



## **ACADEMIC CATALOG**

**2014-2015**

*A Liberal Arts College Exclusively for  
Students with Learning Disabilities*

**Bachelor of Arts and Associate of Arts Degree Programs**

**Comprehensive support services**

**Field placement/Internship opportunities**

**Small classes and supplemental instruction**

**Faculty committed to promoting individual success**

**Interdisciplinary studies and travel abroad**

**Participatory learning and emphasis on critical thinking**

**An opportunity to succeed in a college environment**

Volume XXVI

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## BEACON COLLEGE CATALOG

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This catalog was prepared on the basis of the most accurate information available at the time of publication. The statements published in the catalog should not be regarded as a contract between Beacon College and the student. The College reserves the right to revise information, policies, rules, regulations, course offerings, academic requirements, student life policies, or fees when deemed necessary or desirable by the administration. Every effort will be made to notify students affected by such changes if they occur. The student is responsible for staying apprised of all changes.

### Disclaimers

#### Cost of Attendance

Cost of Attendance (COA) is an estimate of school-related expenses the student can expect to have for the academic year or semester of enrollment. The COA is composed of the following categories: tuition and fees, books and supplies, room and board, transportation, and some personal expenses. These components are determined by law (Higher Education Act of 1965, section 472) and are designed to cover the educational-related expenses of the student.

#### Financial Aid

Financial Aid information is available for students and prospective students on our website and in the Financial Aid Office.

#### Beacon College Website

The information found on the Beacon College website is made available as an informational public service by Beacon College. Any references to organizations, commercial products, process, or service by trade name, trademark, manufacturer, or otherwise, do not necessarily constitute or imply its endorsement or recommendation by Beacon College.

Regarding documents available on this website, because all information is subject to change, the College makes no warranty of, nor assumes any legal liability or responsibility for the accuracy, or currency of the information contained therein.

The College makes no representation or warranties, expressed or implied, as to the accuracy of any of the material located on other sites, whether accessed via a link, frame, or by staff or student web searching. The College is not responsible for content errors or omissions or for any damage that may be incurred by the user as a result of relying upon information obtained from linked or searched items.

#### Voter Registration

Beacon College fully supports and advocates that students register to vote. Voter Registration forms are available in the Student Services Office. Students can also register through the Florida Division of Elections - Department of State website: <http://election.dos.state.fl.us/voter-registration/voter-reg.shtml>.

#### Crime Statistics

The Campus Crime Statistics report is available in the Campus Safety Department, Beacon Hall, and the Office of Admissions.

**Accreditation**

Beacon College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Bachelor and Associate of Arts degrees. Contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Beacon College.

**Memberships**

- American Association of Collegiate Registrars & Admissions Officers
- American Counseling Association
- American Library Association
- American Psychological Association
- Association of College and University Housing Officers – International
- Association of Governing Boards
- College & University Professional Association for Human Resources
- Council for Advancement and Support of Education
- Council for Higher Education Accreditation
- Council of Independent Colleges
- Florida Association of Collegiate Registrars & Admissions Officers
- Florida Association of Veterans Education Specialists, F.A.V.E.S
- Florida Association of Student Financial Aid Administrators
- Florida Library Association
- Independent Colleges and Universities of Florida
- Independent Colleges and Universities Benefits Association
- International Reading Association
- International Writing Centers Association
- Learning Disabilities Association of America
- NAFSA/Association of International Educators
- National Association of Student Financial Aid Administrators
- National Association of College Admissions Counselors: Associate Member
- National Association of College & University Business Officers
- National Association of Independent Colleges and Universities
- National Association of Student Personnel Administrators
- National Center for Learning Disabilities
- Private Colleges and Universities of Florida
- Society for Human Resource Management
- Southeastern Writing Center Association
- Southern Association of Colleges and Schools
- Southern Association of Student Employment
- Tampa Bay Library Cooperative

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## 2014-2015 CALENDAR

### FALL TERM 2014

#### **AUGUST**

August 14	New Student Move-In Day
August 14-15	New Student Orientation
August 17	Returning Students Arrive
August 18	Classes Begin: Fall Term
August 22	Last Day Drop/Add Period

#### **SEPTEMBER**

September 1	Labor Day: no classes
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#### **OCTOBER**

October 10-12	Parents' Weekend
October 13	Columbus Day: no classes
October 20-24	Spring 2015 Course Registration

#### **NOVEMBER**

November 11	Veterans' Day: no classes
November 22	Students Depart for Thanksgiving Break
November 24-28	Thanksgiving Break: Campus Closed
November 30	Students return from Break

#### **DECEMBER**

December 1	Classes resume
December 10-11	Final Exams
December 12	Students Depart for Winter Break: Campus Closed

### SPRING TERM 2015

#### **JANUARY**

January 5	Campus Reopens
January 5	New Student Move-In Day
January 5-6	New Student Orientation
January 6	Returning Students Arrive
January 7	Classes Begin: Spring Term
January 14	Last day of Drop/Add Period
January 19	Martin Luther King Jr. Day: No classes

#### **FEBRUARY**

February 11	Summer Term 2015 Course Registration
February 16	Presidents' Day: no classes
February 28	Students depart for Spring Break

#### **MARCH**

March 2-6	Spring Break: Campus Closed
March 8	Students Return from Spring Break
March 9	Classes Resume
March 16-20	Fall 2015 Course Registration

#### **APRIL**

April 24	Spring Holiday: no classes
April 29 & 30	Final Exams

#### **MAY**

May 1	Senior Day
	Students not graduating or staying for Summer Term depart
May 2	Commencement Ceremony
May 3	Graduates Depart

### SUMMER TERM 2015

#### **MAY**

May 4	Classes Begin: Summer Term
May 25	Memorial Day: no classes
May 28	Final Exams
May 29	Students Depart for Summer

#### **JUNE**

June 1-11	Cultural Studies Abroad Trip: Poland, Slovakia, Hungary, Austria
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## MISSION

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Beacon College was incorporated as a nonprofit 501(c) (3) institution of higher learning on May 24, 1989. The concept for the College was put forth by a group of parents concerned about higher education opportunities for students with learning disabilities. Responding to this concern, the initial trustees founded Beacon College. The College embraces the student with learning disabilities by providing educational opportunities that acknowledge individual learning differences.

**The mission of Beacon College is to offer academic degree programs to students with learning disabilities.**

To accomplish its mission, the College provides Associate of Arts and Bachelor of Arts programs in Business & Technology, Human Services, Interdisciplinary Studies, and Psychology as follows:

- *The Business Management Program* provides students with an opportunity to think like a business manager. Students will learn business leadership skills with the use of critical and analytical thinking. Students are given the option to further specialize in Hospitality.
- *The Computer Information Systems Program* offers students the opportunity to learn about the latest technology used in today's marketplace, as well as explore the vast number of career choices available to those skilled in this area. Students are able to choose one of two tracks to meet their specific career goals: *The Information Systems Track* or *The Web and Digital Media Track*.
- *The Human Services Program* provides a comprehensive knowledge of the theoretical foundations of the social sciences and offers practical experience in the professional fields associated with public and community services. This major field of study focuses on psychological approaches to understanding the holistic development of individuals, families, and communities.
- *The Interdisciplinary Studies Program* provides a broad-based liberal arts education for students seeking intellectual and personal change. Interdisciplinary Studies exposes students to a variety of subjects designed to establish a basis for effective lifelong learning and attainment of personal goals.
- *The Psychology Program* is designed to achieve the five American Psychological Association (APA) learning goals: provide a knowledge base in psychology, research methods, critical thinking skills, application of psychology, and values in psychology.

The purpose of the College is to provide a quality undergraduate education, which facilitates academic and personal success. In order to achieve its purpose, the College strives to provide a learning environment that:

- Develops self-awareness through comprehensive programs designed to foster intellectual, social, and emotional growth;
- Emphasizes the development of individualized learning strategies and study skills which contribute to the academic success of the student;

- Enables students in developing the critical thinking and communication skills necessary for meaningful engagement in society;
- Demonstrates a commitment to academic excellence, service learning, and development of responsible leadership;
- Assists students in preparing for the workplace through the refinement of career goals and development of professional skills.

