt in completing the required Health and Immunization Form and fully participate in the Physical Fitness Program
- Be registered to vote (if U. S. citizen and 18 years or older) or become registered voter Within 60 days of 18th birthday and participate and vote in student campus-wide elections.
- Follow attendance policies accordingly.
- Participate in a program designed to help master conversational Spanish by graduation.
- Participate in certain activities, including but not limited to:
 - Convocations, and Founder's Day
 - Cultural and religious activities to be designated by the College
 - Become a member of the Pre-Alumni Council and participate in Pre-Alumni activities beginning sophomore year.
 - Follow the rules and academic requirements as set forth by the College.
 - Understand that any action, campus or community-wide, that brings discredit to the institution or individual, may result in serious sanctions including suspension.
 - Read all required materials throughout stay at Livingstone College
 - Abide by the policies and procedures addressed in the *Livingstone College Student Handbook, College Catalog, and the Holistic College Manual*

- Master basic Cardiopulmonary Resuscitation (CPR).
- Value and participate in a program designed to acquire knowledge of money management, debt management, and philanthropy.

NONDISCRIMINATION POLICY

Livingstone College is dedicated to equality of opportunity within its community. Accordingly, Livingstone College neither practices nor condones discrimination in any form against students, employees, or applicants on the grounds of race, color, national origin, religion, gender, age, disability or veteran status. Livingstone College commits itself to positive action to secure equal opportunity regardless of those characteristics. For additional information, contact the Federal Compliance Officer.

SAFETY AND HEALTH STANDARDS

The Livingstone College safety program complies with the State Occupational Safety and Health Act (OSHA) of 1973.

DISABLED STUDENTS

Livingstone College is open and accessible to students with disabilities. We are committed to providing assistance to enable qualified students to accomplish their educational goals, as well as assuring equal opportunity to derive all of the benefits of campus life. Individual students with disabilities are encouraged to inform the Admissions Office in writing of any special needs and accommodation. This written communication must be received prior to initial enrollment and the college will advise students of available resources.

Role of the Office of Disability Services (ODS)

The Office of Disability Services (ODS) was created for the promotion of equity, access, and civil rights based on a disability. Consistent with Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA) in addition to other federal, state, and local civil rights laws related to disability, ODS works diligently to provide an inclusive experience and equal opportunity at Livingstone College to individuals with disabilities.

Goals of ODS

- Provide consultation, guidance, support and delivery of programming and services to the overall campus community, students, faculty, staff, and visitors.
- Serve as advocates for individuals with disabilities while promoting independence, self-determination, and responsibility.
- Provide training and resources for faculty, staff, and administration around accessibility for individuals with disabilities.
- Maintain a working knowledge of changing regulations and policies regarding persons with disabilities, including: FERPA, Section 504, and the ADA, including ADA standards and regulations for Accessible Design; Fair Housing Act; Equal Employment Opportunity and other disability related civil rights law and regulations.

Disability Documentation

Disability documentation is needed with the accommodation request. Appropriate and reasonable academic modifications, and auxiliary aids and services are reviewed on a case-by-case basis. Students may register with the ODS at any point, but it's typically completed a few weeks before classes begin. Students requesting disability accommodation will need to come to The Office of Disability Services in room 301 of the Price Building or call 704-216-6921. **All FERPA documents must be completed by the student, prior to parental communication with the Office of Disability Services.**

Submitting Documentation

Due to confidentiality guidelines, the Office of Disability Services is unable to receive the disability documentation via email.

Materials may be securely submitted by the following:

- Hand delivery to the Office of Disability Services
- United States Postal Service

Individuals are encouraged to keep copies of all disability documentation submitted for personal record.

ADVANCED PLACEMENT

Livingstone College participates in the advanced placement programs of the College Entrance Examination Board. A freshman that tests should have the scores three or above on the Advanced Placement test will receive appropriate college credit and advanced placement. Students taking Advanced Placement tests should have the score reports sent to the Registrar's Office for evaluation concerning placement and credit. Individual departments will determine the specific courses for which credit has been given. **Students who are talented and well prepared may also receive credit for a variety of courses by achieving a passing score on one of the College -Level Examination Program (CLEP) tests.**

Within the first week of the semester of enrollment students must request in writing to the Vice President of Academic Affairs permission to take the exam. The exam must be taken before the end of add/drop period for the current semester.

Students who have been exempted with credit from courses at an accredited college or university may be exempted with credit from appropriate courses at Livingstone College. When the exemption is based on a test result, the student should have a copy of the score report sent to the Office of Admissions. In those cases, in which a student has demonstrated knowledge of a particular field by more advanced course work, exemptions may be granted on an individual basis by the appropriate Division Dean and approved by the Vice President of Academic Affairs.

STUDENTS WITH DISABILITIES

Federal law guarantees all students with disabilities in a learning environment reasonable accommodation for their ability. (See Section 504 of the Rehabilitation Act of (1973). Under ADA of 1990, the college must ensure that programs and facilities are accessible to all qualified students. Buildings that are not ADA compliant have been grandfathered, and the campus master plan reflects building improvements that will be consistent with ADA specifications.

USE OF CELL PHONES AND ELECTRONIC DEVICES

The use of cell phones or electronic devices in the classroom or formal college functions (i.e., assemblies, convocations, seminars) is strictly prohibited. Failure to comply will result in offenders being asked to leave the classroom or program without credit for attendance, and/or the offender may face additional disciplinary action.

CAMPUS CURFEW FOR SOCIAL ACTIVITIES

In an effort to increase student academic success, retention, and matriculation, a curfew shall be in effect with the start of classes or when deemed as appropriate by the Vice President of Student Affairs. The freshman curfew is in effect Sunday through Thursday starting at 11:00 pm and Friday and Saturday starting at 1:00 a.m. The upper-class student's curfew begins after 1:00 a.m. every night.

Curfew requires that all students must be in their residence hall by the designated time. If a student expects to be off campus after curfew, proper sign-out with the Residence Hall Director is required to avoid breaking curfew. Weekend social activities must adhere to local city ordinances and campus security procedures.

STUDENT AFFAIRS

In keeping with the mission of Livingstone College, which serves as a Christian-based environment suitable for learning, it provides excellent liberal arts and religious education programs for students from all ethnic backgrounds designed to develop their potential for leadership and service to a global community. The overall mission of Student Affairs is to support the academic mission of the institution. We will do this by constantly endeavoring to provide co-curricular programs and out-of-class experiences that will give students the opportunity to put classroom theory into practice to develop the whole student socially, spiritually, physically, academically, and culturally.

The Vice President for Student Affairs, among other duties, assumes leadership for the following departments and functions of the College.

<u>Department</u>	<u>Extension</u>
Campus Ministry	6256
Counseling Center	6100
Dean of Students	6971

Health Services	6111
Residence	6821
Student Activities	6272

The Office of the Vice President for Student Affairs is in the Walls Center. You may contact the office by phone on (704) 216-6185. Office hours: 8:00 a.m. 5:00 p.m. Monday through Friday.

CAMPUS MINISTRY

The Office of the Campus Minister(s) is designated to embody the mission of the institution. The Campus Minister(s) keeps the institutional values that are in the Christian faith before the entire community. The Campus Minister(s) is/are empowered to direct the spiritual aspect of campus life, which includes building an orderly and wholesome environment for all. The office is further designed with a multiplicity of roles to meet the needs of the campus population: advocacy, intervention, assessing, correcting, and pastoral counseling. The office is vital to the life of this church-related institution. Students, faculty, and staff are encouraged to discuss sensitive personal issues in confidence with the campus minister(s), who can provide assistance, spiritual guidance, and direction toward the resolution of problems and conflicts.

DEAN OF STUDENTS

The primary role of the Dean of Students is to educate the entire College community about relevant campus policies and respond to student needs through personal attention and advocacy. The Dean of Students supports students through individual services, innovative programs, co-curricular opportunities and policy oversight and development.

RESIDENCE LIFE

The Department of Residence Life is committed to fostering students' educational development outside of the formal classroom experience. The term Residence Hall refers to the combination of dynamic communities that form and contribute to each student's overall learning experience. On-campus living, occasions a proper balance of challenge and support for residents, which allows them to take responsibility for themselves and for their development.

The Residence Halls are supervised by Residence Hall Directors (RHDs) and Resident Assistants (RAs). RHDs are full-time professionals who live in the building and are responsible for the living area of the campus. A substantial portion of the RHDs time is comprised with planning and coordinating educational, social and cultural activities, responding to emergencies and building maintenance needs, counseling and serving as a resource to RAs and the Hall council. Resident Assistants are student/staff employed by the College, who assist the RHD in the residence hall with enforcing institutional policies, maintaining order, and insuring a balanced living/learning community. All Residence Hall Directors and Resident Assistants are on call every evening from 6:00 p.m. until 7:00 a.m. These individuals are trained to assist students in the event of an emergency.

The Livingstone College campus includes a residential community and is committed to the holistic development of all students. The College believes that the residential experience or "Residence Life" is

an integral component of the Student Affairs program. **Campus housing at Livingstone College is a privilege, not a right.** A resident can be removed from housing for violating any policy of the College. The residence hall experience is also considered to be an extension of the broad-based Liberal Arts education obtained in the classroom. The student development experience in the residence halls is stimulated by the responsibilities of group interaction and living, and through participation in residence hall governance, hall and floor activities, and independent living. Accordingly, all single, first-year students must live in the residence hall.

Housing Fees

The reservation fee payment will reserve a space in campus housing but will not guarantee your preference. New and transfer students must submit a \$200.00 non-refundable housing and key fee to the Business Office.

Returning students who desire on-campus housing should submit a \$100.00 non-refundable fee (\$200.00 for the Honors Residence Hall and College Park) to the Business Office, with a copy of the receipt to the Residence Life Office in order to be considered for on-campus housing for the following year. The housing fee must be paid by May 1st. After this date, students will be placed on a Housing Waiting List (based on availability).

Single Room Fee is \$600.00 per semester. This fee will be placed on account for payment for the entire year if the student is housed in a single room. (Request or Non-request) Livingstone College does not provide housing for married couples or children.

STUDENT ACTIVITIES

Livingstone College offers many opportunities for student involvement through the Office of Student Activities. This unit exists within the Office of Student Engagement, and is responsible for planning and implementing social, cultural, leadership, and recreational activities that will enhance the student's overall development. The Student Activities Office works closely with student organizations, faculty, staff, and the community to provide programming activities for the College Family. Though Livingstone College issues broad guidelines to govern student activities; reasonable authority has been designated to the individual organizations under the auspices of the Vice President of Student Affairs/or designee.

Student Organizations

Student organizations at Livingstone College provide a valuable vehicle for the development of student character, personality and leadership qualities. In addition to these worthwhile values, student organizations make college an interesting and desirable place to live and to be educated. Student organizations add a dimension to the student culture pattern, which should make the educational experience more substantive and meaningful.

Eligible organizations must comply with the regional, national, and institutional regulations governing their respective organizations, as well as those established by the College. Additionally, all members must have good academic, financial and social (judicial) standing with the College. Non-compliance of rules and/or policies in accordance with the College can subject organizations to be placed on disciplinary probation or suspension. The executive officers of each campus organization must have and maintain a

cumulative 2.5 GPA to remain in the office. Other members must maintain a 2.0 GPA. **(These GPA requirements do not include Greek letter organizations; see Pan-Hellenic Council section.)**

Registration Requirements - Student Clubs/Organization

Student organizations should obtain registration information at the beginning of the Fall Semester and complete it by the date determined by the Director of Student Activities. Registration information is to be completed by the approved Faculty/Staff Advisor.

Student Government Association (SGA)

The Student Government Association serves as the primary student governmental body on campus that serves to promote the interests of the student body to college administrators, faculty, and staff. The SGA maintains a check and balance system that addresses various areas of academic, extracurricular, and social interest of the student body. All students are encouraged to apply to either of these subdivisions. The SGA reports to the Director of Student Activities.

The student body shall elect the following officers: President, Mister & Miss Livingstone College, Vice President, (Business Manager is optional as determined by SGA President and Advisor), Executive Secretary, and all respective class officers. All interested students must attend the announced Interest Meeting (unless excused by Director of Student Activities prior to the meeting) and meet the following requirements:

- Must have a 2.7 cumulative GPA (excluding freshman candidates)
- Students can have no judicial cases within one year.
- Submit the complete candidate packet by the due date.
- SGA President, Vice President, Miss Livingstone College, and Mister Livingstone College candidates must have a 3.0 cumulative GPA.
- ❖ **Note: The SGA President, Vice President, Miss Livingstone College, and Mister Livingstone College will receive free housing and stipend as benefit for their service.**

Livingstone College Pan-Hellenic Council

The Livingstone College Pan-Hellenic Council consists of eight of the nine (9) African American Greek lettered organizations. The Mission Statement of the National Pan-Hellenic Council shall serve as the official coordinating agent of the nine (9) constituent member Greek letter fraternities and sororities in the furtherance of their program unity on college and university campuses and within the several communities wherein graduate and/or alumni chapters of said fraternities and sororities are located in furtherance of its mission, the National Pan-Hellenic Council shall:

- Assist in establishing and facilitation local councils on campuses and within communities wherein chapters of these fraternities and sororities are located.
- Conduct periodic workshops/or training sessions with the officers of local councils in order to ensure clearer understanding of common operational procedures.
- Conduct regional conferences on a biennial basis as a means of developing operational procedures.
- Conduct a biennial national meeting of the active membership of the officers and delegates of the NPHC and the constituent local councils.

- Work to ensure that a “No Hazing Policy” is adopted and followed by all members.
- Work cooperatively with our community organizations such as the National Black leadership roundtable, the National coalition of Black Voter Participation, the NAACP, the Urban League, UNCF, etc.

The following national fraternities and sororities have approved chapters at Livingstone College:

- Alpha Phi Alpha Fraternity – Gamma Mu Chapter
- Alpha Kappa Alpha Sorority – Alpha Xi Chapter
- Kappa Alpha Psi Fraternity – Gamma Delta Chapter
- Omega Psi Phi Fraternity – Lambda Psi Chapter
- Delta Sigma Theta Sorority – Beta Kappa Chapter
- Phi Beta Sigma Fraternity – Upsilon Chapter
- Zeta Phi Beta Sorority – Sigma Chapter
- Sigma Gamma Rho Sorority – Mu Tau Chapter
- Iota Phi Theta Fraternity – Theta Psi Chapter

Other Organizations

There are various other academic, professional, service, and social organizations available to students, faculty, and staff. Many of these organizations wishing to establish chapters or clubs at Livingstone College must secure permission from the Director of Student Activities, appropriately register and pay dues when applicable, and follow the policy for student organizations.

INTRAMURALS

The mission of Livingstone Intramurals and Recreation Program is to enrich the educational experience and promote wellness by providing high quality physical recreation opportunities through the medium of sport; to provide programs and services that promote the maintenance of good mental and physical health as well as improve personal skills and promote social interaction; and to create an atmosphere that encourages individuals to develop a lifelong pattern of positive recreational activity regardless of skill level. All events, programs, activities, and facilities are open to all students, faculty members, and staff of Livingstone College.

HEALTH SERVICES

The role of Health Services at Livingstone College is to provide modern medical care and optimal supportive services to all students. We are here to promote prevention through the teachings of safety, promotion of health and wellness standards, programming, and immunization against infectious diseases. The role of Health Services supports the College's mission of the holistic approach empowering the student through education so that they can make better informed decisions regarding their health.

Philosophy

Our philosophy is to provide modern medical care for the student on campus; thereby eliminating debt to the student from emergency room visits and having to purchase medications. Prevention is our main priority.

Objective

The ultimate objective of Health Services is to offer supportive services and programs that assist the student in maintaining their optimal health; both physical and emotional. To instill good health and hygiene practices of personal and community health living.

The following services are available to implement these objectives:

- To help the student with obtaining needed immunizations required for admission. North Carolina state law requires that all full-time students provide up to date immunization records upon admission.
- Physical exams are required for full time admission. For those students which need help with physicals-we have clinic weekly with a licensed physician.
- Any medical information provided to Health Services by a student is kept confidential.
- Health teachings and dorm programs are provided with emphasis based on prevention.
- Coordination of weekly clinic with college physician for medical and health needs.
- Emergency care with referrals to hospitals and community medical facilities if indicated.
- Basic accidental and sickness insurance coverage is provided to all students enrolled.

Office Hours: Monday-Friday –9:00 a.m. 6:00 p.m. Clinic Hours: Wednesday, 8 a.m. – 5:00 p.m.
**Hours are subject to change.*

In Case of Illness

Students (on or off campus) are to report to Health Services either in person or by telephone at 704-216-6111. During normal business hours the student should visit the Health Center to be evaluated by the nurses or M. D. When Health Services is closed, notify the Residence Hall Director so he/she can page the nurse on call. In emergency situations, notify Security at 704-216-6164 and or dial 911.

CAREER READINESS INSTITUTE

The Career Readiness Institute (CRI) assists students and alumni in developing a career plan, making decisions about further education, and obtaining employment. The CRI serves as liaison between students and potential employers in a variety of fields, including area businesses and local governments. Some of the services offered include career counseling, preparation for job interviews, professional dress and deportment/etiquette instruction, and participation in career fairs. CRI also partners with the Livingstone College Writing Center to offer free assistance in writing resumes, cover letters, personal statements, and application essays.

704-216-6222.

Community Service

All current students at Livingstone College must complete 80 hours of community service as a graduation requirement. These students are required to complete 10 hours each semester to receive credit for community service that semester. Community service hours roll over and accumulate from one term to the next.

The CRI arranges opportunities with agencies in the community where service can be performed. Such agencies include, but are not limited to: Rowan Helping Ministries, Miller Recreation Center, Brian Health Rehabilitation Center, local churches, the Big Brothers/Big Sisters Program, and Communities in Schools. Additionally, the students in learning communities will be assisted by their advisor/mentor to find opportunities to complete their required community service hours, contact the Career Readiness Institute: **704-216-6222.**

COUNSELING CENTER

The Counseling Center helps students related to their physical, social, and emotional development, and, more importantly, to their personal needs or problems. Individual or group counseling, guidance, and educational methods are used to help students become more productive in their lives.

Goals of the Counseling Center are to:

1. Assist students to become self-directed as they are taught skills to help them make satisfactory decisions for their personal lives.
2. Encourage behavior modification and provide guidance for those students experiencing difficulty in making appropriate choices with regard to their problems at Livingstone College.
3. Provide counseling services to enhance the physical, social, and cultural development of all students.
4. Refer students, depending on individual situations, to appropriate services.

ATHLETICS

Consistent with the College's mission, Livingstone College will provide a National Collegiate Athletic Association (NCAA) Division II program secured by a strong commitment to quality instruction. The intercollegiate athletic program will provide an environment in which student Athletes from all ethnic backgrounds can develop their potential for leadership and service to society. Additionally, the Department of Athletics will operate within the parameters of all governing bodies including Central Intercollegiate Athletic Association (CIAA) and the NCAA. The general direction of all intercollegiate athletics is under the Athletic Advisory Committee. While the College seeks, always, to promote athletic activities, it adheres to the principle that all such activities must be pursued with a view to encourage exemplary sportsmanship and individual development.

STUDENT CODE OF CONDUCT

The aim of the Student Code of Conduct or disciplinary procedures is to encourage responsible behavior, to maintain social order, and to protect the rights of every person in the College community. Essential to the aim of disciplinary procedure is the principle of "fundamental fairness," which provides the framework for the adjudication of student misconduct and breach of institutional policies and regulations. The spirit of the judicial process is based upon good faith – a mutual trust between the College and the student. The College believes that certain rights and responsibilities are indispensable to the achievement of the purposes of higher education. The Colleges standard of conduct includes statements for specific provisions governing appropriate student conduct and the range of sanctions that may be imposed upon persons who violate those standards.

The standards of conduct are published in the Student Handbook, and each student has a responsibility to become familiar with this document.

PUBLIC SAFETY

Livingstone College Public Safety Department consists of Security Officers as well as sworn police officers. Our mission is to provide support to the overall mission of Livingstone College; to support and enhance the learning process. The Office of Public Safety at Livingstone College is established to provide quality law enforcement and public safety services to our Livingstone College community focusing on goals, objectives, values and partnerships to provide protection of life and property and to reduce crime. The partnership between Livingstone College community and its law enforcement is an important link to ensuring the safety of all in the Livingstone College community.

The mission will be accomplished through reasonable and prudent law enforcement and quality service to the student body, faculty and staff based upon high ethical, professional, legal, and moral standards. The Powers and Authority of campus police officers are as follows: Campus Police Officers, while in the performance of their duties of employment have the same powers as municipal and county police officers to make arrests for both felonies and misdemeanors and to charge for infractions on any of the following:

1. Real property owned by or in the possession and control of the institution employing the officer.
2. Any portion of any public road or highway passing through the real property described in subdivision (1) of this subsection or immediately adjoining it, wherever located.
3. Any other real property while in continuous and immediate pursuit of a person for an offense committed upon property described in subdivision (1) or (2) of this subsection.
4. In exercising the powers conferred by this subsection, campus police officers shall apply the standards established by the law of this state and the United States.

Parking Policy

Faculty and staff parking decals are \$60.00 per academic year and \$80.00 per academic year for designated parking (parking spaces that are already in existence with name/title on the signage). Designated parking spots will not be created. Payroll deduction is available for faculty and staff through the Payroll Office.

Student parking decals are \$30.00 per semester or \$60.00 per academic year. At the beginning of each semester, students must renew their decals by paying a \$30.00 fee to the Business Office. All decals are available in the Public Safety Office. A receipt of payment, valid driver's license, and registration card are required to receive a parking decal. Students must also bring a copy of their current schedule showing their classification.

Faculty, staff, and students will not be allowed on campus without a parking decal showing the current academic year. Vehicles parked on campus without the appropriate parking decal are subject to be ticketed, towed or booted. Please note that having a parking decal does not guarantee a parking space.

Students are only permitted to park in the student parking lots, which are in the parking lot next to Dancy Residence Hall and the gravel parking lot on the corner of West Monroe Street and Lloyd Street. Students who park anywhere else are subject to be ticketed, towed, or booted.

All tickets must be paid to the Business Office within 30 days or driving privileges on campus will be revoked. The cost to have a boot removed is \$70.00 payable to the Business Office. To retrieve a towed vehicle, all necessary fees must be paid to the towing company that towed the vehicle.

BUSINESS AND FINANCE

The Vice President for Business and Finance, among other duties, assumes leadership for the following departments and functions at the College:

<u>Department</u>	<u>Extension</u>
Business Office	6025
CIS & Technology Support	6035
Financial Aid	6010
Purchasing	6221
Physical Plant	6131

TUITION AND FEES

All charges for tuition and fees are assessed on a semester basis and are due and payable at the time of registration for each semester. In addition to cash, checks, and money orders, the College also accepts MasterCard, American Express, VISA, and Discover credit cards.

Transcripts, grades, and degrees earned will be withheld pending satisfaction of all obligations to the College. All previously incurred expenses and accounts must be paid in full prior to registration for a new semester. Students enrolled in classes are subject to being dropped for the semester if all tuition and fees are not paid by the payment deadline for the semester and if balances of prior semesters are not paid in full.

2024-2026 TUITION AND FEE SCHEDULE

	<u>Fall Semester</u>	<u>Spring Semester</u>	<u>Academic Year</u>
Tuition (12-18 hours) *	24\$7,958.31	\$7,958.31	\$15,916.62
General Fees	1,189.75	1,189.75	2,379.50
Book Rental Fee	200.85	200.85	401.70
Total Tuition and Fees	\$9,348.91	\$9,348.91	\$18,697.82
Room Charge	1,631.01	1,631.01	3,262.02
Board Charge	1,765.94	1,765.94	3,531.88
Total	\$12,745.86	\$12,745.86	\$25,491.72

Note: Single dorm rooms are an additional \$600-800 per semester. Additional fees will apply for all Culinary Arts majors.
Online fee is \$1698.00

-Time Tuition and Fees

Tuition	\$442.13 (Per Credit Hour)
Fees	<u>\$ 66.10</u>
	\$508.23

Culinary Arts Fees

Chef Jacket Long Sleeve	\$ 30.90
Bib Apron	15.45
Chef Hat	10.30
Knife Kit	283.25
Lab Fees	154.50

General Fees (Breakdown)

Athletic Fee	81.69
Health Fee	116.70
Cultural Series Fee	95.19
Student Government Fee	63.65
Student Publications Fee	63.71

Book Fee	832.24	General Student Activity Fee	232.00
Total	<u>\$1,326.64</u>	Technology Software Fee	536.81
Note: These fees are one semester charges.		Total	<u>\$1,189.75</u>

MISCELLANEOUS FEES

Admissions Application	\$25.00	Late Registration	\$100.00
Student ID Replacement	\$20.00	Auditing Fee (Per Course)	\$1,285.00
Payment Plan	\$150.00	Housing Fee- Returning Students	\$100.00
Removal of "I" Grade	\$25.00	Housing Fee-New Students/Premium	\$200.00
Returned Check	\$35.00	Credit by Exam (Per Exam)	\$1,285.00
Lab Fee	\$50.00	Graduation Fee	\$100.00
Single Room Add/ Per	\$1,200.00	Key Replacement	\$200.00
Premium Resident Hall	\$1,200.00	Tuition Overload (Per Credit Hr.)	\$493.42
Hotel Residence	\$1,600.00	Lateral Entry/Alternative Licensure	\$800.00
Student Teaching	\$50.00	Vehicle Parking Permit (Per vehicle)	\$60.00
Transcript Fee	\$10.00	Key – New Students	\$100.00
Grade Change	\$25.00	Culinary Arts Fee (Additional Charge)	\$480.00

BOOK RENTAL PROGRAM

The book rental program provides the main textbooks or ebooks for each course. The rental fee is included in the student's general fees. Workbooks are not included in the book rental program and must be purchased separately. Rental textbooks must be returned in proper condition within two days of the last date of examinations. Any return after this date will result in late charges. Loss or damage to books will result in a full charge for the cost of the book.

LIVINGSTONE COLLEGE REFUND (REPAYMENT) POLICY

Charge adjustments for withdrawal from the College or reduction in course load are based upon the date on the Official Withdrawal Form or the last date of attendance as determined by the College. In general, any outstanding financial obligations to the College will be deducted from the amount refunded. All fees are nonrefundable except those covered by Title IV Refunding Requirements.

Room and Board charges are not refundable. Tuition is refundable as per the following schedule:

<u>Withdrawal Period</u>	<u>% of Tuition Refund</u>
Within 1 week after the 1 st day of classes	70%
Within 2 weeks after the beginning of classes	40%
Within 3 weeks after the beginning of classes	25%
After 3 weeks from the beginning of classes	0%

Please note that failure to attend class does not constitute withdrawal from the College. To withdraw, the student must follow the College's withdrawal procedure completely.

LIVINGSTONE COLLEGE REPAYMENT POLICY

When withdrawing or ceasing to be enrolled prior to completing 60% of the semester, a portion of the total federal aid received, excluding Federal Work Study earnings, may need to be repaid immediately.

The amount of federal aid that must be repaid is determined via the Federal Formula for Return of Title IV funds (Section 484B of the Higher Education Act). This law also specifies the order in which funds are to be returned to the financial aid programs from which they were awarded, starting with loan programs.

Title IV Portion of Refund

Federal Subsidized

Loan Federal Parent Plus Loan Federal Pell Grant

Federal Supplemental Opportunity Grant (FSEOG)

Non-Title IV Portion of Refund

Student (National)

North Carolina Need Based (NCNB) Institutional Scholarship

Repayment may be required when cash has been disbursed from financial aid funds in excess of the amount of aid that was earned (based on the date of total withdrawal) during the term. The amount of Title IV aid earned is determined by multiplying the total Title IV and (other than FWS) for which the student qualified by the percentage of time during the term that he/she was enrolled.

1. If more aid was earned than was disbursed, the student may receive a late disbursement for the difference.
2. If more aid was disbursed than was earned, the amount of Title IV aid that the student must returned is the amount not earned.

The responsibility for returning unearned Title IV aid may be shared between the College and the student. It is allocated according to the portion of disbursed aid that could have been used to cover College Charges, and the portion that could have been disbursed directly once those charges were covered. Livingstone College will distribute the unearned aid back to the Title IV Programs, as specified by law. Students will be billed for the amount that is owed to the Title IV Programs as well as any amount due to the College, which would have been used to cover College Charges, as a result of the returned Title IV funds.

Withdrawal from the College or dropping classes may impact the amount of financial aid awarded. Students should consult the Office of Student Financial Aid to review the consequences prior to withdrawal or dropping classes.

PAYMENT DEFAULT

Student registering with the college agree to the following conditions:

- Payment to the College is expected in full before registration unless an agreed upon payment plan is in place.
- Student not returning to the College (graduation or non-registration for the immediate subsequent semester) are required to pay any balance in full within 30 days.

In the event of a default under the terms of any payment arrangement with the college, the student shall have a period of fifteen (15) days to cure such default by paying the then outstanding balance in full. Thereafter, the college may employ an attorney or outside collection agency to enforce the college's rights and remedies and the student of the balance hereby, agree to pay the college reasonable attorneys' fees not exceeding a sum equal to fifteen percent (15%) and/or collection fee charges up to 40% of the outstanding balance owing the college plus all other reasonable expenses incurred by the college in exercising any of the college's rights and remedies upon default. The failure to exercise any right or remedy by the college hereof shall not be a waiver or release of such rights or remedies or the right to exercise any of the at another time.

FINANCIAL AID

The purpose of the Livingstone College Office of Financial Aid is to provide financial assistance to students who without such aid would not be able to attend College. Our mission is to assist students in finding ways to pay for their college education such as grants, student loans, and on campus employment. **All students who wish to be considered for federal and state aid must complete the Free Application for Federal Student Aid (FAFSA). The Livingstone College school code is 002942. We strongly recommend completing the FAFSA online at (studentaid.gov) to reduce processing time and errors.**

Many financial aid programs are awarded based on need as determined by information submitted on the FAFSA application. To receive maximum consideration for all available financial aid programs the FAFSA should be completed by October 1, prior to each academic year.

Financial aid programs are diverse and tailored to meet the varying needs of students. Gift assistance, often referred to as "free money," does not require repayment or fulfillment of specific conditions. Student loans, on the other hand, are long-term, low-interest loans that students repay after completing their education.

Livingstone College participates in the following Federal Student Financial Aid Programs:

Federal Pell Grant
Federal Supplemental Educational Opportunity Grand (FSEOG)
Federal Direct Loans Program
Federal Parent PLUS Loan
Federal Work-Study Program

All award packages, including athletic, academic, and external scholarships, are managed by the Office of Financial Aid. The total financial assistance awarded will not exceed the cost of attending Livingstone College. Unless otherwise specified, if a student is eligible for these funds, the awards will be credited to their account once their financial aid package is finalized.

The Financial Aid Office is open from 8:30 a.m. – 5:00 p.m. Monday through Friday. Counselors are available to answer questions concerning financial aid. The telephone number is (704) 216-6069. The fax number is (704) 216-6319.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

The United States Department of Education requires standards of satisfactory academic progress for students who receive federal funds. Measures must include the student's total academic history, regardless of whether the student received financial aid. In compliance with federal regulations, Livingstone College has established a policy applicable to all financial aid recipients. **Satisfactory Academic Progress will be reviewed annually after the spring semester.**

To meet SAP requirements and receive financial aid, a student must:

- Complete 67% of all attempted course work **AND**
- Earn a minimum Grade Point Average (GPA) of 1.60 for 0 to 25.99 hours.
- Earn a minimum Grade Point Average (GPA) of 1.80 for 26 to 57.99 hours.
- Earn a minimum Grade Point Average (GPA) of 2.00 for 58 through 150 credit hours..

NEW: Beginning with the Spring 2024 SAP review, students who do not meet SAP requirements will be placed on financial aid suspension. Students on financial aid suspension may submit an appeal to the Appeals Committee for extenuating circumstances. The student's appeal must be in writing (Satisfactory Academic Progress Appeal Request form) at <http://www.livingstone.edu> and supporting documentation regarding circumstances must be provided. **The decision of the Appeals Committee is FINAL.**

Appeals are considered for extenuating circumstances such as Serious personal injury, illness, death in the immediate family (spouse, parents, children, spouse's Parents, sister, brother, grandparent, grandchild, a person who is legally acting in one of the above capacities) or undue personal hardship.

Students whose appeals are approved must meet SAP standards or the conditions outlined in their academic plan by the end of the next payment period to continue receiving financial aid. Students who do not meet SAP requirements or the conditions of their academic plan will be placed on suspension.

- **ACADEMIC PLAN:** Plan developed for students that, if followed, will ensure the student is able to meet satisfactory academic progress standards by a specific point in time.
- **APPEAL:** A process by which a student who is not meeting SAP standards petitions the school for reconsideration of his eligibility for FSA funds.
- **PROBATION:** Status assigned to a student who fails to make satisfactory academic progress and who has appealed and has eligibility for aid reinstated.
- **SUSPENSION:** Students who fail to meet the standards of academic progress or the conditions of their academic plan after probation during the subsequent payment period are denied further funding.
- **TERMINATION:** Occurs when a student has attempted 150% of the hours required to complete a degree or certificate program at Livingstone College. Students are denied further funding and must appeal to be considered for further financial aid.

Grades of “W”, “I”, “FA”, “WN”, “WP”, and “WF” will not be treated as completed course work but will be computed in the quantitative measure of satisfactory academic progress. Grades of “A”, “B”, “C”, “D” and “F” will be treated as completed grades and will be taken into consideration when calculating the number of hours completed and the GPA. Financial aid will not be provided for courses taken by audit, credit hours earned by placement test, or coursework that does not count toward the student’s degree or certificate.

MONITORING SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

Both credit and GPA requirements are measured at the end of each spring semester. Students who first enroll during a spring semester will be reviewed at the end of their first semester. If half of their annual credit requirements are met, progress will then be measured on a regular academic year sequence.

Cancellation of Aid: In the event a student’s federal and/or College aid is cancelled, a formal written notice will be sent to the student on or after June 1st, informing him/her of the action and requirements for reinstatement and procedures for appealing.

The College recognizes that occasionally situations occur that cause students to fall below the College norm. Students denied financial assistance for failure to meet minimum satisfactory academic progress requirements may appeal in writing to the Financial Aid Appeals Committee. Letters of appeal should specifically explain the extenuating circumstances that affected academic performance. All appeal letters must be submitted with supporting documentation attached. Appeals should also address the course of action that has been taken to correct the problem, thus preventing further disruptions in the students’ ability to qualify for financial aid. The Committee will review all appeals, and students will be notified in writing of the committee’s decision.

Reinstatement of Aid. Financial aid eligibility may be reinstated when the student has reestablished satisfactory academic standing and/or has demonstrated a significant improvement in his/her progress toward the academic degree and/or through an approved appeal. It is the student’s responsibility to notify the Financial Aid Office in writing when cumulative GPA requirements have been met and/or credit deficiencies have been corrected. Aid eligibility will then be reevaluated, and reinstatement will depend upon the availability of funds, regardless of demonstrated eligibility.

The Vice-President for Academic Affairs must approve credits taken during the summer at another approved institution. These credits may be used in determining the student’s academic progress for that particular year. Transfer credits will count toward the total credits completed and will impact GPA deficiencies. The College accepts both the course credits received and the grades received during summer school from the visiting institution. Requests for reevaluation of aid eligibility must be made in writing to the Financial Aid Office after all transfer credits have been officially recorded on the student’s College transcript. It is the student’s responsibility to request that official transcripts be forwarded to the Office of the Registrar for transfer credit evaluation.

Appeals: If students fail to meet academic progress requirements due to extenuating circumstances, they may appeal the termination of their financial aid. Appeals must be submitted in writing to the Financial Aid Appeals Committee, c/o the Director of Financial Aid, and must include an explanation of the student’s situation along with a request for reinstatement of financial aid. Supporting documentation should accompany the letter of appeal. It is recommended that appeal letters be submitted to the Financial Aid Office no later than May 15th to ensure consideration for financial aid.

NOTE: The financial aid appeals procedure is separate from that of the academic reinstatement appeals process through the Office of the Vice-President for Academic Affairs. The Financial Aid Office will answer any questions regarding the financial aid appeal.

Waivers: Based upon the review of a student's circumstances by the Financial Aid Appeals Committee, allowable exceptions to the stated satisfactory progress requirements may be made. All such waivers will be reviewed on an individual basis, taking into consideration special circumstances and improved academic performance.

Audited Coursework: Audited courses are not counted toward enrollment status when financial aid is awarded and when quantitative academic progress requirements are evaluated.

Repeated Courses: Repeated courses, if completed successfully, will be counted toward the student's enrollment status when awarding aid and when measuring quantitative academic progress (hours earned) requirements. The credits are included in earned credits and the hours attempted only once, and the quality points associated with only the best grade are included in the calculation of the cumulative grade point average.

Incomplete Grades: A grade of incomplete ("I") is not considered to be a satisfactory grade for successful course completion, and therefore, is not included in the number of credits earned. If an incomplete grade contributes to a student's credit deficiency, it must be successfully completed before aid can be approved. In the event of a GPA deficiency, a completed grade or removal of an incomplete that corrects a deficiency will satisfy the minimum grade requirement; incompletes ("I's") that result in deficient minimum cumulative grades will not impact eligibility for the current term; however, they will be used to determine eligibility in future terms.

Withdrawal Grades: Students withdrawing from a course and receiving a grade of "W", "WP", ("WF"), and "WN" do not earn credits for the course. This may result in a deficiency of the minimum number of credits required to satisfy academic progress standard and, in turn, continued eligibility for financial aid.

Credit by Exam/Portfolio Credits: Credits earned through credit by examination and portfolio credits are not counted when determining the student's enrollment status, and therefore no aid is granted for such course work. When measuring academic progress, however, credit by exam/portfolio credits will be included in the total number of credits for the semester in which they were earned.

Advanced Placement/Non-Credit Courses: No aid is granted for course work that is classified under any of the above titles. Credits earned in these categories are not counted when determining academic progress.

Consortium Agreement: Credits earned at another institution under an approved Consortium Agreement will be used when determining the student's number of credits earned. They will affect a student's cumulative grade point average.

Earned Credits: Refers to credits for courses in which a student has received a passing grade A through D (depending on the course), and EX (credit by examination).

Attempted Credits: Refers to credit courses with any valid grade including "F," Incomplete, and Withdrawal (both official and unofficial).

Permanent Exclusion of Credits from Attempted Hours: In cases where a student must withdraw from the College due to unusual circumstances (i.e., natural disaster and documented psychological condition), the Financial Aid Committee may approve permanent exclusion of the semester's credits from computation of Attempted Hours.

Transfer Credits: Credits accepted as transfer work from another institution that were completed prior to a student's initial enrollment in Livingstone College are not included in the computation of the cumulative GPA. Such credits are, however, used to determine a student's classification and cumulative earned credits.

Classification: Degree-seeking students' classification is determined at the beginning of each academic year by the number of semester hours previously earned.

SCHOLARSHIP OPPORTUNITIES

(For New Freshman Students)

Presidential Scholarship – These scholarships are available to first-time freshmen who have a minimum high school GPA of 3.75 on a 4.00 school and 1200 or higher on the SAT or 26 and above on the ACT exam. Renewal Requirements: Enroll each semester in a minimum of 15 credit hours, earn a minimum of 15 credit hours and maintain a 3.75 or higher GPA each semester.

Board of Trustees Scholarship – These scholarships are available to first-time freshmen who have a minimum high school GPA of 3.5 on a 4.0 school and 1000 or higher on the SAT or 21 and above on the ACT exam. Renewal Requirements: Enroll each semester in a minimum of 15 credit hours, earn a minimum of 15 credit hours and maintain a 3.5 or higher GPA each semester.

Holistic College Scholarship - These scholarships are available to first-time freshmen who have a minimum high school GPA of 3.25 on a 4.0 scale; and 900 or higher on the SAT or 19 and above on the ACT exam. Renewal Requirements: Enroll each semester in a minimum of 15 credit hours, earn a minimum of 15 credit hours and maintain a 3.25 or higher GPA each semester.

Honors Scholarship – These scholarships are designed to assist first-time freshmen who have achieved academically. Recipients must have at least a minimum high school GPA of 3.0 on a 4.00 scale and 810 on the SAT or 17 and above on the ACT exam. Renewal Requirements: Enroll each semester in a minimum of 15 credit hours, earn a minimum of 15 credit hours and maintain a 3.0 or higher GPA each semester.

Incentive Grant – These grants are available to assist first-time Livingstone College and transfer students who have a minimum GPA of 2.5 on a 4.0 scale.

Information regarding additional scholarships may be obtained from the Financial Aid Office.

VETERANS AND DEPENDENTS OF VETERANS

Programs of Livingstone College are approved by the North Carolina State Approving Agency for the enrollment of persons eligible for educational assistance benefits from the U. S. Department of Veterans Affairs (DVA). Entitled veterans, participants in the Montgomery GI Bill® Contributory Program, active-duty guards, drilling reservists, and eligible spouses and children who have applied, met all admissions criteria, been fully accepted, actively matriculated, and completed the business office validation may be certified to the DVA Regional Office as enrolled and in pursuit of an approved program of education.

Veterans and Dependents of Veterans may apply for benefits with the Department of Veterans Affairs via the Veterans On-Line Application at <http://vabenefits.vba.va.gov>. The DVA will notify the applicant of his/her eligibility. The normal waiting period for a new applicant is six (6) to eight (8) weeks. Once the eligibility has been determined, DVA will issue a Certificate of Eligibility (COE) with instructions to submit the COE to the School Certifying Official (SCO).

Transfer students who received benefits at a previous college/university and want to have the benefits continued, must complete a Request for Change of Program or Place of Training Form. Veterans will complete form 22-1995. Dependents will complete Form 22-5495. These forms are also required if a veteran and/or dependent changes his/her program of study after enrolling/matriculating at the College. Forms may be obtained from the SCO or on the DVA website.

A student must be enrolled for 12 or more semester hours to be considered a full-time student. Hours less than 12 is part-time status. Students are responsible for reporting any changes (enrollment status, name, address, program of study) to the SCO.

Students receiving VA benefits must certify their enrollment by completing the Veterans and Dependents Educational Benefits Agreement each semester via their student email.

For further information on benefits, contact the Department of Veterans Affairs at 1-800-827-1000 or for GI Bill® benefits at 1-888-442-4551.

Contact information for the Livingstone College School Certifying Official:

Mailing address: Livingstone College
Office of the Registrar
701 W. Monroe Street
Salisbury, NC 28144

Office location: Price Administration Building, Room 209
Email: registrar@livingstone.edu
Telephone: 704-216-6158 or 704-216-6925

ACADEMIC AFFAIRS

The primary objective of Academic Affairs is to provide academic coherence and direction for the College and ensure high standards for the curriculum, faculty members and support services provided for students. The Vice President for Academic Affairs creates, supports, and enhances a student-centered academic environment which is undergirded by the College's mission and vision. It is the administrative center which drives the academic enterprise at Livingstone College. The Vice President for Academic Affairs is responsible for establishing policies and procedures affecting student advisement, attendance, course offerings, and registration.

The Vice President for Academic Affairs, among other duties, assumes leadership for the following departments and functions at the College:

<u>Department</u>	<u>Extension</u>
Division of Business	6827
Division of Education, Psychology & Social Work	6921
Division of Liberal Arts and Humanities	6804
Division of Mathematics and Sciences	6137
Evening and Weekend College	6039
Holistic College	6065
Library Services	6030
Office of the Registrar	6157
Student Support Services	6062
The Success Center	6063
TRIO	6198

ACADEMIC POLICIES AND REGULATIONS

STUDENT RESPONSIBILITY

All students are responsible for completing their academic programs, for satisfying the general regulations stated in this Catalog, for maintaining the required grade point average, and for meeting all other degree requirements. The college urges students to seek guidance from their advisors and other appropriate college officials concerning current policies and requirements related to their education at the College; however, the final responsibility for completing the requirements rests with the students. Students are required to know and observe all regulations concerning campus life and student conduct. **Students are also responsible for maintaining communication with the College, by keeping their current address, including zip code and telephone number on file with the Registrar's Office, at all times and by use of their Livingstone College email account.**

NEW STUDENT FOCUS WEEK

New Student Focus Week occurs the week preceding the first day of class. During this week students will meet their Learning Community advisors and peers, complete their placement tests, become familiar with educational and social opportunities available at Livingstone College, and social opportunities available.

Additionally, the students will become familiar with all resources as well as the location of same. **New freshmen and transfer students are required to be present for Holistic College Power Week.**

REGISTRATION

Livingstone College operates on the semester system. All students must register at the beginning of each semester. Each student is assigned a faculty adviser, who assists in planning a program of study. Complete registration instructions are published by the Office of the Registrar.

Students are registered for and entitled to attend classes only when they have completed the prescribed procedures, including the payment of tuition and fees. New students will be advised regarding courses and registration procedures during orientation sessions before the start of each semester. All students need to report for registration as indicated on the Academic Calendar.

A student **cannot** attend a class if he/she is not properly registered for that course **and section**. Failure to follow a proper registration procedure may jeopardize the students' good standing at the College and result in loss of credit. Instructors' class rosters are made up from the official enrollment records maintained in the Jenzabar system. Students whose names are not on the class roster in each class should contact the Registrar's Office to verify their registration.

EARLY REGISTRATION

Early registration is a time period designated each semester to allow the student and advisor to review and plan the student's courses for the upcoming semester. Students who register early may find it less difficult to secure a satisfactory schedule of course. Under no circumstance is early registration considered to be official registration.

Students who have registered early but fail to officially register on dates designated for official registration will have their schedule of courses automatically removed by the Registrar's Office. These students who find it necessary to register after the designated dates must select another schedule of courses for that semester and must pay a late registration fee as required by the College.

LATE REGISTRATION

A student who enters the College after the designated dates for registration pays a late registration fee as required by the College (payable in full at the time of registration). All registration materials must be submitted to the Office of the Registrar at the conclusion of the registration process.

ACADEMIC ADVISEMENT

Interaction between faculty and students is an integral part of the learning process at Livingstone College. Individual advisement sessions between students and their advisors provide opportunities for students to learn more about the philosophy behind the required degree program as well as career opportunities for specific majors. Through stimulating informal discussions, the advisement process enhances and supplements the learning that takes place in the classroom.

The academic advisor's primary role is to help the student plan a course of study so that courses required in a particular program are taken in a proper sequence. The advisor also helps ensure that the student is aware of all graduation requirements. The advisor can also help resolve and prevent academic problems, often referring students to the appropriate academic advisor or other resource. At the beginning of each semester, the advisor posts office hours designating when he/she will be available to students for advisement.

Newly admitted students who have declared a major are assigned Learning Community advisor in that usually in their discipline. The advisor assignment does not change unless the student changes his/her major. Until a student officially declares a major, he/she is assigned an advisor in one of the Academic Support areas.

Students are required to meet with their academic advisors each semester to receive assistance in selecting courses to be taken in the next semester. Early registration is highly recommended to secure a satisfactory schedule of courses.

COURSE LOAD

The academic year at Livingstone College consists of two 16-week semesters. The normal load for a full-time student is twelve to eighteen (12-18) credit hours. In the Summer Session, the normal load is nine credit hours. During a regular session, a student may not enroll for more than 18 hours, however, a student may apply to enroll for additional hours not exceeding a total of 21 at an additional cost per credit hour. To take more than 18 hours, a student must obtain a Student Request for Overload Form from the Office of the Registrar and obtain the approval of his/her advisor, Department and Division Dean, Vice President for Academic Affairs, and Director of Student Accounts, in that order.

Students who are on academic probation are allowed to take only a reduced load not exceeding thirteen (13) semesters. This reduced credit load must be maintained until the student has satisfied the minimum scholastic average requirement.

COURSE OFFERINGS

The College reserves the right to add or delete courses, as it deems necessary. There will be a partial refund of any fees as a result of course cancellation when the student drops below a full-time load.

ADD/DROP (Changes in Enrollment)

Changes in student enrollment or schedule must be made with the approval of the advisor and by the end of the designated Add/Drop period specified in the College Calendar. Such changes include adding or dropping courses, changing sections, electing to audit courses, and changing the number of credits to be earned in a course (where applicable). All changes in enrollment must be submitted to the Registrar's Office on a Drop/add/Withdrawal Form prior to the end of the Add/Drop period.

AUDITING COURSES

A student must obtain approval to audit a course from the instructor, faculty advisor, and Vice President for Academic Affairs on a Course Audit Form available from the Registrar's Office. Approval is based

on a space-available basis. Additional approval from the Business and Financial Aid offices may also be necessary. The form must be completed and returned to the Registrar's Office before the student attends the class. An auditor is not required to participate in any examinations or graded course assignments.

INDEPENDENT STUDY

Students may pursue a course by Independent Study, subject to the same cost as a normal course, but only in documented extraordinary circumstances. Independent Study is not to be offered in lieu of a class that is being offered currently, and general education courses are not to be offered as Independent Study. Careful planning of the course of study should avoid the need for Independent Study in all but extreme cases.

A student must have a minimum GPA of 2.5 before taking an Independent Study. An Independent Study is not given to a student who has previously failed the regular classroom course. The instructor who normally teaches the course has the right to refuse to offer and/or conduct an Independent Study.

The need for an Independent Study must be justified and documented clearly and in detail by the Division Dean and must be approved by the Vice President for Academic Affairs.

WITHDRAWAL FROM A COURSE

Students are expected to honor the schedule of classes selected at the beginning of the semester. There may be instances, however, when the student wishes to withdraw from a course after the end of the Drop period. The decision to withdraw from a course must be made in consultation with the faculty advisor and the instructor of the course. Forms for withdrawing from class after the end of the Drop period are available in the Registrar's Office. Students must withdraw from a course within the time period indicated on the Academic Calendar.

OFFICIAL WITHDRAWAL FROM THE INSTITUTION

When a student finds it necessary to withdraw from the Institution before the end of a semester, he/she needs to obtain an official Withdrawal Form from the Office of the Registrar, secure the required signatures, and return the form to the Registrar's Office. This procedure must be followed in its entirety for the student to be considered "officially withdrawn."

Any student leaving without completing the official withdrawal process receives a grade of "F" (Failure) in each course in which he/she was enrolled.

CLASS ATTENDANCE POLICY

Policy Statement:

Students are expected to attend all classes, laboratories, and examinations regularly and punctually, unless they satisfy one of the below requirements:

- Test out of the class.
- Take credit by examination for the class, or
- Withdraw from the class.

Students are normally permitted one hour of absence per credit hour in a semester, for example, three hours of absence in a three-semester hour class. Students should also expect that 25% or more absence from the scheduled sessions will likely result in a grade reduction, based on the instructor's discretion and the student making up missed assignments; however, absence, itself, cannot comprise more than 20% of the grade. An instructor may allow a student to make up or complete academic assignments when the student is absent from class due to:

- A. Documented, prolonged medical illness.
- B. Death in the immediate family requires a church service program, news obituary, or signed statement from the minister or funeral director (3 days maximum, except under unusual circumstances).
- C. A justifiable grave circumstance beyond a student's control.
- D. Representing the College at an official College function.

Instructor's Responsibility:

- Instructors have the authority, within these guidelines, to set attendance policies and procedures for their classes.
- Instructors will include detailed attendance requirements in the course syllabus, to include the percentage of the total grade attributed to attendance. The Syllabus will be given to all students and posted on Blackboard.
- Instructors will keep a signed receipt of the syllabus; and
- Instructors will keep accurate attendance records in an approved roll book. Absences for freshmen and sophomores will be reported to the Retention Management System.

Student's Responsibility:

- Students are required to satisfy all course requirements regardless of absences.
- Students are held responsible for course information from the first-class meeting of the semester regardless of late enrollment.
- Students are responsible for the attendance requirements for each course in which he/she is registered.
- Students are to notify the instructor of an absence in advance or, in extenuating circumstances, the first day of class attendance after the absence.
- Students must request make-up work on the first day of class attendance after the absence.

Note: Freshman and Sophomore students must get an official Student Class Excuse from The Success Center, whereas, upperclassmen must get one from the Division Dean presiding over the student's major area of study. Documentation must be provided for absences resulting from the circumstances.

REGULATIONS GOVERNING ACADEMIC CREDIT

The grading system is as follows

<u>Grade</u>	<u>Range</u>	<u>Quality Points</u>
A – Excellent	90-100	4
B – Good	80-89	3
C – Satisfactory	70-79	2
D – Poor	60-69	1
F – Failure	Below 60	0

Special grades are issued as follows:

Incomplete (I) Grade: It is assigned by the instructor only when he/she is willing to do so and only under the condition that the student has maintained a passing average and has circumstances beyond his/her control not allowing him/her to complete some specific course requirement(s). The missing work should be complete within the first six (6) weeks of the next semester. The grade of “I” must be removed by the date specified on the Academic Calendar; otherwise, it automatically changes to an “F” (Failure) grade. It is the student’s responsibility to initiate action to remove the incomplete. The student pays a fee as determined by the College to have the “I” removed upon completion of the change of grade procedure.

Audit (AU) Grade: Students receive no credit for auditing.

Withdraw (W): Students may voluntarily withdraw from a course, adhering to the date indicated on the current academic calendar. No credit hours are assigned and counted into the grade point calculation.

Administrative Withdrawal (AW) Students who are forcibly withdrawn from the College for administrative reasons (i.e., immunization non-compliance, disciplinary) are withdrawn “Administratively.” No credit hours are assigned, and “AW” is not counted into the grade point calculation.

Repeating a course: Students may repeat a course if they did not earn a grade of “C” or better. The course may have been taken at Livingstone College or transferred from an accredited institution. While both grades earned at Livingstone are reflected on the transcript, only the higher grade is used to calculate the student’s grade point average. Financial Aid rules apply.

Failure Due to Absences (FA): Students are assigned this grade when he/she reported to class at least one time, withdraw, and has ceased attending. This grade can be appealed through the Grade Appeal Process only if the student provides official documentation stating failure of attendance was beyond the student’s control. This grade is calculated into the student’s grade point average.

Withdraw Never Attended (WN) Students are assigned this grade by faculty when he/she never reported to class. It does not calculate into the grade point average.

Withdraw Passing (WP): The “WP” grade is assigned by faculty after the regular withdrawal period has ended. It indicates that the student did not complete enough of the course to be graded and achieved a passing grade while in attendance. This grade is not counted for college credit, nor is it used in the calculation of the grade point average.

Withdraw Failing (WF): The “WF” grade is assigned by faculty after the regular withdrawal period has ended. It indicates that the student did not complete enough of the course to be graded and did not achieve a passing grade while in attendance. This grade is not counted for college credit and is used in the calculation of the grade point average.

QUALITY POINTS AND GRADE POINT AVERAGES

To meet Livingstone College’s satisfactory academic progress requirement, the student must attain and maintain a specified standard of academic performance. This standard is determined by the quality point system. The grade received in a course determine the number of quality points earned (multiply the quality points by the credit hours assigned to the course):

Grade of “A” =	4 quality points
Grade of “B” -	3 quality points
Grade of “C” =	2 quality points
Grade of “D” =	1 quality points
Grade of “F” =	0 quality points

The semester grade point average is obtained by dividing the total number of quality points earned that term by the total number of Semester hours attempted. Hours associated with a grade of “W” (Withdrawal) are not included.

The cumulative grade point average is obtained by dividing the total number of quality points by the total number of semester hours attempted, whether passed or not. Hours associated with a grade of “W” (“Withdrawal) are not included. **Credits earned by examinations. Advanced Placement, CLEP, or transferred from another institution are not used in the calculation of the grade point average.**

PROCESS FOR STUDENT GRADE APPEAL

The student has the right to appeal a grade that he or she believes is inaccurate or unfair. The student must follow the following protocol to appeal the grade:

1. The student will file a formal written complaint with the instructor who taught the course, explaining why he or she believes the grade is inaccurate or unfair. The student will then make an appointment with the instructor to discuss the complaint. This complaint must be formally submitted within thirty (30) days after the grade is issued.
2. If the student meets the instructor and continues to believe that he or she has sufficient evidence to show that the assigned grade was inaccurate or unfair, the student will provide his or her advisor with a copy of the formal complaint, and then the student’s advisor, the student, and the instructor will meet to resolve the matter.
3. If the student meets with the instructor and the advisor and still continues to believe that he or she has sufficient evidence to show that the assigned grade was inaccurate or unfair, the student will provide the department chair under whom the instructor works with a copy of the formal complaint, and then the department chair, the student advisor, the student, and the instructor will meet to resolve the matter.

If the grievance is still not resolved, the same procedure moves up the chain of command to the Division Dean, to the Vice President for Academic Affairs, and finally to the President. The grievance process concludes with the determination of the case by the President.

CHANGE OF GRADE

An instructor's request to change a grade must be clearly explained in writing and submitted to the Vice President for Academic Affairs for approval. All such requests must be filed no later than a semester after the incorrect grade was issued, not including the summer. Change of Grade forms may be obtained from the Office of the Vice President for Academic Affairs. Once a final grade is issued for a course, no grade change for that course will be made unless there is conclusive evidence that the instructor made an error in computing the grade, transferring the grade and/or removing an incomplete grade.

CREDIT BY EXAMINATION

A student may earn credit by examination for any undergraduate course for which an approved examination has been prepared and administered by the department and/or discipline granting the credit. A student attending Livingstone College for the first time may be allowed to take a proficiency exam for college credit in those courses offered at the College that he/she may have taken in high school or in another academic setting and may possess knowledge required in those courses. The examination may be taken any time during the academic year at the instructor's discretion. To take the exam, the student must request in writing for approval by the Vice President for Academic Affairs.

The exam will be graded on a Pass/Fail basis, and results will be reported to the Vice President for Academic Affairs and the Registrar. A grade of "EX" and credit for the number of hours for the course will be counted toward graduation, but credit hours will not be used to compute the student's grade point average. A student who fails Credit by Examination for a course may later enroll in that course with no penalty, however, a failed exam may not be repeated within the same semester.

The Credit by Examination hours will be considered part of both tuition and course load for the semester. Credit by Examination is limited to a maximum of ten (10) courses or thirty (30) credit hours. Students who earn Credit by Examination will be charged a fee according to the fee schedule approved by the College.

MIDTERM PROGRESS GRADES

Midterm progress grades are submitted each semester as stated on the Academic Calendar. Student may review their grades on the Campus Web (INTRANET). Additionally, students are encouraged to meet with their instructors and their academic advisors to review their midterm grades.

FINAL EXAMINATIONS

Final examinations are scheduled at the end of each semester. Any student who fails to report for a final examination may forfeit his/her right to take it. A student who has been called to report for active duty must submit a copy of his/her orders to the Vice President for Academic Affairs, who will make special arrangements to assist the student in completing his/her course work. A student must have reasons beyond his/her control if he/she wishes to be allowed to take the final examination after the date specified on the Calendar.

SATISFACTORY ACADEMIC PERFORMANCE POLICY

Any student whose grade point average (GPA) falls below the required GPA for continuous enrollment, as based on the chart below, will be placed in one of the following categories

Credit Hours Earned	Required Cumulative GPA for continuous enrollment	Automatic Suspension or ARI (25% below Required Cumulative)
Freshman (0-25)	1.6	1.2
Sophomore (26-57)	1.8	1.35
Junior (58-90)	2.0	1.50
Senior (91+)	2.0	2.0

Academic Warning: A student will be placed on Academic Warning after the first semester of enrollment and succeeding semester if the cumulative grade point average is less than 2.0.

Academic Probation: A student whose grade point average falls below the required GPA, based on their credit hours earned will be placed on Academic Probation. Students on Academic Probation are required to sign a SUCCESSFUL ACADEMIC PERFORMANCE PROGRESS CONTRACT with the Holistic College Success Center with mandated activities designed to assist the student to achieve Satisfactory Academic Performance (A-SAP). The breaching of this contract may result in immediate suspension from the institution. The contract will be in effect until the student reaches Satisfactory Academic Performance (A-SAP). Participation in any of the College's extra-curricular activities will not be allowed during this time without written permission from their Advisor. **A student will be removed from this probationary status when their cumulative grade point average is in compliance with the College's Academic-SAP requirement.**

Academic Suspension (Types): A student will put on Academic Suspension if:

1. He/she has been on Academic Probation for two (2) consecutive semesters based on the chart (page 51).
2. Their cumulative GPA falls 25% below the minimum GPA required for continuous enrollment based on the credit hours earned or if their GPA is .50 or less, students are not eligible for participation in the Academic Recovery Institute (ARI)*
3. Any student with a GPA greater than .51 but 25% below the minimum GPA required for continuous enrollment based on the chart (page 51), will be offered the opportunity to participate in the Academic Recovery Institute (ARI)*

Suspension types 1 & 2 above may be appealed within ten (10) business days after receiving notification of suspension (see Academic Appeals) if there were extenuating circumstances that caused the student not to achieve Academic – SAP.

All students in the three (3) suspension categories may apply to return after one semester following the readmit requirements below. Upon their return, students will have two continuous semesters to reach satisfactory academic performance (A-SAP). During this period, they will be on **Academic Probation** and governed as stated above. If the required GPA is not met the student will be permanently **DISMISSED without the benefit of an appeal.**

*The Academic Recovery Institute (ARI) is a “high contact, academic recovery boot camp program” designed to improve study skills, adjust negative behaviors, and build critical thinking skills leading toward more positive outcomes. Rather than being suspended, the

ARI students will have two semesters (one year) to meet their required GPA. The ARI students must sign an ARI SUCCESSFUL ACADEMIC PERFORMANCE/PROGRESS CONTRACT. Breaching of this contract, including not meeting the required GPA in the allotted timeframe, will result in immediate suspension from the college without benefit of an appeal, for a period of one semester.

RE-ADMITTANCE REQUIREMENTS

Prior to re-admittance any suspended/dismissed student must complete a mini-course series with written assignments to demonstrate completion of the mini-course and the possible impact of the content on behavior and skills necessary for success at Livingstone College.

While on suspension a student may take approved classes at another institution to demonstrate the ability to perform college level work and the desire to be a college student. Only classes in which a “C” or better is earned are transferrable.

At the end of the suspension/dismissal period the student must submit the required written assignments demonstrating completion of the mini-course series as well as a letter of appeal to the Academic Appeals Review Committee (or their assigned) prior to proceeding with the re-enrollment process through Admissions.

Bridge and Beyond Students

Bridge and Beyond students are admitted to the College on a Provisional Status and must meet satisfactory academic performance (2.0 GPA) by the end of their first year to be placed in regular status. Bridge students who obtain a 1.60-1.99 GPA will remain in probationary status for a second year giving them the opportunity to reach a GPA of 2.0.

Bridge students who do not meet the required 1.6 GPA by the end of their first year (two semesters) will not be awarded regular student status per the Bridge contract and will be suspended. As such they will not be allowed to apply for re-admission for at least one semester. **There is no right of appeal as these students are provisional students.**

1. Bridge students may re-apply for admission into Livingstone College after one semester. The suspended Bridge students are encouraged to attend a junior college to establish a grade point average reflecting their ability to do college level work. Prior to the student's re-admittance, the student must complete the assigned mini-course with written assignments to demonstrate completion of the mini-course and the impact of the content on their future at Livingstone College. At the end of the suspension period the student must submit the written assignments as well as a Request to Return letter to the Vice President of Academic Affairs (or their designee) prior to proceeding with the re-enrollment process through Admissions as a regular student.
2. Bridge students may return after one semester during which time they will be on Academic Probation for two (2) semesters and are expected to bring their cumulative GPA to the level required by the College.
3. If the required GPA is not met at this juncture the student will be permanently **DISMISSED without the benefit of an appeal.**

Academic dismissal: A student will be dismissed for a period not less than two (2) years if, after being re-enrolled for two semesters after being on Academic Suspension, they still fail to meet the minimum cumulative grade point average.

Academic Appeals: Any student who fails to meet the Academic SAP standard and has been suspended or dismissed may appeal that decision in writing to the Academic Appeals Review Committee **within ten (10) business days from the receipt of notification of suspension.** Students who are suspended from the Academic Recovery Institute (ARI) or as Bridge students who did not reach a 1.6 GPA by the end of their 2nd semester are not eligible to submit an appeal. The appeal should be directed to:

**Attention: Committee Chair
Academic Appeals Review Committee
Livingstone College
701 West Monroe Street
Salisbury, North Carolina 28144-5213**

**IF A STUDENT ALSO RECEIVES A SUSPENSION OF FEDERAL FUNDS
NOTICE FROM FINANCIAL AID FOR UNSATISFACTORY ACADEMIC
PROGRESS, A SEPARATE WRITTEN APPEAL MUST BE SUBMITTED
TO FINANCIAL AID.**

See Financial Aid for more details

CLASSIFICATION OF STUDENTS

A student's classification is determined at the beginning of the academic year by the number of semester hour earned. In activities based upon classification, all students are expected to participate in and represent only the class in which they are officially placed by the hours earned. Unclassified and special students are not allowed to participate in any of the official activities of any of the four regular classes: freshman, sophomore, junior, and senior.

<u>Classification</u>	<u>Credit Hours</u>
Freshman	0 to 25.99
Sophomore	26 to 57.99
Junior	58 to 90.99
Senior at least	91

DEAN'S LIST

Students who carry and successfully complete each semester a minimum of 12 semester hours of college-level courses for two consecutive semesters and maintain a 3.30 cumulative GPA or above, with no grade below "C" and no "I" grade, are placed on the Dean's List.

HONOR ROLL

Students who carry and successfully complete a minimum of 12 semester hours of college-level courses and maintain a 3:00 GPA or above, with no grade below "C" and no "I" grade, are placed on the Honor Roll for the semester.

CHANGE OF MAJOR

Students who wish to change their program of study involving a transfer from one major to another major in the College must obtain a change of Major Form from the Office of the Registrar and follow the process as outlined in the document. Once completed, the Division Dean will file the form with the Registrar's Office. The student is governed by the Catalog when the major becomes effective.

COURSE SUBSTITUTIONS

Under extenuating circumstances, a student may request a course substitution in order to graduate. The request, along with documented evidence of the need, must be made in writing by the faculty advisor and the Department Chair to the Dean of the Division. If approved the recommendation is submitted to the Vice President for Academic Affairs, who will make the final decision.

SUMMER ENROLLMENT AT ANOTHER INSTITUTION

Students who wish to enroll at another institution during the summer term must first have approval from their major advisor and the Vice President for Academic Affairs prior to the end of the semester, complete a student Transfer Credit Form, and obtain the necessary signatures of Livingstone College officials. Courses will not be accepted from other institutions without prior approval of Livingstone College officials. The form can be obtained from the Office of the Vice President of Academic Affairs. Only courses with grades of “C” or better will be accepted as transfer credit. No more than nine (9) semester hours of summer school work for a given year, including those earned at Livingstone College, will be counted toward degree requirements. The College accepts the hours (attempted and earned) and the grade for courses pursued in summer school. Students must receive prior approval from Livingstone College Officials before enrolling at another institution.

CHANGE OF NAME AND ADDRESS

Students are obligated to notify the Office of the Registrar when there is a change of name and address. Documentation (court order, marriage license) is required when there is a change of name. A student who fails to notify the Registrar’s Office may cause delay in receiving mail or notification of emergencies from parents or legal guardians.

GRADE REPORTS AND TRANSCRIPTS

Students may view their grades and unofficial transcripts by Campus Web. While graduating seniors receive a “complimentary” copy of their transcript upon graduation, a fee of ten dollars (\$10) is payable in advance for each copy thereafter. All requests for a transcript must be made in writing and should include the following: name, data of birth, student ID number, the last four digits of the Social Security Number, dates of attendance or date of graduation (if applicable), the address where the transcript is to be mailed/forwarded, and signature of the requestor. The request forms may be obtained from the Registrar’s Office and/or the College’s website. If eligible, students may receive partial transcripts if they have not met their financial obligation to the College. Students may review their records by making requests to the Registrar.

An **official transcript, bearing** the school seal, may be issued to the student in a signed, sealed envelope up request or will be sent directly to the agency or official for whose use it is requested. The agency or official is asked not to release the official transcript to the individual.

EVALUATION OF TRANSFER STUDENTS' TRANSCRIPTS

The following rules apply to the evaluation of transfer students' transcripts:

1. Only courses from accredited institutions are considered for evaluation and are evaluated by the Registrar and expert Faculty in the discipline (and the Division Dean of the discipline), based on the course content, descriptive title, credit hours, and grade.
2. All acceptable courses are transferred by a descriptive title and semesters hours earned, but without a letter grade. No transfer credit is allowed for any grade below C. Credit is not given for remedial and/or developmental courses. Only courses that are degree applicable will transfer.
3. The transfer credit for a quarter system grade, when converted to a semester system, is two-thirds of the quarter hours; for instance, 3 quarter hours are worth 2 semester hours.
4. The credit-hour difference between Livingstone courses with a 4-hour credit base and a 3-hour transfer course requires the transfer student to make up the credit-hour deficit through electives, preferably within the same discipline, and in all cases under the advisor's guidance.
5. Course work over ten (10) years old will not be automatically accepted for transfer. Acceptance of such courses will be determined by the Department Chair (or the area in which the course is offered), in consultation with the Dean of the Division, and approved by the Vice President for Academic Affairs. No more than sixty-four (64) credit hours from a junior college or ninety (90) from a four-year institution will be accepted. Credit will not be granted for correspondence courses. The total number of elective hours for use in any discipline is determined by the major department.
6. Livingstone students are not allowed to transfer credits they earn at other institutions during their academic or disciplinary suspension from Livingstone College.

NOTE: Firefighters, medics, soldiers, and law enforcement personnel who have satisfactorily completed the required training for employment as professionals may receive credits for PED 130 Fitness and Wellness upon submitting a copy of the DD-214 and/or official certification of their completing such activities to the college registrar.

UNDECLARED MAJORS

All students must declare a major by the end of the fourth semester of enrollment or upon completion of 46 semester hours of credit. NOTE: In some program sequences, this may result in extra time spent at the College to complete requirements for graduation.

SELECTION OF MAJOR

All students with less than 45 credit hours must sign an Intended Major Form upon entering Livingstone College to be eligible for financial aid. Upon earning 45 credit hours, the students will complete an official Declaration of Major Form obtained from their advisor and take it to the Division Dean for their major. The Dean or their assigned advisor will complete the form with the student as directed on the form. Once completed, the Division Dean or their assigned advisor, will file the form with the Registrar's Office. The student is governed by the catalog and major sequence that is being followed at the time the Intended Major Form was completed as a freshman or transfer student.

ACADEMIC DISHONESTY/INTEGRITY POLICY

Livingstone College does not condone academic dishonesty; it expects all students to maintain high ethical standards in all of their coursework. Actions that the College considers violations of the Academic Dishonesty/Integrity Policy include: plagiarism, cheating, and fabrication/falsification. The following is a list of the actions with explanations that the College considers to be violations of this policy. This list is not exhaustive; other actions may be considered violations of the policy.

- **Plagiarism:** Plagiarism is stealing another person's words or ideas and passing them off as your own. When a student puts his or her name on a paper or report or any work assignment at Livingstone College, he/she is declaring ownership of that work. The student is saying that he/she has written the work and that the words and ideas contained therein are his or her own, except for the citations from outside sources, which should be documented.
- **Cheating:** Cheating includes using materials, resources, or other methods during the course that are not authorized or are not the student's own work. Copying another student's work, whether it is a homework assignment or an examination, is considered cheating. Working together to complete an assignment to be submitted is also cheating, although this does not necessarily apply to group projects assigned by the instructor of a course. Sending or arranging for another student to take any graded exercise, quiz or test, as a substitute for himself or herself or the student providing information to another during a graded exercise will be considered a violation of the Academic Dishonesty/Integrity policy.
- **Fabrication/Falsification:** The deliberate creation of non-existent data/results is considered fabrication. Fabrication involves the changing of data. This also includes students signing attendance rolls for one or more students.

Students found guilty of violating the College's Academic Dishonesty/Integrity Policy may be subject to a number of penalties. Penalties range from those that may be imposed by a class instructor to those that the College can impose. Students who are suspended for the violation of the policy will not be permitted to make up work missed during the suspension.

When a faculty member (class instructor) observes a violation of the Academic Dishonesty/Integrity Policy by a student, the case shall be handled in accordance with the following procedures: The faculty member shall inform the student that he/she has been accused of engaging in academic misconduct. The faculty member must afford the student an opportunity to clarify his/her position. If the student accepts the accusation, the faculty member may impose any Faculty-Level disciplinary action of

his/her choice. A faculty member may take any of the following actions against the student. (Note: The disciplinary action taken is left to the discretion of the faculty member.)

Faculty-Level Disciplinary Actions:

1. Warn the student verbally or in writing.
2. Require the student to redo the assignment (either at a full or reduced grade for the assignment).
3. Reduce the grade for the assignment/activity
4. Give the student an “F” or “0” (zero) for the assignment
5. Assign an “F” for the course.

In addition to the above penalties, the faculty member shall submit a letter detailing the facts of the incident and the penalties imposed at the faculty level to the Dean of the Division and the Vice President for Academic Affairs. This letter must be sent within five working days of the disciplinary action taken and shall be kept in the student’s academic file for future reference.

College-Level Disciplinary Action

The College may initiate the following disciplinary Actions:

1. Suspend the student from the College
 - a) The length of suspension time should be no less than one week and no more than one semester
 - b) For the duration of the suspension, the student will not be allowed to make up the missed work.
2. Expel the student from the College
3. Take other disciplinary actions as deemed appropriate.

Appeal Procedure for Students Violating the Academic Dishonesty/Integrity Policy

The right of appeal shall be granted to any student who has been found to violate Livingstone College’s Academic Dishonesty/Integrity Policy.

Step 1

If a student disagrees with the disciplinary action proposed by the faculty member, the student should submit a written letter of appeal to the chair of the department in which the faculty member teaches the course. The letter of appeal should be submitted within five working days from the date that the student is informed of the action that has been proposed by the faculty member. The letter should include:

- The course number, title, section, and time scheduled for the course in which is alleged to have violated the Dishonesty/Integrity Policy.
- The specific violation that the student is alleged to have committed; and
- The action being requested by the student.

Within ten working days following the receipt of the appeal, the department chair should review all documented information related to the alleged violation submitted by both the student and faculty member. He or she then meets with the student and faculty member for clarification of all the information related to the alleged violation.

Within three working days following the meeting, the department chair informs the student and the faculty member of his or her decision. The Department Chair may:

- Agree and approve the disciplinary action proposed by the faculty member for the violation;
- Reduce the disciplinary action proposed by the faculty member for the violation;
- Invoke a more serious penalty or penalties than that proposed by the faculty member for the violation.

Step 2

If the student disagrees with the decision, he/she may appeal the decision to the Dean of the Division in which the course is taught and the alleged violation occurred. The student has five working days to appeal the department chair's decision. The student is required to submit his or her appeal in writing to the Dean of the Division in which the violation occurred, the department chair, and the faculty member who has proposed penalties for violation of the policy.

The division dean will conduct an investigation of the incident by reviewing all the information submitted by the faculty member, the student, and the department chair concerning the violation. The dean's investigation will also include interviews with the student, the faculty member, the department chair, and any other individual(s) who may be able to confirm or deny the violation with which the student has been charged.

After a thorough investigation of the charge and the disciplinary action proposed by the faculty member, the division dean will provide the faculty member, the student, and the department chair with written copies of his/her decision as to whether the Academic Dishonesty Policy was violated and whether the disciplinary action proposed is appropriate. The Dean's investigation should be completed within ten working days, followed by the decision of the case. If the student accepts the Dean's decision, the appeal process is ended. The Dean may:

- Uphold the decision of the department chair.
- Reverse the decision of the department chair, or
- Recommend a college-level disciplinary action for violation of the Dishonestly/Integrity Policy.

Step 3

Should the student disagree with the dean's decision, he/she may make a final appeal. Within ten working days the student submits a written request, stating his/her desire to appeal the dean's decision in which the violation occurred to the Vice President for Academic Affairs. The Vice President for Academic Affairs shall establish a committee to hear the final appeal. This committee should include two faculty members (one from the department in which the violation occurred), two students (one from the department in which the violation occurred), and one administrator. The only outside individuals who will be allowed in the meeting are witnesses supporting either the faculty member or the student. The committee will inform in writing the faculty member who has proposed disciplinary action and the student of the time, date and place of the appeal's hearing. The committee will hold a closed meeting to conduct the appeal's hearing.

After each party has presented their evidence, the committee will dismiss all parties to discuss the evidence. This committee will be responsible for deciding whether the student violated the Academic Dishonesty/Integrity Policy and whether the proposed disciplinary action is justified. After reaching a decision, the committee will report its

decision to the Vice-President for Academic Affairs. The Vice-President for Academic Affairs will inform both the faculty member and the student of the final decision concerning the appeal within five working days.

The Vice President for Academic Affairs may:

- Uphold the dean's decision;
- Reverse the decision of the dean's; or
- Impose more severe college-level disciplinary.

The appeal process is ended following the issuance of the decision of the Vice President for Academic Affairs.

REQUIREMENTS FOR GRADUATION

Livingstone College confers upon students four degrees: Associate (A.S.) Bachelor of Arts (B. A.) Bachelor of Science (B. S.), and Bachelor of Social Work (B.S.W) degrees require a minimum of 120 semester hours; some degrees may require more hours based on their curriculum requirements. Additionally, all degree candidates must do the following:

1. File an application for graduation with the Office of the Registrar.
2. **Earn a minimum overall grade point average of at least 2.00 on a 4.00 scale with no grade lower than a "C" in any course required for the major and in ENG 131 and 132, Freshman Composition I and II.**
3. Maintain the required GPA in major courses as determined by the major chosen.
4. Complete the prescribed General Education program requirements.
5. Complete the last 30 credit hours in residence at Livingstone College (15 for the A. S.), Transfer students must complete at least 36 hours at Livingstone (exceptions to this may be made by the Vice President for Academic Affairs).
6. Complete 80 clock hours of community service (40 for the A. S. degree).
7. Satisfy all financial obligations to the institution.
8. Complete the Senior Exit Interview and Senior Exit Clearance.
9. Receive approval from the faculty and board of trustees.

A student will be allowed to participate in graduation exercises only when ALL requirements for degree as specified in the applicable catalog have been completed.

NOTE: Students are normally expected to graduate according to requirements listed in the catalog under which they enter the College. If for any reason their attendance is interrupted for a year, they must meet new requirement. Degrees are withheld from students who have a financial obligation to the College. The responsibility for completing graduation requirements rest with the student. Each student must become familiar with the College catalog, maintain a satisfactory grade point average (both overall and in the major field), and satisfy all other requirements for graduation. Advisors will counsel and advise, but the final responsibility is that of the student.

Livingstone College also confers the Master of Business Administration (MBA).

DEGREES WITH DISTINCTION

Candidates for graduation are eligible for the following honors based upon their cumulative grade point averages:

<i>Cum Laude</i>	<i>3.3 to 3.49 cumulative average</i>
<i>Magna Cum Laude</i>	<i>3.5 to 3.69 cumulative average</i>
<i>Summa Cum Laude</i>	<i>3.7 and above cumulative</i>

Transfer students whose transfer credits exceed thirty-four (34) semester hours can only graduate with the Cum Laude Distinction.

SECOND BACCALAUREATE DEGREE

A student with an earned bachelor's degree from Livingstone College may receive a second baccalaureate degree, in a different discipline, by fulfilling the requirements for the second degree and completing a minimum of thirty (30) hours in residence beyond the requirements for the first degree.

ACADEMIC SUPPORT PROGRAMS AND SERVICES

SUCCESS CENTER

The gateway to services is the Success Center, which provides one-stop access to all support services on campus, including academic assistance; personal counseling and mentoring; and academic advising. Students come to the Success Center to make appointments and get answers to basic questions about services. Our credo is "If we don't know, we'll find out who does know." The Director of the Success Center also manages student academic early alerts, academic suspensions, class excuses, and referrals in cases of academic or behavioral issues, and facilitates communication among faculty, staff, administrators and students. **704-216-6065/6063.**

MISSION STATEMENT

"The Livingstone College Success Center is a one-stop holistic, multidimensional support center, serving our students, faculty, and community. Recognizing the holistic needs of our student population, the primary goal of the Success Center is to increase retention. The Success Center's program and services are designed to provide and/or coordinate the academic, cultural, social, and counseling support needed to persist until graduation from Livingstone College."

SUCCESS CENTER UNITS

Academic Recovery Institute (ARI) is a program of grace that is contractually offered to students scheduled to be suspended. The program helps these students to reach satisfactory academic performance. ARI consists of mandatory one-on-one mentoring with a personal professional, who will help them work toward achieving their academic goals. **704-216-6043**

Bridge & Beyond Program is an academic support program that provides academic reinforcement and social engagement programming designed to increase the persistence, retention, and graduation rates of provisionally admitted scholars by providing an intense and rigorous experience prior to enrollment followed by continuous academic and social support throughout their matriculation at Livingstone College. Successful completion of

the program allows these students to continue their enrollment with continued support of the program staff. **704-216-6874 / 6302 / 6048.**

College Skills is a class in which students participate as part of the First Year Experience. As a continuation of the New Student Focus Week, this course is part of the General Education path of study which focuses on preparing new students for the responsibilities of college. This course emphasizes not only academic skills such as time management, study skills, problem-solving and appropriate classroom behavior, but also emphasizes professional behavior and involvement on campus. The College Skills class is 80% on-line training and 20% instructor based. This office in concert with the Academic Support Centers also coordinates all standardized testing for Livingstone College students. **704-216-6043**

The Math/STEM Center is named for its focus on four interrelated content areas: Science, Technology, Engineering, and Math. In addition to college mathematics skills assistance at all levels, the Math/STEM Center also offers skills assessments using Edmentum, plus tutoring and workshops for related skills in all disciplines. **704-216-6304**

The Reading Center assists students with assessment and improvement of their reading skills and abilities. In addition to one-on-one tutoring, small-group, and workshops on reading skills and strategies, the Reading Center is the focal point of reading-level testing via Edmentum, which is also utilized to create individual prescriptions for student improvement in reading, writing and math. 704-216-6931

The Writing Center assists students in all courses of study, at all stages of the writing process from initial ideas to planning, research, drafting, and revision. Students are encouraged to visit for assistance, not only with their essays and research papers, but with any project that includes a substantial writing or academic research component: speeches, application essays/personal statements, PowerPoint presentations, creative writing projects, and more. The Writing Center provides major support for the College-Wide Writing Initiative (W.I). as well as the QEP “Writing in the Disciplines.” **704-216-6170**

Tutoring is available from 9 a.m. to 7 p.m. Monday through Thursday, from 9 a.m. to 5 p.m. on Friday, and from 9 a.m. to 3 p.m. on Saturday. In addition, group workshops on a variety of skills and topics are held, as scheduled, during the fall & spring terms.

OTHER SUCCESS CENTER PROGRAMS

Freshmen Learning Communities, guided by Advisor/Mentors, consist of students with similar interests. Each community functions as a close-knit team taking the majority of their first year of classes together. Research has shown that college students who become a part of an active organization have a higher retention and persistence rate. The Learning Community beginning with New Student Focus Week, provides advising, mentoring, and participation in various activities.

New Student Focus Week is an experience for new freshmen and transfer students connecting their advisor/mentors, Learning Community, other cohorts and Blue Bear Ambassadors who will present a high impact experience that include placements tests, study skills pointers, engagement sessions, campus savvy, and all the tools necessary to start their first semester at Livingstone College.

TRIO STUDENT SUPPORT SERVICES

TRIO Student Support Services is a U.S. Department of Education federally funded retention program designed to motivate and support low-income, first-generation college students, and students with disabilities towards completion of their postsecondary education. TRIO-SSS goal is to increase the college retention and graduation rates among SSS participants. Program services include academic advising, tutoring, scholarship resources, FAFSA completion assistance, financial literacy, career and graduate school counseling. To learn more about Student Support Services email trioss@livingstone.edu or visit the third floor of the Success Center.

EVENING AND WEEKEND COLLEGE

The Evening and Weekend College offers access to some of Livingstone College's degree programs in a format designed to fit the schedule of the non-traditional adult learner. Classes are accelerated and held one night a week, Monday through Friday, and during the day on Saturday, typically in eight-week blocks. Additional time is spent outside the classroom on assignments, readings, on-line lectures, web-assisted course work, course portfolios, research, and other scholarly initiatives.

A degree may be earned in two to three academic years with a transfer of 60 (sixty) semester hours of accepted college credit, including General Education courses from an accredited institution. Some students may be required to take additional courses during this period to meet graduation requirements. All majors require a minimum of 120 semester credit hours for the completion of the degree.

Degrees are offered in:

- Business Administration
- Criminal Justice
- Early Childhood Education (Birth through Kindergarten)
- Elementary Education
- Liberal Studies
- Psychology
- Religious Studies
- Social Work

To enroll, candidates must submit:

- Complete Application through the Admissions Office, with:
- Official copy of high school transcript or GED Certificates with graduation date noted,
- Official copy of transcript(s) of all college attended,
- Completed Police Record Check Form,
- Completed Health Form, and
- \$25 (non-refundable) application fee.

Applications are accepted throughout the year via the College’s website at www.livingstone.edu; however, registration takes place according to the schedule on the current academic calendar for Evening and Weekend College.

LIBRARY SERVICES

The Andrew Carnegie Library, named to honor Andrew Carnegie, is available to all students, faculty, staff, alumni, and others who wish to use its valuable resources and services.

LIBRARY HOURS

The library schedules its hours around the academic schedule of the College. Library hours are posted near the front door and on our webpage. Hours are subject to change during semester breaks and College holidays.

Monday – Thursday:	8:00 a.m.- 10:00 p.m.
Friday:	8:00 a.m. – 5:00 p.m.
Saturday:	10:00 a.m. – 5:00 p.m.
Sunday	3:00 p.m. – 10:00 p.m.

LIBRARY SERVICES AND RESOURCES

Andrew Carnegie Library offers all traditional library services, online and in person. The library contains numerous print and audiovisual resources. It is possible to search the library’s online catalog for these titles. The loan period for these materials is two weeks. Students must present a valid Livingstone ID at the circulation desk in order to borrow library materials. This includes materials on reserve. Renewals are allowed provided another patron does not need them. Telephone renewals are available by calling the Circulation Desk. Overdue fines may apply if materials are not returned. The classification system used by the Andrew Carnegie Library is the Library of Congress Classification System.

Resources not available in the Andrew Carnegie Library may be borrowed from another library through interlibrary loan process. Users are required to complete forms for the materials they wish to borrow. Forms are available online and from the Circulation Desk in the library. Usually there is no cost to the user.

ELECTRONIC RESOURCES

The library subscribes to NC LIVE to provide students, faculty, and staff with electronic access to high quality information covering a wide range of academic disciplines and special topics. This online resource allows free access to eBooks, audiobooks, videos, online magazines, newspapers, journals, and historical data. Through NC LIVE, Users may learn a new language or view videos via *Films on Demand*. Users may also begin a genealogical search.

JSTOR is another academic database accessible to users through the Andrew Carnegie Library website. JSTOR provides resources from primary sources, books, journal articles, and images.

COMPUTER LAB

The Andrew Carnegie Library provides access to an Internet accessible computer lab with printing capabilities for students during all open hours of the library.

SPECIAL PROGRAMS

THE HONORS PROGRAM

The purpose of the Anthony J. Davis Honors Program is to offer exceptional and academically talented students more challenging and stimulating learning experiences. Membership is by application and/or invitation only.

MISSION STATEMENT

The Anthony J. Davis Honors Program of Livingstone College offers a curriculum of interdisciplinary excellence designed to challenge and prepare academically gifted students to grow, serve, and lead. The primary goal is to develop and maintain an elite body that promotes superior performance in academia, high ethical standards, community service, and unity and friendship. Honors aspires to instill in students the value of commitment and in making successful life transitions.

THE PROGRAM

Honors at Livingstone College emphasizes a humanistic and synoptic technique, as students encounter a higher-level educational experience, develop the necessary skills to lead in their professions, and explore new realms of the global economy. Through highly qualified faculty and a rigorous curriculum, Honors can stimulate exceptional students to a holistic approach of analytical and critical thinking and performance.

The curriculum and programs allow students with a record of achievement to complete enriched, honors general studies courses, engage in scholarly seminars, delve into campus and community activities, and build rapport with faculty and professional mentors.

The program has the following goals:

1. Engage students actively in intellectual discussions and projects;
2. Encourage students to undertake scholarly initiatives and in-depth investigations;
3. Encourage students to pursue their academic goals with tenacity; and
4. Expose students to positive life-altering opportunities.

ELIGIBILITY FOR PARTICIPATION

Students who have been accepted for admission to Livingstone College and meet the eligibility criteria may apply for membership. Admission into the program is highly competitive and based on a limited number of openings each year.

First Semester Freshmen: Only Presidential Scholars are offered full admission to the Honors Program as new freshmen. All first semester freshmen are required to register for the honors section of ENG 131: Freshman Composition I, ENG 132: Freshman Composition II, or ENG 230 HN. Successful completion of these courses with the grade of a B or higher is required for retention in the Honors Program.

Continuing Freshmen and Sophomores: Freshmen and sophomores with at least 15 completed hours of course work at Livingstone College and who have earned a minimum 3.7 GPA, may be admitted to the program by submitting a complete application. The latest point to enter the Honors Program is the first semester of the sophomore year.

Transfer Students: Upon admission, students who are members of an Honors Program at another institution at the time of transfer to Livingstone College are immediately eligible to join. Furthermore, students attending community college who were members of Phi Theta Kappa are immediately eligible to join. The latest point to enter the Honors Program for transfer students is the first semester of the junior year.

Retention Standards: A minimum cumulative GPA of 3.7 must be always maintained. If a student's GPA is below the minimum (but not below a 3.5) the student has one semester to increase the cumulative average to a 3.7 to remain in the Honors Program. Students who wish to resign from the program must submit a letter of resignation to the director and conduct an exit interview by the end of the requesting semester. The Honors Program does not offer readmission.

CURRICULUM

The focus of the Honors Program course work is in the general education courses during the freshman and sophomore years. At the junior level, students must enroll in the colloquium course, and upon graduation, students must submit and defend a senior thesis project before a selected committee.

The Anthony J. Davis Honors Program of Livingstone College requires twenty-one (21) hours of classes including the senior thesis project. Fifteen (15) of twenty-one (21) hours must be in General Education. The remaining six (6) hours are Junior Colloquium and Senior Thesis. Students whose majors do not allow extra course work or majors that require a Senior, may "contract" these colloquium courses. Students will not graduate "with Honors" if they have not successfully completed a colloquium course and a senior thesis project before graduation. All grades for honors course must be given at the end of the semester and must be a B or higher.

Honors General Education Courses: Computer Literacy

CIS130 Computers in Society

Communications

ENG 131 Freshman Composition I
ENG 132 Freshman Composition II
ENG 230 Fundamentals of Speech

Foreign Languages

SPA 231 Intermediate Spanish I
SPA 232 Intermediate Spanish II

Religion

REL 230 Survey of World Religions

Mathematics

MAT 133 College Mathematics I

MAT 134 College Mathematics II

Natural Sciences

BIO 140 Freshman Biology (or options for Mathematics and Sciences Majors II)

PSC 140 Physical Science

ESC 140 Earth Science

Social Sciences

ECO 130 Introduction to Economics and Finance

PSY 130 Introduction to Psychology (or CRJ or SOC)

HIS 232 African American History II

POL 233 American Politics

General Honors Course Description

The advanced course is designed to challenge and stimulate students with a record of academic achievement. The performance level of “honors” students in accelerated courses are expected to exceed that of students enrolled in the traditional correlating courses. Students must earn a B or higher to receive honors credit.

HON 330: Honors Junior Colloquium (3)

This course addresses a central theme or topic that varies each semester and employs a variety of methods that may include lectures, discussions, field observations, community activism, student projects, and guest speakers, as determined by the instructor. It is designed to expose students to current issues, personalities, activities, and career opportunities to students. Interdisciplinary and experimental in nature, the course may for instance, include such themes or topics as, “Terrorism and its Effects,” or “Political Activism in the Media.”

HON 430: Honors Senior Thesis (3)

This course provides a culminating and innovative experience to a student in undergraduate learning. It requires the student to complete a senior thesis project on a topic applicable to their major discipline and approved by their department and Honors Committee. The student must demonstrate proficiency and successfully defend the senior thesis project before the department and the Honors Committee.

Livingstone College Honors Organization (While active on campus)

Alpha Kappa Mu Honor Society (juniors and seniors)

Alpha Lambda Delta Honor Society (freshmen and sophomores)

Alpha Phi Sigma National Criminal Justice Honor Society

Beta Kappa Chi Scientific Honor Society

Phi Alpha Honor Society for Social Work Majors

Sigma Tau Delta International English Honor Society
Theta Alpha Kappa National Honor Society for Religious Studies and Theology Majors
Pi Gamma Mu International Honor Society for Social Sciences
Pi Lambda Theta Education Honor Society
Solomon Carter Fuller Honor Society for Psychology Majors

Honors Membership/Conference Competitions

Honors students are afforded the opportunity to engage in several events throughout the year that primarily focus on academic merit and student scholarship. They are:

Emerging Leaders Workshop (ELW)
Honda Campus All-Star Challenge (HCASC)
National Association of the African American Honors Programs (NAAAHP)
National Collegiate Honors Council (NCHC)
Southern Education Foundation (SEF)
Southern Regional Honors Conference (SRHC)

Student Privileges

Priority for scholarships and internships
Priority in course registration
Strong mentoring experience with faculty and professionals
Luncheons and engagements with distinguished leaders
Honors housing
Overload fee waiver for senior thesis course (if applicable)
Participation in scholarly research
Pre-professional leadership training
Honors conferences and competitions
Bi-weekly professional workshops
Recognition at Honors Convocation and Graduation
Honors distinction regalia
Honors designation on transcript

THE RALPH BUNCHE SOCIETY (RBS)

The Ralph Bunche Society is an undergraduate student-led association dedicated to providing exposure, access, and opportunity through a global focus across the curriculum and in career development. Students increase their global and cultural awareness, develop foreign language skills, and hone their leadership skills. The goals of RBS are to tackle issues as relevant today as in Bunche's time:

1. Address the need for greater minority involvement in the international arena;
2. Prepare minority students to become full and active participants in the global community; and
3. Expand academic career opportunities for students

Membership in RBS is open to all students. RBS Membership categories are as follows: Regular Members (2.7 GPA) and Ralph Bunche Fellows (3.5 GPA).

THE MILITARY PROGRAM

The Air Force and Space Force ROTC program at Livingstone College is an Air Force commissioning program and leadership training program centered around the college experience. Our cadets are students first, focused on academic excellence, and participate in classes and training sessions where they hone their leadership and management skills. It is a challenging program with a worthwhile reward: a commission as a Second Lieutenant in the US Air Force or US Space Force upon graduation.

The Military Program is offered by the Greater Charlotte Consortium and ROTC Department at the University of North Carolina. For more information on the Military Program, interested students should contact the LC College ROTC Program at 704 216-6038.

COLLEGE-WIDE WRITING INITIATIVE (W.I.)

This initiative ensures each student is engaged in major writing experiences during the junior and senior year. In each discipline, one or more designated courses at both the 300 and 400 level will reinforce writing processes and writing techniques applicable to the discipline and the profession. Courses will be marked as writing intensive (W. I.) and indicated in the course descriptions section of this catalog. Students will examine course themes, engage in problem-solving methods, and/or explore contemporary issues. Over the course of the semester, they will demonstrate research techniques, evaluate, and use appropriate learning resources; demonstrate formal verbal and written communication skills; develop habits of self-assessment; and demonstrate a working knowledge of grammatical and mechanical concepts. Students will complete a range of written assignments that demonstrate intellectual development, skills acquisition, and habits of self-assessment. Upon successful course completion, each student will produce up to ten pages of written work. Courses listed by department:

African-American Studies

AAS 330: Special Topics
AAS 331: The African American Autobiography
AAS 439: Senior Capstone

Biology

BIO 310: Seminar in Biology I
BIO 411/412: Undergraduate Research

Business Administration

BUS 330: Principles of Management
BUS 430: Business Policy
BUS 431: Organizational Behavior
BUS 434: Special Topics in Business

Computer Information Systems

CIS 331: System Analysis and Design

CIS 434: Current Topics in CIS

Criminal Justice

CRJ 332: Criminology

CRJ 430: Organized and White-Collar Crime

CRJ 435: Special Topics in Criminal Justice

Culinary Arts/Hospitality Management

HMG 333: Purchasing and cost Control

HMG 437: Menu Planning, Design, and Layout

Early Childhood Education

ECE 336: Foundations of Early Childhood/Exceptional Children Education Curriculum

ECE 431: Methods of Teaching Early Childhood/Exceptional Children Education II

Elementary Education

EDU 335: Children's Literature and Cultural Diversity

EDU 490: Student Teaching and Seminar I

English

ENG 323: Drama

ENG 336: Advanced Composition

ENG 337: Creative Writing

ENG 339: Literary Criticism

ENG 434: Chaucer

ENG 435: Shakespeare

ENG 436: Milton

History

HIS 331: Modern European History 1

HIS 430: Senior Writing Seminar

Mathematics

MAT 330: Introduction to Math Writing

MAT 337: Elementary Statistics

MAT 231: History of Mathematics

MAT 437: Senior Seminar

Music

MUS 331, MUS 332: Music History 1, 11

MUS 431: Form and Arranging

Political Science

POL 335: Political Theory
POL 430: Senior Writing Seminar
POL 432: Internship in Government II
POL 438: Seminar in Contemporary Political Theory
POL 439: Directed Readings Seminar
POL 490: Philosophy of Social Science

Psychology

PSY 338: Counseling Theories and Methods
PSY 437: Experimental Psychology

Religious Studies

REL 334: Religion and Literature
REL 437: Senior Thesis Seminar

Sport Management

SPM 338: Current Issues in Sport Management
SPM 430: Sport Media and Communication

Social Work

SWK 334: Social Welfare Policy II
SWK 460: Field Instruction/Seminar

Sociology

SOC 338: Sociological Theory
SOC 430: Senior Seminar

SACSCOC QUALITY ENHANCEMENT PLAN (QEP)

For over 140 years, Livingstone College has created learning opportunities to actualize its founding mission to provide an educational environment that enables students to develop their potential for leadership in and service to a global community. It is this imperative that provides the impetus for the institution's Quality Enhancement Plan – "Improving Writing Skills."

QEP Statement for All Syllabi

During the 2019-2026 academic years, Livingstone College will implement the SACSCOC Quality Enhancement Plan (QEP). It is closely tied to the accreditation of the College, which affects the respectability of the degrees conferred. The campus has chosen the topic "Improving Writing Skills."

The purpose of the QEP is to improve student writing skills across the curriculum. Each department fully endorses the QEP. Professors will incorporate fundamental writing strategies into the course curriculum, and students will be tasked to incorporate these fundamental writing skills into class writing activities and other writing assignments. Professors will use a uniform rubric to assess each student's level of mastery of organization, content development, grammar and mechanics, style and format regarding writing. Professors will require that students create and maintain an e-Portfolio of writing assignments.

LIVINGSTONE COLLEGE WRITING CENTER

Located in Dodge Hall, the Writing Center provides a variety of Academic Support Services to implement the initiatives of the QEP. In addition to providing diagnoses and tutorial prescriptions for incoming freshmen, the Writing Center provides writing classes, and workshops to assist both students and faculty. The Writing Center offers assistance in all courses of study, at all stages of the writing process. Students are encouraged to visit for assistance, not only with their essays and research papers, but also with their resumes, academic research, speeches, application essays/personal statements, PowerPoint presentations and creative writing projects. The Writing Center provides major support for the College-wide Writing Intensive (W.I.) initiative and is the focal point for completion of Language Art Prescriptions.

THE CURRICULUM

The curriculum is designed to provide a common base of knowledge, values and skills essential to the education of each student through the General Education program. Individual departments provide programs for more intensive work in a major field to lay the foundation necessary for advanced study or for successfully entering into professional areas.

REQUIREMENTS FOR THE DEGREE

Candidates for a degree, in most major fields, must complete a minimum of 60 credit hours for an associate's degree and a minimum of 120 credit hours of course work for a bachelor's degree; some degrees may require more hours and a licensure exam. A minimum cumulative grade point average of 2.0 (on a 4.0 scale) is required in all major fields; some major fields may require a higher GPA. Each program of study must include the General Education requirements and a major requiring a minimum of thirty (30) and a maximum of sixty-three (63) semester hours, except Liberal Studies which requires two concentrations of fifteen (15) hours each instead of a major.

The College offers graduate, undergraduate and associate degrees and/or certificates in following disciplines:

MAJORS	DEGREES	CONCENTRATIONS
Biology	Bachelor of Science	
Business Administration	Associate of Science Bachelor of Science Master of Business Administration	B.S.: Accounting, Economics, Entrepreneurship
Computer Information Systems	Bachelor of Science	
Criminal Justice	Bachelor of Arts	
Culinary Arts	Associate of Science	
Early Childhood Education (B-K)	Bachelor of Arts	

Elementary Education (K-6)	Bachelor of Arts	
English	Bachelor of Arts	
English: Educator Preparation (9-12)	Bachelor of Arts	
History	Bachelor of Arts	
Hospitality Management	Bachelor of Science	Event Management, Food & Beverage Management, Lodging Operation Management
Liberal Studies	Associate of Arts Bachelor of Arts	B.A.: Theatre Arts
Mathematics	Bachelor of Science	
Mathematics: Educator Preparation (9-12)	Bachelor of Arts	
Music: Liberal Arts	Associate of Arts Bachelor of Arts	B.S.: Sacred Music
Music: Sacred	Associate of Arts	
Music: Educator Preparation (K-12)	Bachelor of Arts	
Political Science	Bachelor of Arts	
Psychology	Bachelor of Arts	
Religious Studies	Bachelor of Arts	
Sport Management	Bachelor of Science	
Social Studies: Educator Preparation (9-12)	Bachelor of Arts	
Social Work	Bachelor of Social Work	
Sociology	Bachelor of Arts	

MINORS		CERTIFICATE PROGRAMS
Business Administration	Music	Culinary Arts
Chemistry	Political Science	Event Planning
Computer Information Systems	Psychology	Lodging Operations
English	Special Education	
History	Sociology	
Mathematics		

THE GENERAL EDUCATION REQUIREMENTS

This outline is a guide to satisfy the necessary General Education requirements for graduation. Students refer to their department curricula and major sequence outlines for requirements specific to their majors.

General Education requirements are distributed as follows: (47 semester hours)

GED 110 College Skills 1 Hr.

Computer Literacy (3 hours required)

CIS 130 Computers In Society 3 Hrs.

Communications (15 hours required)

It includes the following English and Spanish courses which must be taken in sequence.

ENG 131-132 must be completed in sequence and passed with a grade of “C” or higher.

ENG 131*	Freshman Composition I	3 Hrs.
ENG 132	Freshman Composition II	3 Hrs.
ENG 230	Fundamentals of Speech	3 Hrs.
SPA 131*	Elementary Spanish I	3 Hrs.
SPA 132*	Elementary Spanish	3 Hrs.

Mathematics (6 hours required)

MAT 133*	College Mathematics I	3 Hrs.
MAT 134*	College Mathematics II	3 Hrs.

**MAT137 and 138 will be taken instead by Math and Biology majors only.*

Natural Sciences (4 hours required)

BIO 140*	Freshman Biology	4 Hrs.
ESC 140*	Earth Science	4 Hrs.
PSC 140*	Physical Science	4 Hrs.

**BIO141 and 142 will be taken instead by Biology majors only.*

Behavioral/Social Sciences (15 hours required)

ECO 130*	Introduction to Finance and Economics	3 Hrs.
HIS 232	African American History II	3 Hrs.
POL 233	American Politics	3 Hrs.
REL 230	Survey of World Religions	3 Hrs.

Choose one of the following:

CRJ 130	Introduction to Criminal Justice	3 Hrs.
PSY 130	Introduction to Psychology	3 Hrs.
SOC 130	Introduction to Sociology	3 Hrs.

Health and Physical Education (3 hours required)

PED 130	Fitness and Wellness	3 Hrs.
---------	----------------------	--------

Reading

Edmentum Reading Lab required to complete Edmentum prescriptions

***Labs are required for the following courses:**

GENERAL EDUCATION PLAN OF STUDY

Freshman Year			
	Course Number	Course Title	Hrs.
<i>Fall Semester</i>	GED110	College Skills	1
	CIS130 or PED130	Computers in Society or Fitness and Wellness	3
	BIO140(141 FOR Bio Majors) or ESC140 or PSC140	Freshman Biology: Earth Science or Physical Science, Introduction to Biology 141 (majors)	4
	ENG131	Freshman Composition	3
	MAT133/133EE for Ed Majors) MAT137 for Mat/Math ED/Bio	College Math I Pre-Calculus I	3
	TBD	Introduction to the Major Course	3
			17
<i>Spring Semester</i>	POL233 or REL230 or Intro to the Major	American Politics or Survey of World Religions	3
	ENG132	Freshman Composition II	3
	CIS130 or PED130	Computers in Society or Fitness and Wellness	3
	MAT134 (134EE for Ed Majors) MAT For Math/Math	College Math II Pre-Calculus II	3
	TBD	Introduction to the Major Course	3
	TBD		3
Total Semester Hours			18
Sophomore Year			
<i>Fall Semester</i>	SPA131	Elementary Spanish	3
	ENG230	Fundamentals of Speech	3
	ECO130	Introduction to Finance and Economics	3
	PSY130/SOC130/CJ130	Intro. To Psychology, Sociology, or Criminal Justice	3
	HIS232	African-American History II	3
	TBD	Introduction to Major Course	3
Total Semester Hours			18
<i>Spring Semester:</i>	SPA132	Elementary Spanish II	3
	POL233 or REL	American Politics or Survey of World Religion	3
	TBD	Major Course	3
	TBD	Major Course	3
	TBD	Major Course	3
	TBD	Major Course	3
Total Semester Hours:			18
Total General Education Hours:			47

Note: Students must complete 1 social/behavioral science (PSY 130/SOC 130/CJ130, and HIS232; Students must complete 1 natural/physical science (BIO140, ESC140, PSC140, or BIO141 for Biology majors and ECO130.

DIVISION OF BUSINESS

The Division of Business offers the Bachelor of Science (B.S.) degree in the following areas: Business Administration, Computer Information Systems, Hospitality Management, and Sport Management. In addition to a general degree in Business Administration, the Division offers Business Administration areas of concentration in Accounting, Economics, and Entrepreneurship. The Division also offers the Associate of Science (A. S.) degree in Culinary Arts and certificate programs in Culinary Arts, Event Planning, and Lodging Operations. The curricula in the Business Division emphasize problem-solving techniques, analytical skills development, and computer proficiency.

The Business Division prepares students for successful careers in private business and industry, as well as in public and non-profit sectors. As the problems of the business world have grown increasingly complex, multi-dimensional, and multi-cultural, the programs are structured to prepare students as business leaders with specialized education to understand and cope with contemporary business issues. Overall, the Division of Business aims to create an environment that is congenial to academic excellence, superior achievement, professional development, collegiate inquiry, and community involvement.

In keeping with the mission of Livingstone College, the primary objectives of the Division of Business are:

1. To develop positive interpersonal and leadership skills in students.
2. To provide occupational competency that enables an individual to procure a job for which he or she is qualified and to formulate and implement a career development plan which is responsive to personal and technological changes.
3. To prepare students for responsible positions in business, computer information systems, culinary arts, hospitality management, and sports management related areas.
4. To provide a strong foundation in which students may further develop their knowledge and abilities by pursuing post-baccalaureate studies.

The above objectives are implemented through the application of information processing, behavioral changes, and social interaction systems of learning. The Division of Business has membership with International Assembly for Collegiate Business Education (IACBE). Students in the Division of Business will be eligible for membership in the following student organizations when they are active on campus provided, they meet prescribed criteria:

Black Data Processing Associates (BDPA)
LC Enactus Team (Formerly SIFE)
National Association of Black Accountants (NABA)
Phi Beta Lambda (PBL)
Society for Human Resources Management (SHRM)
Sport Management Club
STARS Alliance

Students admitted in Business Administration, Hospitality Management, and Sport Management programs are required to maintain a minimum grade point average of 2.0 for continuation of the program. The CIS department requires students to maintain a cumulative minimum grade point average of 2.3. A minimum grade of “C” is required in all major courses in the Division of Business and the following general education courses, Introduction to Economics and Finance (ECO130), Freshman Composition I (ENG131), and Freshman Composition II (ENG132).

DEPARTMENT OF BUSINESS ADMINISTRATION

Objectives of the Business Administration program are as follows:

1. To provide students with a broad perspective of the modern business organizations and their operations through sound management principles.
2. To offer a program of study designed to equip students with analytical tools based upon logic and critical thinking for decision-making.
3. To prepare students for responsible professional positions in various sectors of the economy.

BUSINESS ADMINISTRATION PROGRAM

B. S. (122 Semester Hours)

GENERAL EDUCATION REQUIREMENTS: 47 HOURS (SEE Page 73)

MAJOR REQUIRED COURSES: 66 HOURS

BUS 130	Introduction to Business	3 Hrs.
ACC 233	Principles of Accounting I	3 Hrs.
ACC 234	Principles of Accounting II	3 Hrs.
ECO 231	Principles of Economics I	3 Hrs.
ECO 232	Principles of Economics II	3 Hrs.
BUS 230	Business Communications	3 Hrs.
BUS 233	Management Information System	3 Hrs.
BUS 235	Business Law I	3 Hrs.
BUS 330	Principles of Management	3 Hrs.
BUS 332	Human Resource Management	3 Hrs.
BUS 338	Principles of Marketing	3 Hrs.
ACC 331	Managerial Accounting	3 Hrs.
BUS 333	Business Finance	3 Hrs.
BUS 334	Business Statistics	3 Hrs.
ECO 331	Money & Banking	3 Hrs.
BUS 335	Production/Operations Management	3 Hrs.
BUS 336	Managerial Economics	3 Hrs.
BUS 339	Entrepreneurship	3 Hrs.
BUS 431	Organizational Behavior	3 Hrs.
BUS 435	International Business	3 Hrs.
BUS 430	Business Policy	3 Hrs.
BUS 434	Special Topics in Business	3 Hrs.

ELECTIVES FOR BUSINESS ADMINISTRATION: 9 HOURS

BUS 231	Personal Finance
---------	------------------

BUS 236	Business Law II
BUS 432	Small Business Management
BUS 433	Retailing
BUS 436	Ethical & Legal Issues in Business

Note: Electives in Business Administration programs may include one 200 or higher-level course within the Division of Business with approval of Division Dean such as accounting and computer information systems courses. Students majoring in Division of Business cannot minor in Business Administration without approval of Division Dean.

MINOR IN BUSINESS ADMINISTRATION: 21 HOURS

BUS 130	Introduction to Business	3 Hrs.
ACC 233	Principles of Accounting I	3 Hrs.
ACC 234	Principles of Accounting II	3 Hrs.
BUS 235	Business Law I	3 Hrs.
BUS 330	Principles of Management	3 Hrs.
BUS 333	Business Finance	3 Hrs.
BUS 339	Entrepreneurship	3 Hrs.

**PLAN OF STUDY ASSOCIATES DEGREE IN BUSINESS
LIVINGSTONE COLLEGE**

LIST OF COURSES FROM GENERAL EDUCATION

Course Number	Name of Course	Credit Hours
GED 110	College Skills	1
ENG 131	Freshman Comp I	3
ENG 132	Freshman Comp II	3
ENG 230	Fundamentals of Speech	3
MAT 133	College Math I	3
MAT 134	College Math II	3
SPA 131	Spanish I	3
SPA 132	Spanish II	3
REL 230	Survey of World Religion	3
CIS 130	Computers in Society	3
ECO 130	Introduction to Finance/Economics	3
PED 130	Fitness & Wellness	3
HIS 232	African-American History II	3
Total		37

LIST OF COURSES FROM BUSINESS

Course Number	Name of Course	Credit Hours
BUS 130	Introduction to Business	3
ACC 130	Introduction to Accounting	3
BUS 235	Business Law I	3
BUS 338	Principles of Marketing	3
ECO 231	Principles of Economics I	3
BUS 300	International Marketing	3
BUS 301	Supply Chain Management	3
BUS 339	Entrepreneurship	3
BUS 432	Small Business Management	3
Total		27

TOTAL CREDIT HOURS

64

**PLAN OF STUDY FOR BUSINESS ADMINISTRATION
B. S. (122 semester hours)**

<i>Freshman Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
GED110	College Skills	1 Hr.	HIS232	African American History II	3 Hrs.
Bio 140, ESC140, PSC140	Science w/Lab	4 Hrs.	ENG132	Freshman Composition II	3 Hrs.
ENG131	Freshman Composition I	3 Hrs.	MAT134	College Math II	3 Hrs.
BUS130	Intro to Business	3 Hrs.	PED120	Fitness and Wellness	3 Hrs.
MAT133	College Math I	3 Hrs.	ECO130	Intro to Finance/Eco	3 Hrs.
CIS130	Computers in Society	<u>3 Hrs.</u>			
Total Hours		17 Hrs.	Total Hours		15 Hrs.
<i>Sophomore Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
ENG230	Fundamentals of Speech	3 Hrs.	ACC234	Principles of Accounting II	3 Hrs.
ECO231	Principles of Eco (Business Major required)	3 Hrs.	REL230	Survey of World Religions	3 Hrs.
POL233	American Politics	3 Hrs.	BUS230	Business Communications	3 Hrs.
PSY130	Introduction to Psychology	3 Hrs.	BUS334	Business Statistics	3 Hrs.
SPA131	Spanish I	3 Hrs.	ECO232	Principles of Eco II	3 Hrs.
ACC233	Principles of Accounting	<u>3 Hrs.</u>	SPA132	Spanish II	<u>3 Hrs.</u>
Total Hours		18 Hrs.	Total Hours		18 Hrs.
<i>Junior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
ACC331	Managerial Accounting	3 Hrs.	BUS336	Principles of Marketing	3 Hrs.
BUS330	Principles of Management	3 Hrs.	BUS332	Human Resource Management	3 Hrs.
BUS235	Business Law I	3 Hrs.	BUS 336	Managerial Economics	3 Hrs.
BUS339	Entrepreneurship	3 Hrs.		Business Elective	3 Hrs.
BUS233	Management Information	3 Hrs.		Business Elective	3 Hrs.
Total Hours		15 Hrs.	Total Hours		15 Hrs.
<i>Senior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
BUS333	Managerial Accounting	3 Hrs.	BUS430	Business Policy	3 Hrs.
BUS335	Production/Operations Mgmt.	3 Hrs.	BUS434	Special Topic in Business	3 Hrs.
BUS431	Organization Behavior	3 Hrs.	BUS439	Management Information System	3 Hrs.
BUS435	International Business	3 Hrs.		Business Elective	3 Hrs.
Total Hours		12 Hrs.	Total Hours		12 Hrs.

**BUSINESS ADMINISTRATION
ACCOUNTING and ENTREPRENEURSHIP CONCENTRATIONS
B.S. (122 Semester Hours)**

GENERAL EDUCATION REQUIREMENTS: 47 HOURS

MAJOR REQUIRED COURSES: 48 HOURS

BUS 130	Introduction to Business	3 Hrs.
ACC 233	Principles of Accounting I	3 Hrs.
ACC 234	Principles of Accounting II	3 Hrs.
ECO 231	Principles of Economics I	3 Hrs.
ECO 232	Principles of Economics II	3 Hrs.
BUS 230	Business Communications	3 Hrs.
BUS 235	Business Law I	3 Hrs.
BUS 330	Principles of Management	3 Hrs.
BUS 332	Human Resource Management	3 Hrs.
BUS 338	Principles of Marketing	3 Hrs.
ACC 331	Managerial Accounting	3 Hrs.
BUS 333	Business Finance	3 Hrs.
BUS 334	Business Statistics	3 Hrs.
BUS 335	Production/Operations Management	3 Hrs.
BUS 435	International Business	3 Hrs.
BUS 430	Business Policy	3 Hrs.

ACCOUNTING CONCENTRATION: 18 HOURS

ACC 329	Intermediate Accounting, I	3 Hrs.
ACC 330	Intermediate Accounting II	3 Hrs.
ACC 334	Individual Income Tax	3 Hrs.
ACC 336	Accounting Information Systems	3 Hrs.
ACC 431	Advanced Tax Accounting	3 Hrs.
ACC 432	Auditing	3 Hrs.

ACCOUNTING CONCENTRATION ELECTIVES: 9 HOURS

BUS 236	Business Law II	3 Hrs.
BUS 436	Ethical & Legal Issues in Business	3 Hrs.

(Students may take any 200 or higher-level elective course in Division of Business.)

ENTREPRENEURSHIP CONCENTRATION ELECTIVES: 9 HOURS

BUS/ENT 231	Personal Finance	3 Hrs.
BUS/ENT 232	Business Opportunities	3 Hrs.
BUS 339/ENT 336	Entrepreneurship	3 Hrs.
BUS 432/ENT 432	Small Business Management	3 Hrs.
BUS 437/ENT 437	Electronic Commerce	3 Hrs.
BUS 438/ENT 438	Business Valuation and Financing	3 Hrs.

**PLAN OF STUDY FOR BUSINESS ADMINISTRATION AREAS OF CONCENTRATION
ACCOUNTING and ENTREPRENEURSHIP
B. S. (122 Semester Hours)**

Note: The plan of study for the first two years is the same for the general Business Administration degree.

Accounting Concentration

Fall Junior Year			Spring Junior Year		
ACC234	Principles of Accounting II	3 Hrs.	ACC329	Intermediate Accounting, I	3 Hrs.
BUS235	Business Law I	3 Hrs.	ACC334	Individual Income	3 Hrs.
BUS330	Principles of Management	3 Hrs.	ACC336	Accounting Info Systems	3 Hrs.
	Elective	3 Hrs.	BUS332	Human Resource Management	3 Hrs.
	Elective	<u>3 Hrs.</u>	BUS338	Principles of Marketing	<u>3 Hrs.</u>
Total Hours:		15 hrs.	Total Hours:		15 hrs.

Fall Senior Year			Spring Senior Year		
ACC233	Intermediate Accounting II	3 Hrs.	ACC432	Auditing	3 Hrs.
ACC331	Managerial Accounting	3 Hrs.	ACC434	Advanced Tax Accounting	3 Hrs.
BUS333	Business Finance	3 Hrs.	BUS430	Business Policy	3 Hrs.
BUS335	Production Operations	3 Hrs.		Elective	3 Hrs.
BUS435	International Business	3 Hrs.	Total Hours:		12 Hrs.
Total Hours:		15 Hrs.			

Entrepreneurship Concentration

Fall Junior Year			Spring Junior Year		
ACC233	Principles of Accounting I	3 Hrs.	ACC234	Principles of Accounting II	3 Hrs.
ENT231	Personal Finance	3 Hrs.	ENT232	Business Opportunity	3 Hrs.
BUS235	Business Law I	3 Hrs.	BUS338	Principles of Marketing	3 Hrs.
BUS330	Principles of Management	3 Hrs.	ENT336	Entrepreneurship	3 Hrs.
	Elective	3 Hrs.		Elective	3 Hrs.
Total Hours:		15 Hrs.	Total Hours:		15 Hrs.

Fall Senior Year			Spring Senior Year		
ACC233	Managerial Accounting	3 Hrs.	ACC234	Business Policy	3 Hrs.
BUS231	Business Finance	3 Hrs.	ENT432	Small Business Management	3 Hrs.
BUS235	Production Operations Mgt.	3 Hrs.	ENT438	Business Valuation and Financing	3 Hrs.
BUS330	International Business	3 Hrs.		Elective	3 Hrs.
ENT437	Electronic Commerce	3 Hrs.	Total Hours:		12 Hrs.
Total Hours:		15 Hrs.			

**BUSINESS ADMINISTRATION
DATA ANALYTICS CONCENTRATION
B.S. (122 Semester Hours)**

GENERAL EDUCATION REQUIREMENTS: 47 HOURS

MAJOR REQUIRED COURSES: 48 HOURS

BUS 130	Introduction to Business	3 Hrs.
ACC 233	Principles of Accounting I	3 Hrs.
ACC 234	Principles of Accounting II	3 Hrs.
ECO 231	Principles of Economics I	3 Hrs.
ECO 232	Principles of Economics II	3 Hrs.
BUS 230	Business Communications	3 Hrs.
BUS 235	Business Law I	3 Hrs.
BUS 330	Principles of Management	3 Hrs.
BUS 332	Human Resource Management	3 Hrs.
BUS 338	Principles of Marketing	3 Hrs.
ACC 331	Managerial Accounting	3 Hrs.
BUS 333	Business Finance	3 Hrs.
BUS 334	Business Statistics	3 Hrs.
BUS 335	Production/Operations Management	3 Hrs.
BUS 435	International Business	3 Hrs.
BUS 430	Business Policy	3 Hrs.

DATA ANALYTICS CONCENTRATION: 18 HOURS

BUS 232	Programming in Data Analytics	3 Hrs.
BUS 233	Management Information System	3 Hrs.
BUS 237	Business Database	3 Hrs.
BUS 437	Descriptive Analytics	3 Hrs.
BUS 438	Predictive Data Analytics	3 Hrs.
BUS 439	Data Mining	3 Hrs.

DATA ANALYTICS CONCENTRATION ELECTIVES: 9 HOURS

Note: Business Administration concentration in the data analytics area allows for the selection of elective courses, which should be at the 200 level or higher within the computer information systems, Data Science and Business Administration curriculum.

**PLAN OF STUDY FOR BUSINESS ADMINISTRATION CONCENTRATION
DATA ANALYTICS
B.S. (122 Semester Hours)**

Freshman Year

<u>Fall Semester</u>			<u>Spring Semester</u>		
GED 110	College Skills	1 Hrs.	HIS 232	African-American History II	3 Hrs.
BIO140/ESC 140/PSC140	Science w/ Lab	4 Hrs.	ENG 132	Freshman Composition II	3 Hrs.
ENG 131	Freshman Composition I	3 Hrs.	SPA 132	Spanish II	3 Hrs.
SPA 131	Spanish I	3 Hrs.	MAT 134	College Math II	3 Hrs.
MAT 133	College Math I	3 Hrs.	PED 120	Fitness & Wellness	3 Hrs.
CIS 130	Computer in Society	3 Hrs.	ECO 130	Intro to Finance/Eco	3 Hrs.
Total Hours		17 Hrs.	Total Hours		18 Hrs.

Sophomore Year

<u>Fall Semester</u>			<u>Spring Semester</u>		
ENG 230	Fundamentals of Speech	3 Hrs.	ECO 232	Principles of Eco II	3 Hrs.
ECO 231	Principles of Eco I (required)	3 Hrs.	REL 230	Survey of World Religions	3 Hrs.
POL 233	American Politics	3 Hrs.	BUS 230	Business Communication	3 Hrs.
PSY 130	Introduction to Psychology	3 Hrs.	BUS 334	Business Statistics	3 Hrs.
BUS 130	Introduction to Business (Business Major required)	3 Hrs.	ACC 233	Principles of Accounting I	3 Hrs.
Total Hours		15 Hrs.	BUS 232	Programming in Data Analytics	3 Hrs.
Total Hours		15 Hrs.	Total Hours		18 Hrs.

Junior Year

<u>Fall Semester</u>			<u>Spring Semester</u>		
ACC 234	Principles of Accounting II	3 Hrs.	BUS 332	Human Resources Management	3 Hrs.
BUS 233	Management Info System	3 Hrs.	BUS 338	Principles of Marketing	3 Hrs.
BUS 235	Business Law I	3 Hrs.		Elective	3 Hrs.
BUS 330	Principles of Management	3 Hrs.		Elective	3 Hrs.
BUS 237	Business Database	3 Hrs.	Total Hours		12 Hrs.
Total Hours		15 Hrs.	Total Hours		12 Hrs.

Senior Year

<u>Fall Semester</u>			<u>Spring Semester</u>		
ACC 331	Managerial Accounting	3 Hrs.	BUS 430	Business Policy	3 Hrs.
BUS 333	Business Finance	3 Hrs.	BUS 438	Predictive Data Analytics	3 Hrs.
BUS 335	Production/Operations Mgmt.	3 Hrs.	BUS 439	Data mining	3 Hrs.
BUS 435	International Business	3 Hrs.		Elective	3 Hrs.
BUS 437	Descriptive Analytics	3 Hrs.	Total Hours		12 Hrs.
Total Hours		15 Hrs.	Total Hours		12 Hrs.

**BUSINESS ADMINISTRATION AREA OF CONCENTRATION
FINANCIAL TECHNOLOGY
B.S. (122 Semester Hours)**

GENERAL EDUCATION REQUIREMENTS: 47 HOURS

MAJOR REQUIRED COURSES: 48 HOURS

BUS130	Introduction to Business	3 Hrs.
ACC233	Principles of Accounting I	3 Hrs.
ACC234	Principles of Accounting II	3 Hrs.
ECO231	Principles of Economics I	3 Hrs.
ECO232	Principles of Economics II	3 Hrs.
BUS230	Business Communications	3 Hrs.
BUS235	Business Law I	3 Hrs.
BUS330	Principles of Management	3 Hrs.
BUS332	Human Resource Management	3 Hrs.
BUS338	Principles of Marketing	3 Hrs.
ACC331	Managerial Accounting	3 Hrs.
BUS333	Business Finance	3 Hrs.
BUS334	Business Statistics	3 Hrs.
BUS335	Production/Operations Management	3 Hrs.
BUS435	International Business	3 Hrs.
BUS430	Business Policy	3 Hrs.

FINANCIAL TECHNOLOGY CONCENTRATION: 18 HOURS

BUS232/ FIN233	Management Information System	3 Hrs.
FIN331/BUS331	Investments	3 Hrs.
FIN436	AI in Fintech	3 Hrs.
FIN437/BUS437	Descriptive Analytics	3 Hrs.
FIN438	Blockchain in FinTech	3 Hrs.
FIN439/BUS439	Data mining	3 Hrs.

FINANCIAL TECHNOLOGY CONCENTRATION ELECTIVES: 9 HOURS

Note: Business Administration concentration in the Financial Technology area allows for the selection of elective courses, which should be at the 200 level or higher within the computer information systems, Data Science and Business administration curriculum.

**PLAN OF STUDY FOR BUSINESS ADMINISTRATION CONCENTRATION
FINANCIAL TECHNOLOGY
B.S. (122 Semester Hours)**

Freshman Year

<u>Fall Semester</u>			<u>Spring Semester</u>		
GED 110	College Skills	1 Hrs.	HIS 232	African American History II	3 Hrs.
BIO140/ESC 140/PSC140	Science w/ Lab	4 Hrs.	ENG 132	Freshman Composition II	3 Hrs.
ENG 131	Freshman Composition I	3 Hrs.	SPA 132	Spanish II	3 Hrs.
SPA 131	Spanish I	3 Hrs.	MAT 134	College Math II	3 Hrs.
MAT 133	College Math I	3 Hrs.	PED 120	Fitness & Wellness	3 Hrs.
CIS 130	Computer in Society	3 Hrs.	ECO 130	Intro to Finance/Eco	3 Hrs.
Total Hours		17 Hrs.	Total Hours		18 Hrs.

Sophomore Year

<u>Fall Semester</u>			<u>Spring Semester</u>		
ENG 230	Fundamentals of Speech	3 Hrs.	ECO 232	Principles of Eco II	3 Hrs.
ECO 231	Principles of Eco I (required)	3 Hrs.	REL 230	Survey of World Religions	3 Hrs.
POL 233	American Politics	3 Hrs.	BUS 230	Business Communication	3 Hrs.
PSY 130	Introduction to Psychology	3 Hrs.	BUS 334	Business Statistics	3 Hrs.
BUS 130	Introduction to Business (Business Major required)	3 Hrs.	ACC 233	Principles of Accounting I	3 Hrs.
Total Hours		15 Hrs.	Total Hours		15 Hrs.

Junior Year

<u>Fall Semester</u>			<u>Spring Semester</u>		
ACC 234	Principles of Accounting II	3 Hrs.	BUS 332	Human Resources Management	3 Hrs.
FIN 233	Management Info System	3 Hrs.	BUS 338	Principles of Marketing	3 Hrs.
BUS 235	Business Law I	3 Hrs.	FIN 436	AI in FinTech	3 Hrs.
BUS 330	Principles of Management	3 Hrs.	FIN 438	Blockchain in FinTech	3 Hrs.
FIN 331	Investments	3 Hrs.	Total Hours		12 Hrs.
Total Hours		15 Hrs.			

Senior Year

<u>Fall Semester</u>			<u>Spring Semester</u>		
ACC 331	Managerial Accounting	3 Hrs.	BUS 430	Business Policy	3 Hrs.
BUS 333	Business Finance	3 Hrs.	FIN/BUS439	Data Mining	3 Hrs.
BUS 335	Production/Operations Mgmt.	3 Hrs.		Elective	3 Hrs.
BUS 435	International Business	3 Hrs.		Elective	3 Hrs.
FIN337/BUS 437	Descriptive Analytics	3 Hrs.	Total Hours		15 Hrs.
Total Hours		15 Hrs.			

BUSINESS ADMINISTRATION AREAS OF CONCENTRATION
ECONOMICS
B.S. (122 Semester Hours)

GENERAL EDUCATION REQUIREMENTS: 47 HOURS

MAJOR REQUIRED COURSES: 48 HOURS

BUS 130	Introduction to Business	3 Hrs.
ACC 233	Principles of Accounting I	3 Hrs.
ACC 234	Principles of Accounting II	3 Hrs.
ECO 231	Principles of Economics I	3 Hrs.
ECO 232	Principles of Economics II	3 Hrs.
BUS 230	Business Communications	3 Hrs.
BUS 235	Business Law I	3 Hrs.
BUS 330	Principles of Management	3 Hrs.
BUS 332	Human Resource Management	3 Hrs.
BUS 338	Principles of Marketing	3 Hrs.
ACC 331	Managerial Accounting	3 Hrs.
BUS 333	Business Finance	3 Hrs.
BUS 334	Business Statistics	3 Hrs.
BUS 335	Production/Operations Management	3 Hrs.
BUS 435	International Business	3 Hrs.
BUS 430	Business Policy	3 Hrs.

ECONOMICS CONCENTRATION: 18 HOURS

BUS336/ECO336	Managerial Economics	3 Hrs.
ECO331	Money and Banking	3 Hrs.
ECO332	Intermediate Microeconomics	3 Hrs.
ECO333	Intermediate Macroeconomics	3 Hrs.
FIN437/BUS437	Descriptive Analytics	3 Hrs.
FIN438	Blockchain in FinTech	3 Hrs.

ECONOMICS CONCENTRATION ELECTIVES: 9 HOURS

The Business Administration concentration with a focus on Economics Concentration offers the flexibility to choose elective courses. These electives should be at the 200 level or higher, and they can be chosen from the fields of Computer Information Systems, Data Science, and Business Administration.