\*Students with specific learning disabilities as defined by IDEA 2006; does not include those learning problems which are due primarily to visual, hearing, motor handicaps, intellectual disabilities/mental retardation, emotional disturbance, environmental disadvantage, or other exceptionalities.

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## PHILOSOPHY, VISION, AND VALUES

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### PHILOSOPHY STATEMENT

We, the members of the Beacon College Community, take pride in the special mission of our Institution. To that end, we are committed to providing quality academic programs with appropriate accommodations and educational support services for students with learning disabilities. We recognize that individuals learn at different rates and in different ways, and it is our responsibility to utilize the teaching methodologies that facilitate learning while meeting the needs of a diverse student population. We believe it is the responsibility of the College to assist students in determining realistic goals and discovering personal abilities and interests.

Beacon College is dedicated to providing a quality educational experience that values diversity, ensures student engagement, cultivates critical thinking, promotes social responsibility, and encourages intellectual curiosity. We believe our living/learning environment transforms the entire campus into a classroom where students thrive and realize their potential.

### VISION

Beacon College is proud of its tradition as the premier postsecondary educational institution dedicated to the success of students with learning disabilities. Our exemplary programs set the standard to encourage students to maximize their potential through innovative instruction and a vibrant living/learning environment. Beacon College will continuously strive to provide leadership in the field of learning disabilities while educating our students in a caring and supportive college community.

### VALUES

Beacon College is an institution of higher learning dedicated to:

- Excellence;
- Diversity and respect for diversity;
- Integrity in the delivery of services;
- A culture of community service and social engagement;
- Transitional programs that guide students toward successful outcomes;
- A living/learning environment that fosters critical thinking and self-determination.

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## GENERAL INFORMATION

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### LOCATION

Beacon College is located in Leesburg, Florida approximately 50 miles northwest of Orlando. Both the Orlando International Airport and Sanford International Airport accommodate students traveling from a distance to our campus.

### CAMPUS

Beacon College offers students many opportunities to participate in community life. The small-town Main Street environment offers students ready access to goods and services and encourages their self-reliance and independence. The community also functions as a resource for field placement, recreation, and opportunities for public service.

The center of the campus is Beacon Hall, which opened in April 2013. Beacon Hall houses the offices of the President and senior administrative staff. Beacon Hall also has three state-of-the-art classrooms.

Within easy walking distance of Beacon Hall you will find the Education Building, Center for Student Success, Studio Arts Building, Dining Hall, Student Center, Library, Robert & Jane Weiner Writing Center, and Counseling Center.

The Beacon College Village Apartments serve as the College's primary residence halls and provide the opportunity for students to live in a community setting while attending college. The Beacon College Village Apartments have a swimming pool, tennis court, and basketball court offering students recreational choices and the opportunity to relax with their peers. Other residential areas include the Woodward Street Apartments, Market St. Lofts, and the Wedgewood Apartment complex, all within close proximity to the main campus buildings.

### LEESBURG COMMUNITY

Recreation and cultural enrichment are the hallmark of Lake County, Florida, which is known for its outdoor activities and community interest in the arts. Leesburg devotes fifteen percent of its land area to parks and recreation activities: swimming pools; tennis, shuffleboard and racquetball courts; ball fields; picnic pavilions; fishing; and biking and jogging trails. The county boasts over 1400 lakes, which provide nearly year-round water skiing, boating, and fishing. Frequent art and theatre shows are sponsored by local associations and theatre groups.

The Leesburg Police Department headquarters is located directly behind Beacon Hall. Next to the police department is one of four fire stations, housing certified firefighters, which offer protection throughout Leesburg. The city maintains an ISO 2 Public Protection Classification which ranks the city among the top one percent of fire departments across the country. The Leesburg Regional Medical Center, rated as one of the top one hundred regional medical centers in the United States, forms the nucleus of Leesburg's comprehensive medical and health services and is located within one mile of the campus buildings. A fully-staffed emergency room is operated around the clock.

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## ADMISSIONS

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Beacon College accepts students on a rolling admissions basis with a priority application deadline of May 1<sup>st</sup> for fall applicants and November 1<sup>st</sup> for spring applicants. Candidates who apply after the priority admissions deadline are processed on a space available basis.

### GENERAL ADMISSIONS PROCEDURE

#### Admission Criteria

The Beacon College Admissions professionals conduct a highly individualized assessment of each candidate's application and documentation. Criteria for admission include:

- Diagnosis of a specific learning disability or attention deficit/hyperactivity disorder.
- Average to superior intelligence as measured with a cognitive assessment conducted by a licensed psychologist, neuropsychologist, or school psychologist.
- Candidates must be socially mature and have demonstrated motivation to complete the academic requirements of an accredited college. These qualities are assessed in interviews with the professional staff and through psychological evaluations.

#### United States Citizens

The Beacon College Admissions Committee makes all candidacy decisions. In order to give each candidate full consideration, the Committee evaluates applicant files only when they are deemed complete. **To complete requirements for admission, applicants must submit the following items:**

1. Completed admission application, together with a non-refundable fee of \$50.00.
2. An official high school transcript with documentation of standard diploma or GED.
3. Official transcripts from any other colleges attended.
4. A psycho-educational evaluation that provides clear evidence of a specific learning disability and/or Attention Deficit Hyperactivity Disorder (ADHD). The date of the report must be less than three (3) years from the current date.

#### International Non-immigrant Students

Beacon College is authorized under Federal law to enroll non-immigrant students.

1. Complete above requirements steps 1-4. The completed application may be scanned and emailed to [admissions@beaconcollege.edu](mailto:admissions@beaconcollege.edu), faxed to 011-1-800-562-0073, or mailed to Beacon College, 105 East Main Street, Leesburg, FL 34748, USA.
2. Official Educational Documentation.
  - a. Official high school transcript(s) Please note that not all diploma types are acceptable for admission. Attendance at an international secondary school that uses a grading system different than the United States system will require a transcript evaluation. The agency listed below (Josef Silny & Associates) performs such evaluations. Evaluations are to be sent directly to Beacon College. All payments for any evaluation of school documents should be paid directly to the agency.

b. Official college transcript(s) – Required for all colleges attended. Attendance at any colleges or universities not within the United States requires a translation and evaluation of work completed at each institution. Transcripts should be sent to the agency listed below (Josef Silny & Associates) for a course-by-course evaluation and a request made that evaluations be sent directly to Beacon College. *Enrollment is contingent upon receipt of an evaluation of official and final high school transcript.*

Josef Silny & Associates  
7101 SW 102<sup>nd</sup> Ave., Miami, FL 33173-1364  
Telephone 011-1-305-273-1616 [www.jsilny.com](http://www.jsilny.com).

3. Foreign Student Financial Statement. All students seeking enrollment to Beacon College must complete and submit the *Foreign Student Financial Statement* with the application.
4. English as a Second Language. For students in which English is not the first language, the results of the TOEFL (Test of English as a Foreign Language) is required. Current Beacon College admissions requirements are a score of **550** on the paper-based test, **213** on the computer-based version, or **80** on the Internet-based version. Information about this examination can be obtained from TOEFL, P.O. Box 3151, Princeton, New Jersey, 08541-6151, at [www.toefl.org](http://www.toefl.org), or by speaking with a secondary school or university advisor. Please note that, as an English speaking community, English proficiency is required for participation in Beacon College programs.
5. Health Insurance. It is mandatory that all international students have health insurance. Please visit [www.insuranceforstudents.com](http://www.insuranceforstudents.com) to find the costs and apply for the insurance. Once accepted to Beacon College, proof of insurance is required to complete the enrollment process.
6. Copy of passport.