**PLAN OF STUDY FOR BUSINESS ADMINISTRATION CONCENTRATION
ECONOMICS
B.S. (122 Semester Hours)**

Freshman Year

<u>Fall Semester</u>			<u>Spring Semester</u>		
GED 110	College Skills	1 Hrs.	HIS 232	African American History II	3 Hrs.
BIO140/ESC 140/PSC140	Science w/ Lab	4 Hrs.	ENG 132	Freshman Composition II	3 Hrs.
ENG 131	Freshman Composition I	3 Hrs.	SPA 132	Spanish II	3 Hrs.
SPA 131	Spanish I	3 Hrs.	MAT 134	College Math II	3 Hrs.
MAT 133	College Math I	3 Hrs.	PED 120	Fitness & Wellness	3 Hrs.
CIS 130	Computer in Society	3 Hrs.	ECO 130	Intro to Finance/Eco	3 Hrs.
		Total Hours			Total Hours
		17 Hrs.			18 Hrs.

Sophomore Year

<u>Fall Semester</u>			<u>Spring Semester</u>		
ENG 230	Fundamentals of Speech	3 Hrs.	ECO 232	Principles of Eco II	3 Hrs.
ECO 231	Principles of Eco I (required)	3 Hrs.	REL 230	Survey of World Religions	3 Hrs.
POL 233	American Politics	3 Hrs.	BUS 230	Business Communication	3 Hrs.
PSY 130	Introduction to Psychology	3 Hrs.	BUS 334	Business Statistics	3 Hrs.
BUS 130	Introduction to Business (Business Major required)	3 Hrs.	ACC 233	Principles of Accounting I	3 Hrs.
		Total Hours			Total Hours
		15 Hrs.			15 Hrs.

Junior Year

<u>Fall Semester</u>			<u>Spring Semester</u>		
ACC 234	Principles of Accounting II	3 Hrs.	BUS 332	Human Resources Management	3 Hrs.
ECO 331	Money and Banking	3 Hrs.	BUS 338	Principles of Marketing	3 Hrs.
BUS 235	Business Law I	3 Hrs.	ECO 336	Managerial Economics	3 Hrs.
BUS 330	Principles of Management	3 Hrs.	ECO 332	Intermediate Microeconomics	3 Hrs.
ECO 333	Intermediate Macroeconomics	3 Hrs.			Total Hours
		Total Hours			12 Hrs.
		15 Hrs.			

Senior Year

<u>Fall Semester</u>			<u>Spring Semester</u>		
ACC 331	Managerial Accounting	3 Hrs.	BUS 430	Business Policy	3 Hrs.
BUS 333	Business Finance	3 Hrs.	ECO/FIN 438	Block Chain	3 Hrs.
BUS 335	Production/Operations Mgt.	3 Hrs.	BUS/CIS	Elective	3 Hrs.
BUS 435	International Business	3 Hrs.	BUS/CIS	Elective	3 Hrs.
ECO/BUS437/ FIN337	Descriptive Analytics	3 Hrs.	BUS/CIS	Elective	3 Hrs.
		Total Hours			Total Hours
		15 Hrs.			15 Hrs.

COMPUTER INFORMATION SYSTEMS

The objectives of the Computer Information Systems program are as follows:

- To provide students with a greater range of skills and understanding in all areas of Computer Information Systems
- To prepare students for graduate studies in Computer Information Systems
- To prepare students for responsible professional positions in applied Computer Information Systems as well as in Computer Engineering

The Computer Information Systems program requires a cumulative minimum grade point average of 2.3 to be maintained for continuation in the program. Students whose cumulative grade point average falls below 2.3 for two consecutive semesters must change their major. All CIS students are required to join Black Data Processing Associates (BDPA) and pay student membership fees.

COMPUTER INFORMATION SYSTEMS PROGRAM B. S. (122 Semester)

GENERAL EDUCATION REQUIREMENTS: 47 HOURS (see p. 73)

MAJOR REQUIRED COURSES: 60 HOURS

BUS233	Business Statistics	3 Hrs.
CIS230	Computer Networks	3 Hrs.
CIS239	Introduction to Computer Programming	3 Hrs.
CIS330	Principles of Security	3 Hrs.
CIS331	Systems Analysis and Designs	3 Hrs.
CIS333	Introduction to Management Information Systems	3 Hrs.
CIS334	Database Concepts and Design	3 Hrs.
CIS335	Cobol	3 Hrs.
CIS336	Information Technology for Finance and Marketing	3 Hrs.
CIS337	Computer Programming Language C++	3 Hrs.
CIS338	Java	3 Hrs.
CIS339	Principles of Project Management	3 Hrs.
CIS430	Internship/REU	3 Hrs.
CIS431	Object-Oriented Systems	3 Hrs.
CIS432	Business Analytics	3 Hrs.
CIS433	Decision Support Systems and Business Intelligence	3 Hrs.
CIS434	Current topics in Computer Information Systems	3 Hrs.
CIS435	IS Strategy Management & Acquisition	3 Hrs.
CIS436	Ethical and Legal Conflicts in Internet Technology	3 Hrs.
CIS437	Computer Architecture and Operating System	3 Hrs.

ELECTIVES TRACKS FOR COMPUTER INFORMATION SYSTEMS: 6 HOURS

Security

CIS 330 01	Fundamentals of Information Security	3 Hrs.
CIS 330 02	Incidence Response and Disaster Recovery	3 Hrs.

Project Management

CIS 339-01	Project Executive and Control	3 Hrs.
CIS 339-02	Certified Associate Project Manager	3 Hrs.

Other

CIS438	Introduction to Electronic Business Application	3 Hrs.
--------	---	--------

MINOR IN COMPUTER INFORMATION SYSTEMS: 21 HOURS

CIS239	Introduction to Computer Programming	3 Hrs.
CIS331	Systems Analysis and Design	3 Hrs.
CIS333	Introduction to Management Information Systems	3 Hrs.
CIS334	Database Concepts and Design	3 Hrs.
CIS337	Computer Programming Language C++	3 Hrs.
CIS431	Object-Oriented Systems	3 Hrs.
CIS434	Current Topics in Computer Information Systems	3 Hrs.

**PLAN OF STUDY FOR COMPUTER INFORMATION SYSTEMS
B.S. (122 semester hours)**

Freshman Year

<u>Fall Semester</u>			<u>Spring Semester</u>		
GED130	College Skills	1 Hrs.	POL233	American Politics	3 Hrs.
CIS130	Computers in Society	3 Hrs.	ENG132	Freshman Composition II	3 Hrs.
ENG131	Freshman Composition I	3 Hrs.	MAT134	College Math II	3 Hrs.
MAT133	College Math I	3 Hrs.	PED130	Fitness & Wellness	3 Hrs.
PSC140	Physical Science	4 Hrs.	ECO130	Introduction to Finance & Economics	3 Hrs.
REL 230	Survey of World Religions	3 Hrs.		Total Hours:	15 Hrs.
	Total Hours:	17 Hrs.			

Sophomore Year

<u>Fall Semester</u>			<u>Spring Semester</u>		
ENG230	Fundamentals of Speech	3 Hrs.	HIS232	African American History	3 Hrs.
PSY130	Introduction to Psychology	3 Hrs.	SPA132	Spanish II	3 Hrs.
SPA131	Spanish I	3 Hrs.	CIS230	Computer Networks	3 Hrs.
CIS239	Intro to Programming	3 Hrs.		CIS Elective	3 Hrs.
BUS233	Business Statistics	3 Hrs.		CIS Elective	3 Hrs.
	Total Hours:	15 Hrs.		Total Hours:	15 Hrs.

Junior Year

<u>Fall Semester</u>			<u>Spring Semester</u>		
CIS333	Introduction to MIS	3 Hrs.	CIS338	Java	3 Hrs.
CIS331	Systems Analysis & Design	3 Hrs.	CIS336	Introduction to Computers	3 Hrs.
CIS335	Python	3 Hrs.	CIS334	Database Concepts	3 Hrs.
CIS337	Programming in C++	3 Hrs.	CIS330	Principles of Information Security	3 Hrs.
CIS339	Principles of Project Mgmt	3 Hrs.		CIS Elective	3 Hrs.
	Total Hours:	15 Hrs.		Total Hours:	15 Hrs.

Senior Year

<u>Fall Semester</u>			<u>Spring Semester</u>		
CIS431	Object Oriented Systems	3 Hrs.	CIS430	Internship/REU	3 Hrs.
CIS433	DSS & Business Intelligence	3 Hrs.	CIS432	Business Analytics	3 Hrs.
CIS435	Advanced Database	3 Hrs.	CIS434	Current Topics in CIS	3 Hrs.
CIS437	Computer Architecture	3 Hrs.	CIS436	Ethical and Legal Conflicts in IT	3 Hrs.
	CIS Elective	3 Hrs.		CIS Elective	3 Hrs.
	Total Hours:	15 Hrs.		Total Hours:	15 Hrs.

DEPARTMENT OF CULINARY ARTS AND HOSPITALITY MANAGEMENT

The Culinary Arts and Hospitality Management Department consists of programs in Hospitality Management and Culinary Arts. Students enrolled in these programs will gain thorough understanding in organizational management principles, develop leadership and management skills, and be able to understand and interpret the business setting while gaining practical experience in their respective field of study.

CULINARY ARTS PROGRAM A.S. (66 Semester Hours)

GENERAL EDUCATION REQUIREMENT:

BIO/ESC/PSC	Natural Science Option	4 Hrs.
CIS130	Computers in Society	3 Hrs.
ENG131	Freshman Composition I	3 Hrs.
ENG132	Freshman Composition II	3 Hrs.
GED110	College Skills	1 Hr.
MAT133	College Mathematics I	3 Hrs.
SPA131	Elementary Spanish I	3 Hrs.

MAJOR REQUIRED COURSES: 46 HOURS

Professional Technical

CUL129	Sanitation and Safety	3 Hrs.
CUL201	Food Planning and Prep I	3 Hrs.
CUL233	Purchasing and Cost Control	3 Hrs.
CUL240	Restaurant Management	4 Hrs.
CUL234	Catering and Event Management	3 Hrs.
CUL238	Nutrition for Food Services	3 Hrs.
CUL237	Menu Planning, Design, and Layout	3 Hrs.

CUL131	Introduction to Baking	3 Hrs.
CUL139	Pantry and Breakfast	3 Hrs.
CUL230	Classical Cuisine	3 Hrs.
CUL231	Meat Fabrication	3 Hrs.
CUL232	Fish and Seafood	3 Hrs.
CUL236	Classical Pastries	3 Hrs.
CUL239	Garde Manger	3 Hrs.

Internship

CUL200 Culinary Arts Work Experience (400 Hrs.) 3 Hrs.

NOTA BENE:

Students who have completed the A. S. in Culinary Arts and decide to continue on to complete the Hospitality Management degree can use twelve (12) hours of CUL electives (unspecified) toward the Hospitality Management degree electives.

**PLAN OF STUDY FOR CULINARY ARTS
A.S. (66 Semester Hours)**

<i>First Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
GED110	College Skills	3 Hrs.	ENG132	Freshman Composition II	3 Hrs.
CIS130	Computers in Society	3 Hrs.	CUL129	Sanitation and Safety	3 Hrs.
BIO140	Freshman Biology I	4 Hrs.	CUL201	Food Planning & Prep I	3 Hrs.
ENG131	Freshman Composition	3 Hrs.	CUL238	Nutrition for Food Services	3 Hrs.
SPA131	Elementary Spanish	3 Hrs.	CUL233	Purchasing and Cost Control	3 Hrs.
MAT133	College Math I	3 Hrs.	Total Hours:		15 Hrs.
Total Hours:		17Hrs.			
<i>Second Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
CUL131	Introduction to Baking	3 Hrs.	HML240	Restaurant Management	3 Hrs.
CUL139	Pantry & Breakfast	3 Hrs.	CUL230	Classical Cuisine	3 Hrs.
CUL231	Meat Fabrication	3 Hrs.	CUL232	Fish & Seafood	3 Hrs.
CUL234	Catering & Event Mgmt	3 Hrs.	CUL236	Classical Pastries & Chocolates	3 Hrs.
CUL237	Menu Plan Design & Layout	3 Hrs.	CUL239	Garde Manger	3 Hrs.
CUL200	Work Experience	3 Hrs.	Total Hours:		15 Hrs.
Total Hours:		18Hrs.			

CUL 200: Culinary Arts Work Experience (3 Hrs.)

*This course requires a minimum of 600 hours of work experience. 300 hours should be completed before enrolling in this course. This course is required to graduate.

**HOSPITALITY MANAGEMENT PROGRAM
B.S. (120 Semester)**

Objectives of the Hospitality Management Program are: (1) To provide students with a broad perspective of the hospitality organizations and their operations through sound management principles; (2) To offer a program of study designed to equip students with analytical tools based upon logic and critical thinking for decision-making; (3) To prepare students for responsible professional positions in various sectors of the Hospitality Industry.

GENERAL EDUCATION REQUIREMENT: 47 HOURS (See Page 73)

MAJOR REQUIRED COURSES: 52 HOURS

HMG130	Sanitation and Safety
HMG139	Introduction to Hospitality Management
HMG330	Food Planning and Prep I
HMG331	Customer Services
HMG332	Hospitality Leadership Colloquium
HMG333	Purchasing and Cost Control
HMG334	Hotel Management and Operations
HMG335	Introduction to Travel and Tourism
HMG336	Convention and Meeting Management
HMG337	Hospitality Facilities Management
HMG339	Food Planning and Prep II
HMG340	Restaurant Management
HMG430	Catering and Event Management
HMG431	Hospitality Finance Management
HMG432	Hospitality and Tourism Marketing
HMG433	Legal Environment in Hospitality
HMG439	Senior Seminar in Hospitality Research

ELECTIVES FOR HOSPITALITY MANAGEMENT: 12 HOURS (In Concentration Area)

Lodging Operation Management

HMG 231	Lodging Operations Management	3 Hrs.
HMG 232	Front Office Management	3 Hrs.
HMG 230	Housekeeping	3 Hrs.
HMG 235	Hotel Sales and Marketing	3 Hrs.
HMG 236	Hotel Revenue	3 Hrs.

Event Management

HMG 233	Event Design and Services	3 Hrs.
HMG 239	Exhibition and Trade Show Management	3 Hrs.
HMG 234	Fairs and Festival Management	3 Hrs.
HMG 238	Sports Event Management	3 Hrs.
HMG 409	Destination Planning Management	3 Hrs.

Food and Beverage Management

HMG 434	Contract Foodservice Management	3 Hrs.
HMG 435	Nutrition for Foodservice	3 Hrs.
HMG 436	Restaurants/Foodservice Management	3 Hrs.
HMG 437	Menu Planning, Design, and Layout	3 Hrs.
HMG 438	Beverage Management	3 Hrs.

Work Experience required: HMG200, HMG300, HMG400
HMG138 Hospitality Research (optional)

9 Hrs.
3 Hrs.

HOSPITALITY MANAGEMENT PLAN OF STUDY
B. S. (120 Semester Hours)

Freshman Year

Fall Semester			Spring Semester		
GED110	College Skills	1 Hr.	ENG132	Freshman Composition II	3 Hrs.
CIS130	Computers In Society	3 Hrs.	POL233	American Politics	3 Hrs.
BIO140	Freshman Biology w/lab	4 Hrs.	HMG130	Sanitation & Safety	3 Hrs.
ENG131	Freshman Composition I	3 Hrs.	MAT134	College Math II	3 Hrs.
HMG139	Intro to Hospitality Mgt.	3 Hrs.	PED130G	Fitness & Wellness	3 Hrs.
MAT133	College Math	3 Hrs.			
	Total Hours:	17 Hrs.		Total Hours:	15 Hrs.

Summer - HMG 200 Hospitality Management Work Exp

Sophomore Year

Fall Semester			Spring Semester		
SPA131	Spanish I	3 Hrs.	SPA132	Spanish II	3 Hrs.
ENG230	Fundamentals of Speech	3 Hrs.	REL230	Survey of World Religions	3 Hrs.
ECO130	Intro to Finance & Econ	3 Hrs.	HIS232	African American History II	3 Hrs.
HMG231	Lodging Mgmt Operations	3 Hrs.	HMG331	Customer Service	3 Hrs.
PSY/SOC 130	Intro to Psych or Sociology	3 Hrs.		HMG Restricted Elective	3 Hrs.
	Total Hours:	15 Hrs.		Total Hours:	15 Hrs.

Summer - HMG 300 Hospitality Management Work Exp

Junior Year

Fall Semester			Spring Semester		
HMG330	Food Planning & Prep I	3 Hrs.	HMG332	Hospitality Leadership Colloquium	3 Hrs.
HMG333	Purchasing & Cost Control	3 Hrs.	HMG334	Hotel Management & Operations	3 Hrs.
HMG335	Intro to Travel & Tourism	3 Hrs.	HMG340	Restaurant & Table Service	3 Hrs.
HMG337	Hospitality Facilities Mgmt	3 Hrs.	HMG336	Convention and Meeting Mgmt	3 Hrs.
	HMG/CUL Elective	3 Hrs.	HMG339	Food Planning & Prep II	3 Hrs.
	Total Hours:	15 Hrs.		Total Hours:	15 Hrs.

Summer - HMG 400 Hospitality Management Work Exp

Senior Year

Fall Semester			Spring Semester		
HMG430	Catering & Event Mgmt	3 Hrs.	HMG432	Hosp & Tourism Marketing	3 Hrs.
HMG431	Hospitality Finance Mgt	3 Hrs.	HMG439	Senior Seminar & Hosp Research	3 Hrs.
HMG433	Legal Environment Hosp	3 Hrs.		HMG/CUL Elective	3 Hrs.
	HMG/CUL Elective	3 Hrs.		HMG/CUL Elective	3 Hrs.
	Hospitality Internship	3 Hrs.		Total Hours:	12 Hrs.
	Total Hours:	15 Hrs.			

**HOSPITALITY MANAGEMENT AND CULINARY ARTS
B.S. (125 Semester Hours)**

GENERAL EDUCATION REQUIREMENT 47 HOURS (See Page 73):

MAJOR REQUIRED COURSES: -- HOURS

HMG 130 Sanitation & Safety	3 Hrs.
HMG 139 Intro to Hospitality	3 Hrs.
HMG 330 Food Planning and Prep 1	3 Hrs.
HMG 331 Customer Service	3 Hrs.
HMG 332 Hospitality Colloquium	3 Hrs.
HMG 333 Purchasing and Cost Control	3 Hrs.
HMG 334 Hotel Mgmt and Operations	3 Hrs.
HMG 335 Intro to Travel and Tourism	3 Hrs.
HMG 336 Convention & Meeting Mgmt	3 Hrs.
HMG 337 Hospitality Facility Management	3 Hrs.
HMG 339 Food Planning and Prep II	3 Hrs.
HMG 340 Restaurant Management	4 Hrs.
HMG 430 Catering and Event Mgmt	3 Hrs.
HMG 431 Hospitality Finance Mgmt	3 Hrs.
HMG 432 Hosp and Tour Marketing	3 Hrs.
HMG 433 Legal Environment in Hosp	3 Hrs.
HMG 439 Senior Seminar & Hosp Research	3 Hrs.
CUL 238 Nutrition for Food Services	3 Hrs.
CUL 131 Intro to Baking	3 Hrs.
CUL 139 Pantry and Breakfast	3 Hrs.
CUL 230 Classical Cuisine	3 Hrs.
CUL 231 Meat Fabrication	3 Hrs.
CUL 232 Fish and Seafood	3 Hrs.
CUL 236 Classical Pastries	3 Hrs.
CUL 239 Garde Manger	3 Hrs.
CUL/HMG 200 Work Experience	0 Hrs.
CUL 400 Culinary Arts Internship (400 hrs)	0 Hrs.
HMG 400 Hosp Internship (400 hrs)	3 Hrs.

ELECTIVES FOR HOSPITALITY MANAGEMENT: 12 HOURS (In Concentration Area [see above])

WORK EXPERIENCE: 9 HOURS

HOSPITALITY MANAGEMENT and CULINARY ARTS PLAN OF STUDY
B.S. (125 Semester Hours)

FRESHMAN YEAR

<i>Fall Semester</i>		<i>Spring Semester</i>	
GED 110 College Skills	1 Hrs.	POL 233 AM Pol	3 Hrs.
CIS 130 Computers in Society	3 Hrs.	ENG 132 Freshman Composition II	3 Hrs.
BIO 140 Freshman Biology w/Lab	4 Hrs.	HMG 130 Sanitation and Safety	3 Hrs.
ENG 131 Freshman Composition	3 Hrs.	MAT 134 College Math II	3 Hrs.
HMG 139 Intro to Hospitality	3 Hrs.	PED 120 Fitness and Wellness	3 Hrs.
MAT 133 College Math 1	3 Hrs.	CUL 238 Nutrition for Foodservice	3 Hrs.
Total Hours	17 Hrs.	Total Hours	18 Hrs.

Summer - HMG 200 Hospitality Management Work Exp

SOPHOMORE YEAR

<i>Fall</i>		<i>Spring Semester</i>	
SPA 131 Spanish I	3 Hrs.	SPA 132 Spanish II	3 Hrs.
ENG 230 Fundamentals of Speech	3 Hrs.	REL 230 Survey of World Rel	3 Hrs.
ECO 130 Intro to Finance and Econ	3 Hrs.	HIS 232 African American History	3 Hrs.
HMG 231 Lodging Mgmt Operations	3 Hrs.	HMG 331 Customer Service	3 Hrs.
PSY/SOC 130 Intro to Psych or Sociology	3 Hrs.	HMG 330 Food Planning and Prep 1	3 Hrs.
CUL 139 Pantry and Breakfast	3 Hrs.	Total Hours	15 Hrs.
Total Hours	18 Hrs.	Summer - HMG 300 Hospitality Management Work Exp	

JUNIOR YEAR

<i>Fall Semester</i>		<i>Spring Semester</i>	
CUL 231 Meat Fabrication	3 Hrs.	HMG 430 Catering and Event Mgmt	3 Hrs.
HMG 333 Purchasing and Cost Control	3 Hrs.	HMG 431 Hospitality Finance Mgmt	3 Hrs.
HMG 335 Intro to Travel and Tourism	3 Hrs.	HMG 433 Legal Environment in Hosp	3 Hrs.
HMG 337 Hospitality Facility Mgmt	3 Hrs.	CUL 237 Menu Planning, Design & Layout	3 Hrs.
CUL 131 Intro to Baking	3 Hrs.	Total Hours	12 Hrs.
Total Hours	15 Hrs.	Summer - HMG 400 Hospitality Management Work Exp	

SENIOR YEAR

<i>Fall Semester</i>		<i>Spring Semester</i>	
HMG 332 Hospitality Colloquium	3 Hrs.	HMG 432 Hosp and Tour Marketing	3 Hrs.
HMG 334 Hotel Mgmt and Operations	3 Hrs.	HMG 439 Senior Seminar & Hosp Research	3 Hrs.
CUL 236 Classical Pastries and Choc	3 Hrs.	CUL 230 Classical Cuisine	3 Hrs.
HMG 336 Convention & Meeting Mgmt	3 Hrs.	CUL 232 Fish and Seafood	3 Hrs.
HMG 339 Food Planning & Prep II	3 Hrs.	HMG 340 Restaurant & Table Service	3 Hrs.
Total Hours	15 Hrs.	Total Hours	15 Hrs.

HOSPITALITY MANAGEMENT CERTIFICATE PROGRAMS

CULINARY ARTS CERTIFICATE (24 Semester Hours)

The certificate program in Culinary Arts is designed to prepare students to break into a high energy, highly rewarding career as chefs, caterer, food & beverage manager, and restaurant manager. A certificate can facilitate a career entrance into culinary arts or catering while giving graduates the skills and experience needed to succeed and take their career to the next level.

CUL 130	Soups, Stocks and Sauces	3 Hrs.
CUL 131	Introduction to Baking	3 Hrs.
CUL 230	Classical Cuisine	3 Hrs.
CUL 239	Garde Manger	3 Hrs.
CUL 129	Sanitation and Safety	3 Hrs.
CUL 235	Food Planning & Prep I	3 Hrs.
CUL 234	Catering and Event Management	3 Hrs.
CUL 237	Menu Planning, Design & Layout	3 Hrs.

EVENT PLANNING CERTIFICATE (24 Semester Hours)

The certificate in Event Planning equips students with tools to help design, plan, and execute functions. These tools apply to meetings, weddings, conferences, seminars, corporate outings, city fairs and festivals, charitable events, and the like. The curriculum is designed to prepare students to break into the meeting and conventions with a running start.

HMG130	Sanitation and Safety*	3 Hrs.
HMG233	Event Design and Services	3 Hrs.
HMG234	Fairs & Festivals	3 Hrs.
HMG238	Sports Event Management	3 Hrs.
HMG239	Exhibition & Trade Show Management	3 Hrs.
HMG336	Convention & Meeting Management	3 Hrs.
HMG409	Destination Planning Management	3 Hrs.
HMG430	Catering & Event Management	3 Hrs.

LODGING OPERATIONS (24 Semester Hours)

The certificate program in Lodging Operations is designed to prepare students for today's opportunities and tomorrow's industry challenges. This program includes topic specific certifications from the American Hotel and Lodging Association.

HMG130	Sanitation and Safety*	3 Hrs.
HMG 139	Intro to Hospitality Management	3 Hrs.
HMG231	Lodging Operations Management**	3 Hrs.
HMG232	Front Office Management**	3 Hrs.
HMG334	Hotel Management & Operations**	3 Hrs.
HMG337	Hospitality Facilities Management**	3 Hrs.
HMG431	Hospitality Finance Management	3 Hrs.
HMG433	Legal Environment in Hospitality	3 Hrs.

All courses are part of our Hospitality Management Bachelor of Science degree program. Students have the option, after completing their certification, of continuing in their studies toward a degree in Hospitality Management. Courses are designed to equip participants with the knowledge, understanding and skills

required to succeed in a commercial organization. Each program focuses on producing practical employees who can make an immediate impact within their company and/or career.

*National Restaurant Association (NRA) SERVESAFE Certificate.

**American Hotel Lodging Association (AHLA) Certificate

SPORT MANAGEMENT PROGRAM

B. S. (122 Semester Hours)

Objectives of the Sport Management Program are:

- To develop leadership and management skills;
- To understand and interpret the business setting
- To obtain practical experience in the field of sport management and sport industry;
- To understand and appreciate business concepts related to sport management.

GENERAL EDUCATION REQUIREMENTS: 47 HOURS (See Page 73)

MAJOR REQUIRED COURSES: 61 HOURS

BUS130	Introduction to Business	3 Hrs.
BUS330	Principles of Management	3 Hrs.
ECO232	Principles of Economics II	3 Hrs.
ACC233	Principles of Accounting I	3 Hrs.
ACC234	Principles of Accounting II	3 Hrs.
ACC331	Managerial Accounting	3 Hrs.
SPM230	Introduction to Sport Management	3 Hrs.
SPM333	Sport Governance	3 Hrs.
SPM335	Sport in Society	3 Hrs.
SPM330	Sport Practicum	3 Hrs.
SPM332	Sport Ethics	3 Hrs.
BUS334	Business Statistics	3 Hrs.
SPM337	Sport Event Facility Management	3 Hrs.
SPM339	Allied Sales Techniques	3 Hrs.
SPM430	Sport Media and Communication	3 Hrs.
SPM431	Sport Finance	3 Hrs.
SPM437	Sport Marketing	3 Hrs.
SPM438	Sport Law	3 Hrs.
SPM436	Management and Leadership in Sport	3 Hrs.
SPM433	Detailed Sport: Capstone	3 Hrs.
SPM439	Sport Internship	3 Hrs.

ELECTIVES FOR SPORT MANAGEMENT: 12 HOURS

SPM333	Sport Governance	3 Hrs.
SPM336	International Sport Management	3 Hrs.
SPM338	Current Issues in Sport Management	3 Hrs.
BUS	Elective 200 or higher-level BUS Elective Course	3 Hrs.

(Students may take any 200-level elective course in Division of Business.)

**PLAN OF STUDY FOR SPORT MANAGEMENT
B. S. (122 Semester Hours)**

Freshman Year

<u>Fall Semester</u>			<u>Spring Semester</u>		
GED110	College Skills	1 Hr.	HIS232	African-American History II	3 Hrs.
BIO/ESC/PSC140	Science w/Lab	4 Hrs.	ENG132	Freshman Composition II	3 Hrs.
ENG131	Freshman Composition I	3 Hrs.	MAT134	College Math II	3 Hrs.
BUS130	Intro to Business	3 Hrs.	ECO130	Intro to Economics	3 Hrs.
MAT133	College Math I	3 Hrs.	PED130	Fitness & Wellness	3 Hrs.
			SPM230	Intro to Sports Management	3 Hrs.
	Total Hours:	17 Hrs.		Total Hours:	18 Hrs.

Sophomore Year

<u>Fall Semester</u>			<u>Spring Semester</u>		
ENG230	Fundamentals of Speech	3 Hrs.	ECO232	Principles of Economics II	3 Hrs.
SPA131	Spanish I	3 Hrs.	REL230	Survey of World Religions	3 Hrs.
POL233	American Politics	3 Hrs.	BUS334	Business Statistics	3 Hrs.
CRJ/PSY/SOC130	Behavioral/Social Science	3 Hrs.	ACC234	Principles of Accounting II	3 Hrs.
ACC233	Principles of Accounting	3 Hrs.	SPA 132	Spanish II	3 Hrs.
	Total Hours:	15 Hrs.		Total Hours:	12 Hrs.

Junior Year

<u>Fall Semester</u>			<u>Spring Semester</u>		
ACC331	Managerial Accounting	3 Hrs.	SPM330	Sport Practicum	3 Hrs.
SPM335	Sport in Society	3 Hrs.	SPM332	Sport Ethics	3 Hrs.
SPM337	Sport Facility Mgt.	3 Hrs.	SPM430	Sport Media and Communications	3 Hrs.
SPM333	Sport Governance	3 Hrs.	SPM339	Allied Sales	3 Hrs.
BUS330	Sport Elective	3 Hrs.		SPM Elective	3 Hrs.
	Total Hours:	15 Hrs.		Total Hours:	15 Hrs.

Senior Year

<u>Fall Semester</u>			<u>Spring Semester</u>		
SPM431	Sport Finance	3 Hrs.	BUS430	Business Policy	3 Hrs.
SPM437	Sport Marketing	3 Hrs.	SPM438	Sport Law	3 Hrs.
SPM439	Sport Internship	4 Hrs.	SPM436	Mgmt/Leadership in Sport	3 Hrs.
	SPM Elective	3 Hrs.		SPM Elective	3 Hrs.
	SPM Elective	3 Hrs.		BUS Elective	3 Hrs.
	Total Hours:	15 Hrs.		Total Hours:	15 Hrs.

DIVISION OF EDUCATION, PSYCHOLOGY, & SOCIAL WORK

The Division of Education, Psychology, and Social Work provides transformative and life-changing educational experiences. Our courses help to generate the knowledge, skills, and confidence needed to create positive stewards in the communities of each chosen discipline.

The faculty of the Division will support students in achieving their career goals by delivering quality teaching and research with a learning environment that will foster inclusion, cooperation, opportunity, and security. We will also support students throughout their career to continuously advance the knowledge, skills, and confidence to which we have contributed.

The Division of Education, Psychology, and Social Work offers the Bachelor of Arts (B.A.) degree in Birth – Kindergarten Education, Bachelor of Arts (B.A.) degree in Elementary Education (K-6), Bachelor of Arts (B.A.) degree in Psychology, and the Bachelor of Social Work (B.S.W.). In addition, the Division offers a minor program in Special Education. Residency Licensure is offered for Birth to Kindergarten, and Elementary Education. The Division also offers a Pre-school Add-on Certificate Program.

DEPARTMENT OF EDUCATION

The Department of Education offers programs in both Early Childhood (Birth – Kindergarten) and Elementary Education (Kindergarten – 6), and provides professional education courses for educator preparation in English Education at the 9 – 12 (secondary) level, Mathematics Education at the 9 – 12 level, Social Studies Education at the 9 – 12 level, and Music Education at the Kindergarten – 12 level.

EDUCATOR PREPARATION: ALL TEACHING PROGRAMS

Educator Preparation at Livingstone College is viewed as a college-wide function. The Department of Education assumes the responsibility for coordinating all programs. The Teacher Education Council (TEC) serves as the policy-making body for the Educator Preparation Program. The TEC is comprised of representatives from the various academic disciplines, the Vice President of Academic Affairs, administrators and practitioners from kindergarten – 12 schools, Birth – Kindergarten programs, and educator preparation candidates. This committee formulates specific as well as broad policies that reflect the best interests of the Educator Preparation Program.

All educator preparation programs have approval from the North Carolina Department of Public Instruction (NCDPI). The National Council for the Accreditation of Teacher Education (NCATE), and the Council for the Accreditation of Education Preparation (CAEP), credits the Professional Education Unit.

The Educator Preparation Program (EPP) is committed to preparing highly skilled and competent teachers for the local communities, the state of North Carolina, and the nation. The program is guided by the theme, **Servant Leaders as Professional Educators: Serve → Lead → Teach**. Rooted in the

mission of Livingstone College, the conceptual framework guides the programs that lead to North Carolina teacher licensure. The conceptual framework offers an undergraduate program of professional study, which represents a continuum with sequential general goals. The program seeks to realize its goals of preparing teachers:

- Whose dispositions reflect an understanding of the role of servant leaders, and has the capacity for reflection and decision making as a professional teacher;
- Who can move easily, effectively, and efficiently between the roles of servant leader and professional educator;
- Who are self-directed, academically proficient, able to maintain high moral standards, and dedicated to the teaching profession;
- Who are knowledgeable about how children learn to read and who are able to improve the reading skills of the children they teach;
- Who are knowledgeable about the content, history, methods of inquiry, and the assessment methods of the discipline;
- Who are sensitive to attitudes, emotions, cultural heritage, and special needs of all children;
- Who are knowledgeable about theories and principles of teaching and learning;
- Who are able to promote good school/community relations through effective communication skills;
- Who recognizes the value of pursuing life-long learning through involvement in professional associations, workshops, research, and scholarly activities.

Admission to an Educator Preparation Program for Those Seeking a Baccalaureate Degree and Licensure

Admission to the Educator Preparation Program is based on specific criteria and the recommendation of the Teacher Education Council. Students must make initial contact with the Department Chair or Division Dean before choosing Education as a major. Students can call, email, or request an interview with the Chair or Dean. This is the first step to becoming part of the Educator Preparation Learning Community. Each current and prospective educator preparation candidate is informed, on an individual basis, of the probability of successful completion of the requirements for initial licensure as a teacher in North Carolina. This information is part of the performance-based advising and counseling program of the college and includes a discussion of the SAT score, grade point average, and other predictive measures. Therefore, students planning to enter the program should file a formal application with the Chair of the Department of Education.

There are three ways in which an individual can be admitted to an educator preparation program at Livingstone College:

1. The **traditional method** is to declare a teaching major during the candidate's academic career (the steps are identified in the section for Traditional Degree Seekers).
2. The second method is **transferring from** a regionally accredited institution of higher education and to request that earned credits be applied to the chosen teaching degree program. Candidates who are transfer students entering the College with junior classification must make an application for admission to teaching during their first semester of residence. This is necessary in order to ensure that the requirements for admission to the methods and student teaching courses are being met in a timely manner.

3. The third method is available to the **non-traditional** candidate (e.g., the more mature candidate), who may have completed high school or their GED earlier, but whose academic career was interrupted by work, family, or other special circumstances. Evening, weekend, and accelerated classes are often available jointly through the Department of Education and the Office of Evening and Weekend College. Candidates seeking admission through this route will apply for admission through the Office of the Chair of the Department of Education. The candidate will be assigned an advisor who will coordinate the admission with the Office of Evening and Weekend College.

Candidates pursuing the non-traditional route to completing the degree and license requirements should submit their application and accompanying materials to the Office of the Dean of Education, Psychology, and Social Work **at least one month prior to enrollment**. The accompanying materials must include transcripts from high school/GED and all colleges or universities attended since graduation.

Traditional Admission Procedures

To be admitted to the Teacher Education Program, candidates must meet the following requirements:

1. Obtain a Program of Study (Academic Contract) from the assigned advisor in the Department of Education or in the Department in which the major is located (Secondary Mathematics, English, Social Studies or Music Education majors).
2. Complete indicated hours of the required General Education Curriculum.
3. Earn at least a grade of “C” in all General Education courses.
4. Take and pass the Core Academic Skills Examination in reading and mathematics, or score a composite 1100 on two parts of the SAT, or 24 on the ACT.
5. Complete and submit the application for admission to the Department of Education.
6. Complete an interview with the Teacher Education Council (TEC) at a satisfactory level.
7. Submit a health statement from a physician indicating good physical health, including proof of tuberculosis vaccination and COVID-19 vaccination or the required exemption paperwork, and mental health.
8. Submit favorable recommendations from two former professors or employers.
9. Pass the criminal records check (i.e., no criminal record).
10. Obtain approval from the Teacher Education Council.
11. Obtain satisfactory disposition ratings in Professional Education courses.

Educator Preparation Early Intent Procedures for Conditional Candidates (i.e., candidates needing to raise their GPA)

All candidates whose grade point average (GPA) is below 2.75 must raise their GPA to the 2.75 level before being formally admitted to a teaching program. Candidates with deficient GPA's must participate in performance-based advisement and may be required to attend performance-based study groups until a satisfactory GPA is reached and maintained for at least one full semester.

In order to meet the requirements for the degree program and licensure in a timely manner (i.e., within the eight semesters outlined elsewhere in this catalog), this requires meeting each of the following criteria during the specified year:

Freshman Year

1. Earn a grade of “C” or better in all courses.
2. Begin e-Portfolio.
3. Maintain a minimum cumulative grade point average of 2.75 on a 4.0 scale.
4. Attending Learning Community meetings and events.
5. Complete Plato assessment in Mathematics, Reading, and English.
6. Complete and pass the Praxis Core Examination (reading, writing, and mathematics), achieving a minimum composite score of 468.

Sophomore Year

1. Maintain a minimum cumulative grade point average of 2.75 on a 4.0 scale.
2. Successfully complete the General Education program with a minimum grade of “C” or better.
3. Complete and pass all components of Praxis Core Examination (**if failed to pass Praxis Core Examination during freshman year**).
4. Attending Learning Community meetings and events.

NOTE: The Education Department requires all students preparing for a teaching career to pass the Praxis Core Examination, or submit a composite SAT score of 1100 or more, prior to formal admission to the Educator Preparation Program.

Notice Regarding Enrollment in Advanced Courses

Degree-seeking students are not permitted to enroll in upper level (300 and 400) courses, i.e., the Professional Studies sequence (including Student Teaching), prior to being formally admitted to the Educator Preparation Program. *Courses exempt from this rule include ECE 331 Phonological Awareness, EDU 320 Educational Research and Analysis, EDU 330 Educational Psychology, EDU 333 Foundations of Child Development, and EDU 337 Utilizing Technology to Improve Learning.*

Junior Year

1. Maintain a minimum cumulative grade point average of 2.75 on a 4.0 scale.
2. Earn a grade of “C” or better in all specialty areas and professional education courses.
3. Complete an application for admission into the Educator Preparation Program.
4. Attending the formal presentations of e-Portfolios of senior level candidates.
5. Complete curriculum and teaching internship as required by major.
6. Complete all pre-requisites for teaching methods courses.
7. Obtain satisfactory disposition ratings in Professional Education courses as identified by the Teacher Education Council.
8. Complete and pass the Pearson’s Foundations of Reading and the Praxis II Content Knowledge Test (CKT) in Mathematics.

Senior Year

1. Maintain a minimum cumulative grade point average of 3.0 on a 4.0 scale.
2. Earn a grade of “C” or better in all specialty areas and professional education courses.
3. Apply for graduation.
4. Complete senior edTPA portfolio (required by the North Carolina Department of Instruction).
5. Schedule formal presentation of e-Portfolio to professional faculty and admitted teaching candidates.
6. Schedule exit-level interview.
7. Elementary Education, English Education, Mathematics Education, Music Education, and Social Studies Education majors must complete and pass Pearson’s Foundations of Reading and the Praxis II Content Knowledge Test (CKT) in Mathematics and edTPA portfolio to be eligible to graduate.

Note: The required tests for Elementary Education initial teaching licensure candidates are the Pearson’s Foundations of Reading and one of the following math subtests, either the Pearson Mathematics Subtest or the Praxis II Content Knowledge Test (CKT) in Mathematics. Currently in NC, there are no testing requirements for licensure for the Birth-Kindergarten Education programs. The edTPA is required for licensure in each of these areas.

8. Complete methods and student teaching courses.
9. Preparing for graduation.

Clinical Field Experiences

Clinical field experiences constitute an essential part of the preparation of teachers. Students in all courses that require field experience are placed in instructional activities. In each placement, students are required to make observations and draw relationships between the classroom and the theoretical frameworks they are learning. Once students have completed and passed the Praxis Core Examination at the end of their sophomore year, they will begin the curriculum and instruction internship courses starting the fall of their junior year. During their senior year students will complete the student teaching field experience and practicum.

Portfolios

A. Senior Portfolio

All candidates are required to complete an e-Portfolio and make a formal presentation of the e-Portfolio to the faculty and to other candidates during the senior year. The e-Portfolio is a collection of evidence, artifacts, reflections, and other documentation of the candidate’s involvement in community and school activities, as well as knowledge, skills, and dispositions that the candidate has demonstrated while enrolled in the educator preparation program. Evidence of field experience activities is an important part of the senior level e-Portfolio. The field experience entries help to demonstrate the relationship between candidate performance and student Pre-K – 12 learning. Candidates begin reflecting on their experiences in the Pre-K – 12 schools beginning in the freshman year, when they begin to incorporate in the e-Portfolios their personal reflections of the supervised experiences in the Pre-K – 12 schools.

B. edTPA Portfolio

As a requirement for the State of North Carolina, students must submit an edTPA portfolio. edTPA is a performance-based, subject-specific assessment and support system used by teacher preparation programs throughout the United States to emphasize, measure and support the skills and knowledge that all teachers need in the classroom. edTPA is a subject-specific assessment that includes versions for 28 teaching fields from Pre-Kindergarten to 12th grade classrooms. The assessment features a common framework focused on three tasks: Planning, Instruction, and Assessment.

Students must prepare a portfolio of materials during their student teaching clinical experience. edTPA requires aspiring teachers to demonstrate readiness to teach through lesson plans designed to support the students' strengths and needs; engage real students in ambitious learning; analyze whether their students are learning and adjust their instruction to become more effective. Teacher candidates submit unedited video recordings of themselves at work in a real classroom as part of a portfolio that is scored by highly trained educators.

Internships

Designated for Junior candidates in good standing to observe highly experienced teachers in the field and to gain insight on the fundamentals of an educator.

The purpose of the college teaching internship is to provide an opportunity for students to gain first-hand field observations and teaching responsibilities. Internship sites are primarily at cooperative school districts within the area of the university. Specific activities during the internship may vary greatly from one placement to another in that different students may have different learning needs and desires, and different settings will offer different learning opportunities. Each internship is designed to include a minimum of 10 clock hours a week of experiences to be conducted over 16 weeks.

Student Teaching/Seminar and Methods Experience

All Educator Preparation majors are required to satisfactorily complete a Methods semester. Methods and Student Teaching occurs during the candidate's senior year. Elementary and Secondary degree students are placed in K – 12 school settings, and B – K degree students are placed in pre-Kindergarten settings. Candidates who wish to student teach must complete an application for student teaching with the Department of Education prior to entering the school or placement.

The Director of Field Placement requests assignments for candidates to partnering school districts and for cooperating practitioners (Pre-K, K – 12, or 9 – 12/secondary teachers). During the fall semester, the candidate enrolls in the appropriate teaching methods course and begins working with the teacher who will supervise the candidate's work in the school during methods and the student teaching experience. While a candidate may request placement at a specific school, the decision of the Director of Field Placement and the K – 12 public school officials will determine the actual placement. Candidates are expected to provide their own transportation to and from the partnering school while enrolled in the methods and student teaching courses. It is noted that during this experience, the candidate often participates with the cooperating teacher in special professional development activities that may also

require transportation. Students are required to complete a background check with the school district, before starting the student teaching experience. Students are responsible for any financial obligations needed for the background check.

Admission to an Educator Preparation Program (for Candidates Seeking Teacher License Only)

An individual who holds a baccalaureate degree from an accredited college or university and wishes to pursue a teaching career is encouraged to submit a formal application to the Department of Education. The two routes for the candidate who is NOT seeking a degree but wants to become a licensed teacher are 1) **residency licensure** and 2) **alternative licensure** (also referred to as alternative teacher certification).

Residency License Candidates:

This program is designed especially for those individuals who completed a degree program in a non-teaching field and who, subsequently, are employed to teach in the field in which the degree was earned. Individuals in this program may be eligible to pursue courses on a “fast-track” (i.e., 8-week courses that are offered jointly through the Department of Education and the Office of Evening and Weekend College). The candidate’s pre-K or K-12 classroom serves as a clinical laboratory wherein the candidate is able to apply, reflect on, and report results regarding the theories and principles studied in the course. Candidates are required to prepare and make a formal presentation of their e-Portfolios to the professional education faculty and other candidates in the program. ALL candidates must take and pass the content area examination relevant to the requested licensure area that has been approved by the State Board prior to completion of the program. Candidates may participate in license preparation through their employing school district. Prior to admission into residency program, an individual must:

1. Be currently employed by a school district as a teacher in the field in which the candidate is seeking licensure.
2. Hold a baccalaureate degree from a regionally accredited institution of higher education in the same field he/she is teaching.
3. Have an undergraduate grade point average of 2.75 or better.
4. Completed 24 hours of coursework in the requested licensure area or passed the North Carolina State Board of Education (NCSBE) required all content area examination(s) for the requested licensure area (i.e., the reading, writing, and mathematics components of Core Academic Skills Test).
5. Submit an official copy of all undergraduate transcripts to the Chair of the Department of Education.
6. Enrolled in the Educator Preparation Program (EPP) at Livingstone College.
7. Be assigned an advisor and have an advisement interview with the Chair of the Department of Education.
8. Receive a formal Plan of Study outlining the professional education courses required to complete the licensure requirements.
9. Apply and be accepted for enrollment in evening/weekend courses through the Office of Evening and Weekend College at Livingstone College.

Upon completion of the course work and passing the content area examination relevant to the requested licensure area that has been approved by the State Board, the Chair of the Department of Education will assist the candidate in completing the necessary forms and submitting the application and fees for teacher licensure.

Alternative Licensure Candidates:

Individuals who hold a baccalaureate degree in a non-teaching discipline from a regionally accredited institution of higher education and who wish to pursue a teaching career may be admitted to the Alternative Licensure Program through the Department of Education. This program is especially designed for individuals who are seeking a career change. The candidate may be required to take additional courses in the specialty field, as well as the professional education field. The candidate is eligible to enroll in evening, weekend, and special courses offered jointly through the Department of Education and the Office for Evening and Weekend College. Prior to enrolling for courses, the candidate must:

1. Hold a Bachelor's degree from a regionally accredited college or university and must have a cumulative grade point average of at least 2.75 at the time of application OR the student must take and pass the reading, writing and mathematics components of the Core Academic Skills Test prior to admission to the program. The candidate also should have attained a 2.75 upon completion of the first twelve (12) hours of study at Livingstone College.
2. Submit recommendation letters from two former professors or employers.
3. Provide evidence (official test scores from ETS) of passing scores based on the NC criteria for the Core Academic Skills Test: Reading, Writing and Mathematics, if required as part of the stipulation in #1 above.
4. Provide a declaration of a teaching specialty and apply for admission to the Department of Education.
5. Be assigned an advisor and receive a formal Plan of Study from the Department of Education.
6. Complete the personal interview and be approved by the Teacher Education Council.
7. Receive a letter of acceptance from the Teacher Education Council.
8. Achieve the North Carolina passing scores on the content area examination relevant to the requested licensure area that has been approved by the State Board (candidates are encouraged to inquire about this requirement in the Department of Education).

Clinical Field Experiences for Alternative License Route Candidates:

Candidates employed in schools as Residency Teachers or as Teacher Assistants in the pre-K or K – 12 classrooms may complete the structured field experiences in their pre-K or K – 12 classrooms. In each placement, students are required to make observations, draw relationships between what they see/do in the classroom and theoretical frameworks they are learning.

Portfolios for Alternative License Route Candidates:

ALR (Alternative License Route) Candidates are required to complete a portfolio and to make a formal presentation of the portfolio to the faculty and to other candidates when enrolled in EDU 337: Utilizing Technology to Improve Learning. The portfolio is a collection of evidence, artifacts, reflections, and other documentation of the candidate's involvement in community and school activities, as well as

knowledge, skills, and dispositions that the candidate has demonstrated while enrolled in the teacher preparation program. Evidence of field experience activities is an important part of the portfolio. The field experience entries help to demonstrate the relationship between candidate performance and student (pre-K or K – 12) learning. ALR candidates reflect on their experiences in the pre-K or K – 12 schools throughout the licensure program. They plan and implement lessons in the classroom and incorporate into the portfolios their plans, samples of student work, and their personal reflections on the supervised experiences in the pre-K or K – 12 schools.

Student Teaching/Seminar Requirements for Alternative License Route Candidates:

The Residency Candidate may be allowed to substitute one year of satisfactory teaching experience for the Student Teaching course. Candidates who pursue this route are **required** to submit their Teacher Performance Appraisal Instrument (TPAI), completed by the principal, to the Director of Student Teaching or the Chair of the Department of Education as evidence of having satisfactorily completed this requirement. The TPAI should include the following information and be signed by the building principal:

- The school district and name of school where the candidate earned the teaching experience.
- The grade level (and subjects) taught.
- The name of the mentoring teacher.
- The dates on which the service began and ended.

EARLY CHILDHOOD EDUCATION (BIRTH – KINDERGARTEN) PROGRAM

The goal of the Birth through Kindergarten Educator Preparation Program is to (1) graduate students qualified to facilitate the nurturance and development of children with a wide range of capabilities, (2) consult and collaborate with families and other professionals, (3) analyze and plan developmentally appropriate activities and environments for children, (4) evaluate and assess the appropriateness of programs, books, and materials, (5) apply principles of child development and successfully work with and advocate for families from diverse cultures and socio-economic backgrounds.

Specifically, Birth through Kindergarten Educator Preparation graduates will:

1. Know patterns of child growth and development to insure developmentally appropriate practices for *all* children;
2. Recognize and provide environments that are safe and healthy, predictable, and consistent;
3. Be broadly educated to select curricula goals and activities that allow children to construct knowledge, acquire skills, concepts, attitudes, and behaviors that are developmentally appropriate, theoretically sound and implemented in a responsive environment that uses positive guidance techniques;
4. Understand that families are the carriers of the child's history and as such are the primary frame of reference for children's development and learning, and that outside care and education must be sensitive to cultural context of the family and effectively communicate with and involve parents in the educational process;
5. Know developmentally appropriate ways to assess and evaluate children and programs and use that information to make decisions about future programs, interventions, referrals, planning, and teaching strategies;

6. Know developmentally-culturally appropriate practices sanctioned by the National Association for the Education of Young Children (NAEYC), and can integrate them in the development, implementation, and management of programs in consultation and collaboration with parents and community professionals;
and
7. Commit to continuing professional development, advocacy, leadership, and a professional code of ethics.

EARLY CHILDHOOD EDUCATION (BIRTH – KINDERGARTEN) PROGRAM
B.A. (131 Semester Hours)

GENERAL EDUCATION REQUIREMENTS: 47 HOURS (See Page 73)

MAJOR REQUIRED COURSES:

Professional Education Courses Required for all Teaching Majors: 49 Hours

EDU 111	Early Involvement in Education - Mathematics	1 Hrs.
EDU 112	Early Involvement in Education - Reading	1 Hrs.
EDU 113	Early Involvement in Education - Writing	1 Hrs.
EDU 230	Foundations of Education	3 Hrs.
EDU 320	Educational Research & Analysis	2 Hrs.
EDU 333	Foundations of Child Development	3 Hrs.
EDU 337	Utilizing Technology to Improve Learning	3 Hrs.
EDU 440	Internship I	4 Hrs.
EDU 441	Internship II	4 Hrs.
EDU 490	Student Teaching and Seminar I	12 Hrs.
EDU 491	Student Teaching and Seminar II	12 Hrs.
SPE 338	Introduction to Diverse and Exceptional Learners: Teaching All Learners	3 Hrs.

Additional Professional Courses for Birth – Kindergarten Majors: 17 Hours

ECE 232	Introduction to EC/ECE	3 Hrs.
ECE 331	Phonological Awareness	3 Hrs.
ECE 435	Child Health, Safety, and Nutrition	3 Hrs.
ECE 437	Children, Play, and the Development of Cognition	3 Hrs.
EDU 220	Children, Family, & School Community	2 Hrs.
EDU 435	Language Development, Vocabulary, & Word Recognition	3 Hrs.

Specialty Education Courses Required for Birth – Kindergarten Majors: 18 Hours

ECE 330	Developmental & Educational Assessment of Young Children	3 Hrs.
ECE 335	Directing Behavior and Development of Young Children	3 Hrs.
ECE 336	Foundations of Early Childhood/Exceptional Children Education Curriculum	3 Hrs.
ECE 333	Methods of Teaching Early Childhood/Exceptional Children Education I	3 Hrs.
ECE 431	Methods of Teaching Early Childhood/Exceptional Children Education II	3 Hrs.
ECE 433	Early Childhood Education Literature & Cultural Diversity	3 Hrs.

**PLAN OF STUDY FOR EARLY CHILDHOOD EDUCATION (BIRTH – KINDERGARTEN)
B.A. (131 Semester Hours)**

<i>Freshman Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
GED 110	College Skills	1 Hr.	POL 233	American Politics	3 Hrs.
CIS 130	Computers in Society	3 Hrs.	ENG 132	Freshman Composition II	3 Hrs.
ENG 131	Freshman Composition I	3 Hrs.	PED 130	Fitness and Wellness	3 Hrs.
MAT 133	College Math I	3 Hrs.	MAT 134	College Math II	3 Hrs.
EDU 111	Early Involvement in Education – Mathematics	1 Hr.	BIO/PSC/ ESC 140	Science with Lab	4 Hrs.
EDU 112	Early Involvement in Education - Reading	1 Hr.	EDU 113	Early Involvement in Education - Writing	1 Hr.
EDU 230	Foundations of Education	3 Hrs.			
Total Hours		15 Hrs.	Total Hours		17 Hrs.
<i>*Note: It is suggested students take and pass the Praxis Core Exam (reading, writing, and mathematics), achieving a minimum composite score of 468.</i>					
<i>Sophomore Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
SPA 131	Elementary Spanish I	3 Hrs.	SPA 132	Elementary Spanish II	3 Hrs.
ENG 230	Fundamentals of Speech	3 Hrs.	HIS 232	African American History II	3 Hrs.
ECO 130	Introduction to Finance & Economics	3 Hrs.	EDU 320	Educational Research & Analysis	2 Hrs.
CRJ/PSY/ SOC 130	Behavioral/Social Science	3 Hrs.	EDU 220	Children, Family, & School Community	2 Hrs.
EDU 333	Foundations of Child Development	3 Hrs.	ECE 331	Phonological Awareness	3 Hrs.
EDU 337	Utilizing Technology to Improve Learning	3 Hrs.	REL 230	Survey of World Religions	3 Hrs.
Total Hours		18 Hrs.	Total Hours		16 Hrs.
<i>*Note: In order to continue with the Education Program, after sophomore year students are required to take and pass all components of the Praxis Core Exam, achieving a minimum composite score of 468, and admission into the Educator Preparation Program.</i>					
<i>Junior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
ECE 336	Foundations of EC/ECE Curriculum	3 Hrs.	ECE 335	Directing Behavior & Development of Young Children	3 Hrs.
SPE 338	Intro to Diverse & Exceptional Learners: Teaching All Learners	3 Hrs.	ECE 330	Developmental & Educational Assessment of Young Children	3 Hrs.
ECE 232	Introduction to EC/ECE	3 Hrs.	ECE 433	ECE Literature and Cultural Diversity	3 Hrs.
EDU 435	Language Development, Vocabulary, & Word Recognition	3 Hrs.	ECE 435	Child Health, Safety, & Nutrition	3 Hrs.
EDU 440	Internship I	4 Hrs.	EDU 441	Internship II	4 Hrs.
Total Hours		16 Hrs.	Total Hours		16 Hrs.
<i>Senior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
ECE 333	Methods of Teaching EC/ECE I	3 Hrs.	ECE 431	Methods of Teaching EC/ECE II	3 Hrs.
ECE 437	Children, Play, & the Development of Cognition	3 Hrs.	EDU 491	Student Teaching & Seminar II	12 Hrs.
EDU 490	Student Teaching & Seminar I	12 Hrs.			
Total Hours		18 Hrs.	Total Hours		15 Hrs.
<i>**Note: Birth to Kindergarten major students are only required to complete and pass the edTPA portfolio performance assessment before the end of Spring semester of their senior year.</i>					

ELEMENTARY EDUCATION (KINDERGARTEN – GRADE 6) PROGRAM

The goals and objectives of the Elementary Education program are to provide prospective elementary teachers with:

1. An understanding of the diverse roles of elementary teachers.
2. Knowledge of the history, philosophy, theories, and principles that lead to modern elementary education.
3. Sensitivity to attitudes, emotions, cultural heritage, and special needs of all children.
4. Knowledge in promoting good school/community relations through effective communication skills.
5. Appropriate decision-making skills in developing and implementing the educational process.
6. Knowledge of human growth and development as it applies to the appropriate developmental practice in elementary school.
7. An understanding of the importance of reading, skills for teaching and improving the reading skills of children, and an appreciation for literacy connections between reading ability and overall student success.
8. Opportunities to plan and implement developmentally appropriate practices with children in grades K through 6.
9. Opportunities for practical experiences in a sequential program.
10. Skills and research for the use of educational technology in the classroom.
11. Multicultural education approaches learning by creating instructional opportunities adapted to learners from diverse cultural backgrounds and exceptional learners.

ELEMENTARY EDUCATION (KINDERGARTEN – GRADE 6) PROGRAM
B.A. (128 Semester Hours)

GENERAL EDUCATION REQUIREMENTS: 47 HOURS (See Page 73)

PROFESSIONAL EDUCATION COURSES: 49 HOURS

EDU 111	Early Involvement in Education - Mathematics	1 Hrs.
EDU 112	Early Involvement in Education - Reading	1 Hrs.
EDU 113	Early Involvement in Education - Writing	1 Hrs.
EDU 230	Foundations of Education	3 Hrs.
EDU 320	Educational Research & Analysis	2 Hrs.
EDU 333	Foundations of Child Development	3 Hrs.
EDU 337	Utilizing Technology to Improve Learning	3 Hrs.
SPE 338	Introduction to Diverse and Exceptional Learners: Teaching All Learners	3 Hrs.
EDU 440	Internship I	4 Hrs.
EDU 441	Internship II	4 Hrs.
EDU 490	Student Teaching and Seminar I	12 Hrs.
EDU 491	Student Teaching and Seminar II	12 Hrs.

ADDITIONAL PROFESSIONAL MAJOR COURSES: 17 HOURS

ECE 331	Phonological Awareness	3 Hrs.
EDU 220	Children, Family, & School Community	2 Hrs.
EDU 330	Educational Psychology	3 Hrs.
EDU 335	Children's Literature & Cultural Diversity	3 Hrs.
EDU 339	Educational Curriculum, Measurements, & Assessment	3 Hrs.
EDU 435	Language Development, Vocabulary, & Word Recognition	3 Hrs.

SPECIALTY EDUCATION COURSES REQUIRED FOR MAJOR: 15 HOURS

EDU 331	Science of Reading	3 Hrs.
EDU 431	Integrating Art, Music, & Physical Education into the Elementary Curriculum	3 Hrs.
EDU 432	Teaching Mathematics & Science in the Elementary School	3 Hrs.
EDU 433	Curriculum & Classroom Management in Elementary School	3 Hrs.
EDU 434	Teaching Language Arts & Social Studies in the Elementary School	3 Hrs.

**PLAN OF STUDY FOR ELEMENTARY EDUCATION (KINDERGARTEN – GRADE 6)
B.A. (128 Semester Hours)**

Freshman Year

<u>Fall Semester</u>		<u>Spring Semester</u>	
GED 110	College Skills	1 Hr.	POL 233 American Politics 3 Hrs.
CIS 130	Computers in Society	3 Hrs.	ENG 132 Freshman Composition II 3 Hrs.
ENG 131	Freshman Composition I	3 Hrs.	PED 130 Fitness and Wellness 3 Hrs.
MAT 133	College Math I	3 Hrs.	MAT 134 College Math II 3 Hrs.
EDU 230	Foundations of Education	3 Hrs.	BIO/PSC/ ESC 140 Science with Lab 4 Hrs.
EDU 111	Early Involvement in Education – Mathematics	1 Hr.	EDU 113 Early Involvement in Education – Writing 1 Hr.
EDU 112	Early Involvement in Education – Reading	1 Hr.	
Total Hours		15 Hrs.	Total Hours 17 Hrs.

**Note: It is suggested students take and pass the Praxis I Exam (reading, writing, and mathematics), achieving a minimum composite score of 468.*

Sophomore Year

<u>Fall Semester</u>		<u>Spring Semester</u>	
SPA 131	Elementary Spanish I	3 Hrs.	SPA 132 Elementary Spanish II 3 Hrs.
ENG 230	Fundamentals of Speech	3 Hrs.	HIS 232 African American History II 3 Hrs.
ECO 130	Introduction To Finance & Economics	3 Hrs.	ECE 331 Phonological Awareness 3 Hrs.
CJ/PSY/ soc 130	Behavior/Social Science	3 Hrs.	EDU 330 Educational Psychology 3 Hrs.
EDU 220	Children, Family, & School Community	2 Hrs.	REL 230 Survey of World Religions 3 Hrs.
EDU 333	Foundations of Child Development	3 Hrs.	EDU 337 Utilizing Technology to Improve Learning 3 Hrs.
Total Hours		17 Hrs.	Total Hours 18 Hrs.

Note: In order to continue with the Education Program, after sophomore year students are **required to take and pass all components of the Praxis I Exam, achieving a minimum composite score of 468, and admission into the Teacher Education Program.*

Junior Year

<u>Fall Semester</u>		<u>Spring Semester</u>	
EDU 433	Curriculum & Classroom Management in Elementary School	3 Hrs.	EDU 331 Science of Reading 3 Hrs.
SPE 338	Introduction to Diverse and Exceptional Learners	3 Hrs.	EDU 335 Children's Literature and Cultural Diversity 3 Hrs.
ECE 320	Educational Research & Analysis	2 Hrs.	EDU 339 Educational Curriculum, Measurements, & Assessment 3 Hrs.
EDU 440	Internship I	4 Hrs.	EDU 431 Integrating Art, Music, & Physical Education into the Elementary Curriculum 3 Hrs.
EDU 435	Language Dev, Vocab, & Word Recognition	3 Hrs.	EDU 441 Internship II 4 Hrs.
Total Hours		15 Hrs.	Total Hours 16 Hrs.

Senior Year

<u>Fall Semester</u>		<u>Spring Semester</u>	
EDU 432	Teaching Mathematics & Science in the Elementary School	3 Hrs.	EDU 491 Student Teaching & Seminar II 12 Hrs.
EDU 434	Teaching Language Arts & Social Studies in Elementary School	3 Hrs.	
EDU 490	Student Teaching & Seminar I	12 Hrs.	
Total Hours		18 Hrs.	Total Hours 12 Hrs.

***Note: Students will need to complete and pass the **Praxis II** Exam before the end of Spring semester of their senior year. Students are also **required** to complete and pass the edTPA portfolio performance assessment.*

**ELEMENTARY & SECONDARY EDUCATION: MUSIC
(EDUCATOR PREPARATION K–12) PROGRAM
B.A. (137 Semester Hours)**

GENERAL EDUCATION REQUIREMENTS: 47 HOURS (See Page 73)

PROFESSIONAL EDUCATION COURSES: 45 HOURS

EDU 111	Early Involvement in Education - Mathematics	1 Hrs.
EDU 112	Early Involvement in Education - Reading	1 Hrs.
EDU 113	Early Involvement in Education - Writing	1 Hrs.
EDU 230	Foundations of Education	3 Hrs.
EDU 330	Educational Psychology	3 Hrs.
EDU 333	Foundations of Child Development	3 Hrs.
EDU 346	Classroom Management & Planning to Meet Student Needs	4 Hrs.
EDU 337	Utilizing Technology to Improve Learning	3 Hrs.
SPE 338	Introduction to Diverse and Exceptional Learners: Teaching All Learners	3 Hrs.
EDU 339	Educational Curriculum, Measurements, & Assessment	3 Hrs.
EDU 424	Reading in the Content Area	2 Hrs.
EDU 491	Student Teaching and Seminar II	12 Hrs.
MUS 338	Elementary Curriculum & Music Methods	3 Hrs.
MUS 439	Secondary Curriculum & Music Methods	3 Hrs.

MAJOR REQUIRED COURSES: 45 HOURS

MUS 101-401	Music Seminar (taken for 7 semesters)	0 Hrs.
MUS 113-413	Applied Music Sequence (taken for 7 semesters)	7 Hrs.
MUS 115-116	Concert Choir	7 Hrs.*
MUS 117-118	Marching Band/Concert Band	7 Hrs.*
MUS 212	Class Piano	1 Hr.**
MUS 217	Class Voice	1 Hr.***
MUS 215	Ear Training I	1 Hr.
MUS 216	Ear Training II	1 Hr.
MUS 315	Ear Training III	1 Hr.
MUS 316	Ear Training IV	1 Hr.
MUS 219	Instrumental Techniques I	1 Hr.
MUS 318	Instrumental Techniques II	1 Hr.
MUS 323	Conducting & Terminology	2 Hrs.
MUS 331	Music History I	3 Hrs.
MUS 332	Music History II	3 Hrs.
MUS 332	Music History III	3 Hrs.
MUS 235	Music Theory I	3 Hrs.
MUS 236	Music Theory II	3 Hrs.
MUS 335	Music Theory III	3 Hrs.
MUS 336	Music Theory IV	3 Hrs.