## ADMISSIONS COMMITTEE DECISIONS

### Acceptance

All Admissions Committee decisions are made in writing. The *Intent to Enroll Form* is mailed to each candidate with the acceptance letter. Candidates are required to submit a completed, signed *Intent to Enroll Form* along with a non-refundable deposit of \$250.00 to reserve a seat for the coming semester. This enrollment deposit is applied toward the candidate's first semester tuition bill.

### Provisional Acceptance

A special provision in the admissions process is made for candidates who may not meet minimal requirements for admissions, but demonstrate academic potential and motivation to complete a degree program. Based on the potential for success provided by remedial interventions, students may attend Beacon College with provisional acceptance.

Provisionally accepted students may take twelve (12) credits and are required to complete College Readiness/Developmental course work prior to seeking full admission. For credit-bearing courses, the provisionally accepted students must maintain a GPA of 2.0 during the first academic year. At the end of the first academic year, if the 2.0 GPA is maintained, the provisionally admitted student will be removed from provisional status. If the 2.0 GPA is not maintained, the provisionally admitted student may be dismissed from the College.

To improve the potential for academic success, the provisionally accepted student must meet weekly with a learning specialist and attend supplemental instruction sessions as applicable. Monitoring of the support activities of the provisionally admitted student will be conducted through the Center for Student Success in collaboration with the Office of Academic Affairs.

**Hold**

As a result of the evaluation process, the Admissions Committee may determine that it needs additional information in order to give a candidate full consideration. In this instance, a candidate's applicant file will be placed on "Hold" until receipt of the specified information and/or documentation. Once received, the candidate's file will be resubmitted to the Admissions Committee for further consideration. Applicants are notified in writing if/when the status of their candidacy changes.

**Denial**

All Admissions Committee decisions are made in writing. The College reserves the right to refuse admission to any candidate it considers inadequately qualified or whose documents do not note a learning disability as the primary handicapping condition. If a candidate wishes to appeal a denial, the candidate may do so by petitioning the Admissions Committee in writing. A letter requesting further consideration along with additional and/or updated information should be forwarded to the Admissions Committee in care of the Office of Admissions.

**Application Materials**

All submitted application materials become the property of Beacon College. Beacon College reserves the right to refuse to return any materials submitted in regard to a candidate's application and/or appeal.

**NOTICE OF NONDISCRIMINATION POLICY**

Beacon College admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. Beacon College does not discriminate on the basis of race, color, national or ethnic origin, gender, religion, creed, or sexual orientation in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

**TRANSFER INFORMATION****Transfer Students**

Beacon College defines a transfer student as a student entering Beacon College for the first time but known to have previously attended a regionally accredited institution at the undergraduate level. The student may transfer in with or without earned credit. Any student applying to Beacon College with college credit earned while attending high school is not considered a transfer student but a new, first-time student.

**Transfer of Credits**

Beacon College admits transferring students to such standing from institutions of higher learning as is reasonable in terms of their past course work and performance. A student may send copies of transcripts during the initial admissions process for evaluation and class scheduling purposes only.

A transfer student is responsible for requesting an official transcript from any college previously attended. Official transcripts will be accepted if they are mailed directly from the previous college to Beacon College or are presented by the transfer student in a sealed envelope.

Official transfer credit will not be awarded until official transcripts are received by Beacon College. See the Academic Information section on page 27 for the Beacon College *Transfer Credit Policy*.

A transfer applicant may not disregard previous college and university records.

International non-immigrant students refer to Step 2 under Admission Procedures: International Non-Immigrant students on page 10 and 11.

## FINANCIAL INFORMATION

Tuition rates are established and announced each spring term. Increases are effective for the fall Term. Students are permitted to attend class only if semester payment has been received or payment arrangements completed for that semester. A non-refundable deposit is due upon receipt of the *Intent to Enroll* form and will be applied to the first term of attendance.

The standard academic course load per semester for full-time students is 12 to 15 credit hours with a maximum of 15 credit hours or five (5) courses.

Credit hours in excess of 15 will be billed according to the Institution’s rate of \$790 per credit hour.

Part-time students carrying six (6) credits or less will be billed according to the rate of \$895 per credit hour, which includes fees for one (1) hour per week of academic mentoring.

Any additional fees may be imposed should the College receive unexpected fees/charges related to facilities or fuel surcharges and the like. The fees (if any) will be prorated and billed to currently enrolled students.

Payment for the fall term is due on or before July 1<sup>st</sup>. Payment for the spring term is due on or before November 16<sup>th</sup>. Any sum not paid when due will be subject to a late charge of 1% per month (12% per year) or any fraction of a month.

### 2014-2015 TUITION SCHEDULES

The following tuition schedules detail the respective fees for Residential and Non-Residential/Commuter students:

#### Residential Student Tuition & Fee Schedule

	FALL 2014	SPRING 2015	ANNUAL TOTAL	SUMMER 2015 (Est.)
<b>Tuition</b>	\$15,958	\$15,958	\$ 31,916	\$ 2,788
<b>Shared Room</b>	\$ 2,869	\$ 2,869	\$ 5,738	\$ 500
<b>Board</b>	\$ 1,783	\$ 1,783	\$ 3,566	\$ 400
<b>Activities Fee</b>	\$ 250	\$ 250	\$ 500	
<b>Room Maintenance Fee</b>	\$ 225	\$ 225	\$ 450	
<b>Technology Fee</b>	\$ 300	\$ 300	\$ 600	
<b>Total (Shared Room)</b>	\$21,385	\$21,385	\$ 42,770	\$ 3,688

*After the start of the term, room and board fees are non-refundable.* Room fees include only basic service for cable TV and Internet connection. **Premium telephone, cable, and Internet options are not included.** **You must contract directly with the service provider for premium options.**

**Non-Residential/Commuter Students Tuition & Fee Schedule**

	<b>FALL 2014</b>	<b>SPRING 2015</b>	<b>ANNUAL TOTAL</b>	<b>SUMMER 2015 (Est.)</b>
<b>Tuition</b>	<b>\$15,958</b>	<b>\$15,958</b>	<b>\$31,916</b>	<b>\$ 2,788</b>
<b>Board</b>	<b>Optional</b>	<b>Optional</b>		<b>Optional</b>
<b>Activities Fee</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 500</b>	
<b>Technology Fee</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 600</b>	
<b>Total Fees</b>	<b>\$16,508</b>	<b>\$16,508</b>	<b>\$33,016</b>	<b>\$ 2,788</b>

**Additional Fees**

(not included in the Tuition & Fee Schedules above):

Application Fee	\$ 50
New Student Orientation	\$275 (Student's 1 <sup>st</sup> semester)
Lab/Class Fees	As applicable (Art, Science, CIS, etc.)
Graduation Fee	\$200
Parking Fee	\$ 10

**Residential Upgrade Charges**

<b>Upgrade from Shared Room to</b>	<b>Extra Charge (per semester)</b>
<b>Village/Wedgewood/Woodward Apartments Single Room (small)</b>	<b>\$1,260</b>
<b>Village/Wedgewood/Woodward Apartments Single Room (large)</b>	<b>\$1,418</b>
<b>Village/Wedgewood/Woodward Apartments Private Apartment</b>	<b>\$1,890</b>
<b>The Lofts Shared Room</b>	<b>\$1,260</b>
<b>The Lofts Single Room</b>	<b>\$1,838</b>
<b>The Lofts Private Apartment</b>	<b>\$2,048</b>

**Summer 2015 Tuition**

Tuition for the summer 2015 term is *estimated* at \$2,788.00 per course. Increases may be incurred after January 2015. Summer term fees are due March 1<sup>st</sup>.

**ALL CHECKS FOR TUITION AND ROOM/BOARD FEES SHOULD BE MADE PAYABLE TO:**

**BEACON COLLEGE  
105 EAST MAIN STREET  
LEESBURG, FLORIDA 34748**

**REFUND POLICY**

A student (parent/financially responsible party) may apply for a refund of tuition only when withdrawal from the College is based upon student medical necessity. Written notice of withdrawal from the College must be received by the Business Office within the week noted in the Refund Schedule to obtain a refund. There will be no refund of room and board fees once the semester has begun. All applicable federal requirements will be followed for refunds if the student is receiving Federal Financial Aid and/or Veterans Benefits.