*Students take 7 hours of Marching Band/Concert Band OR Concert Choir

**Piano Majors are exempt

***Voice Majors are exempt

PLAN OF STUDY FOR ELEMENTARY & SECONDARY EDUCATION: MUSIC:

(EDUCATOR PREPARATION K-12)

B.A. (137 Semester Hours)

Freshman Year

<u>Fall Semester</u>		<u>Spring Semester</u>	
GED 110	College Skills	1 Hr.	
BIO/PSC/ESC 140	Science with Lab	4 Hrs.	
ENG 131	Freshman Composition I	3 Hrs.	
CRJ/PSY/SOC 130	Behavioral/Social Science	3 Hrs.	
MAT 133	College Math I	3 Hrs.	
MUS 101	Music Seminar	0 Hrs.	
MUS 113	Applied Music	1 Hr.	
MUS 117/115	Marching Band/Concert Choir	1 Hr.	
EDU 111	Early Involvement in Ed-Mathematics	1 Hr.	
EDU 112	Early Involvement in Ed-Reading	1 Hr.	
Total Hours		18 Hrs.	
			18 Hrs.

**Note: It is suggested students take and pass the Praxis Core Exam (reading, writing, and mathematics), achieving a minimum composite score of 468.*

Sophomore Year

<u>Fall Semester</u>		<u>Spring Semester</u>	
ENG 230	Fundamentals of Speech	3 Hrs.	
ECO 130	Intro. To Finance & Economics	3 Hrs.	
POL 233	American Politics	3 Hrs.	
SPA 131	Elementary Spanish I	3 Hrs.	
MUS 201	Music Seminar	0 Hrs.	
MUS 213	Applied Music	1 Hr.	
MUS 215	Ear Training I	1 Hr.	
MUS 235	Music Theory I	3 Hrs.	
MUS 117/115	Marching Band/Concert Choir	1 Hr.	
Total Hours		18 Hrs.	
			17 Hrs.

**Note: In order to continue with the Education Program, after sophomore year students are required to take and pass all components of the Praxis Core Exam, achieving a minimum composite score of 468, and admission into the Educator Preparation Program.*

Junior Year

<u>Fall Semester</u>		<u>Spring Semester</u>	
MUS 301	Music Seminar	0 Hrs.	
MUS 219	Instrumental Techniques I	1 Hr.	
MUS 313	Applied Music	1 Hr.	
MUS 315	Ear Training III	1 Hr.	
MUS 323	Conducting and Terminology	2 Hrs.	
MUS 331	Music History I	3 Hrs.	
MUS 335	Music Theory III	3 Hrs.	
EDU 330	Educational Psychology	3 Hrs.	
EDU 333	Foundations of Child Development	3 Hrs.	
MUS 117/115	Marching Band/Concert Choir	1 Hr.	
Total Hours		18 Hrs.	
			17 Hrs.

Senior Year

<u>Fall Semester</u>		<u>Spring Semester</u>	
MUS 401	Music Seminar	0 Hrs.	
MUS 413	Applied Music	1 Hr.	
MUS 333	Music History III	3 Hrs.	
MUS 439	Secondary Curriculum & Music Method	3 Hrs.	
EDU 337	Utilizing Technology to Improve Learning	3 Hrs.	
SPE 338	Introd to Diverse & Exceptional Learners	3 Hrs.	
EDU 339	Ed Curriculum, Measurements, & Assessment	3 Hrs.	
MUS 117/115	Marching Band/Concert Choir	1 Hr.	
Total Hours		17 Hrs.	
			14 Hrs.

***Note: Students will need to complete and pass the Praxis II Exam before the end of Spring semester of their senior year. Students are also required to complete and pass the edTPA portfolio performance assessment.*

SECONDARY EDUCATION: ENGLISH (EDUCATOR PREPARATION 9–12) PROGRAM
B.A. (137 Semester Hours)

GENERAL EDUCATION REQUIREMENTS: 47 HOURS (See Page 73)

PROFESSIONAL EDUCATION COURSES: 39 HOURS

EDU 230	Foundations of Education	3 Hrs.
EDU 330	Educational Psychology	3 Hrs.
EDU 333	Foundations of Child Development	3 Hrs.
EDU 337	Utilizing Technology to Improve Learning	3 Hrs.
EDU 339	Educational Curriculum, Measurements, and Assessment	3 Hrs.
EDU 346	Classroom Management & Planning to Meet Student Needs	4 Hrs.
EDU 424	Reading in the Content Area	2 Hrs.
EDU 430	Middle School Teaching Methods/Secondary Instructional Methods	3 Hrs.
EDU 491	Student Teaching and Seminar II	12 Hrs.
SPE 338	Introduction to Diverse and Exceptional Learners: Teaching All Learners	3 Hrs.

MAJOR REQUIRED COURSES: 30 HOURS

ENG 231	World Literatures I	3 Hrs.
ENG 233	English Literature I	3 Hrs.
ENG 234	English Literature II	3 Hrs.
ENG 235	American Literature I	3 Hrs.
ENG 236	American Literature II	3 Hrs.
ENG 237	African American Literature I	3 Hrs.
ENG 238	African American Literature II	3 Hrs.
ENG 339	Literary Criticism	3 Hrs.
ENG 439	Senior Capstone	3 Hrs.
	Free Elective	3 Hrs.

MAJOR COURSE OPTIONS (Choose from 5 Blocks): 15 HOURS

Option I: Writing *At least one of the following*

ENG 336	Advanced Composition	3 Hrs.
ENG 337	Creative Writing	3 Hrs.

Option II: Genre *At least one of the following*

ENG 331	Poetry	3 Hrs.
ENG 332	Drama	3 Hrs.
ENG 333	English Novel	3 Hrs.
ENG 334	American Novel	3 Hrs.
ENG 340	Adolescent Literature	3 Hrs.

Option III: Period *At least one of the following*

ENG 430	Restoration and Eighteenth-Century Poetry and Prose	3 Hrs.
ENG 431	Romantic Literature	3 Hrs.
ENG 432	Victorian Poetry and Prose	3 Hrs.
ENG 433	Twentieth Century Literature	3 Hrs.

Option IV: Major Author *At least one of the following*

ENG 434	Chaucer	3 Hrs.
ENG 435	Shakespeare	3 Hrs.
ENG 436	Milton	3 Hrs.

Option V: Language *At least one of the following*

ENG 437	Modern Grammar	3 Hrs.
ENG 438	Linguistics	3 Hrs.

MAJOR ELECTIVES: 6 HOURS *Any additional English courses*

**PLAN OF STUDY FOR SECONDARY EDUCATION: ENGLISH
(EDUCATOR PREPARATION 9-12)
B.A. (137 Semester Hours)**

<i>Freshman Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
GED 110	College Skills	1 Hr.	REL 230	Survey of World Religions	3 Hrs.
CIS 130	Computers in Society	3 Hrs.	ENG 132	Freshman Composition II	3 Hrs.
BIO/PSC/ ESC 140	Science with Lab	4 Hrs.	ECO 130	Introduction to Finance & Economics	3 Hrs.
ENG 131	Freshman Composition I	3 Hrs.	PED 130	Fitness and Wellness	3 Hrs.
EDU 111	Early Involvement in Education – Mathematics	1 Hr.	MAT 134	College Math II	3 Hrs.
	Free Elective	3 Hrs.	EDU 230	Foundations of Education	3 Hrs.
Total Hours		18 Hrs.	Total Hours		18 Hrs.

**Note: It is suggested students take and pass the Praxis Core Exam (reading, writing, and mathematics), achieving a minimum composite score of 468.*

<i>Sophomore Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
HIS 232	African American History II	3 Hrs.	EDU 330	Educational Psychology	3 Hrs.
ENG 230	Fundamentals of Speech	3 Hrs.	POL 233	American Politics	3 Hrs.
CRJ/PSY/ SOC 130	Behavioral/Social Science	3 Hrs.	SPA 132	Elementary Spanish II	3 Hrs.
SPA 131	Elementary Spanish I	3 Hrs.	ENG 236	American Literature II	3 Hrs.
ENG 237	African American Literature I	3 Hrs.	ENG 238	African American Literature II	3 Hrs.
ENG 339	Literary Criticism	3 Hrs.	ENG 234	English Literature II	3 Hrs.
Total Hours		18 Hrs.	Total Hours		18 Hrs.

**Note: In order to continue with the Education Program, after sophomore year students are required to take and pass all components of the Praxis Core Exam, achieving a minimum composite score of 468, and admission into the Educator Preparation Program.*

<i>Junior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
ENG 233	English Literature I	3 Hrs.	ENG 336	Advanced Composition	3 Hrs.
ENG 235	American Literature I	3 Hrs.	ENG 340	Adolescent Literature	3 Hrs.
ENG 231	World Literature I	3 Hrs.	ENG 438	Linguistics	3 Hrs.
SPE 338	Introduction to Diverse and Exceptional Learners	3 Hrs.	EDU 346	Classroom Management & Planning to Meet Student Needs	4 Hrs.
ENG	English Elective	3 Hrs.	ENG 432	Victorian Poetry and Prose	3 Hrs.
EDU 333	Foundations of Child Development	3 Hrs.	EDU 424	Reading in the Content Area	2 Hrs.
Total Hours		18 Hrs.	Total Hours		18 Hrs.

<i>Senior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
ENG	English Elective	3 Hrs.	EDU 491	Student Teaching & Seminar II	12 Hrs.
ENG 435	Shakespeare	3 Hrs.			
ENG 439	Senior Capstone	3 Hrs.			
EDU 337	Utilizing Technology to Improve Learning	3 Hrs.			
EDU 339	Educational Curriculum, Measurements, & Assessment	3 Hrs.			
EDU 430	Middle School Teaching Methods/Secondary Instructional Methods	3 Hrs.			
Total Hours		18 Hrs.	Total Hours		12 Hrs.

***Note: Students will need to complete and pass the Praxis II Exam before the end of Spring semester of their senior year. Students are also required to complete and pass the edTPA portfolio performance assessment.*

**SECONDARY EDUCATION: SOCIAL STUDIES
(EDUCATOR PREPARATION 9–12) PROGRAM
B.A. (124 Semester Hours)**

GENERAL EDUCATION REQUIREMENTS: 47 HOURS (See Page 73)

MAJOR REQUIRED COURSES: 30 HOURS

HIS 131	World History I	3 Hrs.
HIS 132	World History II	3 Hrs.
HIS 133	United States History I	3 Hrs.
HIS 134	United States History II	3 Hrs.
HIS 235	History of Latin America	3 Hrs.
HIS 238	History of North Carolina	3 Hrs.
HIS 339	Directed Readings	3 Hrs.
HIS 439	Senior Capstone	3 Hrs.
GEO 130	Regional Geography	3 Hrs.
SOC 130	Principles of Sociology	3 Hrs.*

*SOC 130 fulfills the General Education Requirement for a social science

PROFESSIONAL EDUCATION COURSES: 50 HOURS

EDU 111	Early Involvement in Education - Mathematics	1 Hrs.
EDU 112	Early Involvement in Education - Reading	1 Hrs.
EDU 113	Early Involvement in Education - Writing	1 Hrs.
EDU 230	Foundations of Education	3 Hrs.
EDU 330	Educational Psychology	3 Hrs.
EDU 333	Foundations of Child Development	3 Hrs.
EDU 346	Classroom Management & Planning to Meet Student Needs	4 Hrs.
EDU 337	Utilizing Technology to Improve Learning	3 Hrs.
SPE 338	Introduction to Diverse and Exceptional Learners: Teaching All Learners	3 Hrs.
EDU 339	Educational Curriculum, Measurements, and Assessment	3 Hrs.
EDU 430	Middle School Teaching Methods / Secondary Instructional Methods	3 Hrs.
EDU 424	Reading in the Content Area	2 Hrs.
EDU 440	Internship I	4 Hrs.
EDU 441	Internship II	4 Hrs.
EDU 491	Student Teaching and Seminar II	12 Hrs.

**PLAN OF STUDY FOR SECONDARY EDUCATION: SOCIAL STUDIES
(EDUCATOR PREPARATION 9–12)
B.A. (124 Semester Hours)**

Freshman Year

Fall Semester		Spring Semester	
GED 110	College Skills	1 Hr.	REL 230 Survey of World Religions 3 Hrs.
CIS 130	Computers in Society	3 Hrs.	ENG 132 Freshman Composition II 3 Hrs.
BIO/PSC/			
ESC 140	Science with Lab	4 Hrs.	ECO 130 Intro. To Finance & Economics 3 Hrs.
ENG 131	Freshman Composition I	3 Hrs.	MAT 134 College Math II 3 Hrs.
MAT 133	College Math I	3 Hrs.	PED 130 Fitness and Wellness 3 Hrs.
GEO 130	Regional Geography	3 Hrs.	EDU 112 Early Involvement in Ed–Reading 1 Hr.
EDU 111	Early Involvement in Ed–Mathematics	1 Hr.	EDU 113 Early Involvement in Ed–Writing 1 Hr.
Total Hours		18 Hrs.	Total Hours 17 Hrs.

**Note: It is suggested students take and pass the Praxis Core Exam (reading, writing, and mathematics), achieving a minimum composite score of 468.*

Sophomore Year

Fall Semester		Spring Semester	
HIS 232	African American History II	3 Hrs.	EDU 230 Foundations of Education 3 Hrs.
ENG 230	Fundamentals of Speech	3 Hrs.	POL 233 American Politics 3 Hrs.
CRJ/PSY/			
SOC 130	Behavioral/Social Science	3 Hrs.	SPA 132 Elementary Spanish II 3 Hrs.
SPA 131	Elementary Spanish I	3 Hrs.	HIS 132 World History II 3 Hrs.
HIS 131	World History I	3 Hrs.	HIS 134 US History II 3 Hrs.
EDU 333	Foundations of Child Development	3 Hrs.	EDU 337 Utilizing Tech to Improve Learning 3 Hrs.
Total Hours		18 Hrs.	Total Hours 18 Hrs.

**Note: In order to continue with the Education Program, after sophomore year students are required to take and pass all components of the Praxis Core Exam, achieving a minimum composite score of 468, and admission into the Educator Preparation Program.*

Junior Year

Fall Semester		Spring Semester	
HIS 133	US History I	3 Hrs.	HIS 238 History of North Carolina 3 Hrs.
HIS 235	History of Latin America	3 Hrs.	EDU 346 Classroom Management & Planning ... 4 Hrs.
SPE 338	Introduction to Diverse and Exceptional Learners	3 Hrs.	EDU 339 Educational Curriculum, Measurements, & Assessment 3 Hrs.
EDU 330	Educational Psychology	3 Hrs.	EDU 441 Internship II 4 Hrs.
EDU 440	Internship I	4 Hrs.	
Total Hours		16 Hrs.	Total Hours 14 Hrs.

Senior Year

Fall Semester		Spring Semester	
HIS 339	Directed Readings	3 Hrs.	EDU 491 Student Teaching & Seminar II 12 Hrs.
HIS 439	Senior Capstone	3 Hrs.	
EDU 430	Middle School Teaching Methods/Secondary Instructional Methods	3 Hrs.	
EDU 424	Reading in the Content Area	2 Hrs.	
Total Hours		11 Hrs.	Total Hours 12 Hrs.

***Note: Students will need to complete and pass the Praxis II Exam before the end of Spring semester of their senior year. Students are also required to complete and pass the edTPA portfolio performance assessment.*

**SECONDARY EDUCATION: MATHEMATICS
(EDUCATOR PREPARATION 9–12) PROGRAM
B.S. (132 Semester Hours)**

GENERAL EDUCATION REQUIREMENTS: 47 HOURS (See Page 73)

PROFESSIONAL EDUCATION COURSES: 52 HOURS

EDU 112	Early Involvement in Education – Reading	1 Hrs.
EDU 113	Early Involvement in Education – Writing	1 Hrs.
EDU 220	Children, Family, and School Community	2 Hrs.
EDU 230	Foundations of Education	3 Hrs.
EDU 320	Educational Research & Analysis	2 Hrs.
EDU 330	Educational Psychology	3 Hrs.
EDU 333	Foundations of Child Development	3 Hrs.
EDU 346	Classroom Management & Planning to Meet Student Needs	4 Hrs.
EDU 337	Utilizing Technology to Improve Learning	3 Hrs.
SPE 338	Introduction to Diverse and Exceptional Learners: Teaching All Learners	3 Hrs.
EDU 339	Educational Curriculum, Measurements, & Assessment	3 Hrs.
EDU 424	Reading in the Content Area	2 Hrs.
EDU 430	Middle School Teaching Methods/Secondary Instructional Methods	3 Hrs.
EDU 440	Internship I	4 Hrs.
EDU 491	Student Teaching and Seminar II	12 Hrs.
MAT 430	Mathematical Methods	3 Hrs.

MAJOR REQUIRED COURSES: 24 HOURS

MAT 231	History of Mathematics	3 Hrs.
MAT 241	Calculus I	4 Hrs.
MAT 242	Calculus II	4 Hrs.
MAT 331	Contemporary Geometry	3 Hrs.
MAT 332	Linear Algebra	3 Hrs.
MAT 337	Elementary Statistics	3 Hrs.
MAT 343	Calculus III	4 Hrs.

MAJOR COGNATE COURSES: 9 HOURS

MAT 330	Introduction to Math Writing	3 Hrs.
MAT 336	Discrete Mathematics	3 Hrs.
MAT 338	Number Theory	3 Hrs.

REQUIRED PREREQUISITES (Take care of General Education Mathematics requirements)

MAT 137	Pre-Calculus I	3 Hrs.
MAT 238	Pre-Calculus II	3 Hrs.

**PLAN OF STUDY FOR SECONDARY EDUCATION: MATHEMATICS
(EDUCATOR PREPARATION 9-12)
B.S. (132 Semester Hours)**

<i>Freshman Year</i>					
Fall Semester			Spring Semester		
CIS 130	Computers in Society	3 Hrs.	ENG 132	Freshman Composition II	3 Hrs.
ECO 130	Introduction to Finance & Economics	3 Hrs.	MAT 138	Pre-Calculus II	3 Hrs.
ENG 131	Freshman Composition I	3 Hrs.	PED 130	Fitness and Wellness	3 Hrs.
MAT 137	Pre-Calculus I	3 Hrs.	REL 230	Survey of World Religions	3 Hrs.
GED 110	College Skills	1 Hr.	EDU 113	Early Involvement in Ed-Writing	1 Hr.
			BIO/PSC/		
EDU 112	Early Involvement in Ed-Reading	1 Hrs.	ESC 140	Science with Lab	4 Hrs.
EDU 230	Foundations of Education	3 Hrs.			
Total Hours		17 Hrs.	Total Hours		17 Hrs.
<i>*Note: It is suggested students take and pass the Praxis Core Exam (reading, writing, and mathematics), achieving a minimum composite score of 468.</i>					
<i>Sophomore Year</i>					
Fall Semester			Spring Semester		
SPA 131	Elementary Spanish I	3 Hrs.	POL 233	American Politics	3 Hrs.
ENG 230	Fundamentals of Speech	3 Hrs.	MAT 242	Calculus II	4 Hrs.
MAT 241	Calculus I	4 Hrs.	HIS 232	African American History II	3 Hrs.
			SPA 132	Elementary Spanish II	3 Hrs.
EDU 220	Children, Family, & School Community	2 Hrs.	EDU 320	Educational Research and Analysis	2 Hrs.
CRJ/PSY/			MAT 330	Introduction to Mathematical Writing	3 Hrs.
SOC 130	Behavioral/Social Science	3 Hrs.			
Total Hours		15 Hrs.	Total Hours		18 Hrs.
<i>*Note: In order to continue with the Education Program, after sophomore year students are <u>required</u> to take and pass all components of the Praxis Core Exam, achieving a minimum composite score of 468, and admission into the Educator Preparation Program.</i>					
<i>Junior Year</i>					
Fall Semester			Spring Semester		
MAT 343	Calculus III	4 Hrs.	MAT 332	Linear Algebra	3 Hrs.
MAT 337	Elementary Statistics	3 Hrs.	MAT 336	Discrete Math	3 Hrs.
MAT 331	Contemporary Geometry	3 Hrs.	MAT 338	Number Theory	3 Hrs.
MAT 231	History of Math	3 Hrs.	EDU 339	Educational Curriculum, Measurements, & Assessment	3 Hrs.
EDU 440	Internship I	4 Hrs.	EDU 333	Foundations of Child Development	3 Hrs.
			EDU 337	Utilizing Tech to Improve Learning	3 Hrs.
Total Hours		17 Hrs.	Total Hours		18 Hrs.
<i>Senior Year</i>					
Fall Semester			Spring Semester		
MAT 430	Math Methods	3 Hrs.	EDU 491	Student Teaching & Seminar II	12 Hrs.
EDU 330	Educational Psychology	3 Hrs.			
SPE 338	Introduction to Diverse and Exceptional Learners	3 Hrs.			
EDU 346	Classroom Management & Planning to Meet Student Needs	4 Hrs.			
EDU 430	Middle School Teaching Methods/Secondary Instructional Methods	3 Hrs.			
EDU 424	Reading in the Content Area	2 Hrs.			
Total Hours		18 Hrs.	Total Hours		12 Hrs.
<i>**Note: Students will need to complete and pass the Praxis II Exam before the end of Spring semester of their senior year. Students are also <u>required</u> to complete and pass the edTPA portfolio performance assessment.</i>					

SPECIAL EDUCATION MINOR

The Department of Education, Psychology, and Social Work has designed a Special Education Minor available to education, psychology, and social work students aspiring to gain experience in working with children with mild to moderate disabilities, and to learn about the strategies for assisting these individuals in the public school. The 24-hour minor will provide undergraduates with the framework of knowledge about students with mild to moderate disabilities, as well as theories and teaching strategies addressing the educational requirements for these learners. This minor will better prepare future educators with addressing the unique needs of students with disabilities for 21st century learning. It will also generate interest from students majoring in psychology and social work who would like to assist in helping children with disabilities and their families.

The Special Education Minor program provides students with methods for supporting students with mild to moderate disabilities.

The goals of the Special Education Minor program are as follows:

1. Provide students with the knowledge of how to create effective individualized instructional lessons and teaching approaches that will engage learners from diverse learning backgrounds.
2. To instruct students on how to promote a positive learning environment for individuals with disabilities by using classroom and behavioral management techniques that are inclusive for students with disabilities.
3. Prepare future professionals for multiple positions in working with individuals with disabilities in a variety of educational and community settings.
4. To increase students' credentials for employment.

MINOR PROGRAM IN SPECIAL EDUCATION: 24 HOURS

A student majoring in Education, Psychology, and Social Work may complete a minor program in Special Education by taking the following options with a grade of "C" or better in each course taken.

All Special Education Minors are required to successfully complete SPE 338 as the first course in the minor.

Course Sequence (Education Majors)

SPE 338	Introduction to Diverse and Exceptional Learners: Teaching All Learners	3 Hrs.
SPE 330	Teaching Strategies for Students with Disabilities	3 Hrs.
SPE 332	Emotional and Behavioral Disorders of Children	3 Hrs.
SPE 337	Behavior Management	3 Hrs.
SPE 430	Diagnosis and Remediation of Reading Difficulties	3 Hrs.
SPE 431	Assessment of Students with Disabilities	3 Hrs.
SPE 432	Instructional Methods for Students with Mild/Moderate Disabilities	3 Hrs.
SPE 433	Special Education Practicum	3 Hrs.
EDU 337	Utilizing Technology to Improve Learning	3 Hrs.
		Total: 27 Hrs.

Course Sequence (non-Education Majors)

SPE 338	Introduction to Diverse and Exceptional Learners: Teaching All Learners	3 Hrs.
SPE 330	Teaching Strategies for Students with Disabilities	3 Hrs.

SPE 332	Emotional and Behavioral Disorders of Children	3 Hrs.
SPE 337	Behavior Management	3 Hrs.
SPE 431	Assessment of Students with Disabilities	3 Hrs.
SPE 432	Instructional Methods for Students with Mild/Moderate Disabilities	3 Hrs.
EDU 230	Foundations of Education	3 Hrs.
EDU 337	Utilizing Technology to Improve Learning	3 Hrs.
		Total: 24 Hrs.

RESIDENCY LICENSURE IN BIRTH TO KINDERGARTEN

ECE 330	Developmental & Educational Assessment of Young Children	3 Hrs.
ECE 331	Phonological Awareness	3 Hrs.
ECE 335	Directing Behavior and Development of Young Children	3 Hrs.
ECE 336	Foundations of Early Childhood/Exceptional Children Education Curriculum	3 Hrs.
ECE 431	Methods of Teaching Early Childhood/Exceptional Children Education II	3 Hrs.
ECE 433	Early Childhood Education Literature, & Cultural Diversity	3 Hrs.
EDU 220	Children, Family, & School Community	2 Hrs.
EDU 333	Foundations of Child Development	3 Hrs.
EDU 337	Utilizing Technology to Improve Learning	3 Hrs.
EDU 435	Language Development, Vocabulary, & Word Recognition	3 Hrs.
SPE 338	Introduction to Diverse and Exceptional Learners: Teaching All Learners	3 Hrs.
		Total: 32 Hrs.

RESIDENCY LICENSURE IN ELEMENTARY EDUCATION

ECE 331	Phonological Awareness	3 Hrs.
EDU 331	Science of Reading	3 Hrs.
EDU 337	Utilizing Technology to Improve Learning	3 Hrs.
SPE 338	Introduction to Diverse and Exceptional Learners: Teaching All Learners	3 Hrs.
EDU 431	Integrating Art, Music, & Physical Education into the Elementary Curriculum	3 Hrs.
EDU 432	Teaching Mathematics & Science in the Elementary School	3 Hrs.
EDU 433	Curriculum & Classroom Management in Elementary School	3 Hrs.
EDU 434	Teaching Language Arts & Social Studies in the Elementary School	3 Hrs.
EDU 435	Language Development, Vocabulary, & Word Recognition	3 Hrs.
PSY 133	Developmental Psychology	3 Hrs.
PSY 331	Human Learning and Cognition	3 Hrs.
		Total: 33 Hrs.

PRE-SCHOOL ADD-ON CERTIFICATE PROGRAM

The Pre-School Add-On Certificate is currently available to individuals with a clear license in Elementary Education, Family & Consumer Education with Child Development/ECE specialization, Special Education, or a related field.

The Pre-School Add-On Certificate is not to be confused with the Birth – Kindergarten License. It allows one to teach three and four-year-old children in the public schools of North Carolina, or teach in a non-public school related environment, such as a Head Start, or early learning center. It may fulfill requirements for some non-public school teaching positions. Check with the prospective employer before applying to the College.

The course of instruction for the Pre-School Add-On Certificate is as follows:

ECE 330	Developmental & Educational Assessment of Young Children	3 Hrs.
ECE 331	Phonological Awareness	3 Hrs.
ECE 333	Methods of Teaching Early Childhood/Exceptional Children Education I	3 Hrs.
ECE 335	Directing Behavior and Development of Young Children	3 Hrs.
ECE 431	Methods of Teaching Early Childhood/Exceptional Children Education II	3 Hrs.
EDU 220	Children, Family, & School Community	2 Hrs.
EDU 435	Language Development, Vocabulary, & Word Recognition	3 Hrs.
		Total: 20 Hrs.

DEPARTMENT OF PSYCHOLOGY

The Psychology Program provides students with a foundation in the methodologies, theories, research findings, and applications of contemporary psychology. Upon receipt of the Bachelor of Arts (B.A.) degree in Psychology, students are prepared for graduate study or employment in psychology and related fields. The rigorous education of psychology majors emphasizes:

1. Committing students to a program designed to broaden and enrich their experiences.
2. Challenging students to maximize their efforts and skills through a search for knowledge.
3. Promoting student growth and development of a practical philosophy enabling students to apply moral, ethical, and spiritual values to problems related to behavioral and mental processes in a multicultural and global context.
4. Fostering the development of the total person by stressing the importance of achievement, leadership, and community service.

The goals and objectives of the Psychology Program are as follows:

1. To familiarize the student with a variety of content areas in preparation for graduate school.
2. To foster skills in designing and conducting research in analyzing and interpreting data.
3. To stimulate comprehension of psychological literature.
4. To create an awareness of ethical issues and guidelines.
5. To expose the student to issues of diversity in psychological theory, research, and practice.

PSYCHOLOGY PROGRAM
B.A. (121 Semester Hours)

GENERAL EDUCATION REQUIREMENTS: 47 HOURS (See Page 73)

MAJOR REQUIRED COURSES: 35 Hours

PSY 130	Introduction to Psychology	3 Hrs.
PSY 133	Developmental Psychology	3 Hrs.
PSY 222	Careers in Psychology	2 Hrs.
PSY 230	Statistics for Social/Behavioral Sciences	3 Hrs.
PSY 231	Abnormal Psychology	3 Hrs.
PSY 234	Multicultural Psychology	3 Hrs.
PSY 237	Research Methods	3 Hrs.
PSY 331	Human Learning/Cognition	3 Hrs.
PSY 338	Counseling Theories/Methods	3 Hrs.
PSY 431	History/Systems of Psychology	3 Hrs.
PSY 437	Experimental Psychology	3 Hrs.
PSY 438	Internship in Psychology	3 Hrs.

MAJOR ELECIVE COURSES: Choose 15 Hours

PSY 220	African American Health Psychology	3 Hrs.
PSY 232	Readings in Psychology	3 Hrs.
PSY 235	Theories of Personality	3 Hrs.
PSY 330	Educational Psychology	3 Hrs.
PSY 332	Psychological Tests/Measurements	3 Hrs.
PSY 334	Social Psychology	3 Hrs.
PSY 335	Psychology of Gender	3 Hrs.
PSY 336	Community Psychology	3 Hrs.
PSY 337	Organizational Psychology	3 Hrs.
PSY 339	Psychology of Religion	3 Hrs.
PSY 410	Independent Study	3 Hrs.
PSY 430	Selected Studies in Psychology	3 Hrs.
PSY 432	Seminar in Psychology	3 Hrs.

FREE ELECTIVES: 24 Hours

No grade below “C” will be accepted for a course specifically required for the major. Students who do not successfully pass PSY 130 Introduction to Psychology with a “C” or better after two attempts may not continue as intended psychology majors. **Psychology majors must achieve a GPA of 2.25 in courses by the end of their fourth semester of full-time enrollment in order to continue in the major.**

MINOR PROGRAM IN PSYCHOLOGY: 18 Hours

PSY 130	Introduction to Psychology	3 Hrs.
	PSY Electives	15 Hrs.

**PLAN OF STUDY FOR PSYCHOLOGY
B.A. (121 Semester Hours)**

<i>Freshman Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
GED 110	College Skills	1 Hr.	ENG 132	Freshman Composition II	3 Hrs.
CIS 130	Computers in Society	3 Hrs.	SPA 132	Elementary Spanish II	3 Hrs.
BIO/PSC/					
ESC 140	Science with Lab	4 Hrs.	PSY 130	Introduction to Psychology	3 Hrs.
ENG 131	Freshman Composition I	3 Hrs.	MAT 134	College Math II	3 Hrs.
SPA 131	Elementary Spanish I	3 Hrs.	PED 130	Fitness and Wellness	3 Hrs.
MAT 133	College Math I	3 Hrs.			
Total Hours		17 Hrs.	Total Hours		15 Hrs.
<i>Sophomore Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
ECO 130	Introduction to Finance & Economics	3 Hrs.	HIS 232	African American History II	3 Hrs.
ENG 230	Fundamentals of Speech	3 Hrs.	POL 233	American Politics	3 Hrs.
PSY 133	Developmental Psychology	3 Hrs.	PSY 222	Careers in Psychology	2 Hrs.
PSY 230	Statistics for Social/Behavioral Science	3 Hrs.	PSY 237	Research Methods in the Social Sciences	3 Hrs.
REL 230	Survey of World Religions	3 Hrs.	SOC 130	Principles of Sociology	3 Hrs.
Total Hours		15 Hrs.	Total Hours		14 Hrs.
<i>Junior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
PSY 231	Abnormal Psychology	3 Hrs.	PSY 234	Multicultural Psychology	3 Hrs.
PSY 437	Experimental Psychology	3 Hrs.	PSY 338	Counseling Theories and Methods	3 Hrs.
	Free Elective	3 Hrs.		Free Elective	3 Hrs.
	Free Elective	3 Hrs.		Free Elective	3 Hrs.
	Psychology Elective	3 Hrs.		Psychology Elective	3 Hrs.
Total Hours		15 Hrs.	Total Hours		15 Hrs.
<i>Senior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
PSY 331	Human Learning & Cognition	3 Hrs.	PSY 438	Internship in Psychology	3 Hrs.
PSY 431	History & Systems of Psychology	3 Hrs.		Psychology Elective	3 Hrs.
	Free Elective	3 Hrs.		Psychology Elective	3 Hrs.
	Free Elective	3 Hrs.		Free Elective	3 Hrs.
	Psychology Elective	3 Hrs.		Free Elective	3 Hrs.
Total Hours		15 Hrs.	Total Hours		15 Hrs.

SPECIAL EDUCATION MINOR: Students who are majoring in Psychology and considering a specialty lens that focuses on disabled populations may opt to enroll in the Special Education Minor Program within the Education Department. See page 125 for details.

DEPARTMENT OF SOCIAL WORK

Accredited by the Council on Social Work Education, the Social Work Department offers the Bachelor of Social Work (B.S.W.) Degree, a Professional Degree. Graduates of Livingstone College's Social Work program is prepared for entry-level professional employment in public and private agencies such as child welfare agencies, family service agencies, mental health centers, public assistance agencies/schools/hospitals, and service agencies for the elderly and handicapped. Careers may also involve work with the developmentally disabled, homeless shelters, and housing programs.

The goals for students' learning and program impact are designed to enable graduates of the program to articulate a practice paradigm that emerges from a commitment to human rights, social and economic justice, and individual and collective empowerment. The following goals are rendered from this guiding programmatic commitment:

1. Provide a curriculum that prepares graduates for competent beginning professional generalist social work practice with diverse client systems guided by the values and ethics of the social work profession;
2. Provide a curriculum that prepares graduates to advance human rights and social, economic, and environmental justice as well as engage in policy practice and prevention activities that are designed to prepare graduates to identify, assess and develop strategies that change conditions that impede, infringe, and deny clients these justices with the aim to promote healthy functioning and well-being of diverse client systems;
3. Provide a curriculum that prepares graduates to alleviate poverty, oppression, and other forms and mechanisms of injustice;
4. Provide a curriculum that prepares graduates to engage in practice-informed research and research-informed practice in order for them to undertake a scientific, analytic evidence-based research approach to practice enabling them to adapt to an ever-changing practice environment; and
5. Provide a curriculum that prepares graduates to utilize the generalist intervention model that will enable them to practice with diverse individuals, families, groups, organizations, and communities.

Preparation as a generalist social work practitioner presupposes that basic cognitive learning and an underlying value ethic will make a distinction between the social work student, and the liberal arts graduate. Building on a liberal art's general education base, the Livingstone College's Social Work Department sees the B.S.W. Graduate as one who can perform as a beginning social work practitioner and serve the wider community, yet maintain awareness for lifelong learning, continuing education, or specialist study.

Social Work majors must meet the forty-seven (47) hours General Education requirement of the College. A minimum total of forty-two (42) is required for the program plus twenty-four (24) credits of mandated cognate [support] courses and electives. Additionally, social work majors must complete six (6) hours in Spanish, which meets the foreign language requirement of the college and six (6) hours of college mathematics which serves as the mathematics requirement of the College.

NOTE: In order to receive credit for required Social Work courses, support courses and foreign language courses, the minimum grade of "C" must be earned.

Students who wish to major in Social Work must apply for admission to both the College and the Social Work Department. There are two (2) separate admission requirements as specific in the "Admission Procedure" section of the Social Work Program Student Handbook. Copies of the handbook may be obtained from the office of the

Chair of the Social Work Department. After admission to the program, students must maintain a 2.5 GPA in major courses and 2.0 GPA overall.

All senior social work majors are required to pay a fifty-dollar (\$50) field instruction fee* at the time they register for SWK 460 Field Instruction/Seminar course, and must make arrangements for transportation to and from their field placement prior to the beginning of the course. Social Work Majors must earn a “C” or better in the following courses:

ENG 131 Freshman Composition I	MAT 133 College Math I	PSY 130 Introduction to Psychology
ENG 132 Freshman Composition II	MAT 134 College Math II	SPA 131 Spanish I
BIO 140 Freshman Biology	POL 233 American Politics	SPA 132 Spanish II
All Cognate courses	All Social Work courses	

Social Work majors must take the following behavioral science courses: POL 233 American Politics, PSY 130 Introduction to Psychology, and SOC 130 Principles of Sociology.

SOCIAL WORK PROGRAM B.S.W. (122 Semester Hours)

GENERAL EDUCATION REQUIREMENTS: 47 HOURS (See Page 73)

MAJOR REQUIRED COURSES: 45 Hours

SWK 130	Introduction to Social Work	3 Hrs.
SWK 200	Professional Helping	3 Hrs.
SWK 232	International Social Work	3 Hrs.
SWK 235	Human Behavior in the Social Environment I	3 Hrs.
SWK 236	Human Behavior in the Social Environment II	3 Hrs.
SWK 331	Minority Experience: Racism and Sexism in America	3 Hrs.
SWK 333	Social Welfare Policy I	3 Hrs.
SWK 334	Social Welfare Policy II	3 Hrs.
SWK 336	Social Work Methods I	3 Hrs.
SWK 430	Advanced Research	3 Hrs.
SWK 433	Social Work Methods II	3 Hrs.
SWK 460	Field Instruction Seminar	12 Hrs.

REQUIRED COGNATE COURSES: 12 Hours

ENG 336	Advanced Composition	3 Hrs.
REL 233	Introduction to Ethics	3 Hrs.
SWK 230	Statistics for Social/Behavioral Sciences	3 Hrs.
SWK 237	Research Methods in the Social Sciences	3 Hrs.

MAJOR ELECIVE COURSES: 9 Hours

SWK 231	Child Welfare	3 Hrs.
SWK 233	Community Development	3 Hrs.
SWK 300	Social Justice	3 Hrs.
SWK 330	Retirement: Adjustment Planning	3 Hrs.
SWK 339	Social Work in Health: Illness, Disability, and Policy	3 Hrs.

FREE ELECTIVES: 9 Hours

PLAN OF STUDY FOR SOCIAL WORK
B.S.W. (122 Semester Hours)

<i>Freshman Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
GED 110	College Skills	1 Hr.	ECO 130	Introduction To Finance & Economics	3 Hrs.
CIS 130	Computers in Society	3 Hrs.	ENG 132	Freshman Composition II	3 Hrs.
BIO/PSC/ ESC 140	Science with Lab	4 Hrs.	MAT 134	College Math II	3 Hrs.
ENG 131	Freshman Composition I	3 Hrs.	PED 130	Fitness and Wellness	3 Hrs.
MAT 133	College Math I	3 Hrs.	SWK 200	Professional Helping	3 Hrs.
SWK 130	Introduction to Social Work	3 Hrs.			
Total Hours		17 Hrs.	Total Hours		15 Hrs.
<i>Sophomore Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
ENG 230	Fundamentals of Speech	3 Hrs.	HIS 232	African American History II	3 Hrs.
REL 230	Survey of World Religions	3 Hrs.	POL 233	American Politics	3 Hrs.
SPA 131	Elementary Spanish I	3 Hrs.	SPA 132	Elementary Spanish II	3 Hrs.
SWK 235	Human Behavior in Social Environments I	3 Hrs.	SWK 230	Statistics for Behavioral & Social Sciences	3 Hrs.
SWK 237	Research Methods in Social Sciences	3 Hrs.	SWK 236	Human Behavior in Social Environments II	3 Hrs.
CRJ/PSY/SOC130	Behavioral/Social Science	3 Hrs.			
Total Hours		18 Hrs.	Total Hours		15 Hrs.
<i>Junior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
ENG 336	Advanced Composition	3 Hrs.	SWK 232	International Social Work	3 Hrs.
REL 233	Introduction to Ethics	3 Hrs.	SWK 334	Social Welfare Policy II	3 Hrs.
SWK 331	Minority Experience: Racism & Sexism in Am.	3 Hrs.	SWK 336	Social Work Methods I	3 Hrs.
SWK 333	Social Welfare Policy I	3 Hrs.		Social Work Elective	3 Hrs.
	Social Work Elective	3 Hrs.		Free Elective	3 Hrs.
Total Hours		15 Hrs.	Total Hours		15 Hrs.
<i>Senior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
SWK 433	Social Work Methods II	3 Hrs.	SWK 430	Advanced Research	3 Hrs.
	Social Work Elective	3 Hrs.	SWK 460	Field Instruction/Seminar	12 Hrs.
	Free Elective	3 Hrs.	Total Hours		15 Hrs.
	Free Elective	3 Hrs.			
Total Hours		12 Hrs.			

SPECIAL EDUCATION MINOR: Students who are majoring in Social Work and considering a specialty lens that focuses on disabled populations may opt to enroll in the Special Education Minor Program within the Education Department. See page 125 for details.

DIVISION OF LIBERAL ARTS & HUMANITIES

The mission of the Division of Liberal Arts and Humanities is to empower students to become global leaders in scholarship, research, performing arts, and service to humanity. The Division is committed to producing graduates who are critical thinkers in pursuit of truth, beauty, spirituality, and social justice. Students are prepared to become competitive candidates in graduate and professional schools, to excel in their chosen careers, and to provide community leadership based upon humanistic values.

Faculty members in the Division are committed to broadening their knowledge, scholarship, research, professional experiences, and methods of teaching.

The Division of Liberal Arts and Humanities offers degree programs in Criminal Justice, English – Liberal Arts, English Education, History and Middle Grades Social Studies Teacher Education, Liberal Studies, Music Liberal Arts, Music Teacher Education, Political Science, Religious Studies, and Sociology. Courses are also offered in Geography and Humanities, to meet the General Education requirements.

DEPARTMENT OF CRIMINAL JUSTICE & SOCIOLOGY

The Department of Criminal Justice and Sociology offers programs leading to Bachelor of Arts (B.A.) degrees in Criminal Justice and Sociology.

CRIMINAL JUSTICE PROGRAM

The study of criminal justice is an interesting and exciting discipline. The mission of this department is to provide a comprehensive liberal arts education that prepares for various options after they receive their degrees, including professional school, graduate school, or an exciting and rewarding career in the criminal justice field. The Criminal Justice program offers students the opportunity to study the various subsystems of the criminal justice system, including law enforcement, courts, corrections, juvenile justice, delinquency, and criminology. Careers options include police officers, court intake officers, judges, prosecutors, defense attorneys, probation officers, investigators, professors and researchers across all levels of government, in both the public and private sector.

1. Upon completion students will demonstrate an understanding of how historical and contemporary social and legal contexts have shaped the various components of the criminal justice system
2. Upon completion students will apply criminological theories to explain deviant behaviors and the criminalization of non-conformity
3. Upon completion students will explain the construction of social structures and categories (e.g., race, class, gender) and their influence on laws and law enforcement, including the confluence of resultant criminogenic factors
4. Upon completion students will develop strategies to address issues of social change within the context of the criminal justice system
5. Upon completion students will demonstrate an in-depth understanding of one aspect of criminology, criminal justice, or law and its relationship to larger social issues.

CRIMINAL JUSTICE B.A. (120 Semester Hours)

A major in Criminal Justice requires 47 hours of general education courses as prescribed in the catalog, 36 hours of required criminal justice courses, 21 hours of approved cognate/major electives, and 16 hours of free electives.

GENERAL EDUCATION REQUIREMENT: 47 HOURS (See Page 73)

MAJOR REQUIRED COURSES: 36 HOURS

All required and approved major electives must be passed with a “C” or better.

CRJ 130 Introduction to Criminal Justice
CRJ 230 Social Statistics
CRJ 232 Juvenile Justice
CRJ 233 Ethics in Criminal Justice
CRJ 237 Research Methods in the Social Sciences
CRJ 330 American Criminal Courts
CRJ 332 Criminology
CRJ 334 American Law Enforcement
CRJ 335 Community Corrections
CRJ 338 Institutional Corrections
CRJ 460 Internship (6 Credit Hours)

APPROVED COGNATE/MAJOR AREA ELECTIVES: 21 HOURS

Complete 7 of the following courses. Choice depends on the student’s career and academic interests.

CRJ 240 Introduction to Conflict Resolution
CRJ 331 Juvenile Delinquency
CRJ 333 Victimology
CRJ 430 Organized and White-Collar Crime
CRJ 435 Special Topics in Criminal Justice

POL 233 American Politics
POL 234 Public Administration
POL 331 American Constitutional Law

PSY 130 Introduction to Psychology
PSY 231 Abnormal Psychology
PSY 334 Social Psychology

SOC130 Principles of Sociology
SOC230 Statistics for the Social & Behavioral Sciences
SOC234 Peoples and Cultures of the Caribbean
SOC236 Social Change
SOC237 Research Methods in the Social & Behavior
SOC238 African American Culture & Society
SOC239 Marriage and Family
SOC240 Introduction to Conflict Resolution
SOC260 Cultural Anthropology
SOC330 Urban Sociology
SOC331 Sociology of Religion
SOC332 Crime and Delinquency
SOC333 Collective Behavior
SOC335 Social Organization
SOC336 Social Psychology
SOC337 Medical Sociology

SOC338 Sociological Theory
SOC339 Social Movements
SOC430 Senior Seminar
SOC432 Internship
SOC490 Philosophy of Social Science

SWK 130 Introduction to Social Work
SWK 231 Child Welfare
SWK 232 Prevention Strategies in Community Well Being

FREE ELECTIVES: 16 HOURS

These courses can be from any academic discipline.

PRELAW CONCENTRATION: 18 HOURS

CRJ240 Introduction to Conflict Resolution	3 Hrs.
CRJ330 American Criminal Courts	3 Hrs.
POL331 American Constitutional Law	3 Hrs.
CRJ339 Logic and Legal Reasoning	3 Hrs.
CRJ438 Legal Research & Writing	3 Hrs.
CRJ490 LSAT Prep	3 Hrs.

PRELAW CONCENTRATION ELECTIVES: 9 HOURS

BUS235 Business Law I	3 Hrs.
BUS236 Business Law II	3 Hrs.
CRJ332 Criminology	3 Hrs.

**PLAN OF STUDY FOR CRIMINAL JUSTICE
B.A. (120 Semester Hours)**

<i>Freshman Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
GED110	College Skills	1 Hr.	REL230	Survey of World Religion or POL233	3 Hrs.
CIS130	Computers In Society	3 Hrs.	ENG132	Freshman Composition II	3 Hrs.
BIO140/ ESC140 PSC140	Science w/Lab	4 Hrs.		Intro to Major	3 Hrs.
ENG131	Freshman Composition I	3 Hrs.	MAT134	College Math II	3 Hrs.
POL233	POL233 or REL230	3 Hrs.	PED130	Fitness and Wellness	3 Hrs.
MAT133	College Math I	3 Hrs.			
Total Hours		17 Hrs.	Total Hours		15 Hrs.
<i>Sophomore Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
CRJ230	Social Statistics	3 Hrs.	SPA132	Elementary Spanish II	3 Hrs.
ECO130	Intro to Finance & Eco	3 Hrs.	CRJ237	Research Methods in Soc. Sciences	3 Hrs.
ENG230	Fundamentals of Speech	3 Hrs.	CRJ232	Juvenile Justice	3 Hrs.
SPA131	Elementary Spanish I	3 Hrs.	SOC130	Principles of Sociology	3 Hrs.
CRJ233	Ethics in Criminal Justice	3 Hrs.	HIS232	African American History II	3 Hrs.
Total Hours		15 Hrs.	Total Hours		15 Hrs.
<i>Junior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
CRJ330	American Criminal Courts	3 Hrs.	CRJ332	Criminology	3 Hrs.
CRJ335	Community Corrections	3 Hrs.	CRJ334	American Law Enforcement	3 Hrs.
	Major Cognate Elective	3 Hrs.	CRJ338	Institutional Corrections	3 Hrs.
	Major Cognate Elective	3 Hrs.		Major Cognate Elective	3 Hrs.
	Major Cognate Elective	3 Hrs.		Major Cognate Elective	3 Hrs.
Total Hours		15 Hrs.	Total Hours		15 Hrs.
<i>Senior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
	Major Cognate Elective	3 Hrs.	CRJ	Internship	6 Hrs.
	Major Cognate Elective	3 Hrs.		Major Free Elective	3 Hrs.
	Major Free Elective	3 Hrs.		Major Free Elective	3 Hrs.
	Major Free Elective	3 Hrs.		Major Free Elective	1 Hr.
	Major Free Elective	3 Hrs.	CRJ400	Seminar in Criminal Justice	
CRJ400	Seminar in Criminal Justice				
Total Hours		15 Hrs.	Total Hours		13 Hrs.

SOCIOLOGY PROGRAM

The Sociology program offers a variety of courses designed to acquaint students with the scientific study of human life. As such emphasis is placed upon the forces that organize and structure societies and smaller groups as well as the forces that disorganize and threaten to dissolve those structures. Through objective and systematic methods of investigation, majors are taught to identify the patterns and forms of social life and to understand the processes by which they are established and changed.

The study of Sociology prepares one for rewarding employment in a variety of fields, from market research to program director in a social agency. It is also a good pre-professional major for those intending to pursue graduate studies in such fields as law, social work, teaching, ministry, and urban planning. Additionally, Sociology provides an excellent liberal education to those who seek to better understand the social environment in which they find themselves.

Goals and Objectives:

The Sociology major has been designed so that, upon completion of the requirements for the major, students will have:

1. Upon completion students will explain the sociological perspective, broadly defined; use sociological theory to explain social problems and issues; make theoretically informed recommendations to address current social problems and demonstrate the utility of the sociological perspective for their lives.
2. Upon completion students will demonstrate the ability to interpret, locate, evaluate, generate, and use sociologically relevant data to test hypotheses and draw evidence-based conclusions.
3. Upon completion students will integrate sociological theory, research, and data in order to assess various explanations of social phenomena and assess social policy.

SOCIOLOGY
B. A. (120 Semester Hours)

GENERAL EDUCATION REQUIREMENT: 47 HOURS (See Page 73)

MAJOR REQUIRED COURSES: 36 HOURS

SOC130	Principles of Sociology
SOC230	Statistics for the Social & Behavioral Sciences
SOC237	Research Methods in the Social & Behavior
SOC240	Introduction to Conflict Resolution
SOC238	African American Culture & Society
SOC239	Marriage and Family
SOC333	Collective Behavior
SOC334	Social Psychology
SOC336	Social Stratification
SOC338	Sociological Theory
SOC430	Senior Seminar
SOC432	Internship

MAJOR ELECTIVES: 12 HOURS

SOC234	Peoples and Cultures of the Caribbean
SOC236	Social Change
SOC260	Cultural Anthropology
SOC330	Urban Sociology
SOC331	Sociology of Religion
SOC332	Crime and Delinquency
SOC335	Social Organization
SOC337	Medical Sociology
SOC339	Social Movements
SOC490	Philosophy of Social Science

FREE ELECTIVES OR MINOR: 25 HOURS

**PLAN OF STUDY FOR SOCIOLOGY
B. A. (120 Semester Hours)**

<i>Freshman Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
GED110	College Skills	3 Hrs.	REL230	Survey of World Religion	3 Hrs.
CIS130	Computers in Society*	3 Hrs.	ENG132	Freshman Composition II	3 Hrs.
BIO140	Biology/Lab	4 Hrs.	SOC230	Social Statistics	3 Hrs.
ENG131	Freshman Composition I	3 Hrs.	MAT134	College Math II	3 Hrs.
SOC130	Principles of Sociology	3 Hrs.	PED130	Fitness & Wellness*	3 Hrs.
MAT133	College Math I	3 Hrs.			
Total Hours:		17 Hrs.	Total Hours:		15 Hrs.
* *CIS130 or PED130					

<i>Sophomore Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
HIS232	African American History	3 Hrs.	CRJ130	Intro. To Criminal Justice	3 Hrs.
ENG230	Fundamentals of Speech	3 Hrs.	SPA132	Spanish II	3 Hrs.
POL233	American Politics	3 Hrs.	ECO130	Intro. To Finance & Economics	3 Hrs.
SOC237	Research Methods in Soc. Sci.	3 Hrs.	SOC238	African-American Culture	3 Hrs.
SPA131	Spanish I	3 Hrs.	SOC239	Marriage and Family	3 Hrs.
Total Hours:		15 Hrs.	Total Hours:		15 Hrs.

<i>Junior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
SOC240	Intro. To Conflict Resolution	3 Hrs.	SOC 336	Social Stratification	3 Hrs.
SOC333	Collective Behavior	3 Hrs.		Major Elective	3 Hrs.
SOC334	Social Psychology	3 Hrs.		Major Elective	3 Hrs.
	Major Elective	3 Hrs.		Major Elective	3 Hrs.
	Major Elective	3 Hrs.		Minor/Free Elective	3 Hrs.
Total Hours:		15 Hrs.	Total Hours:		15 Hrs.

<i>Senior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
SOC430	Senior Seminar	3 Hrs.	SOC336	Internship	3 Hrs.
	Minor/Free Elective	3 Hrs.		Minor/Free Elective	3 Hrs.
	Minor/Free Elective	3 Hrs.		Minor/Free Elective	3 Hrs.
	Minor/Free Elective	3 Hrs.		Minor/Free Elective	3 Hrs.
	Minor/Free Elective	3 Hrs.		Minor/Free Elective	3 Hrs.
Total Hours:		15 Hrs.	Total Hours:		15 Hrs.

MINOR PROGRAM IN SOCIOLOGY:15 HOURS

SOC130 Principles of Sociology

SOC338 Sociological Theories

Any 9 hours of Sociology Electives

DEPARTMENT OF ENGLISH & FOREIGN LANGUAGE

The Department of English and Foreign Language supports the mission of the Division of Liberal Arts and Humanities and the mission of the institution by offering English and foreign language curricula appropriate to the needs of students in the twenty-first century. The department aims to produce students who are aware of all cultures, especially African-American culture, who are self-reliant and individually productive, and who are academically and philosophically prepared to pursue graduate studies and careers in the global marketplace.

The department trains students in the skills necessary for them to become perceptive readers, critical thinkers, and effective writers and speakers. These skills are necessary for the graduates' success in graduate study or careers in such fields as education, law, medicine, ministry, and library science, journalism, and communication. Courses in a foreign language, particularly Spanish, are designed to help them communicate more effectively with the growing Hispanic population in the United States.

Through the Division of Liberal Arts and Humanities, the department also provides its faculty with the means necessary for their growth and development as teachers, scholars, and citizens.

The department offers a Bachelor of Arts (B.A.) degree in English Liberal Arts and a Bachelor of Arts (B.A.) degree in Liberal Studies. In addition, it offers a minor program in English and courses in Spanish.

The English Program has established the following learning outcomes in its ongoing pursuit of excellence.

The English Program has established the following learning outcomes in its ongoing pursuit of excellence:

1. Analyze texts from a wide variety of genres, historical and cultural context, thus cultivating students' critical reading, writing, and thinking;
2. Read closely in a variety of forms, styles, structures, critical perspectives;
3. Respond to a diverse array of literary and informational texts with an awareness of content, context, audience, and genre;
4. Engage with a myriad of texts and make both theoretical and pragmatic connections between English studies and other disciplines;
5. Relate to other cultures through reading and writing in order to become informed and empathetic citizens equipped to work for social justice in a range of contexts;
6. Develop an understanding and appreciation of language, its structure and function, what it reveals about the culture it reflects, and how it shapes perceptions of self and the world.

The department offers a broad selection of courses in English and American literatures, besides many other courses, and in Spanish, small classes (an opportunity for close contact with teachers), good library resources, and a highly qualified faculty. Majors also have opportunities to work and learn in the English Lab, to work on the College's literary magazine, *The Bears' Tale*, the department's newsletter *The Bears' Pen* and to participate in the theater activities. Moreover, all majors have opportunities for membership in the English Society and based on academic merit, in the Tau Delta International Honor Society.

English majors are required to complete a minimum of forty-eight (48) semester hours in English, in addition to ENG, in addition to ENG131, 132, and 230, for the B. A. in English. At least two upper-division English courses should be taken in the senior year. All English majors must pass required courses in the field with a minimum grade of "C" and meet all General Education requirements. If they are interested in seeking the Teacher Licensure for the state of North Carolina, they must contact the Education Department at the College for advisement.

ENGLISH: TEACHER EDUCATION PROGRAM (See Educator Preparation, page 119)

ENGLISH: LIBERAL ARTS PROGRAM
B.A. (122 Semester Hours)

GENERAL EDUCATION REQUIREMENT: 47 HOURS (See Page 73)

MAJOR REQUIRED COURSES: 27 HOURS

ENG231	World Literature I
ENG233-234	English Literature I & II
ENG235-236	American Literature I & II
ENG237-238	African-American Literature I & II
ENG339	Literary Criticism
ENG439	Senior Capstone

MAJOR COURSE OPTIONS (Choose from 5 Blocks): 15 HOURS

Option I: Writing at least one of the following:

ENG336	Advanced Composition
ENG337	Creative Writing

Option II: Genre At least one of the following:

ENG331	Poetry
ENG332	Drama
ENG333	English Novel
ENG334	American Novel
ENG340	Adolescent Literature

Option III: Period At least one of the following:

ENG430	Restoration and Eighteenth-Century Poetry and Prose
ENG431	Romantic Literature
ENG432	Victorian Poetry and Prose
ENG433	Twentieth Century Literature

Option IV: Major Author At least one of the following:

ENG434	Chaucer ENG
ENG435	Shakespeare
ENG436	Milton

Option V: Language At least one of the following:

ENG437	Modern Grammar
ENG438	Linguistics

MAJOR ELECTIVES: 6 HOURS (Any additional English courses)

ENG225	Journalism I
ENG236	Journalism II
ENG232	World Literature II
ENG239	Survey of Literature
ENG240	U. S. Writers of Color
ENG330	Topics in Philosophy and Literature
ENG335	Religion and Literature
ENG338	Black Cinema
ENG430	English Methods
ENG360	Special Topics in English Studies

FREE ELECTIVES: 27 HOURS

MINOR PROGRAM IN ENGLISH: 18 HOURS

A student may complete a minor program in English by taking the following options with a grade of “C” or better in each course be taken.

Course Sequence

ENG231	World Literature I or ENG232 World Literature II
ENG233	English Literature
ENG235	American Literature I or ENG236 American Literature II
ENG237	African American Literature or ENG238 African American Literature
EMG339	Literary Criticism

**PLAN OF STUDY FOR ENGLISH: LIBERAL ARTS
B.A. (122 Semester Hours)**

<i>Freshman Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
GED110A	q	1 Hrs.	REL230	Survey of World Religions	3 Hrs.
CIS130		3 Hrs.	ENG132	Freshman Composition	3 Hrs.
BIO140		4 Hrs.	ECO130	Intro to Finance and Economics	3 Hrs.
ENG131		3 Hrs.	MAT134	College Math II	3 Hrs.
MAT133		3 Hrs.	PED130	Fitness & Wellness	3 Hrs.
		3 Hrs.			
Total Hours:		17 Hrs.	Total Hours:		15 Hrs.
<i>Sophomore Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
HIS232	African-American History II	3 Hrs.	SPA132	Elementary Spanish II	3 Hrs.
ENG230	Fundamentals of Speech/Behavioral Science	3 Hrs.	POL233	American Politics	3 Hrs.
SPA131	Elementary Spanish I	3 Hrs.	ENG236	American Literature II	3 Hrs.
ENG237	African American Literature I	3 Hrs.	ENG238	African American Literature II	3 Hrs.
		3 Hrs.		Free Elective	3 Hrs.
Total Hours:		15 Hrs.	Total Hours:		15 Hrs.
<i>Junior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
ENG233	English Literature I	3 Hrs.	ENG234	English Literature II	3 Hrs.
ENG230	American Literature I	3 Hrs.	ENG336	Advanced Composition	3 Hrs.
ENG339	Literary Criticism	3 Hrs.	ENG334	American Novel	3 Hrs.
	Free Elective	3 Hrs.		Free Elective	3 Hrs.
	Free Elective	3 Hrs.		Free Elective	3 Hrs.
Total Hours:		15 Hrs.	Total Hours:		15 Hrs.
<i>Senior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
ENG231	World Literature I	3 Hrs.	ENG432	Victorian Poetry and Prose	3 Hrs.
ENG435	Shakespeare	3 Hrs.	ENG438	Linguistics	3 Hrs.
ENG439	Senior Capstone	3 Hrs.		English Elective	3 Hrs.
	English Elective	3 Hrs.		Free Elective	3 Hrs.
	Free Elective	3 Hrs.		Free Elective	3 Hrs.
Total Hours:		15 Hrs.	Total Hours:		15 Hrs.

SPANISH

Department of English and Foreign Language offers courses in Spanish. Each student enrolled in the College is required to successfully complete two semesters of Spanish. However, a transfer student, at the time of his/her admission to the College, may transfer up to six semester hours in another foreign language from an accredited college to meet the foreign language requirement subject to approval of the Vice President for Academic Affairs. The general aims of the language courses are manifold.

- To stimulate latent linguistic interest.
- To foster good study habits, logical thinking, discipline, and memorization.
- To develop competency in understanding, speaking, reading, and writing a particular language.
- To attain through study of foreign cultures and languages a broader understanding and appreciation of one's own language and culture as well as a comprehensive insight into other peoples and other civilizations.

Students with previous experience and/or knowledge of Spanish may not take Spanish 131. A placement test or interview with the foreign language instructor is necessary. A student with one or two years of high school Spanish language instruction may be placed in Spanish 132; a student with two or more years of experience may take one of the intermediate courses numbered 231, 232, or above. Native speakers of the Spanish language are excluded from elementary and intermediate courses and conversation courses. They must take a course in consultation with the Spanish language instructor.

CREDIT BY EXAMINATION FOR SPANISH

Students desiring to earn Credit by Examination for Spanish must request, in writing, approval from the Spanish instructor, Chair of the Department of English and Foreign Language, the Dean of the Division of Liberal Arts and Humanities, and the Vice President for Academic Affairs. The examination may be taken any time during the academic year at the instructor's discretion.

The exam will be graded on a Pass/Fail basis, and results will be reported to the Vice President for Academic Affairs and the Registrar. A grade "EX" and credit for the number of hours for the course will be counted toward graduation, but credit hours will not be used to compute the student's grade point average. A student who fails Credit by Examination for a course may later enroll in that course with no penalty; however, a failed exam may not be repeated within the same semester. The Credit by Examination hours will be considered part of both tuition and course load for the semester. Credit by Examination is limited to a maximum of ten (10) courses or thirty (30) credit hours. Students who earn Credit by Examination will be charged a fee according to the fee schedule approved by the College.

MINOR PROGRAM IN SPANISH: 18 HOURS

Course Sequence

SPA231	Intermediate Spanish I
SPA232	Intermediate Spanish II
SPA239	Spanish Conversation
SPA331	Intro to Hispanic Literature
SPA333	Civilization of Spain
SPA334	Civilization of Spanish America

DEPARTMENT OF HISTORY AND POLITICAL SCIENCE

The Department of History and Political Science offers programs leading to the Bachelor of Arts (B. A.) degrees in History, Political Science, and Middle Grades Social Studies Teacher Education.

HISTORY: LIBERAL ARTS PROGRAM

The goals and objectives of the History program emanate from the mission of the College and are designed to prepare students to be productive citizens who are gainfully employed in their chosen professions and are prepared to participate in the affairs of a global and technological society.

The Bachelor of Arts (B.A.) degree in History will aid students in finding success not only in education but also in a variety of business fields, ranging from management to research to public relations and beyond. History majors possess the knowledge and skills to compete successfully in a number of international fields, including law, the U. S. Foreign Service, the United Nations, international aid and development organizations, human rights organizations, and many others. Therefore, the program seeks to realize these goals:

1. To give all students a solid understanding of major themes and events in world history and their relevance to modern issues and conditions.
2. To give majors and minors the specialized knowledge to compete in a variety of professional and academic settings, particularly graduate programs in the Humanities and Social Sciences.
3. To train students in critical thinking skills and the practice of writing History and creating records.
4. To develop the students' abilities to research, organize, and communicate information.

HISTORY PROGRAM

B.A. (120 Semester Hours)

GENERAL EDUCATION REQUIREMENTS: 47 Hours

MAJOR & COGNATE REQUIRED COURSES: 24 Hours

GEO 130 Regional Geography	3 Hrs.
HIS 131 World History I	3 Hrs.
HIS 132 World History II	3 Hrs.
HIS 133 United States History I	3 Hrs.
HIS 134 United States History II	3 Hrs.
HIS 231 African American History I	3 Hrs.
HIS 430 Historiography	3 Hrs.
HIS 439 Senior Capstone (Writing Initiative course)	3 Hrs.

HISTORY ELECTIVES: 15 Hours (200-400)

US History Courses (Select 1 course):

HIS 234 Women and Gender in U.S. History	3 Hrs.
HIS 238 History of North Carolina	3 Hrs.
HIS 330 American Constitutional Law	3 Hrs.
HIS 335 Sectional Conflict, Civil War, & Reconstruction	3 Hrs.
HIS 336 20 th Century United States History	3 Hrs.

HIS 337 History of American Minorities	3 Hrs.
HIS 339 Directed Readings	3 Hrs.
HIS 434 U.S. Civil Rights Movements	3 Hrs.
HIS 435 Black Intellectual History	3 Hrs.
HIS 438 Special Topics in World, US, and European History	3 Hrs.