All refunds of tuition will be based upon the following:

**Refund Schedule**

100%	-	First week (less 5% administration fee)
75%	-	Second week
50%	-	Third week
25%	-	Fourth week
0%	-	Fifth week and after

**There shall be no refund of any tuition or fees if the student is involved in disciplinary action that leads to a long-term suspension or dismissal.**

**Summer Term Refunds**

There is no refund for room and board fees during the summer term. If the student withdraws within the first week of the summer term, 80% of tuition is refunded. There is no refund after the first week.

**Refunds for Federal Financial Aid Recipients**

If a student is a recipient of Title IV aid (Pell Grant, Stafford Loans, and Plus Loans), federal regulations administered through the U.S. Department of Education will apply.

If a recipient of Title IV aid withdraws during the term, the College will calculate the amount of aid the student did not earn, and the unearned portion will be returned to the Title IV programs. The student is responsible for any charges that are unpaid as a result of the return of Title IV funds.

Examples of the calculations of earned and unearned Title IV funds required as a result of withdrawal may be requested from the Business Office. Generally speaking, a student earns Title IV aid based on the number of days completed during the term prior to withdrawal. Once 60% of the term has been completed, the student is considered to have earned 100% of the Title IV aid awarded.

**Refunds for Recipients of Veterans Benefits**

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

**Refund Appeal Process**

Any student may appeal a refund decision by filing a written request with the Business Office. Appeals must include basis for appeal (extenuating circumstances). Appeals will be reviewed by the Financial Aid Appeal Committee. The Committee's decisions in all matters will be final.

The primary purpose of the Financial Aid Office at Beacon College is to provide financial assistance to academically qualified parents and students to further their education. Although students and their parents are expected to make every effort to meet the cost of education, many students do qualify for some form of financial aid and are encouraged to apply for aid by submitting a Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). For additional information, please call the Beacon College Financial Aid Office or visit the website at [www.beaconcollege.edu](http://www.beaconcollege.edu) for the most current information.

### **What types of financial aid are available to qualified students?**

Beacon College participates in a variety of federal, state, and institutionally-funded aid programs. Assistance programs are classified as Grants, Scholarships, Loans, and Employment.

### **Major Federal Financial Aid Programs**

*Pell Grant:* This need-based award amount varies and can be granted each year. The award amount is directly related to the student's expected family contribution as determined by the FAFSA form and the student's enrollment status (full-time, ¾-time, half-time, or less than half-time).

*Federal Supplemental Education Opportunity Grants (FSEOG):* Grants through this federal program are available to a limited number of students who demonstrate exceptional financial need. Priority is given to students with the greatest need.

*Federal Work-Study (FWS):* is a federally-funded program providing students with part-time employment. Only students who are awarded FWS in their financial aid package are eligible for this program. FWS awards are made by the Financial Aid Office based on need and funds currently available. It is awarded through FAFSA so students interested in the program are encouraged to complete the form as early as possible, indicating that they wish to be considered for Work-Study. There are many factors involved in determining who is awarded Work-Study so it is not guaranteed every year.

*Federal Direct Stafford Loan:* Amounts may vary each year. There are annual maximums dependent on need and the student's grade level (freshman, sophomore, junior, senior). Interest does not accrue on subsidized Stafford loans while the student is in school or during the six-month grace/authorized deferment periods. Students are responsible for all interest that accrues on the unsubsidized Stafford loan while in school, and during the six-month grace period or authorized deferment period. Interest may be deferred.

*Federal Direct Parent Loans for Undergraduate Students (PLUS):* The Federal Direct PLUS Loan can be borrowed by parents of dependent undergraduate students to help pay for their child's education. The Federal PLUS Loan is not based on financial need. The amount borrowed each year is limited to the cost of attendance less other forms of assistance.

### **Florida State Financial Aid Programs**

Florida residency and eligibility for Florida state aid programs are based on state law and administrative rules. Generally, students whose families have been living in Florida for 12 months before the start of the school year are considered residents. The following programs are only available to Florida residents who are citizens or permanent residents of the United States.

*Florida Resident Access Grant (FRAG):* All full-time undergraduate students who meet the Florida residency requirements are eligible to receive this financial assistance from the state. This amount varies from year to year, based on available state funds.

*Florida Student Assistance Grant (FSAG):* Full-time undergraduate students who meet the Florida residency requirements and have extraordinary financial need are eligible to receive this financial assistance from the state, depending on available funding.

*Florida Work Experience (FWEP):* A program funded by the State of Florida which partners eligible students with employers in their major area of study. FWEP provides eligible Florida students work experience that will complement and reinforce their educational and career goals. This gives students eligible for Federal Work Study the opportunity to gain professional experience while attending school.

*Florida Prepaid College Plan (FPCP):* Beacon College is an eligible institution for the FPCP program. Accumulated funds may be applied toward expenses at Beacon College. Contact the FPCP office at [www.florida529plans.com/Prepaid/index.html](http://www.florida529plans.com/Prepaid/index.html) for further details on disbursement options.

*Florida Academic Scholars Award:* This award is valued at approximately \$3,090 per year. An additional \$1,320 award is provided to the top academic scholar in each school district and developmental research school.

*Florida Medallion Scholars and Florida Vocational Gold Seal Awards:* Each of these awards is valued at approximately \$2,310 per year.

### **Financial Aid Deadlines**

A Free Application for Federal Student Aid (FAFSA) must be completed each academic year and one FAFSA serves throughout that entire academic year, fall through summer. The FAFSA becomes available each January for the following academic year. To be given the greatest consideration, students should complete the Free Application for Federal Student Aid (FAFSA) prior to April 1<sup>st</sup>. FAFSAs completed after April 1<sup>st</sup> will be considered on the basis of available funds.

### **What are the general eligibility requirements for need-based financial aid?**

To qualify for financial aid, the student must prove that financial assistance is needed. Need is the difference between the amount the student and the student's family can contribute and the cost to attend the college of choice. The following are some of the requirements a student must meet:

1. You must have a high school diploma or GED certificate.
2. You must be a U.S. citizen or an eligible non-citizen (e.g. resident alien). Eligible non-citizens include I-151, I-551, and I-688 cardholders as well as some I-94 classifications.
3. A male applicant must be registered with Selective Service, if applicable. Male citizens of the U.S. and male immigrant aliens 18 through 25 must be registered with the U.S. Selective Service System to be eligible for federal financial aid.
4. You must not be in default on any federal educational loan or owe repayment on a federal grant at this or any other institution.
5. Make satisfactory academic progress.

### **Applying for Financial Aid**

Financial aid files must be completed at least three (3) weeks prior to payment due date in order to utilize

awards toward payment of tuition and books. If the student's file is incomplete prior to registration, tuition, room and board, and books must be paid for by the student. Reimbursement will be made to the extent of any over payment after the drop/add date and certification of loans.

Students must reapply each year for financial aid. Awards are not renewed automatically. In order to receive aid from the major financial aid programs at Beacon College, students must complete the following:

1. Before beginning the Free Application for Federal Student Aid (FAFSA), the student needs to apply for a Federal Student Aid personal identification number (PIN) at [www.pin.ed.gov](http://www.pin.ed.gov). The PIN will allow the student to sign the FAFSA electronically and later to access the processed FAFSA online. Dependent students must have a parent sign their application; therefore, the parent must apply for his or her own PIN.
2. Complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). In step 6 of the application, the school code for Beacon College is **033733**. The FAFSA must be completed if students are interested in any federal grants, state grants, and student/parent loans at Beacon College.
3. Complete an application for admission to Beacon College.
4. The Financial Aid Office receives electronic Student Aid Report (SAR) from the FAFSA federal processor approximately three weeks after the application for federal financial aid is filed. In order to receive financial aid awards prior to the start of the semester, Beacon College must be listed as the school choice in Step 6 on the FAFSA. The FAFSA federal processor will send Beacon College a copy of the Student Aid Report (SAR) and at the same time the student is sent either an electronic copy or a postal copy. If the student does not receive a SAR within 3 weeks of submission to the FAFSA federal processor, please call the processor at (800) 433-3243 from 8 a.m. through midnight (Eastern Standard Time) or check on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). TTY users may call (800) 730-8913.
5. Complete the Beacon College Florida Resident Access Grant (FRAG) Application Form and return it to the Financial Aid Office. This form is required in order to receive Florida Student Assistance Grant (FSAG), and the Florida Resident Access Grant (FRAG). The Beacon College FRAG Application Form can be downloaded from the Beacon College website.
6. The Financial Aid Office will access financial aid transcript information via the National Student Loan Data System (NSLDS). The student will be notified if additional information is needed.
7. If the student is selected for verification, the Financial Aid Office will advise the student of all required documents. After all documentation is received, verification may take up to three (3) weeks to be processed.

### General Information

- A Master Promissory Note (MPN) and Entrance Counseling must be completed if the student elects to receive loans. Students must complete the MPN and Entrance Counseling at [www.studentloans.gov](http://www.studentloans.gov). Loans cannot be processed until the MPN and Entrance Counseling is completed and all documents have been received by the Financial Aid Office.
- The student will receive an award letter in his/her Beacon e-mail account once the Financial Aid Office processes the file. This award letter will specify the types of aid for which the student is eligible at that time.
- Students must notify the Financial Aid Office if they are expecting to receive the Florida Bright Futures Scholarship.

- The student is responsible for follow up on financial aid information. Do not wait until school begins.

**Assistance**

If assistance is needed with the application process, please contact the Financial Aid Office. Before contacting the office, please complete as much of the application as possible so that questions can be identified. If an appointment is necessary, students should bring tax returns, including W-2s (and parents' tax return if the application requires this information), as well as documentation of untaxed income (e.g., Social Security benefits, AFDC, child support, etc.).

**Satisfactory Academic Progress for Financial Aid Recipients**

All students receiving any form of Title IV Financial Aid must meet the standards of progress outlined below. The requirements for these standards are set by federal regulations (*34CFR Section 668.19*). Beacon College is required to enforce these standards for students receiving Title IV Financial Aid.

The following requirements are the standards of satisfactory academic progress (SAP) for Beacon College students receiving financial aid:

- Students are allowed a maximum of 90 credit hours to earn an associate degree. This represents 150% of normal completion time of 60 credit hours.
  - Students are allowed a maximum of 180 credit hours to earn a bachelor degree. This represents 150% of normal completion time of 120 credit hours.
  - Standards of academic progress are reviewed at the end of each term.
  - All transfer students will be reviewed at the time they are admitted to Beacon College prior to making any financial aid awards.
  - All students who have been approved through the appeal process will continue to be reviewed each semester.
  - A student is required to successfully complete the minimum number of hours to progress toward a degree as follows:
 

Enrollment Status	Maximum Load Percentage to Complete Each Semester
Full-time: 12 credit hours or more	67%
Three-quarters-time: 9 to 11 credit hours	67%
One-half-time: 6 to 8 credit hours	67%
Less than one-half-time: less than 6 credit hours	67%
  - If a student does not complete the percentage of required hours, he/she will be placed on financial aid warning. By the end of a warning period, the cumulative (all college) hours required must be completed or the student will lose financial aid benefits. The suspension of benefits is effective until the student successfully completes the required cumulative hours and meets the standards of academic progress.
  - Successful completion means earning grades of A, B, C, D or P. Grades of I, F, W, WF, WP, are not successful completions.
  - If students are required to enroll in pre-requisite college readiness courses in reading, writing, and/or math, they must earn a pass (P) in each course prior to enrolling in subsequent content area courses.
  - A new student must have a minimum grade point average of 1.7 in the first 15 credit hours and a grade point average of 2.0 thereafter in all course work attempted at Beacon College.
  - Credit hours for institutional credit college readiness/developmental courses will be counted toward financial aid eligibility. Grades received in these courses will not be used in calculating a grade point average. However, hours attempted will be used to determine the completion ratio.
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- All terms of enrollment with or without financial aid at Beacon College will be used in determining a student's satisfactory progress for financial aid. All transfer work accepted by Beacon College will be

included in the standards of academic progress calculations.

- Students who are suspended or dismissed from the College will lose financial aid benefits. The Financial Aid Appeal Committee can approve or disapprove appeals on a case-by-case basis. A student may appeal financial aid suspension in writing to the Financial Aid Appeal Committee if the student feels there are extenuating circumstances (unplanned events beyond the student's control). Students must provide documentation supporting their extenuating circumstances, along with rationale that will allow them to either meet the SAP requirements at the next calculations or why a waiver should be granted. The Financial Aid Appeal Committee's decision in all matters will be final.
- If the Financial Aid Appeal Committee approves an appeal, the student's aid will be reinstated with provisions. The Committee may stipulate restrictions governing the number of remaining credit hours for financial aid assistance. Students who choose not to file an appeal or whose appeal has been denied may in some cases re-establish eligibility for financial aid by achieving a cumulative grade point average of 2.0 or better and/or by completing a minimum of 6 hours of course work at their own expense.

### **Student Code of Conduct for Beacon College Scholarships or Work-Study Recipients**

Students receiving Beacon College scholarships or work-study funding must adhere to the *Student Code of Conduct* as outlined in the *Beacon College Student Handbook*. Students who have a drug or alcohol related incident or a major disciplinary infraction may lose their Beacon College financial aid. The students will be responsible for paying the pro-rated tuition balance.

### **Repayment of Title IV Federal Funds: What are Title IV Federal Funds?**

At Beacon College, Federal Title IV funds consist of the Federal Pell Grant, Subsidized Federal Direct Loan, and an Unsubsidized Federal Direct Loan.

Federal regulations require repayment of a portion of funds received by students unless certain conditions are met. A student who withdraws or stops attending all courses prior to completion of at least 60% of an enrollment period will be required to repay the "unearned portion" of the funds received.

These regulations apply to all federal grant and loan funds received as a disbursement by a student. For example, a student receiving a Pell Grant disbursement check in the amount of \$800 could be required to repay the federal financial aid programs as much as \$400, unless the student attends school for more than 60% of the enrollment period. In addition, a portion of the award that could have been used to pay for tuition, fees, books and/or supplies may also be required as repayment to the school. The latter requirement is necessary because schools are required to refund the federal financial aid programs the "unearned portion" of the tuition, etc.

The rule applies only to those students who withdraw **from all classes**. The rule does NOT apply to students who successfully complete at least one course in an enrollment period. Every effort should be made to successfully complete at least one course. In so doing, the student will preserve the funds received. The student should work closely with his/her academic advisor to plan a course load that can be successfully completed each term.

Students who receive funds from the federal financial aid programs must check with the Business Office and the Financial Aid Office prior to withdrawing from a class to see if they would have a financial obligation.

**In addition to the above, students who receive an "F" grade, where attendance cannot be documented, will be required to repay the excess federal financial assistance they receive.**

## Scholarships

Beacon College is eligible to participate and administer the following scholarships based on each program's guidelines:

- Florida Bright Futures Scholarship Program
- Florida Children of Deceased or Disabled Veterans
- Florida Ethics in Business Scholarship
- Florida Jose Marti Scholarship Challenge Grant Fund.

Students are encouraged to search for additional scholarships via the Internet sites listed below:

<http://www.beaconcollege.edu/beacon-college-admissions/financial-aid/financial-aid-options/scholarships>

<http://www.fastweb.com>

<http://www.finaid.org/otheraid/ld.phtml>

<http://www.collegeboard.org>

## Veterans Educational Benefits

Beacon College is state-approved for the use of Veterans Affairs Educational Benefits.

Students applying for benefits must submit a certificate of eligibility (*VA Form 22-0557*) or award letter (*VA Form 20-8993*) to Beacon College in order for the College to notify the Veterans Affairs regional office of your enrollment.