Non-US History Courses (Select 1 course)

HIS 233 Comparative History of Third World Women	3 Hrs.
HIS 235 History of Latin America	3 Hrs.
HIS 239 Ethnic Conflict	3 Hrs.
HIS 331 Modern European History I	3 Hrs.
HIS 332 Modern European History II	3 Hrs.
HIS 333 History of the Middle East	3 Hrs.
HIS 334 Economic History	3 Hrs.
HIS 338 Women's History and Feminist Theory	3 Hrs.
HIS 339 Directed Readings	3 Hrs.
HIS 431 Ancient African History	3 Hrs.
HIS 432 Contemporary Africa	3 Hrs.
HIS 433 Modern African History	3 Hrs.
HIS 438 Special Topics in World, U. S., and European History	3 Hrs.

History Electives: 9 hours

FREE ELECTIVES: 34 Hours

History majors are encouraged to pursue minors in African American Studies, English, Political Science or Spanish.

MINOR PROGRAM IN AFRICAN AMERICAN STUDIES: 21 HOURS

AAS130	Introduction to Africana Studies	3 Hrs.
AAS230	The African-American Experience	3 Hrs.
	AAS Elective 300/400 level	3 Hrs.
	Interdisciplinary Cognates (six at 300/400 level)	12 Hrs.

Assessment of History Majors

Classroom performance will be a major source of criteria for assessment for History majors' competencies in the area of historic knowledge, communication skills, and critical and analytical thought. In addition, History majors are expected to submit a publishable writing sample as an example of their ability to undertake research and compose a historical argument. Lastly, all majors will complete the American History component of a national standardized test as a means of gauging their general historical knowledge of them.

History majors interested in continuing their education in graduate school should consider taking additional history courses in areas of interest to provide themselves with a better historical background for graduate-level work. History majors can also choose to use their free electives to acquire a minor field or supporting interdisciplinary courses in various disciplines such as literature, political science, Spanish, or religion.

PLAN OF STUDY FOR HISTORY
B.A. (120 Semester Hours)

Freshman Year

Fall Semester

GED 110	College Skills	1 hr.
CIS 130	Computers in Society	3 hrs.
BIO/ESC/PSC140	Science w/Lab	4 hrs.
ENG 131	Freshman Composition 1	3 hrs.
HIS 131	World History I	3 hrs.
MAT 133	College Math I	<u>3 hrs.</u>
		17 hrs.

Spring Semester

GEO 130	Regional Geography	3 hrs.
ENG 132	Freshman Composition II	3 hrs.
HIS 132	World History II	3 hrs.
MAT 134	College Math II	3 hrs.
PED 130	Fitness & Wellness	<u>3 hrs.</u>
		15 hrs.

Sophomore Year

Fall Semester

REL 230	Survey of World Religion	3 hrs.
ENG 230	Fundamentals of Speech	3 hrs.
ECO 130	Intro to Finance & Econ	3 hrs.
SPA 131	Elementary Spanish I	3 hrs.
HIS 133	United States History I	<u>3 hrs.</u>
		15 hrs.

Spring Semester

SPA 132	Elementary Spanish II	3 hrs.
HIS 134	United States History II	3 hrs.
HIS 232	African American History II	3 hrs.
CRJ/PSY/SOC130	Behavioral/Social Science	3 hrs.
POL 233	American Politics	<u>3 hrs.</u>
		15 hrs.

Junior Year

Fall Semester

HIS 231	African American History I	3 hrs.
	US History Elective	3 hrs.
	History Elective	3 hrs.
	Free Elective	3 hrs.
	Free Elective	<u>3 hrs.</u>
		15 hrs.

Spring Semester

	Non-US HIS Elective	3 hrs.
	History Elective	3 hrs.
	Free Elective	3 hrs.
	Free Elective	3 hrs.
	Free Elective	<u>3 hrs.</u>
		15 hrs.

Senior Year

Fall Semester

	HIS 430 Historiography	3 hrs.
	History Elective	3 hrs.
	Free Elective	3 hrs.
	Free Elective	3 hrs.
	Free Elective	<u>3 hrs.</u>
		15 hrs.

Spring Semester

	HIS 439 Senior Capstone	3 hrs.
	Free Elective	3 hrs.
	Free Elective	3 hrs.
	Free Elective	3 hrs.
	Free Elective (1 hour)	<u>1 hr.</u>
		13 hrs.

POLITICAL SCIENCE PROGRAM

The Political Science program seeks to provide all students with the opportunity to gain knowledge of political behavior, public policy issues, and public service on the local, state, national, and international levels and to develop competencies needed for successful completion of the Bachelor of Arts (B.A.) degree in Political Science. This degree develops competencies needed for entry into careers in the public and private sectors, as well as graduate studies in such fields as history, political science, Social Studies, Teacher Education, public administration, and law, among others. Viable employment opportunities include the legal profession, teaching at the secondary and college level, federal or state civil service positions, public administration and management, and a wide variety of other fields that require a solid liberal arts background.

Specifically, the political science major is a liberal arts major that is designed to produce broadly educated, cosmopolitan, and competent students. Students are to know the American political system well enough so that they can work within it, to achieve valued goals and objectives. This includes knowing some of the key values that are responsible for the present Western political tradition and becoming familiar with global realm, conditions, and cultures that are keys in the global community.

Majors are required to complete thirty-nine (39) credit hours in Political Science. Twenty-seven (27) of these hours are specifically required: POL 130 Contemporary World Politics, POL 230 Statistics for Behavioral and Social Sciences, POL 231 State and Local Politics, POL 331 American Constitutional Law, POL 339 International Relations, POL 430 Senior Writing Seminar, POL 431 Internship in Government I, POL 435 African American Political Thought, and GEO 130 Regional Geography. Majors can then select from the political science elective courses to obtain the additional twelve (12) credit hours.

Political Science majors are encouraged to complete additional courses offered by the Department of History and Political Science beyond the 39 required hours. The POL 233 American Politics course is a General Education requirement for all students at Livingstone and is therefore not included in the political science degree program.

A minor in political science requires twenty (20) hours in Political Science and is open to all non-Political Science majors.

The goals of the Political Science program are to:

1. Prepare students to demonstrate a thorough knowledge of a variety of political systems and processes.
2. Provide basic training for students through government internships with local, state, national and international agencies and publicly elected/appointed officials, political campaigns, legal firms, and others.
3. Assist students in the development of critical thinking and share necessary information for improved oral and written communications.
4. Encourage students to become more independent and proactive in applying greater initiative in skills and competencies needed for effective participation in the Political Sciences.

POLITICAL SCIENCE PROGRAM

B.A. (122 Semester Hours)

GENERAL EDUCATION REQUIREMENTS: 47 HOURS (See Page 73)

MAJOR COURSE REQUIREMENTS: 27 Hours

GEO 130	Regional Geography	3 Hrs.
POL 130	Contemporary World Politics	3 Hrs.
POL 230	Statistics for Behavioral & Social Sciences	3 Hrs.
POL 231	State and Local Politics	3 Hrs.
POL 331	American Constitutional Law	3 Hrs.
POL 339	International Relations	3 Hrs.
POL 430	Senior Writing Seminar	3 Hrs.
POL 431	Internship in Government I	3 Hrs.
POL 435	African American Political Thought	3 Hrs.

POLITICAL SCIENCE ELECTIVES: 12 Hours

POL 234	Principles of Public Administration	3 Hrs.
POL 333	Comparative Politics	3 Hrs.
POL 335	Political Theory	3 Hrs.
POL 337	The Politics of American Minorities	3 Hrs.
POL 338	American Foreign Policy	3 Hrs.
POL 432	Internship in Government II	3 Hrs.
POL 439	Directed Readings Seminar	3 Hrs.
POL 490	Philosophy of Social Science	3 Hrs.

FREE ELECTIVES: 34 Hours

**PLAN OF STUDY FOR POLITICAL SCIENCE
B.A. (122 Semester Hours)**

<i>Freshman Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
ED 110	College Skills	1 Hr.	REL 230	Survey of World Religions	3 Hrs.
CIS 130	Computers in Society	3 Hrs.	ENG 132	Freshman Comp. II	3 Hrs.
BIO/ESC/PSC 140	Science w/Lab	4 Hrs.	POL 233	American Politics	3 Hrs.
ENG 131	Freshman Comp. I	3 Hrs.	MAT 134	College Math II	3 Hrs.
POL 130	Contemporary World Politics	3 Hrs.	PED 130	Fitness & Wellness	3 Hrs.
MAT 133	College Math I	3 Hrs.			
		<u>17 Hrs.</u>			<u>15 Hrs.</u>
<i>Sophomore Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
ENG 230	Fundamentals of Speech	3 Hrs.	HIS 232	African American History II	3 Hrs.
ECO 130	Principles of Economics I	3 Hrs.	POL 230	Statistics Behavioral Sci	3 Hrs.
PSY/SOC/CRJ130	Behavioral Social Science	3 Hrs.	POL 231	State and Local Politics	3 Hrs.
SPA 131	Spanish I	3 Hrs.	SPA 132	Spanish II	3 Hrs.
	Free Elective	3 Hrs.		Free Elective	3 Hrs.
		<u>15 Hrs.</u>			<u>15 Hrs.</u>
<i>Junior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
GEO 130	Regional Geography	3 Hrs.		PS Elective 1	3 Hrs.
POL 331	American Constitutional Law	3 Hrs.		PS Elective 2	3 Hrs.
POL 339	International Relations	3 Hrs.		Free Elective	3 Hrs.
	Free Elective	3 Hrs.		Free Elective	3 Hrs.
	Free Elective	3 Hrs.		Free Elective	3 Hrs.
		<u>15 Hrs.</u>			<u>15 Hrs.</u>
<i>Senior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
POL 431	Internship in Government I	3 Hrs.	POL 430	Senior Writing Seminar	3 Hrs.
POL 435	Afr-Am Political Thought	3 Hrs.		PS Elective 4	3 Hrs.
	PS Elective 3	3 Hrs.		Free Elective	3 Hr.
	Free Elective	3 Hrs.		Free Elective	3 Hrs.
	Free Elective	3 Hrs.		Free Elective (1 hour)	1 Hr.
		<u>15 Hrs.</u>			<u>13 Hrs.</u>

**SOCIAL STUDIES: TEACHER EDUCATION PROGRAM
(See Educator Preparation, page 121)**

DEPARTMENT OF LIBERAL AND RELIGIOUS

The Department of Liberal and Religious Studies offers programs leading to the Bachelor of Arts (B. A.) degree in Liberal and Religious Studies.

LIBERAL STUDIES PROGRAM

Liberal Studies is designed for those students who are interested in pursuing a broad interdisciplinary curriculum. The program allows students to tailor their coursework according to their disposition and career goals under the advisement of a professor. Clearly this track is not for those who want to pursue one of the traditional major fields of study offered at Livingstone College. The degree requirements allow students to take a wide range of courses from various disciplines, preferably closely related, and require at least two concentrations disciplines offered at the college.

GENERAL EDUCATION REQUIREMENT: 47 HOURS (See Page 73)

CONCENTRATIONS: 30 HOURS

Students will choose two concentration areas from any two disciplines listed below. Each concentration area requires a minimum of 15 semester hours. Nine (9) of the fifteen (15) hours in each must be at the 300-400 level. All concentration courses must be passed with minimum of "C" grade. Courses taken to meet the General Education requirements do not count toward the hours required in a concentration area.

Students must abide by the restrictions or requirements established by each discipline and, under the advisor's guidance, discover and determine the appropriate areas for concentration. Some of the disciplines may not be available for Liberal Studies degree.

Division of Liberal Arts and Humanities

- English
- History
- Music
- Political Science
- Religious Studies
- Sociology
- Spanish
- Theatre Arts

Division of Education, Psychology, and Social Work

- Education (As a departmental requirement for Education concentration, the student must pass PRAXIS I and be accepted in the Education program.)
- Psychology

Division of Business

- Accounting
- Business Administration
- Computer Information Systems

Division of Mathematics and Sciences

- Biology
- Chemistry
- Mathematics

A student may be allowed the benefit of a concentration if he/she has completed at least 15 semester hours in any two closely related fields (e.g., History and Political Science, English and Theatre Arts, Music and Theatre Arts, English and Religious Studies, English and Psychology, Education and Psychology, English and Education, and other possible combinations),

subject to the recommendation of his/her advisor, approval of his/her Division Dean, and approval of the Vice President for Academic Affairs.

FREE ELECTIVES OR MINOR: 43 HOURS

**PLAN OF STUDY FOR LIBERAL STUDIES
B.A. (120 Semester Hours)**

<i>Freshman Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
GED110	College skills	1 Hr.	REL230	Survey of World Religions	3 Hrs.
CIS130	Computers in society	3 Hrs.	ENG132	Freshman Composition II	3 Hrs.
BIO140	Freshman biology	4 Hrs.	ECO130	Intro to Finance and Economics	3 Hrs.
ENG131	Freshman composition I	3 Hrs.	MAT134	College Math II	3 Hrs.
MAT133	College Math	3 Hrs.	PED130	Fitness and Wellness	3 Hrs.
100-level	Concentration one course	3 Hrs.			
	Total Hours	17 Hrs.		Total Hours	15 Hrs.
<i>Sophomore Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
HIS232	African American History II	3 Hrs.	SP132	Elementary Spanish II	3 Hrs.
ENG230	Fundamentals of Speech	3 Hrs.	POL233	American Politics	3 Hrs.
CRJ/PSY/ SOC130	Behavioral Social Science	3 Hrs.		Free Electives	3 Hrs.
SPA131	Elementary Spanish I	3 Hrs.	200-level	Concentration one course	3 Hrs.
100-LEVEL	Concentration two course	3 Hrs.	200-level	Concentration two course	3 Hrs.
	Total Hours	17 Hrs.		Total Hours	15 Hrs.
<i>Junior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
0-level	Concentration one course	3 Hrs.	300-level	Concentration one course	3 Hrs.
300-level	Concentration two course	3 Hrs.	300-level	Concentration two course	3 Hrs.
	Free Electives	3 Hrs.		Free Electives	3 Hrs.
	Free Electives	3 Hrs.		Free Electives	3 Hrs.
	Free Electives	3 Hrs.		Free Electives	3 Hrs.
	Total Hours	15 Hrs.		Total Hours	15 Hrs.
<i>Senior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
300-level	Concentration one course	3 Hrs.		Free Electives	3 Hrs.
300-level	Concentration two course	3 Hrs.		Free Electives	3 Hrs.
	Free Electives	3 Hrs.		Free Electives	3 Hrs.
	Free Electives	3 Hrs.		Free Electives	3 Hrs.
	Free Electives	3 Hrs.		Free Electives	3 Hrs.
	Total Hours	15 Hrs.		Total Hours	15 Hrs.

Students will choose two concentration areas from any two of the following disciplines: English, History, Math, Music, Political Science, Religions Studies, Sociology, Theatre Arts, Education, Psychology, Accounting, Business Administration, Computer Information Systems, Biology, and Chemistry. Nine of fifteen hours of each concentration must be at the 300-400 level. All concentrations must be passed with a minimum grade of "C." Courses taken to meet the General Education requirements do not count toward the hours in a concentration area.

RELIGIOUS STUDIES PROGRAM

The Religious Studies program is designed to be consistent with both Livingstone's rich religious heritage and its commitment to a nonsectarian academic program. Like all significant dimensions of human existence, religion deserves careful academic attention. The presence of a rigorous religious program is necessary to meet the objectives of a liberal arts education. A student who completes the required 120 hours of study will receive a Bachelors of Arts (B. A.) degree in Religious Studies.

The goal of the Religious Studies program is to explore the rich legacy of religion as well as its substantive issues with an interdisciplinary approach in order to provide the student with an academically grounded appreciation of the nature, scope, and significance of religious phenomena. It will provide an adequate foundation for further graduate study in the pursuit of a career in the professional ministry or teaching and professional research. The program will encourage the development of critical thinking skills and their application and promote the posture of objectivity regardless of personal religious commitments.

The Religious Studies program consists of a curriculum that is geared toward those who wish to have a career in the academic or scientific study of religion.

RELIGIOUS STUDIES: LIBERAL ARTS B.A. (120 Semester Hours)

GENERAL EDUCATION REQUIREMENTS: 47 HOURS (See Page 76)

MAJOR REQUIRED COURSES: 55 HOURS

REL130	Introduction to the Bible	3 Hrs.
REL233	Introduction to Ethics	3 Hrs.
REL235	African American Religious History	3 Hrs.
REL236	Church History	3 Hrs.
REL240	Introduction to Religious Studies	3 Hrs.
REL331	Sociology of Religion	3 Hrs.
REL332	Varieties of Religious Experience	3 Hrs.
REL333	Protestant Reformation	3 Hrs.
REL334	Religion and Literature	3 Hrs.
REL337	Topics in Biblical Studies	3 Hrs.
REL339	Psychology of Religion	3 Hrs.
REL430	Religion and Science	3 Hrs.
REL431	Introduction to Modern Christianity Theology	3 Hrs.
REL432	Issues in Contemporary Theology	3 Hrs.
REL434	Internship	4 Hrs.
REL435	Philosophy of Religious History	3 Hrs.
REL436	American Religious History	3 Hrs.
REL437	Senior Thesis Seminar	3 Hrs.

OTHER REQUIRED COURSE: 6 HOURS

HIS236	History of Middle East	3 Hrs.
REL234	Religion and Western Culture	3 Hrs.

FREE ELECTIVES: 12 HOURS

Students may select 300-400 level electives from various disciplines related to the Religious Studies program they are most inclined to pursue in their graduate and or professional career.

**PLAN OF STUDY FOR RELIGIOUS STUDIES
B.A. (120 Semester Hours)**

<i>Freshman Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
GED110	College Skills	1 Hrs.	CIS130	Computers in Society	3 Hrs.
REL233	Introduction to Ethics	3 Hrs.	ENG132	Freshman Composition	3 Hrs.
ENG131	Freshman Composition	3 Hrs.	REL230	Survey of World Religion	3 Hrs.
REL130	Intro to the Bible	3 Hrs.	MAT134	College Math II	3 Hrs.
MAT133	College Math I	3 Hrs.	BIO140	Biology w/Lab	4 Hrs.
PED120	Fitness & Wellness	3 Hrs.			
Total Hours		16 Hrs.	Total Hours		16 Hrs.
<i>Sophomore Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
ENG230	Fundamentals of Speech	3 Hrs.	HIS232	African-American History II	3 Hrs.
ECO130	Introduction to Finance and Economics	3 Hrs.	SPA132	Spanish II	3 Hrs.
SPA131	Spanish I	3 Hrs.	POL233	American Politics	3 Hrs.
PSY130	Introduction to Psychology	3 Hrs.	REL235	African American Religious History	3 Hrs.
REL236	Church History	3 Hrs.	REL234	Religion and Western Culture	3 Hrs.
Total Hours		15 Hrs.	Total Hours		15 Hrs.
<i>Junior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
REL336	Topics in Ethics	3 Hrs.	REL331	Sociology of Religion	3 Hrs.
REL334	Religion and Literature	3 Hrs.	REL339	Psychology of Religion	3 Hrs.
HIS333	Middle Eastern History	3 Hrs.	REL337	Topics in Biblical Studies	3 Hrs.
REL240	Intro to Religious Studies	3 Hrs.	REL238	Religion in Africa	3 Hrs.
REL333	Protestant Reformation	3 Hrs.	REL332	Varieties of Religious Experience	3 Hrs.
Total Hours		15 Hrs.	Total Hours		15 Hrs.
<i>Senior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
REL430	Religion and Science	3 Hrs.	REL432	Issues in Contemporary Theology	3 Hrs.
REL431	Intro to Modern Christian Theology	3 Hrs.	REL436	American Religious History	3 Hrs.
REL435	Philosophy of Religion	3 Hrs.		Free Electives 300-400 level	3 Hrs.
REL434	Internship	4 Hrs.		Free Electives 300-400 level	3 Hrs.
REL437	Senior Thesis Seminar	3 Hrs.			
Total Hours		16 Hrs.	Total Hours		12 Hrs.

DEPARTMENT OF MUSIC AND THEATRE ARTS

The Department of Music and Theatre Arts often programs leading to the Bachelor of Arts (B.A.) degree in Music Teacher Education, Music Liberal Arts, and concentration areas in Sacred Music and Theatre Arts (within the Liberal Studies degree program). These degree programs qualify the student to apply for Music Teacher licensure, assume other music position, or enter a graduate school of choice. A minor in Music is also available and open to any qualified student at the College.

The mission of the Department of Music and Theatre Arts is to promote excellence in all programs and activities and to produce graduates who are competent musicians and are prepared to pursue careers in music teaching, performance and other related occupations, or to enter graduate school. The Department also provides experiences for the general college student to develop an appreciation for African-American culture and other cultures.

The Music area promotes academic excellence through:

1. Requiring students to perform at high levels of mastery in all courses.
2. Insistence on improved written and oral communication skills.
3. Performance by all music majors at the beginning, intermediate and advanced levels.
4. Quality performances by all vocal and instrumental ensembles.

An awareness of all cultures is realized through the inclusion in all courses of the music of Western and non-Western musical traditions, and selecting repertoire reflecting multi-cultures for private instruction for performing groups.

For community service, the Music area serves the College campus and the wider community through performances of the College Octet, Concert Choir, Concert Band, Marching Band, Pep Band and Jazz Ensemble. Faculty members contribute to this goal by providing various professional services to public schools, civic groups and churches.

Special Requirements for Music Majors:

1. Upon major declaration, all music majors must take the Music Assessment Examination.
2. In order to assess the progress of the students, candidates for either degree in music must perform before a music faculty jury each semester beginning at the end of the first year.
3. Students in music are required to attend concerts sponsored by the music department and other campus and community events approved by the faculty.
4. Any student registered in the music department who desires to present a solo performance outside the regular activities of the music area or accept music employment, shall request permission from the instructor of his/her major applied area. This includes church activities.
5. The music minor is achieved by successfully completing the equivalent of two (2) full years of private instruction and participating in student recitals and concerts. A public solo performance is optional.
6. All majors are required to successfully complete a minimum of one (1) semester of voice class (non-voice majors); and one (1) or more semesters of piano for non-keyboard majors, up to a maximum of eight (8) semesters, if needed for competency. Keyboard majors will complete accompaniment requirements assigned by their instructor.
7. All music majors are required to pass a piano proficiency exam by the senior year, or earlier, with written approval from the music faculty. Students who do not pass the exam the first time will continue to study and retake the exam in subsequent semesters.

Applied Music: Credit in applied music is granted on the basis of one-credit hour per semester for one-hour weekly class. There are daily and weekly practice requirements by each professor as well as weekly repertory sessions in some applied music fields. Students receive grades based on their progress in successfully completing assigned lessons and studies.

Juries: At the end of each semester, music majors are required to perform before the faculty in examinations called "juries." At that time, students demonstrate their skill and knowledge of major and minor scales and arpeggios and perform assigned memorized compositions.

Student Recitals: Faculty requires mastery of representative solo selections at a high level of performance for presentation at student recitals occurring semi-monthly. Stage presences, memorization of music, style, and expressiveness, and performance practice are the assessment criteria for these recitals.

Special Performance Opportunities: Applied voice music majors are required to participate in the Concert Choir. The director will select members for the Octet from the Choir membership. Applied instrumental majors are required to participate in the Marching and Concert Bands. The director will select members for the Jazz and Pep Bands. Faculty may also request voice students to be assigned solos in the Concert Choir and instrumental students in the Concert Band. Special performance opportunities are monitored by the faculty and are subject to the same assessment criteria as performances on student recitals.

Senior Recital: Majors are required to prepare a senior recital of approximately one (1) hour in length, representative of their skills in their performance medium. Successful completion of this recital is a graduation requirement.

Music Teacher Education Licensure: See the Music Teacher Education Program below.

Applied Music Requirements:

1. The music major is required to successfully complete seven semesters of applied instruction (which includes performances on student recitals) and the presentation of the final senior recital.
2. The Music minor is required to successfully complete four semesters of applied instruction and participate in music students' recitals and ensemble concerts. A public solo performance is optional.
3. All music majors are required to successfully complete a minimum of one (1) semester of class voice for those not majoring in applied voice; and a minimum of two (2) semesters (up to a maximum of eight (8) semesters, if needed) of class piano for non-keyboard majors. Satisfactory keyboard proficiency must be achieved prior to graduation. Keyboard majors, however, will complete accompaniment requirements assigned by their instructors.

The Liberal Arts Program in Music emphasizes musical performance, history and literature. Students not interested in a professional teaching career may pursue the education and training in the Music Liberal Arts degree track. Consultation with the advisor and the department chair is necessary for enrollment in this track.

MUSIC: EDUCATOR PREPARATION PROGRAM (See Educator Preparation, page 117)

MUSIC LIBERAL ARTS PROGRAM

B.A. (120 Semester Hours)

GENERAL EDUCATION REQUIREMENTS: 47 HOURS (See Page 76)

MAJOR REQUIRED COURSES: 40 HOURS

MUS217	Class Voice*	1 Hrs.
MUS212	Class Piano**	1 Hrs.
MUS101-401	Music Recital	0 Hrs.
MUS234	Music Theory I	3 Hrs.
MUS335	Music Theory II	3 Hrs.
MUS336	Music Theory III	3 Hrs.
MUS331 & 332	Music History	6 Hrs.
MUS219 & 318	Instrumental Techniques	2 Hrs.
MUS323	Conducting & Terminology	2 Hrs.
MUS431	Form & Arranging	3 Hrs.
MUS113-414	Applied Music Sequence	8 Hrs. (Taken for 8 semesters)
MUS117-118	Marching Band/Concert Band	8 Hrs. OR
MUS115-116	Concert Choir	8 Hrs.

*Voice Majors are exempt
**Piano Majors are exempt

MUSIC ELECTIVES: 18 HOURS

GENERAL ELECTIVES: 15 HOURS

**PLAN OF STUDY FOR MUSIC LIBERAL ARTS
B.A. (120 Semester Hours)**

<i>Freshman Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
GED110	College Skills	1 Hrs.	CIS130	Computers in Society	3 Hrs.
BIO140/ ESC140/PSC140	Natural Science w/Lab	4 Hrs.	ENG132	Freshman Composition II	3 Hrs.
ENG131	Freshman Composition I	3 Hrs.	REL230	Survey of World Religions	3 Hrs.
PSY130/SOC130/ CRJ130	Gen Education Requirement	3 Hrs.	MAT134	College Math II	3 Hrs.
MAT133	College Math I	3 Hrs.	PED120	Fitness & Wellness	3 Hrs.
MUS101	Music Seminar	0 Hrs.	MUS102	Music Seminar	0 Hrs.
MUS113	Applied Music	1 Hrs.	MUS114	Applied Music	1 Hrs.
MUS117/115	Marching Band/ Concert Choir	1 Hrs.	MUS118/116	Concert Band/ Concert Choir	1 Hrs.
Total Hours		16 Hrs.	Total Hours		17 Hrs.
<i>Sophomore Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
ENG230	Fundamentals of Speech	3 Hrs.	HIS232	African-American History II	3 Hrs.
ECO130	Intro to Finance & Economics	3 Hrs.	SPA132	Spanish II	3 Hrs.
POL233	American Politics	3 Hrs.	MUS202	Music Seminar	0 Hrs.
SPA131	Spanish I	3 Hrs.	MUS214	Applied Music	1 Hrs.
MUS201	Music Seminar	0 Hrs.	MUS216	Ear Training II	1 Hrs.
MUS213	Applied Music	1 Hrs.	MUS236	Music Theory I	3 Hrs.
MUS215	Ear Training I	1 Hrs.	MUS230	Music Literature	3 Hrs.
MUS235	Music Theory I	3 Hrs.	MUS219	Instrumental Techniques	1 Hr.
MUS117/115	Marching Band/Concert Choir	1 Hr.	MUS118/116	Concert Band/Concert Choir	1 Hr.
Total Hours		18 Hrs.	Total Hours		16 Hrs.
<i>Junior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
MUS301	Music Seminar	0 Hrs.	MUS302	Music Seminar	0 Hrs.
MUS313	Class Piano I	1 Hrs.	MUS314	Applied Music	1 Hrs.
MUS335	Class Voice	1 Hr.	MUS336	Music Theory III	3 Hrs.
MUS313	Applied Music	1 Hr.	MUS332	Music History II	3 Hrs.
MUS 323	Ear Training III	1 Hrs.	MUS232	African American Music History	3 Hrs.
MUS323	Conducting and Terminology	3 Hrs.	MUS Elect	Elective Requirement	3 Hrs.
	Music History I	1 Hr.	GEN Elect	General Elective Requirement	3 Hrs.
			MUS118/116	Concert Band/Concert Choir	1 Hr.
Total Hours		13 Hrs.	Total Hours		17 Hrs.
<i>Senior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
MUS401	Music Seminar	0 Hrs.	MUS402	Music Seminar	0 Hrs.
MUS413	Applied Music	1 Hrs.	MUS414	Applied Music	1 Hrs.
MUS431	Form & Arranging	3 Hrs.	GEN Elect	General Elective Requirement	3 Hrs.
MUS Elect	Music Elective (200 or above)	1 Hrs.	MUS Elect	Music Elective (200 or above)	2 Hrs.
GEN Elect	General Elective Requirement	3 Hrs.	MUS Elect	General Elective Requirement	3 Hrs.
MUS Elect	General Elective Requirement	3 Hrs.	GEN Elect	General Elective Requirement	3 Hrs.
MUS117/115	Marching Band/Concert Choir	1 Hr.	MUS118/116	Concert Band/Concert Choir	1 Hrs.
Total Hours		12 Hrs.	Total Hours		13 Hrs.

**PLAN OF STUDY FOR MUSIC LIBERAL ARTS: SACRED MUSIC (CONCENTRATION)
B.A. (124 Semester Hours)**

<i>Freshman Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
GED110	College Skills	1 Hrs.	CIS130	Computers in Society	3 Hrs.
BIO140/ ESC140/PSC140	Science w/Lab	4 Hrs.	ENG132	Freshman Composition II	3 Hrs.
ENG131	Freshman Composition I	3 Hrs.	REL230	Survey of World Religions	3 Hrs.
PSY130/SOC130/ CRJ130	Behavioral/Social Science	3 Hrs.	MAT134	College Math II	3 Hrs.
MAT133	College Math I	3 Hrs.	PED130	Fitness & Wellness	3 Hrs.
MUS101	Music Seminar	0 Hrs.	MUS102	Music Seminar	0 Hrs.
MUS113	Applied Music	1 Hrs.	MUS114	Applied Music	1 Hr.
MUS110	Gospel Choir/Concert Choir	1 Hrs.	MUS111/116	Gospel Choir/Concert Choir	1 Hr.
Total Hours		16 Hrs.	Total Hours		17 Hrs.
<i>Sophomore Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
ENG230	Fundamentals of Speech	3 Hrs.	HIS232	African-American History II	3 Hrs.
ECO130	Intro. To Finance & Econ.	3 Hrs.	SPA132	Spanish II	3 Hrs.
POL233	American Politics	3 Hrs.	MUS202	Music Seminar	0 Hrs.
SPA131	Spanish I	3 Hrs.	MUS214	Applied Music	1 Hr.
MUS201	Music Seminar	0 Hrs.	MUS217	Class Voice	1 Hr.
MUS213	Applied Music	1 Hrs.	MUS234	Music Theory I	3 Hrs.
MUS212	Class Piano	1 Hrs.	MUS 230	Music Literature	3 Hrs.
MUS110/115	Gospel Choir/Concert Choir	1 Hrs.	MUS Elect	Music Elective (200 or above)	3 Hrs.
MUS130	Aural Skills	3 Hrs.	MUS110/116	Concert Band/Concert Choir	1 Hr.
Total Hours		18 Hrs.	Total Hours		18 Hrs.
<i>Junior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
MUS301	Music Seminar	0 Hrs.	MUS402	Music Seminar	0 Hrs.
MUS313	Applied Music	1 Hrs.	MUS414	Applied Music	1 Hrs.
MUS219	Instrumental Techniques	1 Hrs.	MUS326	Introduction to Music Ministry	2 Hrs.
MUS335	Music Theory II	3 Hrs.	MUS336	Music Theory III	3 Hrs.
MUS 321	Music & Worship I	2 Hrs.	MUS332	Music History II	3 Hrs.
REL130	Intro to the Bible	3 Hrs.	MUS 328	Afro-American Sacred Music History	2 Hrs.
MUS331	Music History I	3 Hr.	MUS Elect	Music Elective (200 or above)	3 Hrs.
MUS110/115	Gospel Choir/Concert Choir	1 Hr.	MUS118/116	Gospel Choir/Concert Choir	1 Hr.
Total Hours		14 Hrs.	Total Hours		15 Hrs.
<i>Senior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
MUS401	Music Seminar	0 Hrs.	MUS402	Music Seminar	0 Hrs.
MUS413	Applied Music	1 Hrs.	MUS414	Applied Music	1 Hrs.
MUS431	Conducting and Terminology	3 Hrs.	MUS420	Electronic Music	3 Hrs.
MUS Elect	Form and Arranging	1 Hrs.	MUS 436	Hymnology	2 Hrs.
GEN Elect	Contemporary Piano Techniques	3 Hrs.	MUS 422	Survey of Cont. Trends in Sacred Mus	3 Hrs.
REL236	Church History	3 Hrs.	MUS Elect	Music Elective (200 or above)	3 Hrs.
MUS Elect	Music Elective	1 Hr.	GEN Elect.	General Elective Requirement	3 Hrs.
MUS110/115	Gospel Choir/Concert Choir	1 Hr.	MUS118/116	Gospel Choir/Concert Choir	1 Hr.
Total Hours		12 Hrs.	Total Hours		14 Hrs.

ASSOCIATE OF ARTS DEGREE IN MUSIC

GENERAL EDUCATION REQUIREMENT: 47 HOURS

Course Number	Course Name	Credit Hours
GED110	College Skills	1.00
CIS130	Computers in Society	3.00
BIO140 OR PSC140	Biology Physical Science	4.00
ENG131	Freshman Composition I	3.00
ENG132	Freshman Composition II	3.00
MAT133	College Mathematics I	3.00
MAT133	College Mathematics II	3.00
HIS232	African American History II	3.00
SPA131	Elementary Spanish I	3.00
SPA132	Elementary Spanish II	3.00
ECO130	Introduction to Economics & Finance	3.00
PSY130 or SOC130 CRJ130	Introduction to Psychology Introduction to Sociology Introduction to Criminal Justice	3.00
POL233	American Politics	3.00
REL230	Survey of World Religions	3.00
PED130	Fitness and Wellness	3.00
TOTAL HOURS	GENERAL EDUCATION	47.00

REQUIRED ELECTIVE COURSES 21 HOURS

Course Number	Course Name	Credit Hours
MUS132 OR MUS235 and MUS215	Intro to Collegiate Musicianship	3.00-4.00
MUS113 & 114 MUS213 & 214	Applied Music	4.00
MUS115/116, 117/118	Performance Ensemble Concert Choir, Concert Band, Marching Band	2.00
MUS230	Music Literature	3.00
MUS217	Class Piano I	1.00
MUS Elect	Music Elective	3.00 – 4.00
MUS Elect	Music Elective	3.00 – 4.00
TOTAL HOURS	REQUIRED ELECTIVE COURSES	21.00
TOTAL HOURS	ASSOCIATE OF ARTS IN MUSI	68.00

PLAN OF STUDY FOR ASSOCIATE OF ARTS DEGREE IN MUSIC
A.A. (68 semester hours)

First Year

Fall Semester

GED110	College Skills	1 Hr.
BIO140/PSC 140	Biology or Physical Science	4 Hrs.
ENG 131	Freshman Composition I	3 Hrs.
PSY130/SOC 130/CRJ130	Gen. Education Requirement	3 Hrs.
MAT 133	College Math I	3 Hrs.
MUS 211 or MUS 212	Class Piano I or Class Piano II	1 Hr.
MUS 113	Applied Music	1 Hr.
MUS 117 /115	Marching Band/Concert Choir	1 Hr.
Total Hours		17 Hrs.

Spring Semester

CIS 130	Computers in Society	3 Hrs.
ENG 132	Freshman Composition II	3 Hrs.
REL 230	Survey of World Religions	3 Hrs.
MAT 134	College Math II	3 Hrs.
MUS 230	Music Literature	3 Hrs.
MUS 114	Applied Music	1 Hr.
MUS 118/ 116	Concert Band/Concert Choir	1 Hr.
Total Hours		17 Hrs.

Second Year

Fall Semester

ECO 130	Intro to Finance & Economics	3 Hrs.
POL 233	American Politics	3 Hrs.
SPA 131	Spanish I	3 Hrs.
MUS 213	Applied Music	1 Hr.
MUS132/MUS 215 & MUS235	Music Theory Requirement	3-4 Hrs.
MUS Elect	Music Elective	3-4 Hrs.
Total Hours		16-18 Hrs.

Spring Semester

HIS 232	African American History II	3 Hrs.
SPA 132	Spanish II	3 Hrs.
PED 120	Fitness & Wellness	3 Hrs.
MUS 214	Applied Music	1 Hr.
MUS 217	Class Voice	1 Hr.
MUS Elect	Music Elective	3-4 Hrs.
Total Hours		15-16 Hrs.

PLAN OF STUDY FOR ASSOCIATE OF ARTS IN SACRED MUSIC

**PLAN OF STUDY FOR ASSOCIATE OF ARTS DEGREE IN SACRED MUSIC
A.A. (68 semester hours)**

First Year

<u>Fall Semester</u>			<u>Spring Semester</u>		
GED110	College Skills	1 Hr.	CIS 130	Computers in Society	3 Hrs.
BIO140/PSC 140	Biology or Physical Science	4 Hrs.	ENG 132	Freshman Composition II	3 Hrs.
ENG 131	Freshman Composition I	3 Hrs.	REL 230	Survey of World Religions	3 Hrs.
PSY130/SOC 130/CRJ130	Gen. Education Requirement	3 Hrs.	MAT 134	College Math II	3 Hrs.
MAT 133	College Math I	3 Hrs.	MUS 230	Music Literature	3 Hrs.
MUS 211 or MUS 212	Class Piano I or Class Piano II	1 Hr.	MUS Elect	Music Elective	1 Hr.
MUS 113	Applied Music	1 Hr..	MUS 114	Applied Music	1 Hr.
MUS 117	Marching Band/Concert Choir	1 Hr.	MUS 118/ 116	Concert Band/Concert Choir	1 Hr.
/115					
Total Hours		17 Hrs.	Total Hours		18 Hrs.

Second Year

<u>Fall Semester</u>			<u>Spring Semester</u>		
ECO 130	Intro to Finance & Economics	3 Hrs.	HIS 232	African American History II	3 Hrs.
POL 233	American Politics	3 Hrs.	SPA 132	Spanish II	3 Hrs.
SPA 131	Spanish I	3 Hrs.	PED 120	Fitness & Wellness	3 Hrs.
MUS 213	Applied Music	1 Hr.	MUS 214	Applied Music	1 Hr.
MUS132/MUS 215 & MUS235	Music Theory Requirement	3-4 Hrs.	MUS 217	Class Voice	1 Hr.
MUS 321	Music & Worship	2 Hrs.	MUS 326	Introduction to Music Ministry	2 Hrs.
MUS 328	African American Sacred Music History	2 Hrs.	MUS 328	Survey of Contemporary Trends in Sacred Music	2 Hrs.
Total Hours		17-18 Hrs.	Total Hours		15 Hrs.

LIBERAL STUDIES: THEATRE ARTS CONCENTRATION PROGRAM

The Theatre Arts Concentration under the Liberal Studies degree program is designed to provide students with knowledge of the theoretical, historical, and literary aspects of theatre. Students will acquire hand-on experience in the craft and advanced techniques of play production. The concentration is designed to produce professionals who will have skills, knowledge, and aptitudes to become successful within inter-cultural settings as they prepare to matriculate to graduate school programs in theatre so that they may pursue professional careers in theatre arts.

Students who choose Theatre Arts as a concentration under the Liberal Studies degree program must complete the prescribed 15 semester hours listed below. All concentration courses must be passed with a minimum "C" grade. Courses taken to meet the General Education requirements do not count toward the hours required in a concentration.

Additional concentrations within the Liberal Studies degree include the following: Accounting, Biology, Business Administration, Chemistry, Computer Information Systems, Economics, Education, English, Entrepreneurship, Event Management, Food and Beverage Management, History, Lodging Operations Management, Mathematics, Political Science, Psychology, Religious Studies, and Sociology. (See Liberal Studies Program for more details.)

LIBERAL STUDIES: THEATRE ARTS CONCENTRATION PROGRAM B.A. (120 Semester Hours)

GENERAL EDUCATION REQUIREMENTS: 47 HOURS (See Page 52)

FREE ELECTIVES: 43 HOURS

CONCENTRATIONS: 30 HOURS

Theatre Arts Concentration: 15 Hours

THE331	Introduction to Theatre	3 Hrs.
THE333	Acting I	3 Hrs.
THE335	History of Theatre I	3 Hrs.
THE337	Stage Management	3 Hrs.
THE338	Play Analysis	3 Hrs.

Additional Concentration: 15 Hours

200-300 Level Course	3 Hrs.
200-300 Level Course	3 Hrs.
200-300 Level Course	3 Hrs.
300-400 Level Course	3 Hrs.
300-400 Level Course	3 Hrs.
300-400 Level Course	3 Hrs.

LIBERAL STUDIES: THEATRE ARTS CONCENTRATION PLAN OF STUDY

<u>Junior Year</u>			<u>Senior Year</u>		
THE331	Introduction to Theatre	3 Hrs.	THE337	Stage Management	3 Hrs.
THE333	Acting I	3 Hrs.	THE338	Play Analysis	3 Hrs.
THE335	History of Theatre I	3 Hrs.			

DIVISION OF MATHEMATICS & SCIENCES

In keeping with the mission of Livingstone College, the Division of Mathematics and Science places emphasis on developing skills needed for entry into and the successful completion of graduate, medical, dental, health, and technical schools. Programs place an emphasis on learning facts, concepts, and certain key experiments, as well as ensuring that the students learn the principles of the scientific method, are able to apply mathematics concepts and are able to apply these skills in other contexts. The Division of Mathematics and Science seeks to prepare students for careers as mathematicians, teachers, beginning biologists, and technicians.

The Division offers majors leading to the degree of Bachelor of Science (B.S.) in Biology, Mathematics Liberal Arts, and Mathematics Teacher Education (9-12). A minor in Mathematics is also available. All seniors majoring in the Division of Mathematics and Science are required to take an exit exam.

DEPARTMENT OF BIOLOGY BIOLOGY PROGRAM

Undergraduate students at Livingstone College must be accepted into a major program by the end of their sophomore year of study. To be accepted as a major in the Department of Biology, a student should normally have completed the general education curriculum requirements with a minimum cumulative GPA of 2.5, in addition to completing the declaration of major form. A completed declaration of major form must be signed by the student and department chair and submitted to the Office of the Registrar in the Price Building. In order to remain a Biology, a student must pass all major courses with a “C” or better.

The Biology curriculum is designed for students who wish to major in biology in preparation for graduate school, medical or pre-professional careers, or for employment as a beginning biologist, or entry-level biotechnologist. Laboratory work allows students to develop the skills necessary for various research activities. Meaningful experiences will be provided in the biological, chemical, and physical sciences. The candidate at the beginning of the second semester of the sophomore year must have a GPA of 2.5. Students designated as Biology majors at Livingstone College must maintain a minimum grade point average (GPA) of 2.5 to remain in good academic standing in the Biology department. The academic transcripts of undergraduate students in the Biology department will be reviewed after the most recently completed semester by the Biology Department Chair and Dean of the Division of Mathematics and Science to verify adherence to the Biology department’s GPA requirements. Students who do not meet the minimum academic standards (e.g., have an overall GPA of less than 2.5) will be directed to another major with the assistance of their academic advisor.

All courses taken by Biology majors at Livingstone College will be used in the calculation of the overall GPA. If a student retakes a course for not meeting the minimum grade requirement only the highest grade will be used in the GPA calculation. A grade of “D” or better is required in all courses taken in the freshman and sophomore year with the exception of BIO141, BIO142, BIO214, BIO242, CHE241, CHE242, ENG131, and ENG132. A grade of “C” or better is required in BIO141, BIO142, BIO214, BIO242, CHE241, CHE242, ENG131, and ENG132). a grade of “C” or better is required in all courses taken in the Junior and Senior year. Students must possess a 2.5 GPA to enter the Biology Department and maintain a 2.5 GPA to remain a Biology major while matriculating at Livingstone College. Students who fall below a 2.5 GPA will be placed on probation and allowed one additional semester to improve their GPA. If a student does not possess a 2.5 GPA following the probation period (1 full semester) they will meet with the Biology Department Chair to initiate department transfer procedures. Prospective

Livingstone College Biology majors who participate in the Summer Bridge Program prior to the start of their Freshman year or who graduate from high school with a cumulative GPA lower than 2.5 are required to enroll in BIO140 during the fall semester of their freshman year.

Students must earn a C or better in BIO140 and possess a cumulative GPA 2.5 or better after their first semester at Livingstone College in order to enroll in BIO142 in the spring semester and continue as a Biology major.

The goals and objectives of the Biology program as it relates to the institution's mission include:

1. Providing a sound scientific background for those who will enter entry-level positions related to biology; as well as for those who will enroll in programs of study in graduate school, medical school, and other health professional schools.
2. Providing "hands-on" laboratory experiences.
3. Assisting in the development of the student's ability to think in analytical terms.
4. Assisting in the development of communication skills (reading, writing, and speaking), and computation skills necessary to succeed in a global and technologically sophisticated society.
5. Offering students opportunities, through volunteer service, to practice service responsibilities To the College and local community.

BIOLOGY
B.S. (129 Semester Hours)

GENERAL EDUCATION REQUIREMENTS: 47 HOURS

The following courses are required for Biology majors in addition to the general education requirements and must be completed during the freshman and sophomore years:

BIO141 – Introduction to Biology I
BIO142 - Introduction to Biology II
BIO242 – Laboratory Techniques
BIO214 – Scientific Terminology
CHE241– General Chemistry I
CHE242 – General Chemistry II

BIOLOGY MAJOR REQUIRED COURSES: 65 HOURS

BIO310	Seminar in Biology I	1 Hr.
BIO342	Ecology and Evolution	4 Hrs.
BIO343	Principles of Biology I	4 Hrs.
BIO344	Principles of Biology II	4 Hrs.
BIO346	Genetics	4 Hrs.
BIO410	Seminar in Biology (Capstone)	1 Hr.
BIO442	Introduction to Molecular and Cellular Biology	4 Hrs.
BIO443	Microbiology	4 Hrs.
BIO445	Anatomy and Physiology I	4 Hrs.
BIO446	Anatomy and Physiology II	4 Hrs.
BIO447	Biochemistry	4 Hrs.
BIO448	Botany	4 Hrs.
CHE341	Organic Chemistry I	4 Hrs.
CHE342	Organic Chemistry II	4 Hrs.
MAT337	Elementary Statistics	3 Hrs.
MAT241	Calculus I	4 Hrs.
PHY441	Calculus Based Physics I	4 Hrs.
PHY442	Calculus Based Physics II	4 Hrs.

PLAN OF STUDY FOR BIOLOGY
B.S. (122 Semester Hours)

<i>Freshman Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
BIO141	Introduction to Biology I	4Hrs.	BIO142	Introduction to Biology II	4 Hrs.
BIO141L	Introduction to Biology 1 Lab	0 Hrs.	BIO142L	Introduction to Biology II Lab	0 Hrs.
GED110	College Skills	3 Hrs.	ENG132	Freshman Composition II	3 Hrs.
ENG131	Freshman Composition	3 Hrs.	MAT138	Pre-Calculus II	3 Hrs.
CHE241	General Chemistry I	4 Hrs.	CHE242	General Chemistry II	4 Hrs.
CHE241L	General Chemistry Lab	0 Hrs.	CHE242	General Chemistry II Lab	0 Hrs.
MAT137	Pre-Calculus I	3 Hrs.	ENG230	Fundamentals of Speech	3 Hrs.
Total Hours		15 Hrs.	Total Hours		17 Hrs.
<i>Sophomore Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
BIO201	Anatomy & Physiology	4 Hrs.	BIO202	Anatomy & Physiology II	4 Hrs.
BIO 201L	Anatomy & Physiology 1 Lab	3 Hrs.	BIO202L	Anatomy & Physiology II Lab	0 Hrs.
CHE341	Organic Chemistry I	3 Hrs.	BIO242	Laboratory Techniques	4 Hrs.
CHE341L	Organic Chemistry 1 Lab	3 Hrs.	HIS232	Laboratory Techniques Lab	0 Hrs.
REL230	Survey of World Religions	3 Hrs.	CHE342	Organic Chemistry II	4 Hrs.
SPA 131	Spanish I	3 Hrs.	CHE342	Organic Chemistry II Lab	0 Hrs.
BIO244	Scientific Terminology	1 Hrs.	SPA132	Spanish II	3 Hrs.
Total Hours		16 Hrs.	Total Hours		15 Hrs.
<i>Junior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
BIO300	Microbiology	4 Hrs.	BIO342	Ecology & Evolution	4 Hrs.
BIO300L	Microbiology	0 Hrs.	BIO342L	Ecology & Evolution Lab	0 Hrs.
BIO310	Seminar I	1 Hrs.	BIO346	Genetics	4 Hrs.
HIS252	African-American History II	3 Hrs.	BIO	Genetics Lab	0 Hrs.
MAT241	Calculus I	4 Hrs.	PSY130	Introduction to Psychology	3 Hrs.
PHY241	Physics I	5 Hrs.	BIO310	Seminar II	1 Hrs.
PHY 241	Physics Lab	0 Hrs.	PHY242	Physics II	4 Hrs.
Total Hours		17 Hrs.	PHY242L	Physics II Lab	0 Hrs.
			Total Hours		16 Hrs.
<i>Senior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
BIO447	Biochemistry	4 Hrs.	BIO	Elective	4 Hrs.
BIO447L	Biochemistry Lab	0 Hrs.	BIO	Elective Lab	0 Hrs.
MAT337	Elementary Statistics	3 Hrs.	CIS130	Computers In Society	3 Hrs.
POLS	American Politics	3 Hrs.	BIO442	Cell & Molecular Biology	4 Hrs.
ECO130	Introduction to Economics	3 Hrs.	BIO442L	Cell & Molecular Biology Lab	0 Hrs.
BIO360	Principles of Research	2 Hrs.	PED130	Fitness & Wellness	3 Hrs.
Total Hours		15 Hrs.	Total Hours		14 Hrs.

BIO 405 Neuroscience or BIO 448 Botany or BIO 343 Principles of Biology

BIO 405L Neuroscience Lab or BIO448L Botany 343L Principles of Bio

DEPARTMENT OF MATHEMATICS

The Department of Mathematics is committed to serving students through the development of analytical and quantitative skills while supporting the college's vision and mission. The department offers two majors, Mathematics Liberal Arts and Mathematics Teacher Education (9-12) and a minor in Mathematics.

To be accepted as a Mathematics major or to have a concentration in Mathematics under a Liberal Studies major, students are required to have a minimum overall GPA of 2.5 on a 4.0 scale. Students are required to earn C or higher in all of the major math courses. Students are encouraged to pursue a minor.

The Department of Mathematics seeks to accomplish the following goals:

- To help all students develop problem solving techniques and to obtain an adequate amount of quantitative knowledge to become informed citizens.
- To help mathematics majors develop critical, analytical, and logical thinking skills to solve problems in mathematics and to develop mathematical arguments.
- To help mathematics majors become proficient in using technology to solve problems in mathematics.
- To work with the Education Department to help mathematics education majors to obtain the essential knowledge to acquire licensure for secondary education.
- To help mathematics majors obtain the essential knowledge to be prepared for graduate or professional school.
- To prepare mathematics majors to pursue STEM related careers or other professional careers.

MATHEMATICS: LIBERAL ARTS PROGRAM

B.S. (124 Semesters Hours)

GENERAL EDUCATION COURSES: 47 HOURS (See Page 73)

MAJOR REQUIRED COURSES: 57 HOURS

MAT130	Introduction to Mathematical Software	3 Hrs.
MAT231	History of Mathematics	3 Hrs.
MAT241-242	Calculus I & II	8 Hrs.
MAT330	Introduction to Mathematical Writing	3 Hrs.
MAT331	Contemporary Geometry	3 Hrs.
MAT332	Linear Algebra	3 Hrs.
MAT336	Discrete Mathematics	3 Hrs.
MAT337	Elementary Statistics	3 Hrs.
MAT338	Number Theory	3 Hrs.
MAT343	Calculus III	4 Hrs.
MAT431	Ordinary Differential Equations	3 Hrs.
MAT432	Intro to Mathematical Statistics	3 Hrs.
MAT434	Modern Algebra	3 Hrs.
MAT435	Real Analysis	3 Hrs.
MAT436	Complex Analysis	3 Hrs.
MAT437	Seminar	3 Hrs.
MAT438	Numerical Analysis	3 Hrs.

Specifically required MAT137-Pre-CalculusI; MAT138 Pre-Calculus

MAJOR COGNATE COURSES: 8 HOURS

PHY241-242	Calculus-Based Physics II-III	8 Hrs.
------------	-------------------------------	--------

OTHER COURSES:12 HOURS

Free Electives	12 Hrs.
----------------	---------

Math majors are strongly encouraged to select a minor. The required courses for the chosen minor would be taken in lieu of the Free Elective Requirement courses. Students are encouraged to start taking the minor courses as soon as they are able. Suggested minors include, but not limited to Computer Information Systems, and Business Administration. If a minor is not selected, then the Free Elective Requirement courses must be from one discipline area.

**PLAN OF STUDY FOR MATHEMATICS LIBERAL ARTS
B.S. (124 Semester Hours)**

<i>Freshman Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
GED110	College Skills	1 Hrs.	POL233	American Politics	3 Hrs.
BIO140/ESC140/ PSC140	Science w/Lab	4 Hrs.	ENG132	Freshman Composition II	3 Hrs.
ENG131	Freshman Composition	3 Hrs.	PED130	Fitness & Wellness	3 Hrs.
CIS130	Computers in Society	3 Hrs.	MAT138	Pre-Calculus II	3 Hrs.
MAT137	Pre-Calculus I	3 Hrs.	MAT130	Introduction to Math Software	3 Hrs.
REL230	Survey of World Religion	3 Hrs.			
Total Hours		17 Hrs.	Total Hours		15 Hrs.
<i>Sophomore Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
SPA131	Spanish I	3 Hrs.	HIS232	African-American History II	3 Hrs.
ECO130	Intro to Finance and Economics	3 Hrs.	ENG230	Fundamentals of Speech	3 Hrs.
MAT241	Calculus I	4 Hrs.	SPA132	Spanish II	3 Hrs.
PSY130/SOC 130/CRJ130/ PHY241	Behavioral Social Science	3 Hrs.	MAT242	Calculus II	4 Hrs.
	Calculus based Physics	4 Hrs.	PHY242	Calculus Based Physics II	4 Hrs.
Total Hours		17 Hrs.	Total Hours		17 Hrs.
<i>Junior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
MAT343	Calculus III	4 Hrs.	MAT434	Modern Algebra	3 Hrs.
MAT231	History of Math	3 Hrs.	MAT336	Discrete Mathematics	3 Hrs.
MAT337	Elementary Statistics	3 Hrs.	MAT338	Number Theory	3 Hrs.
MAT331	Contemporary Geometry	3 Hrs.	MAT332	Linear Algebra	3 Hrs.
MAT330	Intro to Math Writing	3 Hrs.		Free Elective	3 Hrs.
Total Hours		16 Hrs.	Total Hours		15 Hrs.
<i>Senior Year</i>					
<u>Fall Semester</u>			<u>Spring Semester</u>		
MAT341	Senior Seminar	3 Hrs.		Free Electives Requirement	3 Hrs.
MAT441	Ordinary Diff. Equations	3 Hrs.	MAT436	Complex Analysis	3 Hrs.
MAT435	Real Analysis	3 Hrs.	MAT438	Numerical Analysis	3 Hrs.
	Free Elective	3 Hrs.	MAT437	Introduction to Math Statistics	3 Hrs.
	Free Elective	3 Hrs.			
Total Hours		15 Hrs.	Total Hours		12 Hrs.

MATH: EDUCATOR PREPARATION PROGRAM (See Educator Preparation, page 123)

MINOR IN MATHEMATICS: 22 HOURS

MAT241	Calculus I	4 Hrs.
MAT242	Calculus II	4 Hrs.
MAT343	Calculus III	4 Hrs.
MAT337	Elementary Statistics	3 Hrs.
MAT332	Linear Algebra	3 Hrs.
MAT441	Ordinary Differential Equations	4 Hrs.

MATHEMATICS AND SCIENCE HONOR SOCIETY

BETA KAPPA CHI SCIENTIFIC HONOR SOCIETY

The purpose of this Society is to encourage and advance scientific education through:

- (A) Original investigation;
- (B) The dissemination of scientific knowledge;
- (C) The stimulation of high scholarship in pure and applied science

The following sciences represent the fields of activity in which one must have shown noteworthy achievement in order to be considered for membership in the Society: Mathematics, Physics, Chemistry, Astronomy, Geology, Biology, Experimental and/or Clinical Psychology, and Anthropology.

Undergraduate Student Election:

For a person to be eligible, he/she must be in the upper twenty (20) % of his/her college class, have completed at least sixty-four (64) semester hours of college work and seventeen (17) semester hours in one of the sciences recognized by this Society, with at least a B grade average in the science area and for the general overall average.

COURSE DESCRIPTIONS

ACC 130 Introduction to Accounting 3 Hrs.
Catalog Description: A study of analyzing, classifying, and recording business transactions in both manual and computerized environments. Emphasis is placed on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. The student will define accounting terminology; analyze and record business transactions in a manual and computerized environment; complete the accounting cycle, prepare financial statements; and apply accounting concepts related to cash and payroll.

ACC 232 Cost Accounting 3 Hrs.
This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principals involved and display an analytical problem-solving ability for the topics covered. Prerequisite ACC 130

ACC233 Principles of Accounting I 3 Hrs.
This course surveys accounting principles concepts, and procedures. It creates recognition of accounting as a device to measure financial events and introduces the accounting information system, journals, ledgers, and appropriate accounts to prepare financial statements. *Prerequisite: BUS130 and MAT132*

ACC234 Principles of Accounting II 3 Hrs.
This is a continuation of ACC233 and introduces the student to cost accumulations and allocations, financial statement analysis and the use of accounting information for internal and external decision-making. *Prerequisite: ACC233 ACC32*

ACC329 Intermediate Accounting I 3 Hrs.
Financial reporting for business enterprises under GAAP is presented. This course also reviews the theoretical foundations of financial concepts and reporting and their practical applications to accounting procedures. Emphasis is placed on income and expense measurement, asset and liability measurement, and accounting for Stockholders' equity,
Prerequisite: ACC234

ACC330 Intermediate Accounting II 3 Hrs.
This course continues the topics of ACC329. Emphasis is placed on financial statements disclosure requirements under GAAP. A review of reporting requirements for long-term liabilities, stockholder's equity, revenue measurement, earnings per share, leases, pensions, cash flows, and other contemporary accounting issues are also studied. *Prerequisite: ACC329*

ACC331 Managerial Accounting 3 Hrs.
Use of internal accounting system in the preparation of relevant data for effective managerial planning and control decisions is explored. Topics include cost systems, cost-volume profit planning, budgeting, and quantitative accounting techniques.
Prerequisite: ACC234

ACC324 Individual Income Tax 3 Hrs.
This course introduces the basic concepts of income deductions, credits, and exemptions. The student learns the calculation of taxable income and the preparation of individual income tax returns including the use of selected schedules.

ACC336 Accounting Information Systems 3 Hrs.
The theory and practice of accounting are studied as they apply to accounting information systems development, operations, planning and controlling, procedures for accounting network investigation, need identification, network requirements and construction, and EDP application and installation. *Prerequisite: ACC233*

ACC430 Advance Accounting 3 Hrs.
The course deals with the advanced study in partnerships, venture, insolvency, receiverships and other topics of particular interest in corporate accounting practices *Prerequisite: ACC330*

ACC431 Advanced Tax Accounting 3 Hrs.
Federal taxation principles and theories are studied. Attention is devoted to corporate taxation, partnership taxation and tax research. *Prerequisite: ACC334*

ACC432 Auditing 3 Hrs.
This course examines standards and procedures for a contemporary audit. Detailed discussion on working papers, reports, ethics legal responsibility and internal control will be emphasized. *Prerequisite: ACC330*

ACC433 Not-for-Profit and Government Accounting 3 Hrs.
The only of accounting theory and practice as applied to not-for-profit units, charitable units, and Governmental agencies. This course will also deal with accounting for endowment cash funds. This course covers topics such as classification and use of funds, cost-cash benefit analysis, fiscal procedures, budgetary control, financial statements and reports. *Prerequisite: ACC234*

BIO140 Freshman Biology 4 Hrs.
This course in general biology is designed to give non-science majors opportunities to obtain an understanding of the concepts in biology and the role of biological sciences in their lives. Topics will include structures and functions in flowering plants, human anatomy, physiology, and development. In addition, students will be informed of current events in biological research that influence humans. *This course has a required lab component. In addition to course instruction, students must attend separate lab session. Three hours' lecture, two hours' lab.*

BIO141 Introduction to Biology I 4 Hrs.
This course will introduce the fundamentals of biology to biology major. Course topics are designed to examine the molecular, cellular, and organismal levels of biological organization. This course will also focus on the basic principles of biochemistry, biotechnology, genetics, microbiology, and metabolism. The laboratory component of the course will focus on the applications of essential biology laboratory procedures and data analysis utilizing the scientific method. Scientific communication skills will also be introduced. Three hours of lecture and one laboratory period per week.

BIO142 Introduction to Biology II 4 Hrs.
This course will apply the knowledge acquire in BIO151 to provide biology majors with a comprehensive understanding of essential biological organization concepts. Course topics will emphasize the population, community, and biosphere levels of biological organization. This course will also investigate animal behavior, botany, ecology, evaluation, human anatomy and development, organismal diversity, physiology, scientific taxonomy, and discuss the environmental impacts on human health. Laboratory investigation will expose students to the scientific method and the application of basic biological experimental techniques. Scientific communication and analytical skills will also be explored. *Three hours of lecture and one laboratory period per week. Prerequisite: BIO141 or Departmental Consent.*

BIO201 Anatomy & Physiology I
Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses.

BIO202 Anatomy and Physiology II
This course will utilize the knowledge acquired in Anatomy and Physiology I to examine human body systems. Anatomy and Physiology II will exam the circulatory, cardiovascular, lymphatic, immune, respiratory, and reproductive systems. Human disease and basic concepts in path physiology will be explored in the course.