For more information and forms, students may contact the Department of Veterans Affairs Educational Benefits Office at (800) 827-1000 or visit their website at <http://www.gibill.va.gov>.

## Other Programs

In addition to the above, Beacon College also cooperates with the following state and federal programs that provide financial assistance to students:

- Division of Vocational Rehabilitation
- Tuition Management Systems-Payment Plan

### **For additional information about financial aid:**

**Beacon College**

**Office of Financial Aid**

**105 East Main Street**

**Leesburg, FL 34748**

**Phone: 352-638-9733**

**International Phone: 011-352-787-7660**

**E-mail: [financialaid@beaconcollege.edu](mailto:financialaid@beaconcollege.edu)**

**Fax: 352-787-0796**

**Web Site:**

**<http://www.beaconcollege.edu/beacon-college-admissions/financial-aid/>**

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## STUDENT SERVICES

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### OFFICE OF STUDENT SERVICES

Student Services provides non-academic student support services and activities that contribute to the cultural, social, intellectual, moral, and physical development of students. The Office of Student Services provides a wide variety of activities throughout the year to promote student development, campus community involvement, and to increase faculty, staff, and student interaction.

It is the goal of the Office of Student Services to produce well-rounded individuals, and the staff is committed to providing out-of-classroom experiences to enhance the environment in which students learn and to promote growth and development in all areas of the student's life.

### CO-CURRICULAR ACTIVITIES

Out-of-classroom experiences are invaluable in the personal development of the well-rounded Beacon College student. Such activities include involvement in global/cultural awareness activities, social activities, health and wellness programs, leadership education, and community service. The College hosts a variety of on- and off-campus co-curricular activities that regularly include outdoor/nature activities, sporting events, cultural/ethnic festivals, musical and arts entertainment and appreciation, relationship and leadership building, health education, and fitness programs.

Students have opportunity for involvement through the Student Activities Board (SAB) and work closely with the Coordinator of Student Involvement to schedule and implement events and outings.

### CLUBS AND ORGANIZATIONS

To enhance their college experience, students may choose to join any number of a variety of campus clubs and organizations such as Student Government; Lambda Epsilon Omega fraternity; the Performance Club; Gamma Beta Phi, a national service organization; the Art Club; and Future Business Leaders of America-Phi Beta Lambda. As interest changes, students have opportunities through the Office of Student Services to develop new campus clubs and organizations.

### CAMPUS ACTIVITIES

Group outings are scheduled during each month. Weekend activities include trips to plays, movies, festivals, local attractions, and the beaches. The Student Activities Board and the Coordinator of Student Involvement plan the schedule.

Students may choose to join a variety of campus organizations and clubs throughout the school year, including the college yearbook, student government, cultural activities, sporting events, and a variety of other activities based on student interest.

### COUNSELING SERVICES

The College offers professional counseling and related services in a safe and secure environment where students are free to confidentially discuss any issues of concern at no cost to them. Health related seminars and workshops are also made available to all students.

## **LIFE COACHING**

Life coaching is a client-centered, forward looking, solution-oriented process whereby the client sets the goal to be achieved. Through life coaching, the coach and the student will work together to use the strengths that the student already has in an effort to develop the skills, strategies, and routines to reach his/her personal desired goals, whether big or small.

## **STUDENT HEALTH SERVICES**

Personal wellness encompasses a number of components: physical, social, psychological, and emotional. The Student Health Office focuses primarily on the physical and educational needs associated with health and wellness. As part of Student Services, our mission is to support holistic learning and development for our students. Services within the Student Health Office include health assessments and interventions, first-aid, health and wellness programming, medication management assistance, referrals, and over-the-counter medication samples for a variety of ailments. All services provided at the Student Health Office are confidential. Students are asked to sign a release of information form when requests are made to discuss office visits/visit outcomes with third parties.

## **DINING SERVICES**

Student dining is in the Chopping Block, located at 117 West Main Street. Meals are served in a restaurant atmosphere for breakfast, lunch, and dinner Monday-Friday. Breakfast and brunch are served on Saturday and Sunday. Meal times are published on the weekly menu. The College may also sponsor special event meals or cook-outs at the Beacon College Village Apartments. The cost of meals is included in the board fees. All students living in Beacon College-provided housing are required to be on the College's Food Service Meal Plan. Commuter students not on a meal plan may purchase individual meals. Students should see the Dining Services Manager to do so. The College reserves the right to modify the delivery of food services based on student needs. Students with special dietary restrictions due to health related issues should make an appointment with the Dining Services Manager to discuss their dietary concerns. Some special off-campus events include meal service and, on these occasions, no food service is provided on campus.

## **RESIDENCE LIFE**

The Beacon College Village Apartments serve as the College's residence halls. The apartments are within walking distance of the Main Street campus. Based on enrollment, the College may also lease local apartments for additional student housing. At Beacon College, residential life plays an integral part in the student's development and education, not only as a supportive environment but also as a means of building life experiences. This unique and rewarding housing system enables students to live in apartments and develop independent living skills while attending college. Resident Staff, assisted by student Resident Assistants (RAs), provide support and supervision in student housing, enforce rules and regulations, and foster an environment of belonging and success for all students.

## **CAMPUS SAFETY**

The Office of Campus Safety works in partnership with the Leesburg Police Department to ensure the safety of students, faculty, and staff. Campus safety officers provide a full-range of services including routine patrol of the campus, parking enforcement, safety inspections, and after-hour escort services. The Office of Campus Safety is located in the Student Center at 200 East Main Street, and officers are available 24/7 via telephone.

**TRANSPORTATION**

The College operates a transportation system to provide students access to field placement externships and college-sponsored activities. Based on availability, students may schedule individual transportation to medical appointments. While every effort is made to accommodate students' schedules and needs, transportation is provided as available and cannot be guaranteed in every instance. Abuse of this service may result in loss of an individual's use of transportation.

**STUDENT HANDBOOK**

All students are requested to conduct themselves with integrity and in accordance with the Student Code of Conduct, College Catalog, and Student Handbook. The student is expected to be familiar with all of the policies, rules, and regulations published in the Student Handbook. Students acknowledge receipt of the Student Handbook and agree to abide by all College rules and regulations through their admission to the College. Students and any student organization, as a condition of admission and participation within the College community, agree to abide by all College policies, rules, regulations, and other directives contained in any of the aforementioned documents or other College publications or notices placed on official College websites, bulletin boards, or any other manner of information dissemination to the College community.

**STUDENT VEHICLES**

Having a car on campus is a privilege. Students must submit a copy of their driver's license, registration, and proof of insurance to the Office of Student Services. All cars parked on campus must display a Beacon College Parking Decal (fee applies). Failure to maintain a current Parking Decal may result in fines and loss of campus driving privileges.

**REGIONAL ACTIVITIES**

Outdoor activities, such as boating, tennis, jogging, biking, fishing, and swimming are available year-round in the Central Florida regional area. Movies, restaurants, dinner theatres, and museums are within a 30-minute driving time. Additionally, the College is near superb beaches and amusement sites, including the following:

Silver Springs	35 miles
Walt Disney World	44 miles
Sea World	42 miles
Universal Studios	44 miles
Kennedy Space Center	60 miles
Daytona Beach	69 miles
Weeki Wachee Springs	68 miles
Legoland	70 miles
Busch Gardens	80 miles

**STUDENT COMPLAINTS**

Any student seeking to file a formal complaint should do so in writing to the Office of Student Services. Specific procedures for filing the complaint are outlined in the Student Handbook. If the complaint pertains to an academic concern, the student should follow the procedures as outlined in the Student Handbook under Academic Complaint and/or Grade Appeal.

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## ACADEMIC INFORMATION

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### TRANSFER OF CREDIT POLICY

Beacon College reserves the right to accept or deny transfer of credit based on the guidelines in the *Transfer of Credit Policy*. Transfer of credit from other institutions is at the sole discretion of Beacon College.

#### Pre-Matriculation Transfer of Credit Policy

Transfer students are responsible for requesting an official academic transcript from any college previously attended. Official academic transcripts should be mailed to:

The Registrar  
Beacon College  
105 E. Main Street  
Leesburg, FL 34748

Official transcripts will be evaluated by the student's Academic Advisor and transfer credits approved on an individual basis. Official transcripts required for transfer of credit must be submitted prior to the last day of the transfer student's first academic term. The *Transfer Credit Practices of Designated Educational Institutions* (TCP) is used for assessing and documenting equivalent learning and qualified faculty from other institutions. Students may also be requested to present catalog course descriptions or a syllabus from the course.

Beacon College will consider for transfer credit:

- only college-level courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council of Higher Education Accreditation (CHEA)
- courses in which a grade of C or better is earned
- courses that can be applied to Beacon College degree program requirements

Beacon College awards semester credit only. Transfer credit measured in quarter hours upon acceptance will be awarded three (3) credit hours as the equivalent of four (4) quarter hours. Transfer credits cannot exceed 30 credits for the A.A. degree or up to 90 credits for the B.A. degree. Therefore, at least 30 credits must be earned through Beacon College course work. For the B.A. degree three (3) Beacon College upper level courses plus the capstone course within the major will be required. Students will also be required to complete the College's Career Development course sequence, namely PSY 1950: Personal Development, COE 2606: Career Exploration, COE 3606: Career Planning, and COE 4606: Career Development.

Beacon College accepts the College Level Examination Policy (CLEP) for general education courses offered by the institution in accordance with established policy. The College will accept a score of 50 on a scale of 20-80 to award credit for all CLEP General and Subject Area tests. CLEP scores must be received directly from Educational Testing Services (ETS). No more than three (3) CLEP course substitutions will be accepted into any degree program. A \$100.00 CLEP processing fee is charged per CLEP course substitution.

Beacon College does award credit based on Educational Testing Service (ETS) advanced placement exams when the grade is equivalent to a C (a minimum ETS score of 3) or above.

Students seeking to transfer credit based on military and service school or passing scores on the Dantes examination will have such credit considered on an individual basis following the guidelines above.

Beacon College does NOT award transfer credit based on:

- training provided by non-collegiate institutions
- experiential learning
- professional certification
- courses determined to be occupational or vocational in nature
- courses in which P or S are earned

The Registrar will notify the student in writing of transfer credit accepted within five (5) business days of receipt of the official transcript.

Courses accepted for transfer credit will be listed on the student's transcript. Grades earned in transfer credit courses will not be used in calculation of Beacon College grade point average (GPA).

### **Post-Matriculation Transfer of Credit Policy**

Currently enrolled Beacon College students may complete course work at institutions outside of Beacon College. The student must have this course pre-approved for credit and must complete a *Pre-Approval of Transfer Credit* form. The student must take the form along with an official description of the course or program to his/her Academic Advisor. The Advisor will evaluate the course based on the *Transfer Credit Policy* guidelines detailed above. If the course is approved, the student and Academic Advisor will sign the form and forward it to the Registrar's Office.

Transfer courses cannot be used to delete a prior "D" or "F" grade from a student's cumulative grade point average at Beacon College.

Upon course completion, the student must request that an official transcript of completed course work be sent to the Beacon College Registrar's Office. When the transcript is received, the credit will be applied automatically to the student's Beacon College academic transcript provided the student achieved a grade of C or better.

## **REGISTRATION**

Dates for class registration are published in the Academic Calendar and posted each semester in the education and administrative buildings. Registration materials and specific procedures are provided by the Office of Academic Affairs. Registration information and scheduling will be posted on the Beacon College website. Students will receive notification of the registration schedule through an e-mail sent to their Beacon College account.

## **ACADEMIC ADVISEMENT**

Each degree-seeking student will be assisted by an assigned Academic Advisor in understanding and interpreting the College's academic requirements for graduation and securing help with academic concerns or assistance with life/career goals.

## **DROP/ADD PERIOD**

During the first week of each semester, a student may drop or add a course without penalty. Any course dropped during this period will not be recorded on the student's permanent academic record. Students may not add courses after the final Drop/Add date designated by the Academic Calendar.

To drop or add courses, an *Academic Course Drop/Add Form* must be obtained by the student, signed by the student, instructor, and academic advisor, and then forwarded to the Registrar. Students should be advised that dropping a course may affect anticipated graduation date.

### **COURSE WITHDRAWAL POLICY**

Withdrawal from courses applies after the one-week Drop/Add period ends. Students who withdraw from a course must complete a *Course Withdrawal Form* which is to be signed by the student, the instructor, and academic advisor and submitted to the Registrar.

A student who withdraws from a course or is withdrawn by the instructor after the Drop/Add period and *before* the last day of the eighth week of class will receive a (W) on his/her academic transcript. If a student withdraws or is withdrawn by an instructor *after* the eighth week of class, a notation of WP (Withdrawn Passing) or WF (Withdrawn Failing) will be recorded on the transcript. A notation of W, WP, or WF will earn no course credit and the course will not be used in calculating the cumulative grade point average.

Students should be aware that withdrawing from a course may change student status and affect financial aid eligibility.

### **REQUIRED EXAMINATIONS**

Absences from examinations are excused only in cases of severe illness or occasions of equal exigency.

### **STUDENT ATTENDANCE POLICY**

Students are expected to be present and on time for all class meetings. Making up work because of an absence is the responsibility of the student. The student is responsible for knowing and understanding the policies for making up work outlined in the syllabus for each course.

**Tardiness will impact the student's participation grade.**

#### **Classes that Meet Two Times Per Week:**

Interventions will be initiated after the third absence in an attempt to improve student attendance.

Upon the fourth absence, the student's final grade will be dropped one letter grade. Upon the fifth absence, the student will be withdrawn from class at the discretion of the instructor and the Vice President of Academic Affairs.

#### **Classes that Meet Three Times Per Week:**

Interventions will be initiated after the fifth absence in an attempt to improve student attendance.

Upon the sixth absence, the student's final grade will be dropped one letter grade. Upon the seventh absence, the student will be withdrawn from class at the discretion of the instructor and the Vice President of Academic Affairs.

#### **Classes that Meet One Time Per Week:**

Interventions will be initiated after the first absence in an attempt to improve student attendance. Upon the second absence, the student's final grade will be dropped one letter grade. Upon the third absence, the student will be withdrawn from class at the discretion of the instructor and the Vice President of Academic Affairs.

**Late Arrival Policy**

Four (4) late arrivals are recorded as one absence and will affect the grade accordingly. A student who arrives late to class and also arrives late from break may be considered to be tardy twice in one class period.

**Veterans Attendance Policy**

Excused absences will be granted for extenuating circumstances only. Excused absences are documented with formal entries in students' files. Early departures, tardiness, class absences, and other form of full or partial absence from class will be deemed a full class absence. Students exceeding three (3) days unexcused absences in a calendar month **will be terminated from veterans benefits** for unsatisfactory attendance.

**CLASSROOM RESPONSIBILITY**

Students are responsible for maintaining classroom decorum appropriate to the College educational environment. When the conduct of a student or group of students varies from acceptable standards and interferes with instruction, the instructor has the authority to remove the disruptive party from the room.

**Cell phone use is NOT permitted in classes. All cell phones must be set to the "OFF" position.**

**CREDIT HOURS DEFINED**

Beacon College awards semester credit hours on the basis of the Florida Administrative Code, which equates one (1) college credit as equal to fifteen (15) fifty-minute periods of classroom instruction.

**COURSE LOAD**

The standard academic course load per semester for full-time students is 12 to 15 credit hours with a maximum of 15 credit hours or five (5) courses. Written approval from the academic advisor is required to register for a course load that exceeds 15 credit hours or 16 credit hours for courses with a required lab, and only students with a cumulative grade point average of at least 3.3 (B+) are eligible.