BIO 213 - Pre-Medical Seminar (1.00 credit hours)
This seminar introduces pre-medical track students to health care professions by integrating a diverse array of experiences, including guidance in developing effective study skills and time management, research presentations, reflective writing, discussions with health professionals, introduction to university clubs and activities. Additionally, students will read selected books, short stories, and case studies relevant to the medical field and participate in class discussions focused on the assignments. *Prerequisites: BIO140 or BIO 141 and BIO 142.*

BIO214 Scientific Terminology 1 Hrs.
This course will review scientific word components including word roots, suffixes, abbreviations, and prefixes and explore basic terminology used in the biological sciences. This course will also examine the etymology of scientific terms and utilize scientific presentations to improve communication skills. One hour of lecture per week. *Prerequisites: BIO141, BIO 142: Co-requisite: BIO242*

BIO242 Laboratory Techniques 4 Hrs.
This is an introductory course that covers biosynthesis, physical and chemical properties, and the metabolism of amino acids, carbohydrates, lipids, proteins, nucleic acids, enzymes, vitamins and hormones. This course is required for biology and chemistry minors. *Three hours' lecture, two hours' lab. Prerequisites: BIO141 AND BIO142.*

- BIO300 Microbiology**
An introductory lecture and laboratory course dealing with some of the important groups of micro-organisms bacteria, molds, and viruses; Micro-organisms will be considered from the following aspects; special features, metabolic activities, role in nature, and influences on health and welfare of humans. Three hours lecture, two hours laboratory per week.
- BIO310 Seminar in Biology I (W.I.) 1 Hrs.**
This course is designed to enable students to do basic literature research, to prepare written reports of their findings, and to prepare and deliver oral presentations. *Taken during junior year. This is a college-wide writing initiative course. Prerequisites: BIO343; Requisite: BIO344*
- BIO342 Ecology and Evolution 4 Hrs.**
This course is designed to introduce students to the principles of ecology and evolution. The course will cover topics such as environmental organisms, populations, and communities as well as applied ecology. Class discussions will promote a deeper appreciation for biodiversity and evolutionary adaptations of organisms to their environment. Human impacts on species diversity and measures to protect endangered species will be emphasized. This is a required course for Biology majors. Three hours of lecture and two hours of laboratory per week. *Prerequisites: BIO141-142 BIO214, BIO242, BIO343; Co-requisite: BIO346*
- BIO343 Principles of Biology I 4 Hrs.**
This course is designed to provide Biology majors (or related majors) with a basic understanding of biological principles of cell physiology and anatomy, metabolism, cell reproduction, and genetics. Emphasis is placed on the development of skills needed to perform in the biological sciences and enhance the students' mastery of subsequent, more challenging topics in this area. Additionally, the course is intended to formally introduce the students to biological technology. Laboratory sessions will be used to integrate lecture through the practical application of basic principles.
- BIO344 Principles of Biology II 4 Hrs.**
This course is designed to provide Biology majors (or related majors) with a basic understanding of biological principles of cell physiology and anatomy, metabolism, cell reproduction, and genetics. Emphasis is placed on the development of skills needed to perform in the biological sciences and enhance the students' mastery of subsequent, more challenging topics in this area. Additionally, the course is intended to formally introduce the students to biological technology. Laboratory sessions will be used to integrate lecture through the practical application of basic principles.
- BIO346 Genetics 4 Hrs.**
This course is designed to introduce the student to the basic principles of inheritance. The lectures focus primarily on the principles of human genetics emphasizing and citing numerous examples of classical human genetic anomalies. Using a problem-solving approach, students will be introduced to the principles of molecular genetics. Special emphasis will be focused on the impact of molecular biology and biotechnology play on various aspects of today's society. *Three hours' lecture, two hours' lab. Prerequisite: BIO343; Requisite: BIO344.*
- BIO405 Neuroscience**
This course covers the basic structure of the central nervous system from spinal cord to cerebral cortex. The major sensory, motor and integrative neural systems of the human brain are discussed. Based on an understanding of normal neural connections and brain function, the anatomical and physiological basis of various neurological disorders is explored.
- BIO410 Seminar in Biology II 4 Hrs.**
This capstone course will allow students an opportunity to master writing skills. More importantly, students who are part of the honors program are required to complete a senior thesis. In this capstone course, the research project that students have completed will be written in the form of a faculty committee peer-reviewed document. In order to accomplish the task. the student and the advisor will assemble an interdisciplinary (if necessary) faculty committee based on expertise relevant to the research topic. Moreover, this committee will help the students remain accountable by ensuring they adhere to the designated timelines and follow a rubric. Student could potentially have their final product published in a scholarly journal. *Prerequisites: BIO343-344.*
- BIO430 Undergraduate Research (W.I.) 3 Hrs.**
This course is designed for students with advanced standing to participate in independent or faculty-supervised laboratory research investigations on topics of special interest. Students will perform a critical review of the literature and write a research article. This is a college-wide writing initiative course. *Prerequisites: BIO343, BIO344, and consent of area coordinator and faculty advisor.*
- BIO442 Introduction to Molecular and Cell Biology 4 Hrs.**
An introduction to Molecular and Cell Biology and Biotechnology technology techniques and concepts. The course will include relationships among DNA, RNA and protein synthesis in prokaryotic and eukaryotic systems/organisms. Some enzyme kinetics and a review of DNA replication will also be discussed. Major emphasis will be placed on developing laboratory skills, hands-on applications and DNA manipulations. Some knowledge of organic chemistry is recommended. Three hours' lecture, two hours' lab. *Prerequisites: BIO343, BIO344, CHE341, and CHE342.*

- BIO443 Microbiology 4 Hrs.**
An introductory lecture and laboratory course dealing with some of the important groups of microorganisms: bacteria, molds, and viruses; with major emphasis placed on bacteria and viruses. Microorganisms will be considered from the following aspects: special structural features, metabolic activities, role in nature, and influences on health and welfare of humans. Three hours' lecture, two hours' laboratory per week. Prerequisites: BIO343, BIO344, CHE341, AND CHE342.
- BIO445 Anatomy and Physiology I 4 Hrs.**
This course is designed to explore the composition, structure, and function of biological systems in the human body. This course will examine the molecular and cellular basis of tissues and organ systems. Anatomy and Physiology, I will cover the integumentary musculoskeletal digestive, nervous, and urinary systems. Three hours of lecture and one laboratory period per week. Prerequisites: BIO343, BIO344, CHE341, AND CHE342.
- BIO445 Anatomy and Physiology II 4 Hrs.**
This course will utilize the knowledge acquired in Anatomy and Physiology I to examine human body systems. Anatomy and Physiology II will exam the circulatory, cardiovascular, lymphatic, immune, respiratory, and reproductive systems. Human disease and basic concepts in path physiology will be explored in the course. Three hours of lecture and one laboratory period per week. Prerequisites: BIO445.
- BIO447 Biochemistry 4 Hrs.**
This is an introductory course that covers the biosynthesis, physical and chemical properties, and the metabolism of amino acids, carbohydrates, lipids, proteins, nucleic acids, enzymes, vitamins and hormones. Three hours' lecture, two hours' lab Prerequisites: BIO343, BIO344, CHE341, and CHE342: Co-requisite: CHE441
- BIO448 Botany 4 Hrs.**
This course is designed for the introduction students to the science of Botany. It focuses on the structure and function of plant cells/issues, plant growth & development, metabolism, physiology, reproduction, ecology, and taxonomy of representative forms of various phyla of the plant kingdom. Lab exercises are emphasized and these will allow each student to acquire a "first hand" experience with methods in Botany. Prerequisites: BIO343 and BIO344.
- BUS130 Introduction to Business 3 Hrs.**
This course introduces students to the field of business and acquaints the students with the organization, problems, and activities of business in a market-oriented system. The course also helps the students in understanding current events and trends in the business world. This course is a prerequisite for all advanced courses in business. Prerequisite: None.
- BUS230 Business Communication 3 Hrs.**
This courses focuses on the nature and problems associated with individual, interpersonal, and organization communication in business. Communication is studied in the context of current real-life business situations and events. Prerequisites: ENG230 and BUS130.
- BUS231 Personal Finance 3 Hrs.**
Financial education fosters financial stability for individuals, families, and communities. This course focuses on the foundations necessary to secure financial well-being, build financial confidence and establish sound financial practices. Prerequisite: MAT134
- BUS232 Programming in Data Analytics 3 Hrs.**
This course introduces students to the fundamentals of programming for data analysis using modern programming languages. Students will learn to manipulate and analyze data sets, extract meaningful insights, and present findings using various data visualization techniques. The course will cover programming basics, data structures, algorithms, and key libraries for data analysis. Prerequisites: Mat 134 & CIS 130
- BUS233/FIN233 Management Information System 3 Hrs.**
To the use of Information System as an essential tool for conducting business in an increasingly global economy. The emphasis is on the conceptual foundations underlying the design, control and operation of IS and how IS provide organizations competitive advantages.
- BUS235 Business Law I 3 Hrs.**
This course teaches the fundamental principles of business law as they relate to contracts. crimes and torts. The course also teaches the concepts of constitutionality, rules of jurisdiction, the relationship between federal and state laws, and the rules of common law and equity. Prerequisite: BUS130

- BUS236 Business Law II 3 Hrs.**
This course teaches the application of Fundamental Principles of Business Law as they apply to sales of goods, negotiable instruments, agency relationships, bankruptcy, and secured transactions. *Prerequisite: BUS235*
- BUS237 Business Data Base 3 Hrs.**
Course Description: This course provides an in-depth understanding of database management in a business environment. Students will learn the fundamentals of database design, implementation, and administration with a focus on practical applications in the business world.
- BUS239 Internship 3 Hrs.**
Supervised training work in a cooperating agency or business. *Prerequisite: BUS130*
- BUS300 Supply Chain Management 3 Hrs.**
A study of supply chain management concerned with all of the activities performed from the initial raw materials to the ultimate consumption of the finished product. Examines the major aspects of the supply chain: the product flows, the information flows; and the relationships among supply chain participants. Topics include supply chain information technologies, supply chain design, strategic alliances between supply chain participants.
- BUS301 International Marketing 3 Hrs.**
Building on the fundamentals of marketing, this course introduces the context of the global environment. The cultural, social, legal, political, financial and geographic dimensions of the global marketplace are examined. Using primarily qualitative methods, the impact and integration of global factors in marketing strategies is assessed.
- BUS330 Principles of Management (W.I.) 3 Hrs.**
This is a basic course that studies the theory and principles of organization and management. Primary attention is devoted to the management functions of planning, organizing, directing, coordinating and controlling. This is a college-wide writing initiative course. *Prerequisites: BUS130, ECO231 and ECO232.*
- BUS331/FIN331 Investments 3 Hrs.**
The course covers the theoretical and practical applications of investments. The topics covered include portfolio and diversification theory, short-term investments, long term investments, investment banking, security trading, measuring portfolio performance, international investing, and mutual funds *Prerequisite BUS333*
- BUS332 Human Resource Management 3 Hrs.**
This course explores the primary functions of employer-employee relationships in the workplace, including decision-making skills needed in the selection of management and retention of personnel, analysis of fringe benefits and retirement plans for employees and the self-employed. Trends in the human resources functions and market are studied. *Prerequisite: BUS330.*
- BUS333 Business Finance 3 Hrs.**
This course is designed to study the process of corporate funds procurement and effective capital allocations. The study emphasizes analytical approach to a firm's financial decision-making. *Prerequisites: ACC234.*
- BUS334 Business Statistics 3 Hrs.**
This is a study of statistical techniques and their applications to business decision making. Topics include descriptive statistics probability distributions, estimation, regression, correlation. and time series analysis. The student gains insight into management and understanding of published statistics relevant to the conduct of business. *Prerequisite: BUS130 and MAT134.*
- BUS335 Production Operations Management 3 Hrs.**
This course is an introduction to the process and analytical decision-making tools used in business (service and manufacturing) Topics include: introduction to operations management, linear programming, inventory management, project planning and control, and forecasting. *Prerequisite: BUS334.*
- BUS336 Managerial Economics 3 Hrs.**
This course deals with the application of economic analysis to business decision-making and draws upon the theoretical framework and empirical techniques of the concepts of demand, cost, production, pricing, project evaluation, and competition. *Prerequisites: ACC233, ECO231, ECO232 and BUS334.*

- BUS337 Portfolio Theory**
 This course develops an understanding of portfolio management and security analysis by focusing on the analytical techniques and empirical results of investment theorists and practitioners. Risk, efficiency, diversification, fundamental analysis, and technical analysis as they apply to corporate finance, international finance, and investments will be examined.
- BUS338 Principles of Marketing** **3 Hrs.**
 A course that introduces the functions, processes, institutions, and costs associated with the flow of goods and services from producers to users. It includes analysis of target markets, environments, and managerial aspect of marketing. *Prerequisites: BUS130, ECO231, and ECO232*
- BUS339 Entrepreneurship** **3 Hrs.**
 Entrepreneurship is the foundation of our economic system. It is a process of vision, change and creation. This course offers a framework for understanding how to successfully implement and operate a new business venture. Essential ingredients include the willingness to take calculated risks, the ability to form an effective venture team, the skill to acquire needed resources and the ability to create a solid business plan. *Prerequisite: MAT134, BUS130, ECO231.*
- BUS430 Business Policy** **3 Hrs.**
 This course constitutes the capstone course for senior students. It is designed to integrate the various functional areas of business in terms of policy-level decision-making. The course uses research, reading, writing and case studies. A comprehensive assessment tests may be used to test and improve the overall academic competency of the graduating seniors. This is a college wide writing initiative course. *Prerequisite: Senior status and ECO231, ECO232, ACC234, BUS130, BUS333, BUS334.*
- BUS431 Organizational Behavior (W.I.)** **3 Hrs.**
 Organizational behavior represents a study of the theory of organizational behavior and performance. Topics include leadership, goal setting, the decision process, and formal and informal organizations. This is a college-wide writing initiative course. *Prerequisite: BUS330 and bus332*
- BUS432 Small Business Management** **3 Hrs.**
 This course emphasizes those aspects of management that are important to small business firms. Special attention is given to the various facets of entrepreneurship and its role in American society and business. *Prerequisite: BUS330*
- BUS 433 Retailing** **3 Hrs.**
 The course studies different facets of retailing business including advertising, sales promotion, and retailing organizations. Emphasis is on planning and control, management of retail stores, buying strategies, and the future of retailing in the 21st century. *Prerequisite: BUS338*
- BUS434 Special Topics in Business (W.I)** **3 Hrs.**
 This course covers selected topics which are not offered in other business courses that are studied. The content of the course is tailored to the interests of the instructor and students' needs. This is a college wide writing initiative course. *Prerequisite: Senior status and ECO231, ECO232, ACC234, BUS130, BUS333, BUS334*
- BUS435 International Business** **3 Hrs.**
 This course considers operating policies, procedures, and managerial problems of multinational firms within a framework of selected contemporary theories and practices in international business. *Prerequisite: BUS235, BUS338 and senior status.*
- BUS436 Ethical and Legal Issues in Business** **3 Hrs.**
 The course focuses on the study of the major issues and the accompanying social responsibilities that are faced by businesses. Emphasis will be placed on ethical and legal aspects, privacy, security, employment, technology, and the resultant quality of life. *Prerequisite: BUS235, BUS330, and senior status*
- BUS437/ECO437/FIN437 Descriptive Analytics** **3 Hrs.**
 This course explores the principles and techniques of descriptive Analytics in the business context. Topics include data summarization, visualization, and interpretation. Students will learn to analyze and communicate patterns and trends in data, facilitating informed decision-making. **Prerequisites:** BUS 232 - Programming in Data Analytics or equivalent knowledge

- BUS438 Predictive Data Analytics 3 Hrs.**
 This course focuses on predictive data Analytics techniques for making informed business decisions. Topics include predictive modeling, machine learning algorithms, model evaluation, and application of predictive analytics in various business domains.
Prerequisites: BUS 232 - Programming in Data Analytics, BUS 431 - Descriptive Analytics, or equivalent knowledge
- BUS439/FIN439 Data Mining 3 Hrs.**
 Be familiar with mathematical foundations of data mining tools. 2 Understand and implement classical models and algorithms in data warehouses and data mining 3 Characterize the kinds of patterns that can be discovered by association rule mining, classification, and clustering.
- CHE341 General Chemistry I 4 Hrs.**
 General Chemistry is a two-semester introductory course designed for majors in sciences and pre-engineering. These courses provide a foundation of essential facts and underlying principles. This particular course includes states of matter, atomic theory and structures, periodicity, stoichiometry, chemical reactions, physical behaviors of gases, microchemistry, chemical bonding and molecular structures. Three-hour lecture, three-hour lab. *Prerequisites: MAT133, MAT134, and MAT238 or Departmental Consent; Co-requisite: MAT341*
- CHE342 General Chemistry II 4 Hrs.**
 This course is a continuation of CHE341. The fundamental topics included in this course are phase transitions, solutions, chemical equilibria, acids and bases, precipitation, kinetics, spontaneity of reaction, and electrochemistry. Three-hour lecture, three-hour lab. *Prerequisite: CHE341 or Departmental Consent.*
- CHE441 Organic Chemistry I 4 Hrs.**
 Organic Chemistry is a two-semester introductory course designed for science majors. Structures, nomenclature, physical and chemical properties of various organic compounds are investigated. This course includes methane, alkanes, stereochemistry, alkyl halides, alcohols, ether, alkenes, as well as other compounds. Different types of reaction mechanisms related to these compounds are discussed. Three-hour lecture, three-hour lab. *Prerequisites: Che341 and CHE342*
- CHE442 Organic Chemistry II 4 Hrs.**
 This course is a continuation of CHE241. Again structures, nomenclature, physical and chemical properties of various organic compounds are investigated. Organic Chemistry II includes alkynes, aldehydes, ketones, benzene, aromatic compounds. Different reaction mechanisms and correlations of UV-visible, infrared, nuclear magnetic resonance and mass spectra with structure will also be discussed. *Three-hour lecture, three-hour lab. Prerequisite CHE411.*
- CIS130 Computers In Society 3 Hrs.**
 This course provides students with an introduction to computer hardware and software in addition to computer applications such as word processing, spreadsheets, databases, PowerPoint and multimedia and how they are used in society. Additionally, this course will prepare students for the certification exam
- CIS230 Computer Networks 3 Hrs.**
 This course is an introduction to the concepts and goals of computer networking and the fundamentals of telecommunication and network standards. The structure of networks, their control, analysis, design and management in both local and global business.
- CIS239 Introduction to Computer Programming 3 Hrs.**
 This course introduces the logic and concepts required for structured program development and implementation. Topics include control structures, functions, arrays and program documentation techniques.
- CIS330 Principles of Information Security, Policies, and Procedures 3 Hrs.**
 This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection, policies, procedures, and reporting features. The purpose of the course is to provide the student with an overview of the field of information security and assurance. Students will be exposed to the spectrum of security activities, methods, methodologies, policies and procedures, and legal and ethics in information security.
- CIS330 Fundamentals of Information Security 3 Hrs.**
 This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features. The purpose of the course is to provide the student with an overview

CIS339 Project Execution and Control 3 Hrs.

This course goes beyond planning a project into the essentials of executing and controlling a project. It includes managing the project plans and budgets, stakeholder expectations, resources (human resources, facilities, and materials) that can potentially impact the project. Students will demonstrate skills necessary to identify factors that can potentially impact the project and ways to mitigate those risks factors. Ethical and legal issues in project management will also be discussed.

CIS339 Certified Associate Project Manager 3 Hrs.

This course is a valuable entry-level certification preparation for project practitioners. Designed for those with little or no project experience, this course prepares students for the Project Management Institute's (PMI) Certified Associate Project Management (CAPM®) exam via an overview of project management fundamentals and advanced topic to include reviews and practice exams. Successfully completing this course and the Certified Associate Project Management (CAPM®) demonstrates an understanding of the fundamental knowledge, terminology and processes of effective project management. This cumulates all the project management courses and provides certification and/or certification and/or certification options for those who complete the course.

CIS430 CIS Internship 3 Hrs.

An on-the-job experience in the area of computer information systems, designed to bridge the gap between the academic world and the technology world. The student will be able to earn a total of 3 credit hours after successful completion of practical work for one semester and presenting a PowerPoint overview of the experience to faculty and peers. A detailed description of the job activities from the employer is required prior to beginning the internship. Students are expected to work a minimum of 120 hours during the semester. A letter grade (A, B, C, D, OR F) will be provided by the Livingstone College faculty member who is responsible for the course upon completion of the internship. *Prerequisites: Junior or senior status*

CIS431 Object Oriented Systems 3 Hrs.

This is a study of object-oriented systems, including systems analysis and design and programing techniques. One or more graphical user interface object-oriented languages (C++, JAVA) are used to build business application prototypes. *Prerequisite: CIS338*

CIS432 Business Analytics 3 Hrs.

This course introduces the students to the foundations of business intelligence and analytics. Topics include data warehouse, data marts, and methods for ETL. Analytic tools to perform statistical analysis via predictive analytics, prescriptive analysis and risk analysis will be covered. The computer will be used extensively in the course to formulate and solve problems.

CIS433 Decision Support Systems and Business Intelligence 3 Hrs.

This course is a study of fundamental techniques and the manner in which Decision Support and Business Intelligence Systems are constructed and used in the business community. The course provides future and practicing managers with the foundation of hands-on experience with DSS and Business Intelligence tools used in direct support of managerial decision-making. Decision Support Systems. Topics covered include: DSS concept, methodologies and technologies, and quantitative method to management decision making.

CIS434 Current Topics in Computer Information Systems (W.I.) 3 Hrs.

This course is designed for students with a strong background in computer languages, program design and system analysis and their impact and support of the business. A variety of topics in technology, systems development lifecycle, and project management are discussed to include a capstone project and relevance in the business organization. This course is writing intensive and is part of the college's writing initiative program. **All papers must follow the latest edition of APA formatting.**

CIS435 Information Systems Strategy Management and Acquisition 3 Hrs.

This course explores the issues and approaches in managing the information system function in organization and how the IS function integrates supports/enables various types of organizational capabilities. It takes a senior management perspective in exploring the acquisition, development and implementation of plans and policies to achieve efficient and effective information systems. The course addresses issues relating to defining the high-level IS infrastructure and the systems that support the operational, administrative and strategic needs of the organization. Additionally, the course focuses on developing an intellectual framework that will allow leaders of organizations to critically assess existing IS infrastructures and emerging technologies as well as how these enabling technologies might affect organizational strategy. The ideas developed and cultivated in this course are intended to provide an enduring perspective that can help leaders make sense of an increasingly globalized and technology intensive business environment.

- CIS436 Ethical and Legal Conflicts in Information Technology 3 Hrs.**
 This course introduces the students to the study of ethics and legal issues that are faced by Information Technology professionals in Business. Topics include ethics for IT workers and IT users, privacy, intellectual property, computer and Internet crime, ethics in software development and social networking.
- CIS437 Computer Architecture and Operating Systems 3 Hrs.**
 This course covers a survey of both topics computer architecture and operating systems. Topics include instruction sets and microprogramming implementation, interrupts and recovery, addressing and memory management, implementation of procedures and relationship to overall system structure.
- CIS438 Introduction to Electronic Business Applications 3 Hrs.**
 Introduction to tools and techniques for developing Electronic Business Applications. Client server, Data access Protocols, Scripting, Business transaction, Security Shopping carts, Merchandising and Credit Card payments. *Prerequisite: Senior Status.*
- CRJ130 Introduction to the Criminal Justice System 3 Hrs.**
 This course will emphasize the history of the criminal justice system and the interrelation of the three components of the system: law enforcement, courts, and corrections. It includes a study of social response to criminal behavior as cases move through the machinery of justice.
- CRJ140 Criminalistics**
 The nature of physical evidence is defined, and the limitations that technology and current knowledge impose on its individualization and characterization are examined. A major portion of the text centers on discussions of the comment items of physical evidence encountered at crime scenes. Particular attention is paid to the meaning and role of probability in interpreting the evidential significance of scientifically evaluating evidence.
- CRJ230 Statistics for Behavioral and Social Sciences 3 Hrs.**
 Basic descriptive and inferential statistical techniques and their application to the fields of sociology, social work, criminal justice, psychology, and political science are covered. *Prerequisite: consent of instructor. Cross referenced: POL120, PSY230, SOC230, SWK230.*
- CRJ232 Juvenile Justice 3 Hrs.**
 This course will emphasize the intensive analysis of the administration of juvenile justice within the United States, with particular emphasis on decision-making, and procedures of police, courts, and correctional agencies for juveniles. Some attention given to statutory and case law relating to juveniles, including that found in the North Carolina Juvenile Code.
- CRJ233 Ethics in Criminal Justice 3 Hrs.**
 This course is a study of the relationships between justice, crime, and ethics in American society focusing on ethical responsibilities and limitations in criminal justice system, the role of law enforcement, agencies, courts, punishment and correctional agencies. *Prerequisite: CRJ130*
- CRJ237 Research Methods in Social Sciences 3 Hrs.**
 This course employs a methodological approach to demonstrate a logical experimental design, from the creation of a problem statement and the choice of a design to the analysis of data and the implications of results. *Prerequisites: Completion of Math and English Composition General Education options. Cross referenced PSY237, SOC237.*
- CRJ240 Introduction to Conflict Resolution 3 Hrs.**
 This class will prepare the student to be more effective in their relationships and roles at the individual and family levels and in groups and organizations. We begin with the idea that conflict is a part of everyday life and neither good nor bad in and of itself. People's reactions to conflict, however, can be immoral and damaging and can lead to physical and emotional harm as well as war. This course introduces the student to constructive techniques of conflict resolution including spiritual responses, active listening and communication skills, rational problem-solving, principled negotiation, peer mediation, arbitration, victim and criminal-offender mediation, and non-violent direct action. In small groups, we will explore our personal reactions to conflict and learn how to recognize and evaluate the reactions of others. Role-plays, exercises, oral presentations, and critical and analytical discussions will help the student to develop conflict-resolution and conflict management skills. *Cross-referenced SOC240.*

- CRJ330 American Criminal Courts 3 Hrs.**
This course is an in-depth examination of American jurisprudence, including the history, evolution and structure of the American criminal courts system. *Prerequisite: CRJ130*
- CRJ331 Juvenile Delinquency 3 Hrs.**
This course offers a survey analysis of theories of causation involved in juvenile delinquency, including an analysis of the development of the history of the juvenile court in America and the relationship of that system to rehabilitation prospects, detention facilities, police behavior and the various social institutions. Alternative theories of punishment are also covered. *Prerequisite: CRJ130. Cross-referenced SOC332.*
- CRJ332 Criminology (W.I.) 3 Hrs.**
This course covers the analysis of the nature, extent, and distribution of crime in the United States. Emphasis will be placed on the theories of crime, prediction and prevention of crime, and current laws and programs. This is a college-wide writing initiative course *Prerequisite: CRJ130*
- CRJ333 Victimology 3 Hrs.**
A study of the role of the victims in crime and justice processing, victim-offender relationships, and societal reaction to victims. Special attention is given to crisis intervention, victim assistance, and compensation, witness services, and the legal and social construction of victims. *Prerequisite: CRJ130*
- CRJ334 American Law Enforcement 3 Hrs.**
An examination of American law enforcement from its early origins in England, to its present community orientation. Current issues facing law enforcement will be addressed including police misconduct, police administration, and police-community relations. *Prerequisite: CRJ130*
- CRJ335 Community Corrections 3 Hrs.**
The structure, functions, and effectiveness of community corrections programs are studied, with particular attention to the deinstitutionalization improvement, community-based treatment centers, community service agencies, work-release programs, and current trends in community corrections. *Prerequisite: CRJ130*
- CRJ338 Institutional Corrections 3 Hrs.**
Course will examine institutional corrections including prisons and penitentiaries, including the history of punishment and corrections in this country, the structure, functions, and operation of institutions. Prisoners, prison life, and prisonization (imprisonment) are also discussed. *Prerequisite: CRJ130*
- CRJ400 Seminar in Criminal Justice 3 Hrs.**
Seminar in Criminal Justice is a seminar course designed to expose seniors to Career opportunities, resume preparation, job interviewing skills, and skillset to survive the probationary period.
- CRJ420 Writing for Criminal Justice**
Emphasis is placed on the development of writing skills required for careers in criminal justice, including various forms of correspondence, interoffice memos, informal reports, minutes of meetings summaries, briefings, and presentations proofreading, revising, and editing writing for culturally diverse audiences, and criminal justice terminology.
- CRJ 435 Special Topics in Criminal Justice (W.I.) 3 Hrs.**
Topics and research of current interest and significance are discussed in a seminar format. Topics are in the areas of law enforcement, courts, corrections, juvenile justice, theory, policy, criminalistics, and administration. Course may be repeated up to three times for credit, providing there is a different topic. This is a college-wide writing initiative course. *Prerequisite: CRJ 130*
- CRJ430 Organized and White-collar Crime (W.I.) 3 Hrs.**
This course discusses an analysis of organized and white-collar crime problem in America. Topics include prevalence, impact, laws, and investigative techniques. This is a college-wide writing initiative course. *Prerequisite: CRJ130*
- CRJ435 Special Topics in Criminal Justice (W.I.) 3 Hrs.**
Topics and research of current interest and significance are discussed in a seminar format. Topics are in the areas of law enforcement, courts, corrections, juvenile justice, theory, policy, criminalistics, and administration. Course may be repeated up to three times for credit, providing there is a different topic. This is a college-wide writing initiative course. *Prerequisite: CRJ130*

emphasis on contemporary menu trends, cross-cultural influences, flavor combination and plate presentation. Students will develop an awareness of and utilize locally grown and produced ingredients.

CUL231 Meat Fabrication 3 Hrs.

This course is designed to instruct students in the fundamental of meat, fish, and poultry cutting. In addition, students will be introduced to the processes of sausage making and preserving. Through lab assignments, demos, discussion and lectures, students will understand the role of a butcher shop in a multi-unit food service operation. In addition, meat, poultry and fish are still the center of the plate in most food establishments. It is therefore very important to understand basic meat fabrication. Each primal cut of meat may be fabricated and trimmed in several different ways. There are many different ways of cutting up chickens; each chef has his/her own preferred methods. With fish, there are only a few “cuts”, but hundreds of species, each with its own characteristic. In order to make proper purchasing decisions, which need to be practical and economical, a chef must know basic fabrication of meat, poultry and fish.

CUL232 Fish and Seafood 3 Hrs.

This course is based completely on fish and seafood. An in-depth study of cooking methods that reflect people needs for cooking styles for a healthier lifestyle. The students will be exposed to many different types of fish and seafood and will study many methods of cooking and preparation. Recipes will be supplied.

CUL233 Purchasing and Cost Control (W.I.) 3 Hrs.

This course applies the disciplines required to effectively control food and beverage operations. Items covered in the course include purchasing systems and practices; managing food and beverage production; loss reduction; food and beverage pricing; and menu analysis. The use of technology to enhance control systems is explored. This is a college-wide writing initiative course. *Prerequisites: MAT133. Cross-listed with HMG331.*

CUL234 Catering & Event Management 3 Hrs.

This course is a hands-on class in customized catering activities. Student teams under the supervision of an instructor will plan, prepare, serve and clean up a specific number of group functions during the term. *Prerequisites: CUL129 & CUL201. Cross-listed with HMG430.*

CUL236 Classical Pastries and Chocolates 3 Hrs.

In this course, emphasis is placed on pastry work and management, such as the production of specialty breads, including brioche puff pastry, Danish, and croissants. Cookie and tart dough, torts and specialty cakes are covered. This course also introduces the student to chocolate ganache, piping with gelee, Bavarian, and marzipan. The course format is a 50-minute lecture and one four-hour laboratory per week. Chef knives and uniforms are required.

CUL237 Menu Planning, Design and Layout (W.I.) 3 Hrs.

This course is a study of the factors involved in planning effective menus for a variety of food service operations. Course content includes basic menu planning principles, layout and design, factors that impact menu items selection, menu pricing, menu sales performance and mix analysis, and menu planning resources. This is a college-wide writing initiative course. *Prerequisites: CUL129 & CUL201. Cross-listed with HMG437.*

CUL238 Nutrition for Food Services 3 Hrs.

The cause-and-effect principles and dietary practice are presented to include the composition of foods, labeling, additives, special diets, RDA's BMI, and TEU. The interrelationship of nutrition and the bodily system are explored. The global environment, food safety and environmental challenges are presented for discussion and research. *Prerequisites: HMG130*

CUL239 Garde Manger 3 Hrs.

Building upon the fundamental knowledge of cold food preparation, this course covers the preparation of pates, terrines, galantines, canapés, hot and cold hors d'oeuvres, appetizers, mousses and gelatins. Also covered are the techniques of cold food decoration cold platter design and presentation and the design and planning of appetizer buffets.

CUL240 Restaurant Management 4 Hrs.

This course gives the opportunity for students to function in standard operational roles in a full-service restaurant operation. Students rotate through eight back of the house and front of the house positions during the course of the term. The coordination of planning preparation, service, support services in the flow of the meal is stressed. A major focus is placed on the student's performance as a future food service manager/leader. Class work supports and expands the student's understanding and synthesis of the operation of a foodservice operation. *Prerequisites: CUL129, CUL201*

CUL262 Food Truck Management and Operations II 3 Hrs.

Continuation of universal methods and procedures food truck management and operations as well as specific regulatory requirements and business planning. Areas explored include working with the local health departments in permitting and adherence of sanitation practices, local and state regulations regarding equipment and truck maintenance, management of personal, development of menus conducive to food trucks and the development of a business plan used to secure proper funding and operations budgets. Implementation of strategic plan. This class puts those components in action. Prerequisites: HMG130 Sanitation and Safety; HMG330, Food Prep I, HMG333-Purchasing and Cost Control, HMG339 Food Prep and Planning II, CUL161 Food Truck Management and Operations.

CYS330 Fundamentals of Cyber Security

In this course, students will gain familiarity with fundamental cybersecurity concepts and terms. They will learn the difference between adversarial and environmental threats and analyze how security practitioners respond to each. They will explore legal and human factors and examine how they influence the development of organizational security strategies.

CYS332 Network Security

In this course, students will learn about common network-based attacks and how to defeat them. They will explore the use of intrusion detection/prevention technologies and information flow controls to protect networked systems. They will analyze security concerns related to virtual systems and networks.

CYS431 Intrusion Detection and Incident Response

In this course, the students will be introduced to the intrusion detected systems available to protect networks from cybercriminals. They will explore various security concepts and the basics of security attacks. They will install and configure various intrusion system tools. Topics include principles and classifications of intrusion detection systems, incident response process, and response types. Additionally, the course presents insight into intrusion detection and forensics, and incident response strategies required to protect critical assets.

CYS434 Ethical Hacking Fundamentals

In this course students will be introduced to ethical hacking, security testing and network defense/counter by using an attacker's technique to compromise network systems security. Hands-on lab activities enable students to learn how to protect network/systems by using the tools and methods used by hackers to break into network systems. Topics include hacker methodology and tools how hackers operate, as well as setting up strong countermeasures to protect network systems.

DAT133 Data Science 1

3 Hrs.

This course is an introductory to data science which focuses on the discovery of basic techniques of data collection, cleaning and storage, data processing and data mining for analyzing big data sets. Students will have the use of real-world data sets to make statistical inferences on big data sets.

DAT134 Data Science II

3 Hrs.

This is the second semester course of DAT133 which gives a deeper dive into data mining, data exploration and analyzing big data sets. Statistical learning techniques will be used to perform computational and make statistical inferences. Students will build on their knowledge from DAT133 to complete a presentation project.

ECE 232 Introduction to Early Childhood/Exceptional Children Education

3 Hrs.

This course is designed to provide a foundation for the teacher candidate. An overview of the knowledge, skills, and dispositions needed to become an early childhood educator will be discussed. Topics include the history and philosophy of Early Childhood/Exceptional Children Education, types of programs, federal and state regulations and funding, ethics and professionalism, developmentally appropriate practices and environments, and curricular goals and implementation. Upon successful completion of this course, the student should be able to define the roles of the teacher and other professionals in an early learning environment that includes typically and atypically developing children; identify key ECE personalities, analyze their philosophies and beliefs, and articulate how they influence early learning environments and practitioner behavior today; communicate the basics of a personal philosophy of early education, and design a personal career plan.

ECE 330 Developmental & Educational Assessment of Young Children

3 Hrs.

This course links theories of child development, assessment, and classroom practices for children 3 – 6 years of age with an emphasis on identifying the child's abilities and diagnosing his or her strengths and needs. The course discusses historical and legal foundations of assessment for exceptional children, basic assessment terminology, assessment instruments, collection and interpretation of assessment data, and linking assessment to curriculum planning and preparation of developmentally

ECE320 Phonological Awareness 3 Hrs.

This course is designed to teach pre-service candidates the basic knowledge needed to establish developmentally appropriate learning environment that will enhance language development of all children and increase their phonological awareness, as a pre-cursor to reading instruction. This course teaches assessment options and strategies that are most appropriate for diverse students, and home-school connections is to extend the influence of the instruction beyond the classroom. This course is culturally sensitive and considers the family as a unique partner in developing the potential of the child. Instructional strategies presented in the course include rhyming, alliteration, onset and time, syllable segmentation and more. *This course requires 10 observation hours, an online observation journal, and a project with a unique learner.*

ECE330 Developmental & Educational Assessment of Young Children 3 Hrs.

This course links theories of child development, assessment, and classroom practices for children 3-6 years of age with an emphasis on identifying the child's abilities and diagnosing his or her strengths and needs. The course discusses historical and legal foundations of assessment for exceptional children, basic assessment terminology, assessment instruments collection and interpretation of assessment data, and linking assessment to curriculum planning and preparation of developmentally appropriate for typically and atypically developing children. Field experience required. Upon successful completion of this course, the student should be able to discuss formal and informal developmentally and culturally appropriate assessments in preschool/Kindergarten settings and be able to use the results for planning and implementing developmentally appropriate activities for Typical and atypically developing children. *Prerequisite: Admission to Birth through Kindergarten Teacher Education Program.*

ECE353 Methods of Teaching Early Childhood/Exceptional Children Education I 3 Hrs.

This course discusses the application of principles of child development for designing developmentally appropriate environments and curriculum for children ages 0-3 years. Emphasis is on the child constructing knowledge. Directed observation, planning, and implementation of activities required. Upon successful completion of this class the student should know the 4 E's to enhance construction of knowledge, major curricula goals in Pre-K curriculum, and how to plan appropriate activities for implementing them.

ECE334 Working with Infants & Toddlers 3 Hrs.

This course discusses the application of principles of child developmentally appropriate environments and curricula for children ages 0-3 years. This course identifies the knowledge, attitudes, skill, and abilities needed to effectively implement infant/toddler programs. Emphasis is placed on developmental characteristics of infant/toddlers, developmental culturally appropriate observations, and assessment, methods and materials for working with the youngest children, and environmental rating scales. Practicum required. Upon successful completion of the course the student will be able to identify developmental milestones of infant/toddlers, discuss DAP-C assessments and infant toddler rating scales, and plan DAP-C environments.

ECE335 Directing Behavior and Development of Young Children (W.I.) 3 Hrs.

This course provides a framework for organizing, teaching, and selecting curriculum in early childhood/exceptional children education; examines the purpose, function, and impact of curricula models in early childhood education. It reviews developmentally and culturally appropriate practices and analyzes the role of the teacher in relation to curriculum development and implements inclusive early childhood programs. Upon completion of this course the successful student should know the elements to consider when developing or selecting infant, preschool, and kindergarten curriculum models; how educational theories impact on the development of DAP curriculum, the quality indicators that integrate curriculum, children's interests, and family diversity; the role of the teacher, the role of play and assessment in developing and/or selecting curriculum.

ECE336 Foundation of EC/ECE Curriculum 3 Hrs.

This course provides a framework for organizing, teaching, and selecting curriculum in early childhood/exceptional children education; examines the purpose, function, and impact of curricula models in early childhood education. It reviews developmentally and culturally appropriate practices and analyzes the role of the teacher in relation to curriculum development and implementation of inclusive early childhood programs. Upon completion of this course the successful student should know the elements to consider when developing or selecting infant, preschool, and kindergarten curriculum models; how educational theories impact on the development of DAP curriculum, the quality indicators that integrate curriculum, children's interests, and family diversity; the role of the teacher, the role of play and assessment in developing and/or selecting curriculum.

ECE337 Administration of Programs for Young Children 3 Hrs.

This course will focus on developmentally appropriate policies, procedures and responsibilities for managing an early learning environment. It provides the foundation for financial and personal management. Topics include budgeting, financial accounting, meeting standard for childcare, licensing, environmental rating scales, human resources, parent consultation and collaborations, and curriculum design and implementation. Directed observation required. Upon successful completion student should be able to develop policies and procedures for early childhood settings, discuss state licensing standards, be familiar with environmental rating standards, select curricula goals and assessment tools, and be able to conduct employment interviews.

- ECE420 Parent & Professional Collaborations 4 Hrs.**
 This course focuses on the establishment of strategies, skills, and resources needed to develop effective communication between families, community resources, and professional staff. Attention is paid to developing attitudes, skills, and abilities needed to successfully establish and maintain relationships between all families of all children and the program staff. Directed observation required. Upon successful completion of this class, the student should be able to define appropriate relationships with parents/guardians, develop effective communication strategies for parents from diverse backgrounds; involve parents in the classroom activities, know community resources for families and children with exceptional need, and how to make appropriate professional referrals.
- ECE431 Methods of Teaching Early Childhood/Exceptional Children Education II (W.I.) 3 Hrs.**
 This course provides a foundation for planning curriculum content goals, methodology for teaching social living skills, mathematics, science, and the application of technological skills in birth – kindergarten programs for children, including children with special needs. Emphasis on the child constructing knowledge. Directed observation required. Upon successful completion of this class the student should know the 4 E's to enhance construction of knowledge, the major curricula goals in the three domains and how to plan appropriate activities implementation in social living, exploration and inquiry, and number activities in a responsive, constructivist environment for children ages zero to kindergarten age. *This is a college-wide writing initiative course. Prerequisites: ECE 333; Students may only take this course in their senior year*
- ECE433 Language, ECE Literature & Cultural Diversity 3 Hrs.**
 This course explores the evolution of communication skills, including verbal and written language acquisition and other communication forms in different cultural environments. Emphasis will be placed on selecting developmental-cultural print and visual language props, language and literacy assessment and literacy across the domains. Upon completion of this course the successful student should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board, and enhance literacy in all curriculum areas through the use of books, stories, and other props. *Prerequisites: ECE 232 and ECE 331; Admission to the Educator Preparation Program or, if another major, special permission of the Department Chair.*
- ECE435 Child Health, Safety, and Nutrition 3 Hrs.**
 This course focuses on promoting and maintaining the health of all children, including those with varying abilities. Topics include child nutrition guidelines, child abuse and neglect, common childhood diseases, creating and maintaining a safe and healthy environment. Upon successful completion students should be able to create a safe and healthy environment, recognize common signs of abuse and neglect, and plan healthy menus, list state standards regarding attendance and re-admittance of sick children. *Prerequisite: Admission to the Educator Preparation Program or, if another major, special permission of the Department Chair.*
- ECE437 Children, Play and the Development of Cognition 3 Hrs.**
 This course is designed to review major theories leading to an increased understanding of the integral role of play in development of motor, cognitive, language, social, and emotional development of young children. Upon successful completion of this class the student should be able to discuss the theories of Piaget, Vygotsky, Montessori, and others. *Prerequisite: Admission to the Educator Preparation Program or, if another major, special permission of the Department Chair.*
- ECE439 EC/ECE Methods and Materials (For Articulation Students (W.I.) 3 Hrs.**
 This course will review developmentally culturally appropriate curricula goals for birth-kindergarten age children, study various curriculum approaches that work, daily plans and setting up the environment to typically and atypically developing children. Upon successful completion of this class the student should know how to select or design a DAP curriculum, arrange a responsive environment, strategies for challenging behavior, parent involvement in the learning environment, and DAP assessments. *This is a college-wide writing initiative course.*
- ECO130 Introduction to Finance and Economics 3 Hrs.**
 This course provides an overview of different economic systems and basic financial concepts. It reviews various economic events that affect free competition, firm behavior, consumer behavior in different economic systems, and the role of government in the economy. This course discusses interest rates, the supply of money, and the performance of national economy. It also examines the use of economic and financial tools in personal decision making. Course content emphasizes buying, budgeting, saving, borrowing, investing, and credit decisions.
- ECO231 Principles of Economics I 3 Hrs.**
 A study in the foundations of economic analysis, national income accounting, economic growth, and the public sector, with emphasis on macroeconomics. *Prerequisites: None; All students with majors in the Division of Business must pass this course with a grade "C" or better.*

- ECO232 Principles of Economics II 3 Hrs.**
A study of markets, the price systems and allocation of resources, distribution of income, international economy, and perspectives on economic change, with emphasis on microeconomics. *Prerequisites: ECO231.*
- ECO331 Money and Banking 3 Hrs.**
An examination of money, the US financial systems, central banking, monetary theory, stabilization policy, inflation and international and financial considerations. *Prerequisites: ECO231 and ECO232*
- ECO336/BUS336 Managerial Economics 3 Hrs.**
This course deals with the application of economic analysis to business decision-making and draws upon the theoretical framework and empirical techniques of the concepts of demand, cost, production, pricing, project evaluation, and competition. *Prerequisites: ACC233, ECO231, ECO232 and BUS334.*
- ECO 332 Intermediate Microeconomics 3 3 Hrs.**
The purpose of this course is to explore the foundations of microeconomic theory, focusing on the behavior of households, firms, and the interaction of these agents in the marketplace. This course will provide in-depth knowledge of employment, wages, and labor contracts. The knowledge of Intermediate microeconomics will prepare students for graduate studies and make them more marketable for jobs in private and public sectors. *Prerequisites: ECO 231 and ECO 232*
- ECO 332 Intermediate Macroeconomics 3 Hrs.**
The objective of the Intermediate Macroeconomics course is to provide students with an in-depth understanding of the principles, theories, and analytical tools used in the study of macroeconomics. The course emphasizes the application of macroeconomic theories to real-world scenarios. By studying historical and contemporary economic events, students can develop the ability to apply macroeconomic concepts to understand and interpret current economic conditions.
- ECO/437/BUS437/FIN437 Descriptive Analytics 3 Hrs.**
This course explores the principles and techniques of descriptive Analytics in the business context. Topics include data summarization, visualization, and interpretation. Students will learn to analyze and communicate patterns and trends in data, facilitating informed decision-making. **Prerequisites:** BUS 232 - Programming in Data Analytics or equivalent knowledge
- ECO438/FIN438 Blockchain 3 Hrs.**
This course delves into the foundational concepts and practical applications of blockchain technology in the context of business. Students will explore the architecture of blockchain, its role in enhancing security and transparency, and its applications in revolutionizing various aspects of financial services. The course aims to equip students with the knowledge and skills to understand, develop, and implement blockchain solutions in the business domain.
- EDU 111 Early Involvement in Education - Mathematics 1 Hrs.**
This course is designed to introduce prospective Educator Preparation Candidates to the requirements for admission into the Educator Preparation Program and help candidates take and pass the Praxis Core Exam. The course provides opportunities for candidates to participate in simulated test-taking activities to engage in tutorials to strengthen their knowledge and application of mathematical, algebraic, and geometric concepts and principles, to become familiar and comfortable with the Praxis format, and to provide practice in problem-solving skills. The PLATO series will be used to determine candidates' strengths and weaknesses and to monitor majors who have not passed Praxis Core Exam, and who have not completed MAT 133 and MAT 134. Students are required to complete sixty (60) contact hours on the Computer-Assisted Test Preparation Program and complete all required written and oral tests. **Note: Students are required to enroll in this course if they have not passed Praxis Core Exam by their sophomore year. Candidates are required to register for and take Praxis Core Exam while enrolled in this course. A test registration/test admission fee, to be paid to the administering agency, is required approximately six (6) weeks prior to the test date.**
- EDU 112 Early Involvement in Education - Reading 1 Hrs.**
This course is designed to introduce prospective Educator Preparation candidates to the requirements for admission into the Educator Preparation Program and help candidates take and pass the Praxis Core Exam. The course provides opportunities for candidates to participate in simulated test-taking activities to engage in tutorials to strengthen their knowledge and reading approaches to become familiar and comfortable with the Praxis format, and to provide practice in applying reading skills. The PLATO series will be used to determine candidates' strengths and weaknesses and to monitor their individual and collective progress in improving their readiness for Praxis Core Exam. Required of all Educator Preparation majors who have not passed Praxis Core Exam. Students are required to complete sixty (60) contact hours on the Computer-Assisted Test Preparation

Program and complete all required written and oral tests. **Note: Candidates are required to enroll in this course if they have not passed Praxis Core Exam by their sophomore year. Candidates are required to register for and take Praxis Core Exam while enrolled in this course. A test registration/test administration fee, to be paid to the administering agency, is required approximately six (6) weeks prior to the test date.**

EDU 113 Early Involvement in Education – Writing 1 Hrs.

This course is designed to introduce prospective Educator Preparation candidates to the requirements for admission into the Educator Preparation Program and help candidates take and pass the Praxis Core Exam. The course provides opportunities for candidates to participate in simulated test-taking activities, to engage in tutorials to improve sentence structure and vocabulary usage, and improve technical writing skills. The PLATO series will be used to determine candidates' strengths and weaknesses and to monitor their individual and collective progress in improving their readiness for Praxis Core Exam. Required of all Educator Preparation majors who have not passed Praxis Core Exam, and who have not completed ENG 131 and ENG 132. Students are required to complete sixty (60) contact hours on the Computer Assisted Test Preparation Program, and complete all required written and oral tests. **Note: Candidates are required to enroll in this course if they have not passed Praxis Core Exam by their sophomore year. Candidates are required to register for and take Praxis Core Exam while enrolled in this course. A test registration/test administration fee, to be paid to the administering agency, is required approximately six (6) weeks prior to the test date.**

EDU 220 Children, Family, and School Community 2 Hrs.

This course is designed to explore dynamic relationships between the school and the community it serves. Students gain insight into the supportive ideas of established agencies, civic groups, and experiences in the role of a volunteer. The student will also study the working relationships between the school, the home, and the community. Students will be required to participate in a choice of several community and school activities.

EDU 230 Foundations of Education 3 Hrs.

This course is an introductory course required for all teaching majors. The course provides an understanding and appreciation of the history and evolution of American education today. It reviews the basic schools of philosophy and their impact on today's educational theories. The course explores the historical, philosophical, legal, and social aspects and challenges that have impacted the school curriculum, policies, and practices. Candidates explore legal aspects of education, including landmark court cases and special legislation (such as PL-94-140 and subsequent IDEA, NCLB, etc.), as well as societal trends and developments that impact today's educational practices. *Membership in the SNEA (Student National Education Association) is required.*

EDU 320 Educational Research and Analysis 2 Hrs.

This course is designed to demystify the research process and teach skills and processes the undergraduate student needs to become a competent consumer and proficient producer of educational research. The course includes qualitative research and uses technology as a research tool and introduces the student to resources that will aid in completing a research/writing intensive product. *This is a research and writing intensive class. Prerequisite: Admission to the Educator Preparation Program or, if another major, special permission of the department chair.*

EDU 330/PSY 330 Educational Psychology 3 Hrs.

This course provides a review of cognitive, personality, and developmental theories, principles of teaching and learning, research on intelligence, problem solving, classroom management and behavior change, assessment and evaluation in the K – 12 classrooms. Candidates are introduced to the concepts of standardized and criterion-referenced testing, with limited opportunities to apply these concepts. The course emphasis is on the application of psychological theory and principles to effective teaching. Candidates will review new developments in the field and apply principles of teaching, learning, and behavior management and modification in real and simulated settings. *The course is required for all teaching candidates. Prerequisites: EDU 333, EDU 230; Admission to the Educator Preparation Program or a PSY major who has met the Social Science prerequisites.*

EDU 331 Foundations and Teaching of Reading 3 Hrs.

This course is designed to enable prospective teachers to acquire the knowledge of the reading process and the basic skills needed for reading efficiency. Candidates participate in developing and using supplemental teaching/learning materials. Emphasis is given to instructional and cognitive strategies, as well as reading and writing connections and oral language development. This course is designed for understanding the developmental stages of the reading process, assessment, evaluation, and instruction of reading. *This course is required for K – 6 and Middle School teaching candidates. Prerequisites: EDU 230 and ECE 331 Passed Praxis Core Exam; Admission to the Educator Preparation Program or special approval by Department Chair.*

- EDU 333 Foundations of Child Development 3 Hrs.**
 This course provides prospective teachers with knowledge of the history, theories, and principles of growth and development through the physical, motor, intellectual, social, emotional, and moral aspects of early childhood, preadolescence, and adolescence. This course constitutes a professional education course at the introductory level. *Cross referenced HEA 232. Prerequisite: EDU 230.*
- EDU 335 Children’s Literature and Cultural Diversity (W.I.) 3 Hrs.**
 This course presents a study of literature for youth in grades K – 6. The emphasis is on the role and significance of literature in the growth and development of children. Special attention is given to developing skills in storytelling and integrating literature across the curriculum while fostering creativity in children. This course will use literature to explore our multicultural world and social cultures. *This is a college-wide writing initiative course. Prerequisites: ECE 331, EDU 230; Admission to the Educator Preparation Program or special approval by the Department Chair.*
- EDU 337 Utilizing Technology to Improve Learning 3 Hrs.**
 This course is designed to cover the historical and social contexts of computer development and use of computers in K – 12 educational settings. The course is structured so that education majors will design, create, and revise multimedia projects and be able to demonstrate the use of word-processing, database, spreadsheets, PowerPoint software, and Internet applications for personal productivity and educational uses. This course requires independent work in the computer laboratory. Documentation of some of the activities in this course is required for the performance-based portfolio required of all teaching majors.
- EDU 339 Educational Curriculum, Measurements, and Assessment 3 Hrs.**
 This course provides a basic study of standardized teacher-made tests. Emphasis is on administering, interpreting, and using test data for instructional purposes. Emphasis is also placed on creating teacher-made assessments that will help make instructional decisions. Candidates are expected to become familiar with terminology and practices related to assessing teaching and learning. Documentation of some of the activities in this course is required for the performance-based portfolio required of all teaching majors. *Prerequisites: EDU 433, EDU 230; Admission to the Educator Preparation Program or special approval by the Department Chair.*
- EDU 346 Classroom Management and Planning to Meet Student Needs 4 Hrs.**
 This course provides an overview of the basic educational and research-based approaches to collaborating with parents and families on managing behavior and implementing disciplinary strategies. This course places emphasis on ecological theory, resulting in the manipulation of environmental variables that may adversely impact child and adolescent development. *Prerequisites: EDU 230; Admission to the Educator Preparation Program or special approval by the Department Chair.*
- EDU 424 Reading in the Content Area (W.I.) 2 Hrs.**
 This course is structured to orient prospective secondary teachers to problems involved in promoting efficiency in reading among high school students. Candidates will attain skills that will increase the reading proficiency of students in the content areas. Special emphasis will be placed on reading strategies that will promote reading in reluctant readers and students with academic challenges. Documentation of some of the activities in this course is required for the performance-based portfolio required of all teaching majors. *The course is required for all middle school, secondary, and all-level majors and is to be taken when the candidate is enrolled in methods. Prerequisites: Formal Admission to the Educator Preparation Program and Student Teaching or special approval by the Department Chair.*
- EDU 430 Middle School Teaching Methods/Secondary Instructional Methods 3 Hrs.**
 This course is designed to help beginning and residency teachers integrate and apply content knowledge and pedagogy appropriate to middle and secondary school classrooms. Traditional candidates enroll in the course in the semester prior to student teaching and are assigned to the content area practitioner who will supervise the candidate’s clinical experiences as well as their student teaching. Residency candidates must be employed by a school district and have a Plan of Study indicating a course of study for licensure. The course is conducted in the schools by college faculty and master practitioners. Traditional candidates observe master practitioners and engage in progressively independent planning, implementation, and evaluation of instructional delivery. Residency candidates will also develop knowledge of classroom management strategies to complement the instructional strategies. Written, electronic, and taped documentation of activities in this course are required for the performance-based portfolio required of all teaching majors. *Prerequisites: Admission to Educator Preparation Program formal approval by the Director of Student Teaching and the TEC of application for admission to Teaching Methods. For residency candidates: employment by a school district and the completion of a Plan of Study indicating Instructional Methods as a required course.*

- EDU 431** **Integrating Art, Music, and Physical Education into the Elementary Curriculum** **3 Hrs.**
A study of art with emphasis on creative activities for children. Opportunities are provided for students to develop art projects using multimedia. *Prerequisites: Formal Admission to the Educator Preparation Program and Student Teaching or special approval by the Department Chair.*
- EDU 432** **Teaching Math and Science in the Elementary School (W.I.)** **3 Hrs.**
This course is designed to help beginning teachers learn the methods of teaching and integrating science in the elementary classroom. Candidates enroll in this course the semester prior to student teaching. A practitioner will supervise the candidate's clinical experiences as well as their student teaching. This course is conducted in schools by college faculty and master practitioners. Candidates will observe master practitioners engage in planning, implementation, and evaluation of instructional delivery. Also, candidates will be responsible for planning, implementing, and evaluating integrated science lessons in the elementary classroom. Documentation of activities in this course is required for the performance-based portfolio required of all teaching majors. *Prerequisites: Formal admission to the Educator Preparation Program and Student Teaching or special approval by the Department Chair.*
- EDU 433** **Curriculum and Classroom Management in Elementary School (W.I.)** **3 Hrs.**
his course provides a study of K – 6 school and curriculum, its organization and historical background, its relationship to philosophical thought, developmentally appropriate activities for children, and the underlying principles and theories of learning. Candidates will consider the standards that guide curriculum decisions and implementations (e.g., North Carolina Standard Course of Study, national content standards, and local pacing guides). *Prerequisites: EDU 230; Admission to the Educator Preparation Program.*
- EDU 434** **Teaching Language Arts and Social Studies in the Elementary School (W.I.)** **3 Hrs.**
This course is designed to help beginning teachers learn the methods of teaching and integrating language arts in the elementary classroom. Candidates enroll in this course the semester prior to student teaching. A practitioner will supervise the candidate's clinical experiences as well as their student teaching. This course is conducted in schools by college faculty and master practitioners. Candidates will observe master practitioners engage in planning, implementation, and evaluation of instructional delivery. Also, candidates will be responsible for planning, implementing, and evaluating integrated language arts lessons in the elementary classroom. Documentation of activities in this course is required for the performance-based portfolio required of teaching majors. *Prerequisites: Formal Admission to the Educator Preparation Program and Student Teaching or special approval by the Department Chair.*
- EDU 435** **Language Development, Vocabulary, & Word Recognition** **3 Hrs.**
Examines phonological, morphological, and syntactic structures of the English language, reading disabilities (i.e., dyslexia), and sound awareness in the spoken language. Provides an overview of language development for the introduction of instructional approaches for assessing and teaching phonics, word recognition, and vocabulary. *Prerequisites: Admission to the Educator Preparation Program.*
- EDU 440** **Internship I** **4 Hrs.**
The purpose of the college teaching internship is to provide an opportunity for students to gain first-hand field observations and teaching responsibilities. Internship sites are primarily at cooperative school districts within the area of the university. Specific activities during the internship may vary greatly from one placement to another in that different students may have different learning needs and desires, and different settings will offer different learning opportunities. Each internship is designed to include a minimum of 10 clock hours a week of experiences to be conducted over 16 weeks.
- EDU 441** **Internship II** **4 Hrs.**
The purpose of the college teaching internship is to provide an opportunity for students to gain first-hand field observations and teaching responsibilities. Internship sites are primarily at cooperative school districts within the area of the university. Specific activities during the internship may vary greatly from one placement to another in that different students may have different learning needs and desires, and different settings will offer different learning opportunities. Each internship is designed to include a minimum of 10 clock hours a week of experiences to be conducted over 16 weeks.
- EDU 490** **Student Teaching and Seminar I** **12 Hrs.**
Students are placed in cooperative elementary or secondary school classrooms for a full semester (16 weeks). Activities include directed observation, guided participation, and full-time actual classroom teaching. Special attention is given to the total school program. The seminar during Student Teaching is an integral part of EDU 490 and is required of all students enrolled in the course. *This is a college-wide writing initiative course. Prerequisite: completion of all other degree requirements; admission to Educator Preparation Program, and completion of all required 100, 200, and 300 level courses in major.*

- EDU 491 Student Teaching and Seminar II 12 Hrs.**
Students are placed in cooperative elementary or secondary school classrooms for a full semester (16 weeks). Activities include directed observation, guided participation, and full-time actual classroom teaching. Special attention is given to the total school program. The seminar during Student Teaching is an integral part of EDU 490 and is required of all students enrolled in the course. *Prerequisite: completion of all other degree requirements; admission to Educator Preparation Program, and completion of all required 100, 200, and 300 level courses in major.*
- ENG131 and 132 must be in sequence and passed with a grade of “C” or better; they serve as the prerequisite for all ENG courses**
- ENG131 Freshman Composition I 3 Hrs.**
Intensive practice in writing expository themes with a thesis, emphasizing invention, organization, style, and revision, composing well-developed, coherent, and unified essays, writing critically and objectively, and evaluating and revising one’s own writing. **This course has a required lab component. In addition to course instruction, students must attend separate lab sessions.** *Must be passed with a grade of “C” or better.*
- ENG132 Freshman Composition II 3 Hrs.**
Continued intensive practice in the composing process with emphasis on argumentation and research, writing a grammatically and mechanically correct argumentative essay; using basic research techniques to write a formally documented paper, and writing critically about ideas expressed in prose, poetry, and drama. *Must be passed with a grade of “C” or better. Prerequisite: completion of ENG131 with a “C” or better.*
- ENG225 Journalism I 3 Hrs.**
An introduction to newspaper writing by identifying, gathering and writing news and other kinds of newspaper materials.
- ENG226 Journalism II 3 Hrs.**
Continuation of ENG225: writing and interpreting the news. Prerequisite: *ENG225.*
- ENG230 Fundamentals of Speech 3 Hrs.**
Emphasis on both aural and oral competencies with intensive practice in composition and delivery of various types of speeches. General Education program requirement. *Prerequisites: ENG131 and ENG132*
- ENG231 World Literature I 3 Hrs.**
The course is designed to acquaint the student with selections from the ancient Greek and Latin writers, the Bible, and Medieval and Renaissance European English writers. *Prerequisites: ENG131 and ENG132*
- ENG232 World Literature II 3 Hrs.**
Selections from masterpieces of the Enlightenment, the nineteenth century, and the twentieth century. Note: ENG231-232 need not be taken in sequence. *Prerequisites: ENG131 and ENG132*
- ENG233 English Literature I 3 Hrs.**
A survey of the English Literature from Beowulf to Goldsmith. *Prerequisites: ENG131 and ENG132*
- ENG233 English Literature II 3 Hrs.**
A survey of English Literature from Burns to the twentieth century. Note: ENG233-234 need not be taken in sequence. *Prerequisites: ENG131 and ENG132*
- ENG233 American Literature I 3 Hrs.**
A survey of American Literature from the Civil War, around 1865. *Prerequisites: ENG131 and ENG132*
- ENG236 American Literature II 3 Hrs.**
A survey of American literature from the Civil War to the present. ENG235-236 need not be taken in sequence. *Prerequisites: ENG131 and ENG132*
- ENG237 African American Literature I 3 Hrs.**
A study of Afro-American writers from the Colonial period to the early 1920’s. *Prerequisites: ENG131 and ENG132*
- ENG238 African American Literature II 3 Hrs.**

A study of Afro-American writers from the Colonial period to the early 1920's to the present, with emphasis on the Harlem Renaissance. Note: *ENG237-238 need not be taken in sequence. Prerequisites: ENG131 and ENG132*

ENG239 Survey of Literature

3 Hrs.

This course introduces students to a wide variety of literary genres, periods, and traditions, emphasizing a diversity of literary texts. It inculcates in students an appreciation of literature and guides them through the process of writing literary papers. *Prerequisites: ENG131 and ENG132*

ENG240 U. S. Writers of Color

3 Hrs.

This course explores the construction of identity in the United States as presented in selected texts by Latino American, Asian American, Native American and African American writers. We will also consider social/political concerns that have assisted in the shaping of these writers' sense(s) of identity.

- ENG330 Topics in Philosophy and Literature 3 Hrs.**
 An interdisciplinary course devoted to a selected topic that transcends the boundaries between philosophy and literary study. Selected topics may include the following: Plato, Existentialism, Aesthetics, the Black Aesthetic, Nietzsche, Modern Critical Theory, Love and Death. The course may be repeated once for credit when the topic is different.
Prerequisites: ENG131 and ENG132
- ENG331 Poetry 3 Hrs.**
 A study of poetry from different countries and different periods as an introduction to the genre. Designed for juniors and seniors only, others by consent of instructor. *Prerequisites: ENG131 and ENG132*
- ENG332 Drama (W.I.) 3 Hrs.**
 A study of Western drama from its beginning to modern times. This is a college wide writing initiative course.
Prerequisites: ENG131 and ENG132
- ENG333 English Novel 3 Hrs.**
 Selections from major eighteenth-century and nineteenth-century novelists from Richardson to Hardy. Designed for juniors and seniors only, others by consent of instructor. *Prerequisites: ENG131 and ENG132*
- ENG334 American Novel 3 Hrs.**
 A study of selections from major American novelists. Designed for juniors and seniors only, others by consent of instructor.
Prerequisites: ENG131 and ENG132
- ENG335 Religion and Literature 3 Hrs.**
 The student will be introduced to the dynamic relationship between religion and literature, particularly in the African American context. Authors likely to be studied in this course include, but are not restricted to, Hawthorne, Melville, Poe, W. E. B. DuBois, Zora Neale Hurston, Maya Angelou, and John Irving. Cross-reference REL335. *Prerequisites: ENG131 and ENG132*
- ENG336 Advanced Composition (W.I.) 3 Hrs.**
 Intensive practice in writing a thesis, using various rhetorical strategies; compositions include expository and argumentative essays, a research paper, and business writing. This is a college wide writing initiative course.
Prerequisites: ENG131 and ENG132
- ENG337 Creative Writing (W.I.) 3 Hrs.**
 Practice in the art of imaginative writing, including both poetry and fiction. This is a college wide writing initiative course.
Prerequisites: ENG131 and ENG132
- ENG338 Black Cinema 3 Hrs.**
 Black Cinema examines the cinematic productions of black film makers including works from Africa and the Caribbean by such film makers as Oscar Michaux, Camille Billops, Ngozi Onwurah, Spike Lee, Julie Dash, Joh Singleton, Tsitsi Dangaremba. Students will view the films, analyze and critique them for their artistic and thematic value and examine the politics of production and distribution specific to black film making.
- ENG339 Literary Criticism (W.I.) 3 Hrs.**
 A study of major literary critics from the Greeks to the present and of major critical approaches to literature, such as historical, psychological, mythological, and formalist, and practical applications of various approaches to literary works. Designed for juniors and seniors only, others by consent of instructor. This is a college wide writing initiative course. *Prerequisites: ENG131 and ENG132*
- ENG340 Adolescent Literary 3 Hrs.**
 Young adult literature, including genres, themes, authors, and history; emphasis on diverse and multicultural methodologies in teaching the young adult novel; examination of instructional and motivational techniques. *Prerequisites: ENG131 and ENG132.* Designed for English and/or Education majors; others are permitted with consent of the instructor.
- ENG360 Special Topics in English Studies 3 Hrs.**
 Topics and research of current interest and significance are discussed in a seminar format. Areas of focus may include American, British, and world literatures as well as rhetoric, writing, linguistics, and cultural studies. Course may be repeated up to three times for credit, providing there is a different topic

- ENG430 Restoration and 18th-Century Poetry and Prose** **3 Hrs.**
 Selections from the works of Dryden, Pope, Swift, Johnson, and others. Designed for juniors and seniors only; others permitted by consent of instructor. *Prerequisites: ENG131 and ENG132*
- ENG431 Romantic Literature** **3 Hrs.**
 Selections from major Romantic poets and prose writers. Designed for juniors and seniors only, others by consent of instructor. *Prerequisites: ENG131 and ENG132*
- ENG432 Victorian Poetry and Prose** **3 Hrs.**
 Selections from Tennyson, Browning, Arnold, Carlyle, Ruskin, Swinburne, and their contemporaries. Designed for juniors and seniors only; others by consent of instructor. *Prerequisites: ENG131 and ENG132*
- ENG433 Twentieth-Century Literature** **3 Hrs.**
 Selections from most representative English and American writers since the beginning of the century. Designed for juniors and seniors only, others by consent of instructor. *Prerequisites: ENG131 and ENG132*
- ENG434 Chaucer (W.I.)** **3 Hrs.**
 A study of the major writings of Chaucer, especially Troilus and Criseyde and The Canterbury Tales, and of the age in which he lived and his influence on later periods. Designed for juniors and seniors only, others by consent of instructor. This is a college-wide writing initiative course. *Prerequisites: ENG131 and ENG132*
- ENG435 Shakespeare (W.I.)** **3 Hrs.**
 Selections from Shakespeare's plays and poetry. Designed for juniors and seniors only, others by consent of instructor. This is a college-wide writing initiative course. *Prerequisites: ENG131 and ENG132*
- ENG436 Milton (W.I.)** **3 Hrs.**
 A study of the major poems and selections from the minor works of Milton. Designed for juniors and seniors only, others by consent of instructor. This is a college-wide writing initiative course. *Prerequisites: ENG131 and ENG132*
- ENG437 Modern Grammar** **3 Hrs.**
 A study of traditional and transformational-generative grammar, with emphasis on techniques and language of the transformational grammar exploiting linguistic structures. *Designed for juniors and seniors only, others by consent of instructor. Prerequisites: ENG131 and ENG132*
- ENG438 Linguistics** **3 Hrs.**
 The study of language as a science as well as a medium for thought and expression is the focus of this course. The course will include a survey of the sound system of language (phonology), word structure and composite meaning (morphology), the structure or word order of sentences (syntax), and the meaning aspect of language (semantics). Also, students may be assigned to read independently about the relationship between language and society/community (sociolinguistics) and the relationship between language and mind (psycholinguistics). *Designed for juniors and seniors only, others by consent of instructor. ENG131 and ENG132.*
- ENG439 Senior Capstone** **3 Hrs.**
 The Capstone is designed for seniors who will demonstrate their competence as English majors by successfully demonstrating and assessing their achievements as writers and critical thinkers by preparing and presenting a portfolio of their best written work produced across the English degree program.
- ENG440 English Methods** **3 Hrs.**
 This course is a comparative study of various methods of teaching English in secondary schools. It includes lesson planning, types of lesson plan, materials of instruction, planning and teaching a lesson, and a review of the history of English teaching through reading and audio-visual aids. *Prerequisites: ENG131 and ENG132, EDU336, and Formal Admittance to Teacher Education. This course must be passed with a grade of "C" or better.*
- ENG490 Special Topics in Imaginative Writing: Poetry and The Spoken Word Methods** **3 Hrs.**
 The purpose of this three-credit course is to offer student writers further experience with the workshop method of instruction, provide them with an opportunity to produce original poetry in various forms / styles for review by their peers, introduce student writers to an audience of serious readers, and provide students with the opportunity to improve their writing for the purpose of compiling a portfolio and becoming a published writer. Students will also be introduced to the craft of performance poetry and will be required to present their creative work orally, both in class and in at least one public performance.

- ENT232 Business Opportunities 3 Hrs.**
This course is a survey of current promising business opportunities for entrepreneurs such as franchising, importing and exporting, government contracting, consulting, and personal selling. *Prerequisites: BUS130.*
- ENT334 Principles of Intellectual Property 3 Hrs.**
This course is designed to enable the student to gain an in-depth understanding of the principles and fundamentals of intellectual property (IP) as they relate to protection of new technologies/products in startup companies. *Prerequisite: BUS130*
- ENT336 Entrepreneurship 3 Hrs.**
Entrepreneurship is the foundation of our economic system. It is a process of vision, change and creation. This course offers a framework for understanding how to successfully implement and operate a new business venture. Essential ingredients include the willingness to take calculated risks, the ability to form an effective venture team, the skill to acquire needed resources and the ability to create a solid business plan. *Prerequisite: MAT134, BUS130, ECO231*
- ENT437 Electronic Commerce 3 Hrs.**
This course introduces students to the theory and practice of conducting business over the World Wide Web. Businesses use electronic commerce initiatives to improve the efficiency and effectiveness of their operations in the value chain. This course explains how online businesses can share and transfer brand benefits through affiliate marketing, use existing social networking Web sites to increase sales and do market research, engage in mobile commerce and operate auction sites. The use of mobile technologies for making payments and doing online banking is outlined. *Prerequisites: BUS130.*
- ENT438 Business Valuation and Financing. 3 Hrs.**
This course focuses on the issues confronting start-up ventures, and the early stages of company development. A startup venture does not have the same credibility as a well-established, publicly traded corporation and therefore must raise capital differently. We will address key questions relevant to these companies: how much money can and should be raised; when should it be raised and from whom; what is a reasonable valuation of the company; and how funding should be structured. In this course, these companies will be examined at all phases of their life cycles, from initial idea generation to the ultimate harvesting of the venture. *Prerequisites: BUS333*
- ESC140 Earth Science 4 Hrs.**
A study covering the various subdivisions of Earth Science as well as the principles of science and earth systems. The course includes among other topics, earth structure and motion, seasons, weather, systems formation and identification of rocks and minerals, and gravity. Three hours' lecture and two hours' lab.
- FIN233/BUS233 Management Information System 3 Hrs.**
To the use of Information System as an essential tool for conducting business in an increasingly global economy. The emphasis is on the conceptual foundations underlying the design, control and operation of IS and how IS provide organizations competitive advantages
- FIN331/BUS331 Investments 3 Hrs.**
The course covers the theoretical and practical applications of investments. The topics covered include portfolio and diversification theory, short-term investments, long term investments, investment banking, security trading, measuring portfolio performance, international investing, and mutual funds Prerequisite BUS333
- FIN 436 Artificial Intelligence in FinTech 3 Hrs.**
Course Description: This course explores the integration of Artificial Intelligence (AI) in the rapidly evolving field of Financial Technology (FinTech). Students will gain a deep understanding of the foundational principles of AI and its applications in various aspects of the financial industry. The course covers machine learning, natural language processing, blockchain, predictive analytics, and other AI-driven technologies that are reshaping the financial landscape.
- FIN437/BUS437/ECO437 Descriptive Analytics 3 Hrs.**
This course explores the principles and techniques of descriptive Analytics in the business context. Topics include data summarization, visualization, and interpretation. Students will learn to analyze and communicate patterns and trends in data, facilitating informed decision-making.
- FIN438/ECO438 Blockchain in FinTech 3 Hrs.**

This course delves into the foundational concepts and practical applications of blockchain technology in the context of Financial Technology (FinTech). Students will explore the architecture of blockchain, its role in enhancing security and transparency, and its applications in revolutionizing various aspects of financial services. The course aims to equip students with the knowledge and skills to understand, develop, and implement blockchain solutions in the FinTech domain.

FIN439/BUS439 Data Mining 3 Hrs.
1 Be familiar with mathematical foundations of data mining tools. 2 Understand and implement classical models and algorithms in data warehouses and data mining 3 Characterize the kinds of patterns that can be discovered by association rule mining, classification, and clustering.

GED110 College Skills 3 Hrs.
This course is designed to help students acquire and refine the skills needed for successfully completing their college careers. Notetaking, time management, study skills, adapting to campus life, and managing relationships are among the topics covered. History of Livingstone College is also covered. Additionally, Cultural Social Awareness, Debt Management, Personal Responsibility, and Individual Leadership are covered.

GEO130 Regional Geography 3 Hrs.
This course centers on the concept of regions and explores the interrelationships of the world's economic, political, cultural and physical geographic elements.

HEA110 Healthful Living 1 Hr.
This course is designed to create an appreciation for the significance of health education, to develop a better understanding of health to increase knowledge of health and wellness, and to encourage more effective and responsible living in personal and community relationships. Additionally, this course will cover health wellness, fitness, and emergency response. Only HEA110 Healthful Living fulfills the General Education requirement.

HEA220 First Aid and CPR 3 Hrs.
This course is designed to teach students the basic steps to follow in rendering First Aid and CPR to individuals in need of assistance. The course follows standard Red Cross certification procedures and will include additional reference material. Students who successfully complete the Red Cross portion of this class will receive certification in both Community First Aid and CPR, including infant and child.

HIS131 World History: Ancient to Early Modern Times 3 Hrs.
A survey of major world cultures, events, and themes from the earliest times to the reformation era.

HIS132 World History: Early Modern Times 3 Hrs.
A survey of major events and themes in World History from the growth of the nation-state system to the aftermath of World War II.

HIS133 History of the United States I 3 Hrs.
A survey of political, economic, cultural and religious themes and events in American History from the colonial period to the Civil War.

HIS134 History of the United States II 3 Hrs.
A survey of political, economic, and religious themes and events in American History from the Civil War to the present.

HIS231 African American History I: Africa to the Civil War 3 Hrs.
A study of Afro-American history from African Origins to the period of the American Civil War and Reconstruction. The course will emphasize the institutionalization of slavery, physical and intellectual resistance to enslavement, and the repercussions of slavery for the whole of American society.

HIS232 African American History II: Reconstruction through the Civil Rights Movement 3 Hrs.
A study of Afro-American history from the end of reconstruction to the present. The course will emphasize the failure of reconstruction, the economic, political and social manifestations of racism in the United States, and the struggle for equality and justice in the 20th Century.

HIS233 Comparative History of Third World Woman 3 Hrs.
This course will expose students to women's roles and status in contemporary societies through international historical processes such as colonialism, imperialism, nationalism, industrialism, urbanization and globalization. Students will identify

and compare similarities and differences within major historical changes and trends in global history, the pace and depth of evolution in women's ways of life, and the variety of aspects that create gendered societies.

HIS234 Women and Gender in United States History 3 Hrs.

This course explores the historical construction of gender and examines how gender interconnects with race, class, national origin, and region in the amplification of political, economic, and social trends in the United States; in particular, citizenship, suffrage, sexuality and reproduction and social welfare.

HIS235 History of Latin America 3 Hrs.

The history and current problems of selected countries and areas of Latin America will be studied with an emphasis on those countries currently in the news.

HIS238 History of North Carolina 3 Hrs.

A survey of the history of North Carolina from pre-colonial times to the present. *This is a required course for the Social Studies Teacher Education major.*

HIS239 Ethnic Conflict 3 Hrs.

This course takes an historical and global perspective on the issue of ethnicity and conflict. The origins, manifestations, and economic, political and social ramifications of ethnic conflicts will be examined. *Cross referenced 239POL239.*

HIS 330 American Constitutional Law I 3 Hrs.

American Supreme Court decisions are studied in relation to past rulings and present conflicts. *Prerequisite: POL 233 or HIS 233.*

HIS 331 Modern European History I (1500-1815) (W.I.) I 3 Hrs.

This course studies the underlying causes and far-reaching results of the renaissance and reformation, the expansion of European powers, the ancient regime, the French Revolution, the Napoleonic Period, and the rise of the nation state. *This is a college-wide Writing initiative course. Prerequisite: HIS 132.*

HIS 332 Modern European History II (1815-Present) (W.I.) I 3 Hrs.

This course focuses on the problems of revolutionary movements of the early nineteenth century; the growth of nationalism, liberalism, socialism and communism; the international rivalries that led to two world wars; and the growth of the postwar movement for European unity. *This is a college-wide writing initiative course. Prerequisite: HIS 132.*

HIS 333 History of the Middle East I 3 Hrs.

History, scope, and political impact of Islamic populations throughout the world are examined with a look at how they influence the modern world. *Cross referenced POL 236.*

HIS 334 Economic History I 3 Hrs.

Economic history takes a global perspective on the economic forces, which have shaped human existence. Themes to be examined will include long-distance trade systems, the formation of a "world economy," the impact of technology on history and economics, the rise of the working and middle classes, and the conflict between different economic systems.

HIS 335 Sectional Conflict, Civil War, and Reconstruction (W.I.) I 3 Hrs.

The course will provide an in-depth study of the United States History from the beginning of sectionalism during the early 1800s through the latter stages of America's Gilded Age of the 1890s. This course will examine issues surrounding America's political and social focusing on reform movements, Abolitionism, the Civil War, Reconstruction, and the Populist impact during the Gilded Age. *This is a college-wide writing initiative course.*

HIS 336 20TH Century United States History 3 Hrs.

The course will provide an in-depth study of United States History from 20th century through the end of the Vietnam War. This course will examine the various political, social and military actions that take place during the first three quarters of the 20th Century, including World War I and II, Korean War, Vietnam War, the Great Depression, the Harlem Renaissance, New Deal, and other events of importance.

- HIS 337 History of American Minorities I 3 Hrs.**
 This course looks at the poly-ethnic history of the United States. Central themes to be examined will include: the origins of American Minorities, the nature of ethnic identity, racism, discrimination (political and social), coping techniques, acculturation, realization, cultural survival, inter-ethnic relations, and the role of minorities in shaping the modern United States. *Cross referenced POL337.*
- HIS 338 Women's History and Feminist Theory (W.I) I 3 Hrs.**
 This course explores and analyzes both the history of women's experience and the various theoretical, strategic and political positions which characterize the literature and the study of women-related issues. Students will critically examine the historical and current theories about the role and status of women. *This is a college-wide writing initiative course.*
- HIS 339 Directed Readings I 3 Hrs.**
 This course emphasizes research into selected topics in history and political science. The subjects investigated vary according to the interests and needs of the students. Reports are presented for class discussion concerning the results of the student's analysis. *Open to all interested juniors and seniors*
- HIS 430 Historiography (W.I) 3 Hrs.**
 This course provides an introduction to historical inquiry and its relation to the understanding and purposes of the history of historical writing. Students will investigate historical methods, themes, theories, interpretations and people who have been influential in views of historical events and writings. *This is a college-wide writing initiative course.*
- HIS 431 Ancient African History 3 Hrs.**
 This course examines the history of the peoples of Africa from the advent of organized life ways to the period of the Atlantic Slave trade. The course will focus on debunking commonly held myths about Africa. Research, writing, and analytical skills are emphasized.
- HIS 432 Contemporary Africa 3 Hrs.**
 A number of African countries will be investigated in relationship to their history and present development.
Prerequisite: HIS 120. Cross referenced POL 333.
- HIS 433 Modern African History 3 Hrs.**
 This course examines the history of Africa from the end of the Atlantic Slave trade to the present day. Key topics will include resistance to colonialism, economic and social adaptations to imperialism and colonialism, the development of nationalist movements, and the roots of modern African conditions.
- HIS 434 US Civil Rights Movements (W.I.) 3 Hrs.**
 This course is an analysis of the history, scope, religious, socioeconomic and political influence of the US Civil Rights Movements with a focus on the responsibilities and limitations of the movement, in addition to its ideological goals and its relationship with similar processes around the world. From a historical perspective, students will engage in an in-depth investigation of the structure and dynamics of the movement as a contributing factor to change in American and world histories. *This is a college-wide writing initiative course.*
- HIS 435 Black Intellectual History (W.I.) 3 Hrs.**
 This course examines the works of leading African-American thinkers in the fields of Politics, Economics, and Social thought with the goal of recognizing and understanding their contributions to the development of the American society. *This is a college-wide writing initiative course.*
- HIS 436 Diplomatic History of the United States 3 Hrs.**
 This course analyzes the international relations of the United States from the Revolutionary War to the present nuclear defense and economic resource issues. Emphasis is placed on the interplay of executive and congressional actors, pressure groups, ideological and national interest factors in the formulation and implementation of foreign policy.
Prerequisite: HIS 233 or POL 233. Cross referenced POL 338.
- HIS 438 Special Topics in World, US, and European History (W.I.) 3 Hrs.**
 This course will examine various topics in World, US, and European History. When topics change course may be repeated for credit. *This is a college-wide writing initiative course.*

HIS 439 Senior Capstone (W.I.) 3 Hrs.

A final refined paper/project must be submitted during the senior year. The issues of the research stems from previous courses beginning the sophomore year, but in particular, the Special Topics course, and the approaches are guided in this course. Students receive practical assistance and work closely with a personal advisor. Students are required to submit a prospectus, annotated bibliography, and a draft at the end of six weeks of the course. The final draft is due the 12th week of the course. *This is a college-wide writing initiative course.*

HMG 100 Hospitality Seminar 0 Hrs.

This is a required course consisting of classroom lecture and introduction to the campus Hospitality and event Center, enhancing their skills by placing them in a hands-on atmosphere to work with various Industry associations and organizations on and off campus. Meeting for classroom lectures to develop the mental knowledge of the Hospitality Management Industry.

HMG 130 Sanitation and Safety 3 Hrs.

The causes and prevention of food borne illness/food spoilage and their direct relation to sanitation principles, laws and regulations will be dealt with in a systematic, holistic environment. The H.A.C.C.P. method will be stressed.

HMG 138 Hospitality Research 3 Hrs.

This course will provide students with a working overview of the research process. Emphasis is placed on demonstrating a solid understanding of research concepts. Topics include research design, instrument development, data collection, and analyzing and presenting research results. Students will conduct an original research project as part of the course.

HMG 139 Introduction to Hospitality Management 3 Hrs.

Introduction to the various facets of the industry including restaurants, hotels, resorts, travel, tourism and clubs. General operating procedures with an emphasis on professional management principles are reviewed. Field trips and hospitality executive guest lecturers enrich the course.

HMG 200 Hospitality Management Internship 3 Hrs.

Hrs. Students are required to obtain a total of 800 hours of acceptable hospitality experience during their sophomore (400) and junior (400) years. It is recommended that the student works a minimum of ten weeks per summer. The 800-hour hospitality experience requirement may be obtained prior to enrollment, during studies or after completion of course work but must be completed before graduation. The Walt Disney College Program Internship counts as two internships, due to its extended length. *Prerequisites: HMG130 and HMG 330, Sophomore status, 400 hundred - clock-hour (minimum)*

HMG 230 Housekeeping 3 Hrs.

This course includes management concepts and responsibilities in the housekeeping department. Students will be exposed to content relating to structural planning for large properties, including models for staffing patterns and hiring principles. Emphasis will be placed on inventory and equipment management, cost control, risk management, safety, security, topical environmental issues, characteristics of materials and supplies, linen and laundry room management, and the technical details of cleaning each area of a hospitality facility cleaning functions. In addition to operational practices, personnel administration, including employee motivation, turnover, satisfaction, absenteeism, and cultural diversity issues are addressed.

HMG 231 Operations Management 3 Hrs.

A comprehensive analysis of modern hotel housekeeping management procedures with an emphasis on pragmatic decision making and guest communication practices. An introduction to the techniques and systems used to plan, schedule, forecast and analyze housekeeping inventory. An integrated view of operations is stressed, particularly with respect to the Front Office, Security, Accounting and Human Resource Departments. *Prerequisite: HMG 130*

HMG 232 Front Office Management 3 Hrs.

This course is designed to present an overview of the basic components of hotel operations; a historical view of the development of the hotel industry; an understanding of the functions of front and back-of-the-house hotel operations; classifications of hotel products/services; and future trends in hotel development and operations.

- HMG 233 Event Design and Services 3 Hrs.**
This course provides students with the concepts and logistics of event planning and management. The course entails: marketing, planning costing, executing, and evaluating of events, Also, prepare their final version of the portfolio and resume. Students are required to complete and or assist with major events.
- HMG 234 Fairs and Festival Management 3 Hrs.**
This course provides Procedures for conducting fairs, festival management and entertainment management that provides students with a broad overview of the basic structure of expositions, fairs, festivals and entertainment organizations. Subject matter includes expositions, fairs festivals and entertainment purposes; types of facilities; management; organization; current industry trends/issues; and employment opportunities with special emphasis given to overall event management.
- HMG 235 Hotel Sales and Marketing Hrs. 3 Hrs.**
This course provides an introduction to service marketing and its application to the hospitality industry, including the application of basic marketing concepts and research methods. The course also will cover the design and delivery of a marketing plan for a hospitality business.
- HMG 236 Hotel Revenue Management 3 Hrs.**
Hrs. Internal systems for monitoring revenues and expenses, ratio analysis, break-even and closing point are presented as additional financial tools for the owner-manager. Other topics include labor costs analysis and scheduling techniques; the menu as a cost control and marketing tool; sales mix analysis; pricing theories and methodology; food and beverage purchasing; and inventory systems. The course also covers the Uniform System of Accounts for Restaurants and Small Hotels and Motels, financial reporting for operational analysis and performance development.
- HMG 238 Sports Event 3 Hrs.**
This course combines theory, policy and sport event practice, and management techniques on how to plan and deliver successful sporting events. This course will help students develop a thorough understanding of the marketing concepts and theories that apply to sports and sporting events. The areas this course will cover include basic marketing, target marketing and segmentation, sponsorship, event marketing, promotions, sponsorship proposals, and implementation of sports marketing plans also the evaluation of sporting events.
- HMG 239 Exhibition and Trade Show Management 3 Hrs.**
This course provides an in-depth study of exhibit and trade show operations; Focuses on both supply and demand pertaining to exhibits and trade shows.
- HMG 300 Hospitality Management Internship 3 Hrs.**
400-clock-hour (minimum) internship programs with selected hospitality firms, usually during the second or third year. It is recommended that the student works a minimum of ten weeks per summer must be completed before graduation. The Walt Disney College Program Internship counts as two internships, due to its extended length. *Prerequisites: HMG 130 & HMG 200, HMG 332, junior status.*
- HMG 330 Food Planning and Prep I 3 Hrs.**
Universal methods and procedures of food planning and preparation applicable to all segments of the hospitality industry are presented, understood, explored and demonstrated in classroom as well as the culinary lab. Included are implications of sanitation & safety procedures, kitchen tools & equipment and application of culinary principles. *Prerequisite: HMG 130*
- HMG 331 Customer Services 3 Hrs.**
The study of making decisions from the guest's point of view in the hospitality industry, the students will gain an understanding of the skills, attitudes, and thinking patterns needed to win customer satisfaction and loyalty. The process includes developing: 1) a heightened awareness of the challenges and opportunities, 2) the tools for dealing with unhappy customers by using the power of customer expectations and by creating loyalty, 3) the ability to lead, expand, and empower the service process, 4) Specific skills for professions success, and 5) a clear understanding of the future directions of customer service.

- HMG 332 Hospitality Leadership Colloquium 3 Hrs.**
An analysis and synthesis of current trends, business practices and legislative and socioeconomic issues, impacting the hospitality and tourism industry. Students receive training in the 7 Habits of Highly Effective People resulting in a certificate. Executives from the hospitality industry provide students and faculty with insights into senior level managerial decision-making.
- HMG 333 Purchasing and Cost Control (W.I.) 3 Hrs.**
This course applies the disciplines required to effectively control food and beverage operations. Items covered in the course include purchasing systems and practices; managing food and beverage production; loss reduction; food and beverage pricing; and menu analysis. The use of technology to enhance control systems is explored. *This is a college-wide writing initiative course.*
- HMG 334 Hotel Management and Operations 3 Hrs.**
A comprehensive analysis of modern hotel front office management procedures with an emphasis on pragmatic decision making and guest communication practices. Introduction to the techniques and systems used to plan, schedule, forecast, and analyze a room's inventory mix. Control of overall operations observed via night audit reports and procedures. An integrated view of the operations is stressed, particularly with respect to housekeeping and food and beverage departments. *Prerequisites: HMG 200*
- HMG 335 Introduction to Travel and Tourism 3 Hrs.**
This course emphasizes principles, practices, and philosophies which affect the economy, as well as classic and contemporary concepts of travel and their effect on the tourism industry. Conceptual structure of tourism in conjunction with transportation systems in both foreign and domestic environments. Major examination of socio-political/cultural costs vs. economic benefits to receiving destination. *Prerequisite: HMG 200*
- HMG 336 Convention and Meeting Management 3 Hrs.**
This course introduces the students to meetings and trade show management that provides a broad overview of the basic structure of large meetings and trade show management. Subject matter includes the role of the corporate, association and independent meeting planner. The course also includes an examination of trade show purposes, types of facilities, budgeting, contracting, and scheduling and organization structures. Industry trends, issues and employment opportunities within the disciplines of meetings and trade shows are also covered.
- HMG 337 Hospitality Facilities Management 3 Hrs.**
A study of managing the engineering and maintenance functions in today's hospitality industry. Property engineering program analysis. Basic principles of heat systems, lights, power, water, and landscaping of various hospitality facilities. Energy conservation programs are compared and contrasted. The course will focus on building management, stressing the interdependence of planning, construction, equipment, maintenance, personnel, and service to the on-premise guest or customer. Layout studies, equipment design, and budget estimation are considered.
- HMG 339 Food Preparation and Planning II 3 Hrs.**
This is a hands-on food preparation lab where students will interact with and demonstrate the principles of quantity food production in a food production facility. *Prerequisite: HMG 200, HMG 130, HMG 330*
- HMG 340 Restaurant Management 3 Hrs.**
This course gives the opportunity for students to function in standard operational roles in a full-service restaurant operation. Students rotate through eight back of the house and front of the house positions during the course of the term. The coordination of planning, preparation, service, support services in the flow of the meal is stressed. A major focus is placed on the student's performance as a future food service manager/leader. Class work supports and expands the student's understanding and synthesis of the operation of a foodservice operation. *Prerequisites: HMG 130 and HMG 330*
- HMG 400 Hospitality Management Internship 3 Hrs.**
400-clock-hour (minimum) internship programs with selected hospitality firms, during the fourth year. It is recommended that the student works a minimum of ten weeks per summer. The 400-hour hospitality experience requirement may be obtained prior to enrollment, during studies or after completion of course work, designed to provide leadership skills and must be completed before graduation. The Walt Disney College Program Internship counts as two internships, due to its extended length. *Prerequisites: HMG 200 & HMG 300, HMG 332, Senior status*
- HMG 409 Destination Planning Management 3 Hrs.**
This course will give students a basic understanding of the roles destination management organizations

(DMOs) and convention and visitors bureaus (CVBs) play in the tourism industry. All aspects of organization operations are covered, including service, research, product development, human resources, and financial management.

HMG 430 Catering & Event Management 3 Hrs.

This course is a hands-on class in customized catering activities. Student teams under the supervision of an instructor will plan, prepare, serve and clean up a specific number of group functions during the term. *Prerequisites: HMG 130, and HMG 330.*

HMG 431 Hospitality Finance Management 3 Hrs.

This course addresses the generation and analysis of quantitative information for planning, control, and decision making in hospitality enterprises. Financial reports will be examined as tools for analyzing past performance, future projects, and day-to-day decision-making.

HMG 432 Hospitality and Tourism Marketing 3 Hrs.

This course is an analysis of the development, application and evaluation of marketing conceptual structures and techniques in the hospitality industry. Also, the course is an in-depth look at business research, product development and outreach program practices and techniques. The course revolves around research and professional presentation of a comprehensive marketing plan.

HMG 433 Legal Environment in Hospitality 3 Hrs.

This course represents a comprehensive overview of the laws and regulatory agencies governing the lodging, foodservice and travel industries. The historical development of the common law, innkeeper's/guest relationships, responsibilities, F&B liability, ADA, Dram Shop laws, responsible service of alcohol, food borne illness and safety issues.

HMG 434 Contract Food Service Management 3 Hrs.

Advanced management of food service operations in noncommercial facilities, self-operated and contract managed. Includes corporate business and industry, health care, campus dining, correctional, and food service vending.

HMG 435 Nutrition for Food Services 3 Hrs.

The cause-and-effect principles and dietary practice are presented to include the composition of foods, labeling, additives, special diets, RDA's, BMI, and TEU. The interrelationship of nutrition and the bodily system are explored. The global environment, food safety and environmental challenges are presented for discussion and research. *Prerequisites: HMG 130*

HMG 436 Restaurant/Foodservice Management 3 Hrs.

This course covers the history, organization and development of modern food service concepts: industry demographics, impact of restaurants' location, menu design, business entities, franchising, service delivery systems, equipment selection, facility layout and career demands. The food service industry includes not only commercial table service restaurants and fast-food operations but also all public and private operations offering food service to a constituency that includes retail, contract feeding, military, education, health care, and transportation and recreation areas.

HMG 437 Menu Planning, Design and Layout (W.I.) 3 Hrs.

This course is a study of the factors involved in planning effective menus for a variety of food service operations. Course content includes basic menu planning principles, layout and design, factors that impact menu items selection, menu pricing, menu sales performance and mix analysis, and menu planning resources. *This is a college-wide writing initiative course.*

HMG 438 Beverage Management 3 Hrs.

The management of the purchasing, merchandising, control, pricing, cellar management and inventory control of wine is covered. Emphasis is given to management elements of wine purchasing and retail sales with a restaurant or hotel operations. Responsible alcohol consumption, legal liability and moral obligations pertaining to the sale and consumption of alcoholic beverages are covered. The course is designed to develop an appreciation of viticulture and oenology and instill a deeper knowledge of wines to pair with food. Wines are introduced in their historical context and viniculture and viticulture are explained. The course covers the world's 12 major grape varieties country by country.

HMG 439 Senior Seminar in Hospitality Research 3 Hrs.

A capstone course focusing on the application of managerial, leadership, and operational concepts. Students work in groups to engage in problem solving while building their teamwork skills. A seminar is presented as the final product.

HMG 462 Food Truck Management and Operations II 3 Hrs.
Continuation of universal methods and procedures food truck management and operations as well as specific regulatory requirements and business planning. Areas explored include working with the local health departments in permitting and adherence of sanitation practices, local and state regulations regarding equipment and truck maintenance, management of personal, development of menus conducive to food trucks and the development of a business plan used to secure proper funding and operations budgets. Implementation of strategic plan. This class puts those components in action. Prerequisites: HMG130 Sanitation and Safety; HMG330, Food Prep I, HMG333-Purchasing and Cost Control, HMG339 Food Prep and Planning II, CUL161 Food Truck Management and Operations.

HON 330 Honors Junior Colloquium 3 Hrs.
This course addresses a central theme or topic that varies each semester and employs a variety of methods that may include lectures, discussions, field observations, community activism, student projects, and guest speakers, as determined by the instructor. It is designed to expose students to current issues, personalities, activities, and career opportunities to students. Interdisciplinary and experimental in nature, the course may for instance, include such themes or topics as, "Terrorism and its Effects," or "Political Activism in the Media."

HON 430 Honors Senior Thesis 3 Hrs.
This course provides a culminating and innovative experience to a student in undergraduate learning. It requires the student to complete a senior thesis project on a topic applicable to their major discipline and approved by their department and Honors Committee. The student must demonstrate proficiency and successfully defend the senior thesis project before the department and the Honors Committee.

HUM 231 Survey of Humanities I 3 Hrs.
This course is the first of two courses in the Humanities general education requirement designed to contribute to an integrated understanding of cultural expressions of major civilizations. Interdisciplinary in nature, this course is designed to acquaint students with the history, literature, art, philosophy, religion and music from the dawn of culture of the late Middle Ages.

HUM 232 Survey of Humanities II 3 Hrs.
This course is the second of two courses in the Humanities general education requirement designed to contribute to an integrated understanding of cultural expressions of major civilizations. Interdisciplinary in nature, this course is designed to acquaint students with the history, literature, art, philosophy, religion and music from the early Renaissance to the contemporary era.

MAT 130 Introduction to Mathematical Software 3 Hrs.
This course is intended to introduce math majors to the concept of using mathematical software. This course will prepare the students for the advanced applied courses. *Prerequisite: Declared as a mathematics major.*

MAT 133 College Mathematics I 3 Hrs.
This course covers basic set theory concepts, set operations and its applications, fundamentals of logical notation, identities, proofs of logical identities, various mathematical and numerical systems, systems of linear equations, and inequalities with their applications. A review of elementary functions, their properties and graphs are covered. **This course has a required lab component. In addition to course instruction, students must attend separate lab sessions.**

MAT 134 College Mathematics II 3 Hrs.
This course covers a study of basic plane and solid geometric figures and their properties, calculation of area and volume. Basic concepts of probability and statistics with applications in daily life will be covered in this course. **This course has a required lab component. In addition to course instruction, students must attend separate lab sessions.**
Prerequisite: MAT 133

MAT 137 Pre-Calculus 3 Hrs.
This course covers elementary functions and their graphs. In particular, this course will focus on the properties, graphs and inverses of algebraic, exponential, and logarithmic functions. Concepts that are emphasized include slope, intercepts, extrema and transformations. In addition, topics like equation solving and conic sections will be discussed. *Prerequisites: Declared as Mathematics, Mathematics Education, or Biology Major*

MAT 138 Pre-Calculus II 3 Hrs.
The course covers the major topics in Trigonometry and advanced topics to prepare for Calculus I. The topics include

trigonometric functions along with their graphs and properties, trigonometric identities and formulas, and solving trigonometric equations. In addition, topics like partial fractions, sequences, and introduction to limits will also be discussed.

Prerequisite: MAT 137

MAT 230 Algebra and Trigonometry 3 Hrs.

This course covers real and complex numbers, relations, functions, inverse functions, linear equations and their graphs, quadratic equations and their graphs, polynomials of higher order and their graphs, and the basics of probability. In addition, a study of trigonometric functions, their relations, graphs, identities, equations and applications are included.

Prerequisite: MAT 133 and MAT 134.

MAT 231 History of Mathematics (W.I.) 3 Hrs.

This course surveys aspects of historical development of mathematics from ancient to modern times, and examines the ideological, social, and cultural forces that shaped this development. *This is a college-wide writing initiative course.*

MAT 238 Pre-Calculus 3 Hrs.

This course covers elementary functions and their graphs. In particular, the course focuses on the properties, graphs and inverses of algebraic, exponential, logarithmic and trigonometric functions. Concepts emphasized include slopes, intercepts, maxima, minima, and transformations. *Prerequisite: MAT 133 and MAT 134.*

MAT 241 Calculus I 4 Hrs.

This course contains a study of the limits of sequences and functions, continuity of functions, concepts of derivatives, methods and rules of differentiation of various functions of one variable. Topics also include theory of maximum/minimum and its applications, curve sketching, and applications in Physics and other subjects. *Prerequisites: MAT 138 or MAT 238.*

MAT 242 Calculus II 4 Hrs.

This is a continuation of Calculus I. Antiderivative and methods of integration, definite integral and their applications (arc length, area and volume), inverse functions, differentiation and integration of exponential, logarithmic and inverse trigonometric functions, integration techniques, integration by parts, various substitutions, partial fractions, numerical integrations, Hospital's rule, and improper integral are covered in this course. *Prerequisite: MAT 241.*

MAT 330 Introduction to Mathematical Writing 3 Hrs.

This course is an introduction to reading and writing mathematical proofs. Topics include set theory, logic theory, proof techniques, induction, equivalence relations, and sequences. This course is designed to help students transition from lower level to upper-level mathematics. *Prerequisite: Declared as Mathematics Major*

MAT 331 Contemporary Geometry 3 Hrs.

This course covers plane and solid Euclidean geometry treated from a theoretical and historical perspective. Topics include congruence, the parallel postulate and its consequences, similarity, area and areas functions, volume and the elementary transformations. Depending on time allowance, a brief description of non-Euclidean geometries and comparison with Euclidean geometry may be covered. This course is offered as needed for Mathematics: Teacher Education majors. *Prerequisite: MAT 138/238.*

MAT 332 Linear Algebra 3 Hrs.

This course covers matrix algebra, application of matrices, including solutions of systems of linear equations, determinants, vectors and vector spaces, linear transformation and eigenvalues and eigenvectors. *Prerequisite: MAT 242.*

MAT 334 Modern Geometry 3 Hrs.

The development of geometry with an emphasis on foundations and structure, projective, Euclidean, non-Euclidean, and finite geometries will be studied by means of their transformations and axiom system. *Prerequisite: MAT 331*

MAT 336 Discrete Mathematics 3 Hrs.

Topics include combinatorics, discrete functions and graphs, relations, algorithms, Boolean algebra, and other topics of discrete nature. *Prerequisites MAT 241.*

MAT 337 Elementary Statistics (W.I.) 3 Hrs.

This course covers elementary concepts and applications of statistics. It includes descriptive statistics, probability and probability distributions such as binomial distribution, normal distribution, and t-distribution. Confidence intervals and hypothesis

tests are covered. Additional topics such as chi-squared distribution and estimate and tests for standard deviation and variance may be studied as well. *This is a college-wide writing initiative course. Prerequisite: MAT 238 or MAT 138*

MAT 338 Number Theory 3 Hrs.
Number Theory studies the elements of classical Number Theory including divisibility, congruence, Diophantine equations, prime numbers and their distribution quadratic reciprocity, number-theoretic functions, and famous unsolved problems. *Prerequisite: MAT 330 or consent of the Department Chair.*

MAT 343 Calculus III 4 Hrs.
This course covers multivariable differential and integral calculus, applications to maxima and minima of functions of more than one variable, integration in polar, cylindrical, and spherical coordinates, Taylor Theorem, infinite series, convergence tests and applications may also be discussed if time allows. *Prerequisite: MAT 242.*

MAT 430 Mathematical Methods 3 Hrs.
This course deals with mathematics curriculum, methods, and materials for teaching secondary (9-12) grades. It concerns general issues, which include planning, instructional strategies, sequencing, evaluation, reporting classroom information, and classroom management. *Prerequisite: completed Mathematics sequence.*

MAT 431 Ordinary Differential Equations 3 Hrs.
This course first studies differential equation of order one, which includes separable equations, equations with homogeneous coefficients, exact equations, integration factors, linear equations of order one, and Bernoulli's equation. The study of linear equations is emphasized to the equations with constant coefficients. For nonhomogeneous equations the undetermined coefficients and variation of parameters are studied. *Prerequisites: MAT 332, MAT 343.*

MAT 432 Introduction to Math Statistics 3 Hrs.
This course is an introductory course to Mathematical statistics and is required for all Mathematics majors. The course covers random variables, distribution functions, density functions, moments, and moment generating functions, multivariate distributions, point and interval estimation, confidence intervals, theory of hypothesis testing, comparison of two populations, correlation, regression analysis as well as analysis of variance and non-parametric statistics. *Prerequisites: MAT 242 and MAT 337.*

MAT 433 Topology 3 Hrs.
In this introductory course on General Topology, it covers the naïve set theory, the definition and constructions of topological spaces, base and subbase for a topology, the first and second countabilities, the separation axioms, the connectedness and the compactness. The metric spaces, with an emphasis of the Euclidean n -spaces, are treated as examples through the course. The product spaces are also covered if time allowed. *Prerequisites: MAT 331, MAT 334, MAT 241.*

MAT 434 Modern Algebra 3 Hrs.
This course emphasized an axiomatic approach to the structure and systems of contemporary mathematics including group, rings, integral domains, fields, homomorphism and isomorphism. *Prerequisite: MAT 330.*

MAT 435 Real Analysis 3 Hrs.
This course covers foundations of the real-number system, sequences and Cauchy sequences, convergence, limits, sequence and series, continuity, derivatives and Riemann integration. *Prerequisites: MAT 330 and MAT 343 (may take MAT 343 concurrently)*

MAT 436 Complex Analysis 3 Hrs.
This course studies algebra of Complex numbers, analytic functions, the Cauchy-Riemann Equations, Cauchy's theorem, the Cauchy integral formula, Taylor and Laurent series, the residue theory and contour integrals. *Prerequisites: MAT 343, MAT 345*

MAT 437 Senior Seminar (W.I.) 3 Hrs.
An investigation of a topic of student's interest under supervision of a professor. Students will produce a required presentation of their project. *This is a college-wide writing initiative course. Prerequisite: Senior standing or consent of department chair.*

MAT438 Numerical Analysis 3 Hrs.

This course acquaints the students with the development and application of numerical methods for solution of transcendental equation, system of linear equations, differential equations, integrations and related problems utilizing the computer. *Prerequisites: MAT 332, MAT 242, MAT 343 (may take MAT 343 concurrently).*

MUSIC HISTORY AND LITERATURE

MUS 230 Music Literature 3 Hrs.

A survey of music literature from Palestrina to the present. Emphasis will be placed on familiarizing the student with monumental works from the standard literature representing each of the principal media. All Music majors should take this course during the first semester of their freshman year.

MUS 232 African American Music 3 Hrs.

This course is designed to explore the numerous contributions made to music by Black Americans. Consideration is given to the African heritage and its influence upon American musical developments and various musical styles that have resulted from the socio-economic conditions of Black people in America.

MUS 331 Music History I 3 Hrs.

An examination of the development of Western notated music and musical style as revealed through studies of social influences, biographical figures, and notated musical scores from the Medieval Period through the Renaissance Period to include an introduction to ancient music. Instruction is primarily through lectures and musical illustration. Students will come to know representative works of master composers through listening examples and music scores. This course satisfies the college-wide writing initiative.

MUS 332 Music History II 3 Hrs.

An examination of the development of Western notated music and musical style as revealed through studies of social influences, biographical figures, and notated musical scores from the Baroque Period through the Classical Period. Instruction is primarily through lectures and musical illustration. Students will come to know representative works of master composers through listening examples and music scores. This course satisfies the college-wide writing initiative.

MUS 333 Music History III 3 Hrs.

An examination of the development of Western notated music and musical style as revealed through studies of social influences, biographical figures, and notated musical scores from the Romantic Period through 20th Century music. Instruction is primarily through lectures and musical illustration. Students will come to know representative works of master composers through listening examples and music scores. This course satisfies the college-wide writing initiative.

APPLIED MUSIC STUDIES

MUS 101, 102, 201, 202, 301, 302, 401, 402 Music Seminar 3 Hrs.

This course is intended to provide opportunity for music majors to gain experience in performing for an audience of peers and to develop the ability to critique performances by others. It is scheduled weekly unless otherwise noted. Attendance is required for the following recitals: regular monthly practice recitals, senior recitals, concerts by performance groups and other specially scheduled recitals or concerts. *Required each semester until senior recital is completed. Graded on Pass/Fail basis. Formerly Titled: Student Recital*

MUS 113B, 114B, 213B, 214B, 313B, 314B, 413B, 414B Applied Brasses 3 Hrs.

Fundamental and advanced techniques are stressed. Emphasis is placed on building a repertoire from the standard literature for the instrument studied. *Formerly MUS 103B-404B*

MUS 113K, 114K, 213K, 214K, 313K, 314K, 413K, 414K Applied Piano 3 Hrs.

Private lessons in piano technique and repertory at all levels. The development of technique and musicality are stressed, using repertory selected from standard piano literature. Students enrolled in these courses are also required to attend all Music area recitals and are required to perform on one of these recitals each semester. *A minimum of two (2) hours practice daily is expected. Meets twice weekly. Formerly MUS 103K-404K.*

MUS 113O, 114O, 213O, 214O, 313O, 314O, 413O, 414O Applied Organ 3 Hrs.
Private lessons in organ technique and repertory at all levels. The development of technique and musicality are stressed, using repertory selected from standard organ literature. Students enrolled in these courses are also required to attend all Music area recitals and are required to perform on one of these recitals each semester. A minimum of two (2) hours practice daily is expected. Meets twice weekly. Although intended for organ and piano majors, these courses are open to all College students with the approval of instructor. *Prerequisite: two (2) years of College study of piano or appropriate examination. Formerly MUS 103O-404O.*

MUS 113P, 114P, 213P, 214P, 313P, 314P, 413P, 414P Applied Percussions 1 Hr.
Fundamental and advanced techniques are stressed. Emphasis is placed on building a repertoire from the standard literature for the instrument studied. **Formerly MUS 103P-404P.**

MUS 113S, 114S, 213S, 214S, 313S, 314S, 413S, 414S Applied Strings 1 Hr.
Individual instruction is offered to string majors at the beginning and advanced levels. Instruction includes the development of technique and the study of standard literature appropriate to the instrument studied.

MUS 113V, 114V, 213V, 214V, 313V, 314V, 413V, 414V Applied Voice 1 Hr.
Individual lessons are offered with the teaching emphasis being placed on the fundamentals of singing posture, resonance and articulation, uniform pronunciation of vowels, correct intonation, balanced phrasing and principles of interpretation are taught. **Formerly MUS 103V-404V.**

MUS 113W, 114W, 213W, 214W, 313W, 314W, 413W, 414W Applied Woodwinds 1 Hr.
Individual instruction is offered to non-woodwind majors at beginning and advanced levels. Instruction includes the development of technique and the study of standard literature appropriate to the instrument studied. **Formerly MUS 103W-404W.**

MUS 211 Class Piano 1 Hr.
This course is the first of a two-part class piano sequence that provides instruction to non-piano majors, with an aim toward keyboard proficiency. Topics addressed include fluency in note-reading, proper technique, keyboard application of music theory concepts, scales, exercises, and basic improvisation. A minimum of one (1) hour of practice every day is expected. This course is open to all college students. Prerequisites: none.

MUS 212 Class Piano 1 Hr.
This course is the second of a two-part class piano sequence that provides instruction to non-piano majors, with an aim toward keyboard proficiency. Topics addressed include sight-reading, proper technique, keyboard application of music theory concepts, scales, exercises, terminology, dynamics, musicality, and basic improvisation. A minimum of one (1) hour of practice every day is expected. This course is open to all college students. Prerequisites: none.

MUS 217 Class Voice 333 1 Hr.
Class instruction to non-voice majors includes the fundamentals of voice production, voice placement, breath control, diction and expression. Appropriate graded literature will be performed. Open to all College students. Voice majors are exempt. **Formerly MUS 101V.**

MUS 231 Introduction to Music Business & Entertainment Industries 1 Hr.
An introductory course presenting a structural overview of the Music Business and Entertainment Industries. Also reviewing historical developments of music as a business and the development of the marketplace for both music and musicians. Emphasis is placed on contemporary music business practices. Topics include songwriting, publishing, musical instrument sales, artist management, professional organizations, copyright laws, record industry, union and guilds and career development. *Prerequisite: None. Formerly MUS 143.*

MUS 430 Topics in Music 3 Hr.
This course is intended for upper-level music students who exhibit a strong fundamental background in music theory, music history, music performance, or music business technology. A variety of special topics not specifically covered in the other courses will be explored, and each given topic will serve to target the interests of both the student and the instructor. *Prerequisite: Junior or senior classification.*

INSTRUMENTAL TECHNIQUES

MUS 219 Instrumental Techniques I 1 Hr.
This course is designed to give the student fundamental techniques to play and teach brass and woodwind instruments; the survey of method books, literature, and materials used in the teaching and playing of these instruments. *Formerly MUS 217.*

MUS 318 Instrumental Techniques II 1 Hr.
This course is designed to give the student the fundamental techniques in playing and teaching string and percussion instruments; the survey of method books, literature, and materials used in the teaching and playing of these instruments. *Formerly MUS 217.*

MUS 420 Electronic Music Techniques 2 Hrs.
This course gives technical information and practical experience in the operation of electronic equipment for the production, recording and reproduction of musical sounds. Instruction begins with the basic concepts of sounds production and progresses through basic techniques of control to advanced processes of instrument patching and sounds modification. *Formerly MUS 326.*

MUSIC THEORY

MUS 130 Aural Skills 3 Hrs.
This course, as an introduction to the music theory sequence, is designed to introduce the student to the fundamentals of music theory, ear training, and sight singing. Topics covered include scales, intervals, rhythm, triads, seventh chords, voice leading, part writing, harmonic progressions, sequences, and cadences. In addition, students are taught basic aural skills, including interval recognition, chord recognition, scale recognition, melodic dictation, rhythmic dictation, and harmonic dictation.

MUS 132 Introduction to Collegiate Musicianship 3 Hrs.
This course serves as a preparation for the music theory sequence for students who have little to no theory background and desire to enhance their note-reading ability. This course includes the topics of note-identification, rhythm, scales, key signatures, intervals, basic music history, and ear training. Music majors who are already comfortable reading both treble and bass clef may opt to test out of this course. Prerequisites: none.

MUS235 Music Theory 3 Hrs.
This course is the first of a four-part music theory sequence. Topics addressed include note-identification, simple and compound meters, major and minor scales, key signatures, intervals, triads, inversions, and figured bass. Prerequisites: MUS 132 or an adequate score in a placement test. Co-requisites: MUS 215.

MUS236 Music Theory II 3 Hrs.
This course is the second of a four-part music theory sequence. Topics addressed include functional harmony, seventh chords, species counterpoint, four-part harmony, figured bass, melodic embellishment, and cadences. Prerequisites: MUS 235. Co-requisites: MUS 216

MUS 325 Jazz Improvisation 2 Hrs.
The course surveys the various styles of improvisation used in the twentieth century with a concentration on Bebop through the present. Laboratory activity almost exclusively includes the practice of improvisation. Prerequisite: completion of 200 level theory and sophomore level courses.

MUS 335 Music Theory III 3 Hrs.
This course is the third of a four-part music theory sequence. Topics addressed include phrase structure, motivic analysis, sequences, secondary dominants, modulation, binary form, ternary form, invention, fugue, variation, and modal mixture. Prerequisites: MUS 236. Co-requisites: MUS 315.

MUS 336 Music Theory IV 3 Hrs.
This course is the fourth of a four-part music theory sequence. Topics addressed include Neapolitan sixth chords, augmented sixth chords, vocal forms, popular music, chromatic sequences, chromatic mediants, and other chromatic harmony, sonata form, and atonal theory. Prerequisites: MUS 335. Co-requisites: MUS 316.

MUS 215 Ear Training I 1 Hrs.
This course is the first of a four-part ear training sequence designed to be taken in conjunction with the corresponding music theory courses. Topics addressed include solfege, sight-singing in simple and compound meters and major and minor keys, interval dictation, rhythmic dictation, and melodic dictation. Prerequisites: none. Co-requisites: MUS 235.

MUS 216 Ear Training II 1 Hrs.
This course is the second of a four-part ear training sequence designed to be taken in conjunction with the corresponding music theory courses. Topics addressed include solfege etudes, sight-singing in increasingly complicated rhythms and keys, harmonic dictation, and more advanced melodic dictation. Prerequisites: MUS 215. Co-requisites: MUS 236.

MUS 315 Ear Training III 1 Hrs.
This course is the third of a four-part ear training sequence designed to be taken in conjunction with the corresponding music theory courses. Topics addressed include sight-singing using chromaticism and modulation, polyrhythms and characteristic rhythmic styles, modal sight singing, advanced melodic and harmonic dictation, improvisation, and keyboard techniques. Prerequisites: MUS 216. Co-requisites: MUS 335.

MUS 316 Ear Training IV 1 Hrs.
This course is the fourth of a four-part ear training sequence designed to be taken in conjunction with the corresponding music theory courses. Topics addressed include advanced sight singing, advanced melodic and harmonic dictation, and atonal ear training. Prerequisites: MUS 315. Co-requisites: MUS 336

MUS 431 Form & Arranging (W.I.) 3 Hrs.
This course is designed to acquaint the student with basic music forms and to develop techniques of analysis. The student also learns principles of arranging for instrumental and vocal ensembles. Written projects are required for the completion of the course. *This is a college-wide writing initiative course. Prerequisite: completion of theory sequence.*

MUSIC EDUCATION

MUS 323 Conducting & Terminology 2 Hr.
The course includes the definition and application of music terms and the fundamental techniques of choral and orchestral conducting. Laboratory experiences are an integral phase of the course. *Formerly MUS 322.*

MUS 330 Music Methods for Elementary Teachers 3 Hrs.
This course is a study of the principles and procedures for delivery of the music program in the elementary grades through a fundamental approach to the study of music. Considerable attention is given to music reading through the study of classroom instruments and graded song material, as well as methods of teaching music in the elementary school. *Prerequisites: Admission to Teacher Education. Formerly MUS 420.*

MUS 338 Elementary Curriculum and Music Methods 3 Hrs.
This course acquaints students with the philosophy, curriculum, objectives, methodologies, materials and evaluation techniques appropriate for elementary school music programs. Students will spend a minimum of five clock hours of clinical practice in a public school. The course must be completed prior to the student teaching experience. *Prerequisite: Admission to the Teacher Education Program. Formerly MUS 426.*

MUS 434 Marching Band Techniques 3 Hrs.
This course will introduce students to various techniques of marching band and drill design. Topics covered will include marching techniques and styles found in various settings and the applications of these styles. The student will learn effective drill design through the utilization of computer software for marching band design, including Spyware 3D and various other tools. The course is for upper-level students who demonstrate a working knowledge of computers and demonstrate strong performance and theoretical skills. *Formerly MUS 433.*

MUS 439 Secondary Curriculum & Music 3 Hrs.
This course acquaints students with the philosophy, curriculum, objectives, methodologies, materials and evaluation techniques appropriate for school music programs. Students will spend a minimum of five clock hours of clinical practice

in a public school. The course must be completed prior to the student teaching experience. Prerequisite: Admission to the Teacher Education Program. **Formerly MUS 427.**

SACRED MUSIC

MUS 321 Music and Worship 2 Hrs.

This course is designed to explore the liturgy of the church and the manner in which sacred music plays a part. Various ecumenical traditions will be explored in this regard, with a special emphasis on the Methodist tradition, out of which the A.M.E. Zion Church has come.

MUS 326 Introduction to Music Ministry 2 Hrs.

This course is designed to begin the practical experience of becoming a church musician. The student will study accompanying techniques, transposition and other related music theory items, choir developmental skills (i.e., teaching the choir to read music and building the choral repertoire). Additional emphasis will be placed on church music department organization (i.e., pastor/musician relationship and forming choirs). The course may also involve an internship with the college choir director and accompanist and/or approved mentors in the Salisbury-Rowan church community.

MUS 328 African American Sacred Music History 2 Hrs.

This course is designed to explore the contributions of African Americans to sacred music. It will survey African roots, European influences and distinctly American developments that have produced a body of sacred music that represents the African-American experience.

MUS 421 Contemporary Piano Techniques 2 Hrs.

This course is designed to introduce sacred music majors to the pedagogy of contemporary piano technique to include gospel and jazz chord changes and inversions. Laboratory activities to include: the practice of improvisation and memorization of contemporary church music repertoire. Prerequisite: Completion of theory sequence and Class Piano.

MUS 422 Survey of Contemporary Trends in Sacred Music 2 Hrs.

This course is a directed study of individualized instruction designed to prepare the student for specialization in an area of contemporary sacred music studies. The student, under the guidance of the instructor, will select an area to research, develop and implement a project and write a summary report. Possible areas of research include the following: curating worship, liturgical dance and the worship-leading choir. This course also develops the student's ability to do scholarly research. *This is a college-wide writing initiative course.*

MUS 436 Hymnology 2 Hrs.

This course is designed to survey the genre of sacred music from its Biblical roots, through the early church (33 AD – 1500 AD), through contributions of British and American traditions (1500 – 1900), with a special emphasis on those developments that lead to our contemporary sacred music forms.

INSTRUMENTAL

MUS 100 Gospel Choir (No Credit) 0 Hrs.

This organization is comprised of students with a demonstrated interest in learning and performing quality gospel music from the African American tradition. It performs music for special College assemblies. Traditionally, the Gospel Choir performs in the community and tours during the spring semester. *May be repeated for zero (0) credit.*

MUS 105-106 Concert Choir (No Credit) 0 Hrs.

This organization is comprised of students with a demonstrated interest in learning and performing quality choral music. It performs music for special College convocations and traditionally presents special music at Christmas and Spring C o n c e r t s and tours during the spring semester. *Membership by audition only. May be repeated for zero (0) credit.*

MUS 107 Marching Band (No Credit) 0 Hrs.

This organization is open to all qualified men and women enrolled in the College. During the football season, the Marching Band presents pre-game and half-time shows at all home games. Occasionally, the band performs for school and professional games out of town and is a frequent participant in local parades. Offered for zero (0) credit hours.

- MUS 108 Concert Band (No Credit) 0 Hrs.**
Wind and Percussion Ensemble. This organization selects its membership from the Marching Band and other interested people by audition. It conducts formal concerts of music from many periods. *May be repeated for zero (0) credit.*
- MUS 110 Gospel Choir 1 Hrs.**
This organization is comprised of students with a demonstrated interest in learning and performing quality gospel music from the African American tradition. It performs music for special College assemblies. Traditionally, the Gospel Choir performs in the community and tours during the spring semester. *May be repeated for credit.*
- MUS 115-116 Concert Choir 1 Hr.**
The organization is comprised of students with a demonstrated interest in learning and performing quality choral music. It performs music for special College convocations and traditionally presents special music at Christmas and Spring C o n c e r t and tours during the spring semester. *Membership by audition only. May be repeated for credit. Formerly MUS 211-212.*
- MUS 117 Marching Band 1 Hr.**
This organization is open to all qualified men and women enrolled in the college. During the football season, the Marching Band presents the pre-game and half time shows at all home games. Occasionally, the band performs for school and professional games out of town and is a frequent participant in local parades. *May be repeated for credit. Formerly MUS 113*
- MUS 118 Concert Band 1 Hr.**
Wind and Percussion Ensemble. This organization selects its membership from the marching Band and other interested persons by audition. It conducts formal concerts of music from many periods. *May be repeated for credit. Formerly MUS 114.*
- MUS 210 Instrumental Ensemble 1 Hr.**
Two rehearsal periods per week. Recommended for all people concentrating in instrumental music, vocal and church music. Various instrumental ensembles such as hand bells, brass choir, or woodwind quintet are organized based on student interest. The course is open to all students who meet performance requirements.
- MUS 211-218 Jazz Ensemble 0 Hrs.**
The Jazz Ensemble is open to all qualified men and women enrolled in the College. Membership is by audition and/or approval of the director. It functions as a regular performing ensemble and provides study of playing techniques indigenous to the various styles of Jazz. *May be repeated for credit. Formerly MUS 214.*
- MUS 310 College Octet 1 Hr.**
The Octet is composed of mixed voices selected by auditions. This small group is one of the earliest music ensembles organized at the College. It is available to perform for various programs and concerts. *Membership by audition only. May be repeated for credit.*
- MUS 410 Symphony Orchestra 1 Hrs.**
Students may participate in the Salisbury Symphony Orchestra upon successful audition. The Orchestra performs a regular program of concerts each year for the Salisbury-Rowan community. *May be repeated for credit. Formerly MUS 210.*
- PED112 Badminton 1 Hr.**
This course is designed to develop fundamental motor skills, terminology, and strategies applicable to badminton. The student will participate in activities to enhance badminton as a lifetime activity. This course satisfies the physical activity requirement in the General Education program.
- PED113 Tennis 1 Hr.**
This course is designed to develop fundamental motor skills, terminology, and strategies applicable to tennis. The student will participate in activities to enhance tennis as a lifetime activity. This course satisfies the physical activity requirement in the General Education program.
- PED114 Volleyball 1 Hr.**
This course is designed to develop fundamental motor skills, terminology, and strategies applicable to volleyball. The student will participate in activities to enhance volleyball as a lifetime activity. This course satisfies the physical activity requirement

This course presents basic descriptive and inferential statistical techniques and their applications in the fields of sociology, social work, criminal justice, psychology, and political Science. *Prerequisite: completion of Math General Education options and consent of instructor. Cross-referenced CRJ 230, PSY 230, SOC 230, SWK 230.*

POL 231 State and Local Politics 3 Hrs.

The position of various state and local governments are studied in the context of the various social and political interest groups.

POL 233 American Politics 3 Hrs.

This course examines the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the different branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Its aim is to educate students beyond the essentials of government by placing current political issues and debates in perspective. *This is a required course for Political Science majors.*

POL 234 Principles of Public Administration 3 Hrs.

This course is the study of the management of public policies and programs with an emphasis on careers in public service.

POL 331 American Constitutional Law I 3 Hrs.

The first in a two-part series, students will learn legal terminology, the operations of the Supreme Court, and how to prepare legal briefs. They will be exposed to an in-depth examination of American Supreme Court cases covering areas, e.g., amending the constitution, congressional investigations, the right to vote, executive privilege, and citizenship. Experienced attorneys will visit the class and discuss preparation for and experiences in law school, as well as opportunities in the practice of law.

POL 332 American Constitutional Law II 3 Hrs.

This course is the continuation of a two-part series of an in-depth examination of American Supreme Court cases covering areas, e.g., economic liberties, civil liberties, and first amendment rights e.g., speech, press and privacy; rights of the criminally accused; and civil rights e.g., discrimination and voting; the operations of the Supreme Court; and preparation for law school. In addition to preparing legal briefs the students will also learn how to present and argue from their briefs. Experienced attorneys will visit the class and discuss preparation for and experiences in law school, as well as opportunities in the practice of law. *Prerequisite POL 233; offered annually*

POL 333 Comparative Politics I 3 Hrs.

This course introduces students to the political systems of several nation-states simultaneous to their research into three additional political systems of their choice. It is expected that the students will acquire greater appreciation for the comparative research methodology, made especially interesting with regime changes in early 21st century politically volatile regions such as in Northern Africa and the Far East. *Prerequisites: POL 233 and HIS 232. This is a required course for Political Science majors.*

POL 334 Comparative Politic 3 Hrs.

Part II continues the students' intense examination of several nations-states, further expanding the traditional West European and Latin American models to include North Africa, the Middle East and Southeast Asia. Students complete their comparative research projects which are intended to be writing samples for application to graduate and professional school. *Prerequisites: POL 233, HIS 232, and POL333.*

POL 335 Political Theory (W.I.) 3 Hrs.

This course is designed to introduce students to contemporary issues in political theory. A number of politically related problems are examined in relationship to the history of political thought and the present treatment of these problems. Using the textbook as a foundation, the course will cover a number of political ideologies including nationalism and globalization, democracy, feminism, Marxism and anarchism, fascism and National Socialism, religious ideologies, and environmentalism. *No prior knowledge of political theory is required. This is a required course for Political Science majors. This is a college-wide writing initiative course.*

POL 337 Politics of American Minorities 3 Hrs.

Central themes to be examined will include: the origins of American Minorities, the nature of ethnic identity, racism,

discrimination (political and social), coping techniques, acculturation, realization, cultural survival, inter-ethnic relations, and the role of minorities in shaping the modern United States. *Prerequisites: POL 233 and HIS 231 or HIS 232_Cross referenced HIS 337.*

POL 338 American Foreign Policy 3 Hrs.

This course examines the goals and consequences of American foreign policy since the end of World War II. The first part of the course provides an historical overview of US foreign policy from 1945 to 2007. The second part of the course focuses on US foreign policy under the Obama administration and examines US policies toward specific countries and regions. *Prerequisite: HIS 233 or POL 233.*

POL 339 International Relations 3 Hrs.

This course provides a general framework for putting in perspective current developments related to international affairs. A number of international problems are related to the various international organizations and conflicts. Moreover, this is not a class on current affairs, but an attempt to develop the students' ability to analyze and interpret world events and processes within a broader theoretical context. *This is a required course for Political Science majors.*

POL 430 Senior Writing Seminar (W.I.) 3 Hrs.

This course is designed to impart knowledge and skills for scientific investigation of research problems. Various research projects are carried out under supervision and the results are formally presented and critiqued by the whole class. *This is a college-wide writing initiative course. Prerequisite: Junior standing and consent of instructor.*

POL 431 Internship in Government I 3 Hrs.

This course allows for academic credit to be granted to qualifying participants for experience and/or employment in a government agency, a legal firm, a political campaign, or related entity. The project is to be supervised by a faculty member and the respective private or public sector representative. A project journal and paper are required. *A minimum of 90 contact hours required. Prerequisites are junior status and consent of instructor. This course is required for graduation.*

POL 432 Internship in Government II (W.I.) 3 Hrs.

This course for academic credit to be granted to qualifying participants for experience and/or employment in a government agency, a legal firm, a political campaign, or related entity. The project is to be supervised by a faculty member and the respective private or public sector representative. A project journal and paper are required. *A minimum of 90 contact hours required. Prerequisites are junior status and consent of instructor.*

POL435 African American Political Thought 3 Hrs.

This course aims to introduce students to both the critical and the constructive dimensions of African American political thought. Through the readings and discussions, students will assess the claims that Black Americans have made upon the polity how they have defined themselves, and how they have sought to redefine the basic terms of American public life. This class is a college-wide writing initiative course (This course is cross-listed with HIS435).

POL 438 Seminar in Contemporary Political Theory (W.I.) 3 Hrs.

This course will look at sociological, economic and governmental trends in the present that create problems for formulating political theory. Students will also examine the way present political theorists are trying to deal with these problems in light of social changes that contravene the basic assumptions of traditional political theory. *This is a college-wide writing initiative course. Prerequisite: POL 335.*

POL 439 Directed Readings Seminar (W.I.) 3 Hrs.

This course emphasizes research into selected topics in history and political science. The subjects investigated vary according to the interests and needs of the students. Reports are presented for class discussion concerning the results of the analysis. *Open to all interested juniors and seniors. This is a college-wide writing initiative course. Prerequisite: junior standing and consent of the instructor.*

POL 490 Philosophy of Social Science (W.I.) 3 Hrs.

The problems related to the process of scientific inquiry and the construction of reality. The sociology of knowledge and phenomenology are discussed. *This is a college-wide writing initiative course. Cross referenced PHI 490, SOC 490.*

- PSY 331 Human Learning and Cognition 3 Hrs.**
 This course is an examination of perception, memory, learning, language, thinking, and problem-solving. Basic knowledge is provided to enable the student to make practical applications of theoretical concepts and principles of learning and cognition to education and child-rearing practices. *Prerequisites: PSY 130 and ENG 132.*
- PSY 332 Psychological Tests and Measurement 3 Hrs.**
 A critical survey of measuring devices in clinical and counseling practice emphasizing theory development and test standardization. Experimental practice includes the administration, scoring of these devices, and the interpretation of results. *Prerequisites: PSY 130 and PSY 230.*
- PSY 334 Social Psychology (W.I.) 3 Hrs.**
 This course is a study of the relationship of individuals to groups. Research projects may be required. *Prerequisites: ENG 132 and PSY 130 or SOC 130. Cross referenced SOC 334.*
- PSY 335 Psychology of Gender 3 Hrs.**
 This course examines current research findings and theories pertaining to gender-related issues. Social and intellectual development, gender differences, and gender role socialization will be examined. The course provides students with a basis for understanding the role of gender in research and clinical applications, and in the context of race, class, and power. *Prerequisites: PSY 130 and ENG 132.*
- PSY 336 Community Psychology 3 Hrs.**
 This course provides a comprehensive overview of the field of community mental health. Trends and issues are examined. *Prerequisites: PSY 130 and ENG 132.*
- PSY 337 Organizational Psychology 3 Hrs.**
 Emphasis in this course is on motivational, cognitive, and leadership factors that influence behavior in corporate settings. Included are specific management strategies that are influenced by basic psychological principles. *Prerequisites: PSY 130 and ENG 132.*
- PSY 338 Counseling Theories and Methods 3 Hrs.**
 An examination of the major theories and methods used in contemporary counseling and psychotherapy. Application of the theories as they impact individual and group counseling, as well as trends in clinical psychology and counseling practice will be treated. *This is a college-wide writing initiative course. Prerequisites: PSY 130 and ENG 132.*
- PSY 339 Psychology of Religion, 3 Hrs.**
 William James, Freud, Jung, and Skinner are among those whose efforts to understand the relation of religion to the human mind will be incorporated into this study of both classic and contemporary psychology of religion.
- PSY 410 Independent Study in Psychology 1 - 6 Hrs.**
 The design of the course allows students to plan a project on a specific subject and pursue the solution of the problem independently. Details of the project must be written, including objectives, procedures, and activities for implementing the project. *Prerequisites: PSY 130 and consent of instructor.*
- PSY 430 Selected Studies in Psychology 3 Hrs.**
 This course will give consideration to special topics such as adulthood and aging, psychology and the law, the psychology of motivation, physiological psychology, and group dynamics, and others. The course may be repeated for up to six hours of credit as topics change. *Prerequisite: PSY 130.*
- PSY 431 History and Systems of Psychology (W.I.) 3 Hrs.**
 This course explores the roots of scientific psychology. It will focus on the importance of psychological thought throughout time and the impact of psychology on other disciplines. *Prerequisite: PSY 130.*
- PSY 432 Seminar in Psychology 3 Hrs.**
 This course involves an intensive investigation of a topic of student interest under the close supervision of an instructor. Students will develop a proposal, implement research, and draft a written paper in APA style. *Prerequisites: PSY 437, completion of all General Education requirements, and either senior standing or consent of instructor.*
- PSY 437 Experimental Psychology (W.I.) 3 Hrs.**

Basic issues in experimental and other quantitative studies of behavior, with emphasis on human behavior will be studied. *This is a college-wide writing initiative course. Prerequisites: PSY 237 and either senior status or permission of instructor.*

PSY 438 Internship in Psychology 3 Hrs.

The course will involve the student in supervised experience with agencies/practitioners or researchers in activities which are related to the interest area of the student. The experience requires 90 hours of contact time for the completion. *Prerequisites: PSY 130, senior standing, completion of all General Education requirements, passage of comprehensive examination or consent of instructor.*

REL 130 Introduction to the Bible 3 Hrs.

The purpose of this course is to acquaint the student with the history and development of the Bible. Also, it is designed to assist in the acquisition of a broader and richer knowledge of biblical personalities, geographical areas and customs.

REL 230 Survey of World Religions 3 Hrs.

This course is a survey of diverse religions around the world. It combines a review of great traditions (Hinduism, Buddhism, Confucianism, Taoism, Islam, Judaism and Christianity, and introduces Native American and African religions.

REL 231 Jews and Judaism 3 Hrs.

This course will explore the dynamics of the Jewish community which have allowed it to survive in the face of prejudice, misunderstanding and systematic efforts to exterminate both its religious heritage and its people.

REL 233 Introduction to Ethics 3 Hrs.

This course introduces students to the examination of moral choices and helps each student to define her or his own ethical standard in light of the range of philosophical and comparative discourse on ethics. Case studies in contemporary ethics will be used to assist students in sharpening their thinking skill regarding the subject of ethics.

REL 234 Religion and Western Culture 3 Hrs.

This course examines the impact of religion and religious institutions on the history of Western culture.

REL 235 African American Religious History 3 Hrs.

This course is designed to explore the unique shape and character of the African American religious experience. Cultural, Historical, Sociological and Spiritual dimensions will shape the examination of the wide range of African American religious communities that includes Christian, Muslim and African Indigenous Religions that persist in the United States. Special attention will be devoted to the African Methodist Episcopal Zion Church.

REL 236 Church History 3 Hrs.

This course will survey the expansion of the Christian community into a diverse and multi-ethnic collection of communities. Emphasis will be placed on the development of principal Christian doctrines and practices, the world-wide spread of Christians and their impact on the socio-cultural environments in which they have lived. The course will cover the years 30-2000 C.E. (Common Era).

REL 238 Religions in Africa 3 Hrs.

This course will sample a variety of religious expressions of indigenous African communities. It will discuss the effects of the expansion of both Christian and Muslim communities into the African continent as well as the current religious dynamic as these expressions compete in modern African societies.

REL 240 Introduction to Religious Studies 3 Hrs.

This course is designed to introduce Religion majors to the areas of religious discourse and to develop the basic research skills and knowledge of qualitative research methods. This course has a pre-requisite of ENG 131-132.

REL 330 Religion and Mass Media 3 Hrs.

America was founded with the ideal of freedom of religion built into its creed and therefore different religions, particularly Christian denominations, have had to compete for adherents. Religious communities consequently have responded to market demands and made use of mass media for self-promotion. Students will be encouraged to consider the positive and negative consequences of this situation for development of Christian thought and practice.

REL 331 Sociology of Religion 3 Hrs.

A historical, comparative, and analytical study of religion as a social institution, utilizing various theoretical perspectives. Particular emphasis will be placed on the role of religion in social change and social cohesion. Special attention will be given to forms of African religion and African American experience. *Cross-reference SOC 331.*

- REL 332 Varieties of Religious Experience 3 Hrs.**
 This course is designed to look at the philosophical phenomenon of the unique character experience of various psychological theories in religious experience. Cultural, historical, sociological and spiritual dimensions will shape the examination of a wide range of Christian religious communities and other religious groups in the U.S., particularly those practicing Islam, Buddhism, and indigenous African religions that persist in the United States. Special attention will be devoted to religious experiences in a variety of ways.
- REL 333 Protestant Reformation 3 Hrs.**
 A thorough study of historical events and circumstances leading to the Protestant Reformation of the sixteenth century. Special emphasis will be placed on the work of Martin Luther, John Calvin and Ulrich Zwingli.
- REL 334 Religion and Literature (W.I.) 3 Hrs.**
 The student will be introduced to the dynamic relationship between religion and literature particularly in the African American context. Authors likely to be studied in this course include but are not restricted to: Hawthorne, Melville, Poe, W. E. B. Dubois, Zora Neale Hurston, Maya Angelou and John Irving. *This is a college-wide writing initiative course. Cross-reference ENG 335.*
- REL 336 Topics in Ethics 3 Hrs.**
 This course will afford students the opportunity to explore a specific contemporary issue in terms of its ethical dimensions. REL233 Introduction to Ethics is not a pre-requisite for this course, but students will be better prepared to succeed if they have that foundation. The topics examined will change to reflect the interests of students and faculty. Therefore, the course may be taken more than once provided that the topic under consideration has changed.
- REL 337 Topics in Biblical Studies 3 Hrs.**
 Each time this course is offered it will cover a different topic reflecting the interests of students and faculty. Potential topics which are: Spirituality and Discipleship in the Bible, Women in the Bible, Prophecy in the Bible, Miracles in the Bible etc. This class may be taken more than once provided that a different topic is examined each time that it is taken. *Pre-requisite: REL 130 or Instructor permission.*
- REL 339 Psychology of Religion 3 Hrs.**
 Augustine, William James, Freud, Jung and Skinner are among those whose efforts to understand the relation of religion to the human mind will be incorporated into this study of both classic and contemporary psychology of religion. *Cross-reference: PSY 339.*
- REL 430 Religion and Science 3 Hrs.**
 This course is designed to introduce the student to the multifaceted historical interaction of these two pillars of modern culture. The relationship will be explored on points of cooperation as well as conflict. The Creationism versus Evolution debate will be addressed but in the context of the broader historical and philosophical factors that shape both science and religion. (This is not a course strictly on evolution.) *Prerequisite: REL 240 or Instructor Permission.*
- REL 431 Introduction to Modern Christian Theology 3 Hrs.**
 This course introduces the student to Christian theological movements of nineteenth, twentieth, and twenty-first centuries.
- REL 432 Issues in Contemporary Theology 3 Hrs.**
 This course will give students the opportunity to explore a specific issue in greater depth from among the numerous categories of discourse about God and humanity. The topic addressed may change each time the course is offered so as to reflect the interests of students and faculty. Therefore, this course may be repeated each time a different subject is examined. REL 332 Systematic Theology is not a pre-requisite for this course. However, the student will have a better opportunity to succeed with the foundation that it provides. *Prerequisite: REL 240 or Instructor Permission.*
- REL 434 Internship 3 Hrs.**
 Supervised experiential training. The student is placed in an integrated learning experience in community outreach/social services to gain practical, on the job knowledge. Students will gain quality learning experience as well as develop a professional identity. The internship may be completed in one semester requiring a minimum of 20 hours per week for a total of 250 hours. *Prerequisites: Senior standing as a Religious Studies major and recommendation from Faculty Advisor.*
- REL 435 Philosophy of Religion 3 Hrs.**
 All religions make claims about three spheres of human inquiry: 1. ultimate reality, 2. the nature of the universe and 3.

the place of human beings in the cosmos. In addition, all religions attempt to define human interaction with each of these spheres. In this course the student will ask: What is the nature of religious knowledge? What is the status of religious claims versus other kinds of claims such as poetic and scientific claims? *Prerequisite: REL 240 or Instructor permission.*

REL 436 American Religious History 3 Hrs.

This course will examine persistent themes in the history of Christianity in America, including Church-State relations, Racism, Religion and Politics, Proliferating Denominationalism. Historical events will serve as case studies for exploring the inter-relations between Christian communities and the American society. *Prerequisite: REL 240 or Instructor Permission.*

REL 437 Senior Thesis (W.I.) 3 Hrs.

A capstone thesis on a topic chosen by the student and his/her major advisor.

This course is designed to address specific issues in religion that students and faculty interested in this field might find beneficial to explore in an in-depth forum. Topics may include but are not restricted to the following: Developing Spirituality, Church Dynamics and Growth, The Roles of Women and Men in the Church, A Theology of Ministry, and Homiletics. This course may be taken more than once provided that each time a different topic is examined. *This is a college-wide writing initiative course. Prerequisite: REL 240 or Instructor Permission.*

SOC 130 Principles of Sociology 3 Hrs.

This course is a study of human interaction and society with an emphasis on societal inequalities, social constructs, and social structures as well as the analytical techniques and procedures used to promote a larger sociological perspective. Prerequisite for other courses in SOC.

SOC 230 Statistics for Social and Behavioral Sciences 3 Hrs.

Basic descriptive and inferential statistical techniques and their application to the fields of sociology, social work, criminal justice, psychology, and political science. Prerequisites: Completion of Math General Education options or consent of instructor. *Cross-referenced CRJ 230, POL 230, PSY 230, SWK 230.*

SOC 234 Peoples and Culture of the Caribbean 3 Hrs.

This course involves an intensive study of the Caribbean region, including the island cultures, colonial history, and the social stratification patterns of the area. A major focus will be on the role of language, music, kinship, and interpersonal relationships. Some attention is also given to the Caribbean people living in the United States.

SOC 236 Social Change 3 Hrs.

This course involves a study of selected theories of social change as well as some of the consequences of planned change. *Prerequisite: SOC 130 or consent of the instructor.*

SOC 237 Research Methods in the Social Sciences 3 Hrs.

This course employs a methodological approach to show the logic of experimental design, from the creation of a problem statement and the choice of design to the analysis of data and the implication of results. Prerequisites: Completion of Math and English Composition General Education options or consent of the instructor. *Cross referenced CRJ 237, PSY 237, SWK 237.*

SOC 238 African-American Culture and Society 3 Hrs.

This writing intensive course introduces the historical and cultural contributions of African Americans to society. The course focuses on the multifaceted contributions of African American culture, especially as it relates to economic, social, and political relationships within the context of United States history. It requires an analysis of important events, individuals, ideas, social and cultural values, beliefs, and traditions. Prerequisite: SOC 130 or consent of instructor.

SOC 239 Marriage and the Family 3 Hrs.

This writing intensive course is an analysis of courtship, marriage, and parent-child relations within a life-cycle framework. Special topics include marriage enrichment, alternatives to traditional marriage, divorce and remarriage, and the future of marriage and family life.

SOC 240 Introduction to Conflict Resolution 3 Hrs.

This class will prepare the student to be more effective in their relationships and roles at the individual and family levels and in groups and organizations. We begin with the idea that conflict is a part of everyday life and neither good nor

bad in and of itself. People's reactions to conflict, however, can be immoral and damaging and can lead to physical and emotional harm as well as war. This course introduces the student to constructive techniques of conflict-resolution including spiritual responses, active listening and communication skills, rational problem-solving, principled negotiation, peer mediation, arbitration, victim and criminal-offender mediation, and non-violent direct action. In small groups, we will explore our personal reactions to conflict and learn how to recognize and evaluate the reactions of others. Role-plays, exercises, oral presentations, and critical and analytical discussions will help the student to develop conflict-resolution and conflict-management skills. *Cross-referenced CRJ 240*

SOC 260 Cultural Anthropology 3 Hrs.

This course is devoted to the study of people and cultures around the world. It provides a historical and social perspective of beliefs, customs, practices, and social behaviors that are learned and shared among members of different groups of people or cultures worldwide.

SOC 330 Urban Sociology 3 Hrs.

An applied sociological approach and an analytical study of urban development with emphasis on the social systems and their response to contemporary metropolitan problems. Prerequisite: SOC 130 or consent of instructor.

SOC 331 Sociology of Religion 3 Hrs.

A historical, comparative, and analytical study of religion as a social institution, utilizing various theoretical perspectives. Prerequisite: SOC 130 or consent of instructor. *Cross referenced REL 331.*

SOC 332 Crime and Delinquency 3 Hrs.

A study of the classification systems and theories of causation of crime and delinquency as well as the methods of treatment and theories of prevention for criminal and delinquent behavior. Prerequisite: SOC 130 or consent of instructor.

SOC 333 Collective Behavior 3 Hrs.

This course is devoted to the study of mobs, disasters, and other events in which the patterned behavior of everyday life is disrupted, with some attention to the problems of research in this area. Prerequisite: SOC 130 or consent of instructor.

SOC 334 Social Psychology 3 Hrs.

A study of the relationship of the individual to the group. The course includes research projects. Prerequisites: ENG 132 and PSY130 or SOC 130. *Cross referenced PSY 334.*

SOC 335 Social Organization 3 Hrs.

A survey of social organization theory, with particular reference to bureaucracy, life structure, and environmental adaptations. Prerequisite: SOC 130 or consent of instructor.

SOC 336 Social Stratification 3 Hrs.

A study of types of stratification systems with particular reference to ethnic stratification. Prerequisite: SOC 130 or consent of instructor.

SOC 337 Medical Sociology 3 Hrs.

This course examines the social and cultural factors that influence health and illness. Special attention is given to the health of minority groups, including African Americans. Prerequisite: SOC 130 or consent of instructor.

SOC 338 Sociological Theory (W.I.) 3 Hrs.

This is a college-wide writing initiative course in which students are introduced to selected classical and contemporary sociological theories. These theoretical approaches are analyzed within the context of fundamental problems of theory construction. Prerequisite: SOC 130 or consent of instructor.

SOC 339 Social Movements 3 Hrs.

Students in this course look at protest movements and the issues engendering them. African-American protest movements are highlighted. Prerequisite: SOC 130 or consent of instructor.

SOC 430 Senior Seminar (W.I.) 3 Hrs.

An intensive investigation of a topic of student interest under close supervision of an instructor. Students will develop a proposal, implement research, and draft a written paper in APA or MLA style. *This is a college-wide writing initiative course.* Prerequisites: SOC 130, SOC 230, SOC 237, and completion of all GED requirements and senior status or consent of instructor.

SOC 432 Senior Sociology Internship 3 Hrs.
Supervised experience with agencies or other appropriate settings related to student interest area. Students are required to complete 90 hours of agency time. Prerequisites include completion of all general education requirements, completion of Principles of Research Methods, Statistics, and Sociological Theory plus 6 other elective sociology hours. *Senior Sociology Internship will be required for all sociology majors.*

SOC 490 Philosophy of Social Science 3 Hrs.
This course examines the problems related to the process of scientific inquiry and the social construction of reality. The sociology of knowledge and phenomenology are discussed. *Cross referenced POL 490, SOC 490.*

SPA 131 Elementary Spanish I 3 Hrs.
This is a beginning course designed to introduce the student to basic Spanish vocabulary, grammar, and syntax, with special emphasis on Spanish as a formal system of verbal signs with its own patterns of organization. In this course emphasis is on spoken Spanish with special attention paid to developing accurate pronunciation, listening, reading comprehension, and writing abilities. *Designed for students who have had no previous instruction in Spanish. This course has a required lab component. In addition to course instruction, students must attend separate lab sessions.*

SPA 132 Elementary Spanish II 3 Hrs.
A continuation of SPA 131, emphasizing further development of the four basic skills: understanding, speaking, reading, and writing through grammatical expansion, regularly scheduled vocabulary study, conversational practice, and laboratory exercises. Cultural information will be introduced as topics of interest arise during each lesson. Prerequisite: SPA 131, or one year of high school Spanish (or the equivalent), and consent of the instructor. *SPA 131 and SPA 132 must be taken sequentially in consecutive semesters. This course has a required lab component. In addition to course instruction, students must attend separate lab sessions.*

SPA 231 Intermediate Spanish I 3 Hrs.
A one-term language course designed to improve the student's ability to understand, speak, read, and write Spanish. A comprehensive review of grammar, regular scheduled vocabulary study, conversational practice, short compositions, and laboratory exercises. Abundant opportunity is given to develop greater speaking and listening comprehension proficiency. *Prerequisite: SPA 132, or two or three years of high school Spanish or the equivalent.*

SPA 232 Intermediate Spanish II 3 Hrs.
A one-term language and literature course with continued emphasis on speaking and understanding Spanish. Texts from Spanish literature and cultural media are read, and short papers are written and presented in Spanish. Participation in discussion and practice in written and oral expression are emphasized; difficult aspects of grammar are reviewed as the need arises. A major focus is on the acquisition skills necessary for the study of literature. *Prerequisite: three or four years of high school Spanish, native speakers, SPA 231, or placement by the instructor.*

SPA 239 Spanish Conversation 3 Hrs.
This course provides an opportunity to improve students' Spanish conversational skills through intensive communication in spoken Spanish. Emphasis is placed on increasing students' proficiency in speaking and understanding spoken Spanish by improving vocabulary, pronunciation, intonation, and correct words of expression, extended discourse, public speaking, confidence, cultural understanding, and other aspects of oral and aural language proficiency. Upon completion, students should be able to master practical spoken Spanish by being able to express ideas and opinions clearly, discuss selected topics, and engage in formal and informal conversations in culturally accurate circumstances using appropriate vocabulary. *Class will be conducted entirely in Spanish. Prerequisite: Successful completion of SPA 232 or its equivalent, native speaker, and/or permission of the Department of English and Foreign Languages.*

SPA 239L Conversational Spanish L0.5 Hrs. 3 Hrs.
This lab course, which should be taken during the Fall and Spring semesters of the junior and senior years, allows students to enhance acquisition of the fundamental elements of conversational Spanish. Emphasis is placed on the progressive development of basic listening, speaking, and reading skills through audio-visual learning media in the Spanish Laboratory. Students will practice listening and speaking skills to acquire a mastery of conversational Spanish. May be repeated for credit. *Class will be conducted entirely in Spanish. Prerequisite: Successful completion of SPA 131 & 132 or its equivalent.*

SPA 331 Introduction to Hispanic Literature 3 Hrs.

A survey course treating the main literary movements in Spain and the Latin American countries. Major literary figures and works will be studied and read in the original versions. The selection of works will normally reflect a particular theme movement or genre. Class discussion and short papers will aim at developing the ability to read literature critically. The course will be conducted largely in Spanish and the content will vary according to interest and demand. *Prerequisite: SPA 232 or equivalent.*

SPA 333 Civilization of Spain 3 Hrs.

A study of the values, attitudes, customs, and artistic heritage of the Spanish people, with attention to the geography, history, and contemporary politics and economics of Spain in the European context. *Taught in Spanish. Prerequisite: SPA 232 or equivalent.*

SPA 334 Civilization of Spanish America 3 Hrs.

A study of the values, attitudes, customs, and artistic heritage of the people of Latin America with attention to the geography, history, and contemporary politics and economics of Spanish America. *Taught in Spanish. Prerequisite: SPA 232 or equivalent.*

SPE 330 Teaching Strategies for Students with Disabilities 3 Hrs.

This course provides instructional techniques for use with students with special needs. Focuses on current best practices in curriculum, specific strategies for teaching students with disabilities, general strategies for working with heterogeneous groups of students in inclusive settings, and methods for adapting the general education curriculum to include students with disabilities. Planned observation and recording of classroom setting are required. *Prerequisites: EDU 333, and SPE 338; Admission to the Educator Preparation Program or special approval by the Department Chair.*

SPE 332 Emotional and Behavioral Disorders 3 Hrs.

This course focuses on educating children and youth with emotional and behavioral disorders, problems of defining; assessing and treating emotional and behavioral disorders; and exploring the types and causes of behavior and learning problems. Planned observation and recording of classroom setting are required. *Prerequisites: EDU 330, EDU 333, and SPE 338; Admission to the Educator Preparation Program or special approval by the Department Chair.*

SPE 337 Behavioral Management 3 Hrs.

This course focuses on the use of effective strategies of behavior management to promote positive behaviors and supports students with disabilities. Students will use functional behavioral assessment results to develop a positive behavior support plan based on valid research interventions. Planned observation and recording of classroom setting are required. *Prerequisites: SPE 330, SPE 332, and SPE 338; Admission to the Educator Preparation Program or special approval by the Department Chair.*

SPE 338 Introduction to Diverse and Exceptional Learners: Teaching All Learners 3 Hrs.

This course provides an overview of the basic educational needs of students identified as having a disability. Emphasis has been placed on the description, etiology, programs, and activities for students identified with special needs. *Prerequisites: EDU 220, and EDU 230; Admission to the Educator Preparation Program or special approval by the Department Chair.*

SPE 430 Diagnosis and Remediation of Reading Difficulties 3 Hrs.

This introductory course will enable a teacher candidate to interpret informal and formal assessment data to diagnose reading difficulties in all struggling readers, and to determine classroom intervention and instructional strategies to correct them. Concepts related to test construction, selection, and administration are explored through a case study approach. *Prerequisites: Senior status and field experience required.*

SPE 431 Assessment of Students with Disabilities 3 Hrs.

This course is designed to develop the knowledge and skills of assessment and evaluation of students with students with mild to moderate disabilities. Emphasis on individualized test instruments, classroom-based assessments, formal/informal assessments, basic statistics, and report writing. Planned observation and recording of classroom setting are required. *Prerequisites: EDU 330, EDU 339; SPE 338; Admission to the Educator Preparation Program or special approval by the Department Chair.*

SPE 432 Instructional Methods for Students with Mild/Moderate Disabilities 3 Hrs.

This course provides an overview of basic instructional procedures for students with mild to moderate disabilities. Topics include identification of the population, service delivery, the roles and responsibilities of professionals, ethical considerations for curriculum development, impact of cultural and linguistic diversity on learning, collaboration with families, and best instructional practices in inclusive and non-inclusive settings. Planned observation and recording of classroom setting are required. *Prerequisites: SPE 330, SPE 332, SPE 337, SPE 338, and SPE 431; Admission to the Educator Preparation Program or special approval by the Department Chair.*

- SPE 433 Special Education Practicum 3 Hrs.**
A supervised experience in assessing and instructing students with mild/moderate disabilities. Students must have a minimum overall GPA of ≥ 2.75 in each of the major and minor. *Prerequisite: SPE 432; Admission to the Educator Preparation Program or special approval by the Department Chair.*
- SPM 230 Introduction to Sport Management 3 Hrs.**
This course will serve as an overview of the field of sports management. Time will be spent exploring the development of the industry, current state, and future trends in the discipline through the lenses of recreation, amateur and professional sports. Students will be introduced to the basic tenets and principles of sports management. In addition to the many facets of sports management, the course will present students with the opportunity to explore career options in sports management.
- SPM232 Introduction to Esports**
During this course students will explore the global impact of the Esports industry in business. Students will learn how Esports effects the general market, gaming and sports culture as a whole. After completing this course, students will have a basic foundation and exposure to the wide variety of career opportunities and skills needed to thrive in the Esports and traditional sports industries.
- SPM 330 Sport Practicum**
This course introduces students to the organization, structure, and function of various private, public, and industrial settings in the community. Students are assigned to an agency for 5-7 hours per week for a total of 80 hours during the semester. An additional hour is spent in the classroom each week. The fieldwork experience is under the direction and supervision of an area faculty member and selected agency professional. The student will work independently within the guidelines of the agency.
- SPM 332 Sport Ethics 3 Hrs.**
The course is designed to introduce students to moral and ethical concepts and theories, recognize and identify moral problems related to sport, explore the moral concerns and value issues of the American sport industry, understand the necessity for and role of both a professional and personal code of ethics in sport management. *Prerequisite: SPM 230*
- SPM 333 Sport Governance 3 Hrs.**
The course is an examination of sport organizations focused on both professional and amateur governance structures and processes. The study of policy in educational, non-profit, professional and international sport venues will be addressed. *Prerequisite: SPM230*
- SPM 335 Sport in Society 3 Hrs.**
A course which examines the contributions of various levels and forms of sport to a culture as well as ways that sociological phenomena influence sport participation.
- SPM 336 International Sport Management 3 Hrs.**
An examination of several transformational forces in the world today: the end of communism, the global economy, the electronic village, and their impact on management within the sport industry. As the sport industry continues its global expansion, this course serves as an invaluable guide for students as they build careers that require an international understanding of the relationships, influences, and responsibilities in sport management.
- SPM 337 Sport Facility and Event Management 3 Hrs.**
The concepts of planning as applied to the unique aspects of spectator and participant sport facilities will be stressed. In-depth consideration will be given to the relationship among design, function, maintenance, supervision, scheduling, and practical utilization of facilities of various sport activities. *Prerequisite: SPM 230*
- SPM 338 Current Issues in Sport Management (W.I.) 3 Hrs.**
This course introduces students to current topics and issues in the field of sport management. The course provides the student with an in-depth look at and analysis of many of the current issues facing the sports industry as well as issues encountered by managers of sports organizations. The course will help the student apply sport management techniques to effectively address current issues and problems. The course consists of interactive discussion with the students being responsible for presenting and researching the current material. Critical thinking and problem-solving skills are fostered during the course. Topics include gender equity, racial issues, National Collegiate Athletic Association rules, franchise relocations, sport agency, and athlete conduct issues. *This is a college-wide writing initiative*

course.

- SPM339 Applied Sales Techniques 3 Hrs.**
This course provides training in all aspects of ticket sales including prospecting and qualifying creating and presenting sales proposals, overcoming objections, and closing sales. Specific techniques such as networking and role playing will be used to prepare students for careers in sport ticket sales.
- SPM 430 Sport Media and Communication (W.I.) 3 Hrs.**
A comprehensive study of the public and media relations' function within the sport industry will be examined. Students will develop skills needed to be effective sport communicators. Students will prepare press releases, produce oral presentations, conduct mock press conferences, and develop Web pages for sport businesses. The course will focus on high school, college and professional sport teams; however, other sport businesses will be examined. *This is a college-wide writing initiative course. Prerequisite: SPM 230*
- SPM 431 Sport Finance 3 Hrs.**
The course will focus on developing the skills necessary to apply financial and economic principles to sports-related topics. Basic theory in finance will be applied to managerial control of sport organizations. Emphasis will be on the basics of finance and how to apply financial theory to sport organizations.
- SPM 436 Management and Leadership in Sport 3 Hrs.**
This course provides knowledge of basic managerial theories, concepts, and guidelines to assist the aspiring professional in physical education, fitness, and other sports arenas. Additionally, roles and functions of administration of sport problems in educational, commercial and professional settings are analyzed. *Prerequisites: SPM 230 and BUS 130.*
- SPM 437 Sport Marketing 3 Hrs.**
The concept of marketing as applied to the unique aspects of spectator and participant sports will be stressed. Basic understanding of public relations, fund-raising, and printed, radio and television promotions for various sport organizations will be analyzed. The vital area of public relations will be analyzed in depth. *Prerequisite: SPM 230*
- SPM 438 Sport Law 3 Hrs.**
The basic principles of how to identify, analyze, and understand legal issues and the ramifications of these issues will be presented. Analysis of contract law, tort law, constitutional law, and administrative law as they relate to sport will be deliberated. An introduction to the case method of pro-active problem solving will be employed. *Prerequisite: SPM 230.*
- SPM 439 Detailed Sport: Capstone 4 Hrs.**
This course is a capstone course for senior level students. This course is designed for the study of special research topics of current interest, and issues in the sport management field of study. Students will write a multiple chapter empirical sport management research study. *Prerequisite: Senior level.*
- SWK 130 Introduction to Social Work 3 Hrs.**
This course provides an overview of professional social work. It examines the historical development of the profession of social work; introduces the profession's values, ethics, and practice principles; examines the major interceptive methods of social work practice; identifies the generalist base of social work practice; and explores the social service delivery networks which comprise the social welfare system in urban environments. Social work's historic commitment to social justice and to the elimination of poverty is integrated throughout the course. Ecological social systems framework is also introduced and integrated as diversity and global impacts are introduced. The course format includes lectures, presentations, discussion, guest presentations, reading assignments, examinations, student volunteer service of 20 hours, and visits to social agencies.
- SWK 200 Professional Helping 3 Hrs.**
This course is a study in self-assessment, personal values clarification, problem solving and interviewing skills for career choices in social services. This course is to be taken with Introduction to Social Work (SWK 130 or thereafter).
- SWK 230 Statistics for Behavioral and Social Sciences 3 Hrs.**
Basic descriptive and inferential statistical techniques and their application to the fields of sociology, social work, criminal justice, psychology, and political science are covered. *Prerequisite: MAT 133 and MAT 134. Cross referenced: CRJ 230, POL 230, PSY 230, and SOC 230.*

- SWK 231 Child Welfare 3 Hrs.**
The changing trends and needs in child welfare are covered in this course. The student will gain an understanding of the programs and practices in the areas of foster care, adoptions, child protective services and family allowances. As an elective course, it is open to all majors.
- SWK 232 International Social Work: Global Dimensions in Social Work Policy and Practice 3 Hrs.**
As nation and people around the world are increasingly affected by issues such as HIV/AIDS healthcare, war, migration, famine, poverty and other natural disasters, the field of social work education is challenged to train social workers able to identify global social problems and to develop solutions drawing on what works for the regions on individual basis. The history and development and response, as well future possibilities for solutions will be examined. Students will be actively involved in projects of their own design to help formulate solutions with the cultural content of issues. Open only to Social Work Majors. Prerequisites: SWK 130
- SWK 233 Community Development and Social Entrepreneurship 3 Hrs.**
This course focuses on the history and growth of community development and social entrepreneurship initiatives. The class will examine specific strategies to address social issues through interdisciplinary connections between social work, business, and government. This course will examine the role(s) of a social worker in addressing issues in communities and society through leadership development, asset and wealth accumulation. *Prerequisites: Open to all Social Work majors and freshman with undeclared majors.*
- SWK 235 Human Behavior in the Social Environment I 3 Hrs.**
The course is the study of human development and growth from infancy to adulthood from a biological, psychological and socio-cultural perspective, emphasizing race, gender and age variables that influence development and behavioral responses. Open only to Social Work majors. *Prerequisites: SWK 130, PSY 130 and BIO 140.*
- SWK 236 Human Behavior in the Social Environment II 3 Hrs.**
The course focuses on the study of small and large systems including families, ethnic and cultural groups, social groups, organizations and communities. The work begun in SWK 235 is continued in this course. Open only to Social Work majors. *Prerequisites: BIO 140, SWK 130, and SWK 235.*
- SWK 237 Research Methods in the Social Sciences 3 Hrs.**
This course employs a methodological approach to show the logic of experimental design, from the creation of a problem statement and the choice of design to the analysis of data and the implication of results. Prerequisites: Completion of Math and English Composition General Education options. *Prerequisites: Completion of MAT 133 and MAT 134. Cross referenced CRJ 237, SOC 237, and PSY 237.*
- SWK 300 Social Justice 3 Hrs.**
Social justice constitutes an interdisciplinary inquiry into the social, cultural, and institutional responses to inequality and oppression. Social Justice Studies examine the institutional structures, cultural practices, and social behaviors that inform the concept of equality and the recognition of human rights. The program draws on an array of courses from across the curriculum to facilitate the understanding of historical and contemporary representations of social justice. *Prerequisite: SWK 130*
- SWK 330 Retirement: Adjustment/Planning 3 Hrs.**
This course is designed to focus on aspects of retirement relating to global societies in an aging world, job change/discontinuance, use of emerging technology in creating caregiver networks and health issues among older adults. Government and non-government organizations' roles in advocacy, training, retirement planning (including pension reform), Social Security reform, Medicare/Medicaid reform, hiring, protecting older adults' rights, re-entry into the workforce and long-term care needs of older adults are examined. To help you navigate the complexities involved in Retirement, you will be introduced to various reading and vocabulary strategies to help your comprehension in this course.
- SWK 331 Minority Experience: Racism and Sexism in America 3 Hrs.**
This course is a study of racism and sexism and other forms of discrimination and institutional oppression. In addition, the course focuses on culturally informed, anti-racism and anti-oppressive practice strategies to sensitize students to the implicit and explicit forces and problems affecting African Americans, females, and other diverse populations and dimensions, such as disability and ability status, gender identity and expression, and sexual orientation, in social interactions. *Prerequisite: SWK 130, 200, 235, and 236.*

- SWK 333 Social Welfare Policy I 3 Hrs.**
A study of the philosophy and history of public response to the social needs of people and the significance of social work policy for the general society. Open only to Social Work majors. *Prerequisite: SWK 130, 235 and 236.*
- SWK 334 Social Welfare Policy II (W.I.) 3 Hrs.**
This course is an analytical study of the policy-making process, and the impact of social welfare policy, the student will have an opportunity to the manner that constituents influence policymaking at the agency, local, and national governmental levels. *This is a college-wide writing initiative course.* Open only to Social Work majors. *Prerequisites: SWK 130, 235, 236, 330, 331, and 333.*
- SWK 336 Social Work Methods 3 Hrs.**
A study of the skills used to enhance problem-solving, coping and developmental capacities of individuals, families and small groups. Students will define various facets of helping relationships and will learn how to link client systems to societal resources. Open only to Social Work majors. *Prerequisites: SWK 130, 235, 236, 330, 331, and SWK 333.*
- SWK 339 Social Work in Health: Illness, Disability, and Policy 3 Hrs.**
This course examines inequality in access to health care and disparities in health as well as social work practice in the current era of managed care. This course examines the various forms of illness and disability and their impact on vulnerable and at-risk populations. It also examines public and private health care organizations in the United States and their role in the delivery of services to those persons who are challenged by illness and disability. Issues of social and economic justice, discrimination, and oppression are highlighted. *As an elective course, it is open only to Social Work majors of junior standing. Prerequisites: SWK 130, 235, 236, and BIO 140.*
- SWK 430 Advanced Research 3 Hrs.**
Taken concurrently with SWK 460 Field Instruction, this is a research course which culminates in a practicum research design and a written report. Open only to Social Work majors. Prerequisites: PSY 130, SOC 130, PSY 230, SOC 237, SWK 130, 235, 236, 330, 331, 333, 334, and 336.
- SWK 433 Social Work Methods II 3 Hrs.**
The theories, values, and skills used to understand how groups, organizations and communities' function are the concerns of this course. Students will learn to apply a systems framework to the analysis of transactions between organizations and clients, and will gain awareness of the gaps that exist between the needs of people and current practice and service arrangements. Open only to Social Work majors. *Prerequisites: SWK 130, 235, 236, 330, 331, 333, 334 and 336.*
- SWK 460 Field Instruction Seminar (W.I.) 12 Hrs.**
Field placement occurs in the last semester of senior year. A 2.5 GPA in the major and overall is required for satisfactory completion of field assignments and the attainment of specific objectives delineated in the Social Work Field Instruction Manual. Students must also receive approval of the academic advisor and field coordinator before enrolling in this course. Students practice in an agency/social arena and are supervised by a selected agency social worker and by the social work program field director. The completion of 400 clock hours of field instruction is required. *This is a college-wide writing initiative course. Open only to Social Work majors. Prerequisites: SWK 130, 235, 236, 330, 331, 333, 334, 336, and 433. (All major required courses and three SWK electives.) SWK 430 Advanced Research will be taken in conjunction with this course.*
- THE 331 Introduction to Theatre 3 Hrs.**
Appreciation of theatre as an art form that surveys and analyzes the contributions of playwrights, actors, directors, designers, and managers coupled with dramatic literature. All vocational areas of theatre are explored.
- THE 333 Acting I 3 Hrs.**
A course for the non-theatre major designed to introduce and develop basic acting skills.
- THE 335 History of Theatre 3 Hrs.**
This course provides a study of theatre architecture, scenery, costume, and methods of staging production in Europe. In addition, it provides for the study of representative playwrights from Ancient Greece to Russia. *Prerequisite: THE 130.*
- THE 337 Stage Management 3 Hrs.**
This course examines techniques and conventions commonly used for planning and staging the productions. It covers rehearsals, technique requirements, and professional standards per Actor's Equity Association Rule Book.

THE 338 Play Analysis

3 Hrs.

This is a laboratory course in dramatic writing, which includes the study and practice of writing for the modern stage and screen.

Board of Trustees

2024-2025

OFFICERS

Bishop Darryl B. Starnes, Sr. Chair	Piedmont Episcopal District
Bishop W. Darin Moore Vice Chair	Eastern North Carolina Episcopal District
Bishop Melanie Miller Secretary	Western Episcopal District
Ms. Leslie A. Carter Assistant Secretary	Chief Operating Officer, Blue Cross Idaho
Bishop George D. Crenshaw Treasurer	North Eastern Episcopal District
Mr. Robert (Bob) Marshall Assistant Treasurer	Livingstone College Board of Trustees
Bishop Dwayne A. Walker Chaplain	Alabama-Florida Episcopal District

Members

Mr. Nigel Alston	Motivational Speaker
Ms. Wendee Marie Bailey	CEO, Wendee Bailey Investments
Rev. Patrick A. Barrett II	General Secretary, Christian Education
Atty. Joel G. Bowden	Joel G. Bowden Law Offices, Greensboro, NC
Bishop Hilliard Dogbe	Western West Africa Episcopal District
Bishop U. U. Effiong	Eastern West Africa Episcopal District
Dr. James R. Gavin, III	CEO/Chief Medical Officer, Healing Our Village
Dr. Kenston Griffin	Founder & CEO, Dreambuilders
Ms. Elmira Gwynn	Gwynn-Williams, LLC
Rev. Al C. Hamilton	Chief Financial Officer, Connectional Budget Office
Dr. T. Antonio Landers, DDS	Oasis Dentistry Concord, NC
Bishop Eric L. Leake	South Atlantic Episcopal District
Bishop Daran Mitchell	Mid-Western Episcopal District
Bishop Bernardo Ngunza	Central Southern African Episcopal District
Dr. Da'Tarvia Parrish	President, Faculty Assembly
Mr. Thomas Penny III President,	Donohoe Hospitality Services LLC (DHS)
Dr. Richard Rolle, Jr.	Oral & Maxillofacial Surgeon
Mr. Bruce Stanback	President, Livingstone College National Alumni Association (LCNAA)
Bishop Brian R. Thompson	Mid-Atlantic Episcopal District
Bishop Anthony Witherspoon	Southwestern Delta Episcopal District

TRUSTEES EMERITI

Bishop George E. Battle, Jr.
Bishop Warren M. Brown
Bishop Michael A. Frencher, Sr.
Bishop Kenneth Monroe
Bishop Dennis V. Proctor
Bishop George W. C. Walker, Sr.

ADMINISTRATION

OFFICE OF THE PRESIDENT

Davis, Anthony D.Min., United Theological Seminary M.A., St. Mary's University B.S., Livingstone College	President
McNair, Dawn Ph.D., University of North Carolina, Charlotte M.A., University of North Carolina, Charlotte B.A., University of North Carolina, Chapel Hill	Provost & Vice President, Academic Affairs Dean, Division of Mathematics and Sciences Professor, Mathematics
Brooks, Anthony M.B.A., Claflin University B.A., North Carolina Central University	Vice President, Enrollment Management
Duncan, Carolyn Ed.D. Rutgers University M.A., Rowan University B.S., Livingstone College	Vice President, Institutional Effectiveness and Special & Sponsored Programs
Lewis, Orlando Ed.D., National-Louis University M.A., University of Rhode Island B.S., Tennessee State University	Vice President, Student Affairs
Lumpkin, Maria Ed.D., Clark Atlanta University M.A., Old Dominion University B.A., Saint Augustine University	Vice President, Facilities, Infrastructure and Transformation
Miller, Jacqueline Psy.D., Ashford University M.H.A., Pfeiffer University B.A., Catawba College	Chief of Staff Vice President, Human Resources & Risk Management
Petzke, Greg M.B.A., Queens College, Charlotte B.S., University of North Carolina, Chapel Hill	Vice President, Business & Finance Chief Financial Officer
Roberts, Reginald Ph.D., University of the Cumberlands M.S., Troy University B.S., Bethune-Cookman University	Vice President, Public Safety Chief of Police
Teague, Pete B.S., University of North Carolina, Chapel Hill	Vice-President, External Relations

Huff, Clifton
B.S., Livingstone College

Director, Athletics

Johnson, Tracy
A.A.S., Davidson County Community College
B.S., South University

Executive Administrative Assistant

Hatcher, Valerie Ann
B.A., Queens University of Charlotte

Administrative Coordinator

ACADEMIC AFFAIRS

McNair, Dawn

Certificate of Academic Leadership, Chicago
School of Professional Psychology
Ph.D., University of North Carolina, Charlotte
M.A., University of North Carolina, Charlotte
B.A., University of North Carolina, Chapel Hill

Provost & Vice President, Academic Affairs
Dean, Division of Mathematics and Sciences
Professor, Mathematics

Henley, Antonio

Ph.D., University of New Hampshire
M.S., Cameron University
B.S., Cameron University

Associate Vice President, Academic Affairs
SACSCOC Accreditation Liaison
Professor, Education

Crockett, Hasan

Ph.D., Clark Atlanta University
M.S., Atlanta University

Dean, Division of Liberal Arts & Humanities
Chair & Associate Professor, History

Reid, Tarsha

Ph.D. Northcentral University
M.Ed., Walden University
B.S., North Carolina A&T State University

Dean, Division of Education, Psychology, &
Social Work
Coordinator, Educator Preparation Program
Coordinator, Disability Services
Chair & Associate Professor, Education

Singh, Nisha

Ph.D., Hemwari Nandan Bahuguna Garhwal
University
M.B.A., Strayer University, Charlotte
M.A., Hemwari Nandan Bahuguna Garhwal
University
B.S., Hemwari Nandan Bahuguna Garhwal
University

Interim Dean, Division of Business
Chair & Associate Professor, Business

Dean, Curtis

D.B.A., Walden University
M.B.A., University of Phoenix
B.S., Livingstone College

Director, Evening and Weekend College
Coordinator and Director, ROTC Program

Jackson, Wendy

B.S., Shaw University
A.A.S., Midlands Technical College

Registrar

Johnson, LaTonya

M.S., Arkansas Tech University
B.A., St. Augustine College

Director, TRIO Student Support Services

Johnson, Laura

C.A.S., University of North Carolina-Charlotte
M.L.S., University of North Carolina-Greensboro
B.A., University of North Carolina-Greensboro

Director, Library Services

Zacharias, Holly

M.S., University of Akron
B. S., Livingstone College

Executive Director, Student Success Center

Howie, Raven

M.B.A., Livingstone College

B.S. Livingstone College

Executive Administrative Assistant, Academic
Affairs

Mahmud, Phyllis

M.B.A., Livingstone College

M.S., North Carolina A&T State University

B.S., Livingstone College

Administrative Assistant, Academic Affairs

FACULTY

Adams, Tiffany (2021)

Ph.D., University of Georgia
M.A., Morgan State University
B.A., University of South Carolina

Chair, English & Foreign Language
Associate Professor, English

Adusei-Danso, Felix (2021)

Ph.D., Rutgers University
M.S., University of Western Cape, South Africa
B.S., Kwame Nkrumah University of Science & Technology

Chair and Assistant Professor, Biology

Balogun, Obafemi (2006)

Ph.D., NC A&T State University
M.S., Southern University and A&M College
M.S., Clark Atlanta University
M.S., Southern New Hampshire University
B.S., University of Southwestern Louisiana

Professor, Computer Information Systems

Barnes, Latarcia (2015)

Ph.D., Capella University
M.C.J., University of South Carolina
B.S., University of North Carolina

Chair & Associate Professor, Criminal Justice and
Sociology

Barnes-Tate, Rhonda (2022)

Ed.D., University of Louisiana at Lafayette
M.Ed., University of Louisiana at Lafayette
B.A., University of Louisiana at Lafayette

Assistant Professor, Education

Batra, Karam (1995)

M.A.T., Winthrop University
M.S., M.Ed., Kurukshetra University
B.S., Punjab University, Chandigarh, India

Assistant Professor, Mathematics

Bibbs, Rhonda (2024)

Ph.D., Alabama State University
M.S., Alabama State University
B.S., Alabama State University

Assistant Professor, Biology

Brooks, Kevin (2017)

M.S., Fayetteville State University
B.S., Fayetteville State University

Instructor, Mathematics

Brown, Carl (2019)

M.Div., Hood Theological Seminary
B.A., Johnson C. Smith University

Interim Director, Culinary Arts

Brown, Lakisha (2023)

L.C.S.W-A, National Association of Social Workers
M.S.W., Syracuse University, Syracuse
B.A., Winston-Salem State University

Director of Field Education &
Assistant Professor, Social Work

Bryson, Darius (2017) M.A.T., Western Carolina University B.A., Western Carolina University	Assistant Professor, Physical Education
Burrell, Selma T. (2004) Ed.D., University of North Carolina, Greensboro M.A.T., Duke University B.A., St. Andrews Presbyterian College	Professor, Biology
Cabrera-Matthews, Pilar (2013) M.A., University of Santo Domingo B.A., Boricua College B.A., Santo Domingo Institute of Technology,	Coordinator & Instructor, Spanish
Cartwright, Ginger (2009) Ph.D., Nova Southeastern University J.D., University of North Carolina School of Law B.A., North Carolina A&T State University	Director and Title IX Coordinator Professor, Criminal Justice
Crockett, Hasan (2021) Ph.D., Clark Atlanta University M.S., Atlanta University	Dean, Division of Liberal Arts & Humanities Associate Professor, Political Science
Crowley, Charles (2019) Ph.D. Florida State University MBA, Lincoln University BA, Lincoln University	Chair & Associate Professor, Sport Management
Cofer, Vashti (2022) M.A., North Carolina A&T State University M.Ed., North Carolina A&T State University B.A., University of North Carolina, Greensboro	Director, Writing Center Adjunct Instructor, English
Davis, Christopher (2017) M.A., Citadel University B.A., Livingstone College	Director, e-Sports Assistant Professor, Sport Management
Dean, Curtis (2003) D.B.A., Walden University M.B.A., University of Phoenix B. A., Livingstone College	Director of Evening and Weekend and ROTC
Dexter, Kyle (2023) M.S., Concordia University B.S., Shenandoah University	Director of Sports Performance & Adjunct Professor, Education
Duncan, Carolyn (2006) Ed.D., Rutgers University M.A., Rowan University, Glassboro, NV B.S. Livingstone College	Professor, Education

Ebot, Agbor (2023)

Ph.D., University of North Carolina, Charlotte

M.S., University of North Carolina, Charlotte

B.S., University of Illor, Nigeria

Chair and Associate Professor, Mathematics

Ellis, Walter (1999)

Ph.D., Ohio State University

M.S.W., University of New Hampshire

M.S., Howard University

B.S., Howard University

Director & Professor, Social Work

Gardner, Jayson (2016)

M.A., Winthrop University

M.Ed., University of North Carolina at Charlotte

B.A., Kentucky State University

Instructor, History

Girouard, Donna (2010)

M.F.A., Converse College

M.A., Florida Atlantic University

B.A., Westfield State College

Assistant Professor, English

Graves, Bianca (2024)

M.S., Clark Atlanta University

B.S., North Carolina Central University

Assistant Professor, Biology

Greatheart, Damein (2015)

M.S., North Carolina A&T State University

B.S., Livingstone College

Instructor, Computer Information System

Hayes, Kimberly (2021)

M.S., Arizona State University

B.S., Western Carolina University

Instructor, Sociology

Henderson, Johnnie P. (2003).

D.Min., United Theological Seminary

M.Div., Hood Theological Seminary

A.Th., Christian Bible College

B.A., Livingstone College

Assistant Professor, Religious
Studies

Henley, Antonio (2023)

Ph.D., University of New Hampshire

M.S., Cameron University

B.S., Cameron University

Associate Vice President, Academic Affairs/
SACSCOC Accreditation Liaison & Professor
of Education

Hutchins, Bessie (2014)

M.S., Mississippi Valley State

B.S., Mississippi Valley State

Associate Professor, Criminal Justice

Janczak, Gregory (2018)

M.A., Jacksonville University

B.A., Auburn University

Instructor, Math & Science

Jones, Anthony (2015)

Director of Bands

M.M.E., Winthrop University
B.S., University of North Carolina, Greensboro

Kidd, Alvin (2022)

Psy.D., Alliant International University
P.P.S., National University
M.Ed., San Diego State University
B.A., San Diego State University

Chair & Assistant Professor, Psychology

Mbayabu, Matamba (2021)

M.S., University of North Carolina, Charlotte
B.S., Davidson College

Assistant Professor, Mathematics

McNair, Dawn (2019)

Certificate of Academic Leadership, Chicago
School of Professional Psychology
Ph.D., University of North Carolina, Charlotte
M.A., University of North Carolina, Charlotte
B.A., University of North Carolina, Chapel Hill

Provost & Vice President, Academic Affairs
Dean, Division of Mathematics and Sciences
Professor, Mathematics

Miller, Gordon (2012)

M.S., Oklahoma State University
B.A., Maryville College
A.S., Hiwassee College

Assistant Professor, Biology

Moore-Mitchell, Teresa (2009)

M.M., University of North Carolina, Greensboro
B.A., Pfeiffer University

Assistant Professor, Music

Oehmen, Nicole (2022)

Ph.D., University of Iowa
M.A., University of Iowa
B.A., University of Iowa

Assistant Professor, Sociology

Parrish, Da'Tarvia (2005)

Ph.D., Clark Atlanta University
D.A., Clark Atlanta University
M.A., North Carolina A&T University,
B.A., Livingstone College

Director, Honors Program &
Associate Professor, English

Quick, Kendris (2022)

M.F.A., Savannah College of Art and Design
B.A., Western Carolina University

Assistant Professor, Theatre Arts

Quinnett, Lawrence (2016)

D.M., Florida State University
M.M., Converse College
B.M., Methodist University

Chair, Music and Theatre Arts
Associate Professor, Music
Campus Organist

Reid, Tarsha (2019)

Ph.D. Northcentral University
M.Ed., Walden University

Dean of the Division of Education,
Psychology, & Social Work / Coordinator of
Educator Preparation Program / Coordinator of

B.S., North Carolina A&T State University

Disability Services /
Chair & Associate Professor of Education

Robinson, Astarlove (2019)

M.A., University of Phoenix
M.A., Western Michigan University
B.A., Western Michigan University

Assistant Professor, Physical Education

Roper, Charlease (2022)

Ed.D., Gardener-Webb University
M.S., North Carolina A&T State University
B.S., Winston-Salem State University

Field Instructor & Assistant Professor,
Education

Russell, Troy (2012)

M. Div., Hood Theological Seminary
B.A., North Carolina Central University

Instructor, Religious Studies

Sabaratnam, Sashi (1987)

Ph.D., University of Maryland Eastern Shore
M.S., University of Peradeniya, Sri Lanka
B.S., University of Peradeniya, Sri Lanka

Professor, Biology

Scott, Lisa (2020)

M.S.W., University of North Carolina, Chapel Hill
B.S.W., Livingstone College

Assistant Professor, Social Work

Simon, Terrence (2023)

Ph.D., Capella University
M.S., Walden University
B.S.S, University of Guyana

Associate Professor, Business

Singh, Nisha (2012)

Ph.D., Hemwari Nandan Bahuguna Garhwal
University, India
MBA, Strayer University, Charlotte, NC
M.A. Hemwari Nandan Bahuguna Garhwal
University, India
B.S. Hemwari Nandan Bahuguna Garhwal
University, India

Interim Dean, Division of Business
Chair & Associate Professor, Business

Smith, Alfred (2023)

Ph.D., Florida State University
M.B.A., Florida A&M University
B.S., Florida A&M University

Assistant Professor, Business

Stewart, Sarah J. (2019)

Ph.D., Howard University
M.Ed., Loyola University–Chicago
B.S., Michigan State University

Assistant Professor, Psychology

Susong, Amy (2005)

Assistant Professor, Business

D.B.A., University of Phoenix
M.B.A., Pfeiffer University
B.S., North Carolina A&T State University

Thomas, Lionel (2023)

Ph.D., Purdue University
M.P.M., Keller Graduate School
M.S., University of South Carolina
B.S., University of South Carolina

Chair & Associate Professor, Culinary Arts and
Hospitality Management

Thomas, John (2019)

M.S., Alabama A&M University
B.S., Livingstone College

Instructor, Computer Information Systems

Thorpe-Moss, Angela (2022)

Ph.D., Walden University
M.S., University of Phoenix
B.S., University of Phoenix

Assistant Professor, Psychology

Vallejo, Osiris (2014)

M.A., North Carolina State University
B.A., The City College of New York

Instructor, Spanish

Wallace, Cody (2023)

D.M.E., Florida State University
M.M.E., Florida State University
B.M.E., University of Florida

Assistant Professor, Music
Conductor, Concert Choir

White, Christopher (2012)

Ph.D., Old Dominion University
M.I.S., North Carolina State University
B.A., University of North Carolina, Chapel Hill

Professor, Political Science

Wilks, Christopher (2024)

D.B.A., Franklin University
M.B.A., University of St. Francis
M.S., University of St. Francis
B.S., Fayetteville State University

Assistant Professor, Business

Wilks, Jossette (2017)

Ph.D., University of Georgia
M.S., North Carolina Central University
B.S., North Carolina Central University

Assistant Professor, Biology
Research Compliance Coordinator

Williams, Lawan (2022)

M.F.A., National University
M.A.T., Old Dominion University
B.A., Saint Paul's College

Assistant Professor, English

Whynot, Wyndham E. (2005)

Ph.D., Kent State University
M.A., Missouri State University

Professor, History

B.A., University of Missouri-Rolla
A.A.S., Community College of the Air Force

DEAN EMERITA

*Dr. Olivia T. Spaulding

Academic Dean

PROFESSORS EMERITI

*Mrs. Mattie T. Lakin

Associate Professor, English

*Mr. Grady Nelson

Associate Professor, Mathematics

Miss Avis Johnson

Associate Professor, English

Dr. William Crowder*

Professor, Music

Dr. Yen-Wan Hung*

Professor, Chemistry

*Deceased

WHERE TO FIND ASSISTANCE

Dial 704-216 and the appropriate extension for assistance:
Operator/Switchboard6000/6212
(Toll free) 1-800-835-3435

ACADEMICS

Academic Affairs..... 6210

Divisions:

Business6827/6020

Education, Psychology, & Social Work.....6921/6899

Liberal Arts & Humanities.....6804/6972

Mathematics & Sciences6137/6195

ADMISSIONS

Front Desk 6001

Toll Free1-800-835-3435

ATHLETICS

Athletic Director 6933

General Information..... 6012

Sports Information Director 6013

AUTOMOBILE

Parking Permit 6244

Registration 6244

Theft..... 6164

BAND

Band Director.....6243

BILLS

Student Accounts 6081

Cashier 6075

CAMPUS TOURS

Admissions Office 6001

Student Affairs..... 6185

CHANGE OF ADDRESS/OTHER INFORMATION

Registrar's Office..... 6158

CHANGE OF MAJOR

Academic Advisor Division

Dean

Registrar's Office..... 6158

CHOIR

Concert Choir Director 6322

Gospel Choir Director..... (704) 556-6177

CLASS REGISTRATION

Academic Advisor

Registrar's Office..... 6158

CAREER SERVICES

Career Readiness Institute..... 6298

COMPUTER ASSISTANCE

IT & Tech Support6037

EMERGENCY

Residence Hall Director

Campus Police 6164

College Nurse 6111

Local Emergency Medical System (EMS) 911

ENROLLMENT VERIFICATION

Registrar's Office6158

EVENING AND WEEKEND COLLEGE

Director of Evening and Weekend College 6834

EXCUSES (Health /Court/Death/Military)

College Nurse (Medical Excuses).....6111

The Success Center (Lower College Only)..... 6063

Division Dean of Major Discipline (Upper College Only)

FACILITY USE/RENTAL

Students:

Student Activities 6186

Student Affairs.....6185

Others:

Physical Plant 4717

FINANCIAL AID

Financial Aid Office 6069

GRADES

Registrar's Office 6158

JICS Campus Web (www.livingstone.edu) Enter ID # and Password

GRADUATION

Academic Advisor

Division Dean

Registrar's Office 6158

HEALTH SERVICES

College Nurse 6111

HOUSING (ON/OFF CAMPUS)

Director of Residence Life..... 6272

MAJOR

Academic Advisor

Division Dean

Registrar's Office.....6158

Success Center.....6063

I.D. PICTURES

For Lost IDs, see Cashier to pay fee6075
To have ID made 6130

LOST AND FOUND

Campus Police 6164
President’s Office.....6098
Student Affairs.....6185

PARKING/TRAFFIC VIOLATIONS

Campus Police6244/6164

PARTY/DANCE REQUESTS

Student Activities..... 6272
Student Affairs..... 6185

PUBLICATIONS

The Livingstonian (yearbook) 6272
The Bears’ Tale..... 6171

PUBLIC SAFETY

Office 6244
Security Booth 6164

PUBLICITY/MEDIA

Public Relations Office6041/6153

REFUNDS

Cashier 6075
Student Accounts6081

RESIDENCE HALL CONCERNS

Residence Hall Director
Director of Residence Life..... 6272
Student Affairs..... 6185

ROOM/ROOMMATE CHANGE

Residence Hall Director
Director of Residence Life..... 6821
Student Affairs..... 6185

SCHOLARSHIPS

Financial Aid Office 6069

STUDENT ACTIVITIES/ORGANIZATIONS

Student Activities.....6272
Student Affairs..... 6185
Intramurals6272

STUDENT SERVICES

Campus Minister..... 6725
Counseling Services..... 6990
Student Support Services:
The Success Center..... 6063
TRIO Program.....6062

TELEPHONE

Telecommunications 6037

TRANSFER CREDITS

Registrar’s Office 6158

TRANSCRIPTS

Cashier (To pay fee) 6075
Registrar’s Office 6158
*See website for request form or to print unofficial copy
JICS Campus Web (www.livingstone.edu) using ID# and
Password*

TUTORING

College Skills 6043
Math Center6304
Reading Center 6931
Tutoring6063
Writing Center 6170

VALIDATION

Student Accounts.....6081

VENDING

Business Office..... 6025
Student Affairs..... 6185

VETERAN’S BENEFITS

Registrar’s Office6158

WITHDRAWAL FROM CLASS

Signature of Faculty Advisor
Signature of Instructor
Academic Affairs..... 6210
Submit form to Registrar’s Office 6158

WITHDRAWAL FROM THE COLLEGE

Academic Affairs Office 6210
Counselor.....6100
Enrollment Management.....6001
Registrar’s Office6158

WORK STUDY

Work Study Coordinator 6069

A

ACADEMIC ADVISEMENT, 44
ACADEMIC DISHONESTY/INTEGRITY POLICY, 57
ACADEMIC SUPPORT PROGRAMS AND SERVICES, 61
ACCREDITATION, 9
ACCREDITATIONS AND AFFILIATIONS. *SEE*
ACCREDITATION
ADMINISTRATION, 237
ADMISSIONS, 15
ALMA MATER, 4
APPLICATION PROCEDURE. *SEE* ADMISSIONS
ATHLETICS, 32

B

BIOLOGY PROGRAM, 162
BOARD OF TRUSTEES, 2226
BOOK RENTAL PROGRAM, 35
BRIDGE & BEYOND PROGRAM, 61
BUILDINGS, 10
BUSINESS ADMINISTRATION PROGRAM, 77

C

CAMPUS MINISTRY, 26
CAREER READINESS INSTITUTE, 31
CHANGE OF GRADE, 50
CLASS ATTENDANCE POLICY, 46
CLASSIFICATION OF STUDENTS, 54
COLLEGE-WIDE WRITING INITIATIVE (W.I.), 69
COMPLIANCE STATEMENTS, 8
COMPUTER INFORMATION SYSTEMS PROGRAM, 89
COUNSELING CENTER, 31
COURSE DESCRIPTIONS, 168
CREDIT BY EXAMINATION, 50
CRIMINAL JUSTICE PROGRAM, 132
CULINARY ARTS PROGRAM, 92

D

DEAN OF STUDENTS, 26
DEGREE PROGRAMS, 72
DEGREES WITH DISTINCTION, 60
DISABLED STUDENTS POLICY, 23

E

EARLY CHILDHOOD EDUCATION (BIRTH -
KINDERGARTEN) PROGRAM, 109
ELEMENTARY EDUCATION (KINDERGARTEN – GRADE 6)
PROGRAM, 113
ENGLISH TEACHER EDUCATION PROGRAM, 119
ENGLISH: LIBERAL ARTS PROGRAM, 140
EVENING AND WEEKEND COLLEGE, 63
EXAMINATIONS, 51

F

FACULTY, 231
FINANCIAL AID, 37
FOREIGN LANGUAGE, 142

G

GENERAL EDUCATION REQUIREMENTS, 73
GENERAL INFORMATION, 6
GRADE REPORTS AND TRANSCRIPTS, 55

H

HEALTH SERVICES, 30
HISTORY: LIBERAL ARTS PROGRAM, 142
HOLISTIC LEARNING, 7
HOSPITALITY MANAGEMENT CERTIFICATE PROGRAMS, 98
HOSPITALITY MANAGEMENT PROGRAM, 94
HOUSING FEES. *SEE* RESIDENCE LIFE 27

I

INDEPENDENT STUDY, 46

L

LEARNING COMMUNITIES, 46
LIBERAL STUDIES PROGRAM, 149
LIBERAL STUDIES: THEATRE ARTS
CONCENTRATION PROGRAM, 161
LIBRARY SERVICES, 64
LIVINGSTONE COLLEGE STUDENT CONTRACT, 22

M

MATHEMATICS: LIBERAL ARTS PROGRAM, 165
MATHEMATICS: TEACHER EDUCATION PROGRAM, 123
MUSIC TEACHER EDUCATION (K-12) PROGRAM, 117
MUSIC: LIBERAL ARTS, 155

N

NEW STUDENT FOCUS WEEK, 62
NONDISCRIMINATION POLICY, 23

P

PAN-HELLENIC COUNCIL, 28
PARKING POLICY, 33
PLACEMENT TESTING, 18
POLITICAL SCIENCE PROGRAM, 146
PRE-SCHOOL ADD-ON CERTIFICATE PROGRAM, 126
PSYCHOLOGY PROGRAM, 126
PUBLIC SAFETY, 33

Q

QUALITY POINTS AND GRADE POINT AVERAGES, 49

R

RALPH BUNCHE SOCIETY, 68
READMISSION, 20, 52
REGISTRATION, 44
REGULATIONS GOVERNING ACADEMIC CREDIT, 48
RELIGIOUS STUDIES PROGRAM, 151
REPAYMENT POLICY, 35
REQUIREMENTS FOR GRADUATION, 60
RESIDENCE HALLS. *SEE* BUILDINGS
RESIDENCE LIFE, 26

S

SACRED MUSIC (CONCENTRATION), 160
SACS QUALITY ENHANCEMENT PLAN (QEP), 71
SATISFACTORY ACADEMIC PERFORMANCE POLICY, 51
SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS, 38
SCHOLARSHIP OPPORTUNITIES, 41
SOCIAL STUDIES: TEACHER ED PROGRAM (6-8), 121
SOCIAL WORK PROGRAM, 129
SOCIOLOGY PROGRAM, 136
SPORT MANAGEMENT PROGRAM, 99
STUDENT AFFAIRS, 25
STUDENT GOVERNMENT ASSOCIATION, 28
STUDENT GRADE APPEAL, 49
STUDENT ORGANIZATIONS, 27

T

TABLE OF CONTENTS, 5
THE BRIDGE PROGRAM, 61
THE CURRICULUM, 72
THE HONORS PROGRAM, 65
THE MILITARY PROGRAM, 69
TUITION AND FEES, 34

V

VETERANS AND DEPENDENTS OF VETERANS, 41

W

WHERE TO FIND ASSISTANCE, 238
WITHDRAWAL FROM A COURSE, 46