Students must complete and sign a *Disclosure of Tuition Increase Form* that petitions for an exception to the course load policy and that also serves as formal disclosure and acknowledgement of increased tuition costs. A copy of the *Disclosure of Tuition Increase Form* is sent to the party responsible for the student's financial obligations. Credit hours in excess of the maximum standard full-time academic course load of fifteen credit hours will be billed according to the College's tuition rate of \$790 per credit hour.

Credit hours for part-time students enrolled in 6 credit hours or less will be billed \$895 per credit hour, which includes fees for one hour per week of academic mentoring.

If a student chooses a reduced course load or is required to enroll in institutional credit courses prior to enrolling in degree-credit-bearing courses, additional semesters may be required to earn the A.A. or B.A. degree. However, the degree program may not exceed three years for an A.A. or six years for a B.A. from date of matriculation unless approved by the Vice President of Academic Affairs.

**COURSE AUDITS**

Students may register to audit a course provided there is sufficient room in the course on a space-available basis. The student who audits the course is expected to register for the course on a non-credit basis and will be charged a \$400.00 audit fee per course. The student who audits a course(s) is expected to attend class regularly. However, the student is not required to complete any course assignments such as papers or examinations. The student who audits a course does not receive earned credit for the course or a grade in the course. The instructor may provide informal feedback to the student. The student who audits a course may not change the registration from audit to credit during the semester, except during the formal Drop/Add period. A course audit is typically intended to prepare for another course or as an enrichment course of special interest to the student. Students must obtain written permission to audit a course from the Vice President of Academic Affairs.

**GRADING SYSTEM**

Students are expected to pursue degree requirements in accordance with the following academic grading policies of the College.

**Rubric for College Readiness Courses**

Students required to enroll in any college readiness course must earn a pass (P) on the subject subtest in order to be considered making adequate academic progress. Students are enrolled in college readiness courses based on review of admissions documentation including the psycho-educational evaluation.

**Definition**

Grades are issued at the end of each semester. The following system is used:

Percent	Grade	Percent	Grade	Percent	Grade	Percent	Grade
93-100	A	83-86	B	73-76	C	63-66	D
90-92	A-	80-82	B-	70-72	C-	60-62	D-
87-89	B+	77-79	C+	67-69	D+	59-0	F

**Failing Grade Policy**

If a required course is failed, the course must be repeated or an approved equivalent course taken and passed. No credit is accrued with a grade of (F). When a student repeats a course or takes its approved equivalent, both grades will be recorded on the student’s transcript, but only the second grade will be included in computing the cumulative grade point average. This forgiveness policy can only be used twice during a student’s enrollment at Beacon College.

**Incomplete Grade Policy**

A grade of Incomplete (I) is recorded when a student is unable to complete course work within the semester for an acceptable and documented reason. Responsibility for completion of the work satisfactory to the instructor rests solely with the student. The deadline for completing the course work is the last day of the next semester or at an earlier date agreed upon by the student and instructor. An Incomplete grade not changed to a passing grade by the agreed-upon date for course completion or at the latest by the last day of the next academic semester is changed to a failing (F) grade automatically and is recorded on the student’s official transcript.

**Reporting Grades**

Student grades are posted on SONISWEB at the end of each term and may be accessed by students through their personal identification numbers (PIN). Other academic notices, such as midterm grades, are also available on SONISWEB.

**Grade Changes**

Grade changes are initiated by a course’s instructor of record and are approved by the Vice President of Academic Affairs. A *Grade Change Form* with the new grade must be submitted within one semester from the close of a grading period. Thereafter, no grade changes may occur.

**Academic Complaint and Grade Appeal**

All academic complaints and final grade appeals must be filed in writing and directed to the Vice President of Academic Affairs following the procedures outlined in the Student Handbook. To appeal a final grade, the student must take the following steps:

- The student requests that the instructor recalculates the final grade. The instructor completes a grade worksheet within two working days, signs it, dates it, and gives one copy to the student. If, in fact, there is a grading error, a copy of the grade worksheet and a *Grade Change Form* is forwarded to the Office of the Registrar for an official grade change.
- If a question remains, the student may appeal to the Vice President of Academic Affairs for a re-calculation of the final course grade. The instructor will submit the worksheet within two working days of the request and the Vice President of Academic Affairs will ask three faculty members at random to review the worksheet. The faculty members will examine the worksheet and anonymously vote to determine if the appeal is approved or denied.

**Grade Point Average**

The student accumulates credit points toward a grade point average (GPA) on a 4.0 scale as follows:

Grade	Grade Points	Grade	Grade Points
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

In computing grade point averages, the 0.0 earned by a grade of F is included. However, grades of *Incomplete*, *Withdraw Fail*, *Withdraw Pass*, *Not Pass*, and *Institutional Credits* are not calculated in the grade point average.

**OFFICIAL TRANSCRIPTS**

Official academic transcripts may be requested from the Beacon College website. A one-time transcript fee of \$15.00 is charged upon the initial request. Upon receipt of the request and verification of payment, the Office of the Registrar will issue an official transcript. Transcripts are issued as requested providing there is no financial indebtedness to the College.

**TRANSFER CREDITS TO OTHER COLLEGES OR UNIVERSITIES**

Beacon College earned credits transfer to other institutions at the sole discretion of the receiving institution. The student should confirm whether credits earned at Beacon College will be accepted by any other college where the student may transfer.

## ACADEMIC STANDING

### Academic Class Defined

Students will be classified by level on the basis of credit hours satisfactorily earned, as follows:

Academic Class	Credit Hours
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90 or more

## ACADEMIC PROGRESS AND HONORS

### Restricted Programs of Study

Any freshman with less than a 1.7 grade point average for the first semester and all other students with a cumulative average lower than 2.0 may be required to take a limited program of study the subsequent semester.

A student is considered to have made no academic progress if he/she accumulates an excessive number of Incomplete (I) and/or Failing (F) grades. The student may be restricted from registering for further course work.

### Academic Probation

A student who does not make satisfactory progress by maintaining a semester GPA of 2.0 is subject to Academic Probation in the next semester. In addition, any student who withdraws from more than one class, yet earned a 2.0 or higher, may also be placed on Academic Probation. A student who is placed on Academic Probation in the second consecutive semester will be dismissed from the College. A student on Academic Probation may be limited to a reduced course load and/or may be required to take college readiness/developmental courses. Other remedial interventions may also be implemented at the recommendation of the student's academic advisor, learning specialist, or the Vice President of Academic Affairs.

A student placed on Academic Probation will receive a letter from the Office of Academic Affairs advising of probationary status with a copy to the student's academic advisor. The letter will only be sent to the student's parents with the consent of the student in accordance with FERPA requirements.

Academic Probation may affect a student's academic standing, eligibility for financial aid, and the student's ability to complete the degree in the time required. Academic Probation shall be imposed in full accordance and compliance with all the policies, rules, and regulations of the Institution.

### Dismissal or Suspension

The College reserves the right to suspend or dismiss, at any time, any student who, in the opinion of College authorities, has violated college policies as stated in the Student Handbook. If a student is dismissed, financial obligations to the College are governed by regulations as stated in the *Beacon College Catalog* and in the *Beacon College Student Handbook*.

Academic dismissal or suspension shall be in accordance with all the policies, rules, and regulations of the Institution as stated in the *Beacon College Catalog* and *Beacon College Student Handbook*.

**Withdrawal**

A student who withdraws from the College must complete a *Withdrawal Form* with the Office of Academic Affairs or the student will not be considered officially withdrawn and may be subject to penalties. Official transcripts, and other student records, will not be released until the student is officially withdrawn from the College.

**Readmission**

Previously enrolled students who have been away from Beacon College for *more than two (2) years* (4 full semesters) must re-apply through the Admissions Office. Applicants will need to complete a new Application for Admission, provide official transcripts from any educational institution they have attended since enrollment at Beacon College, and, if necessary, a new psycho-educational evaluation. Upon receipt of the application form, the Admissions Committee may request the student to provide additional materials in support of the application for admission. An admissions visit may also be required.

The policy of Beacon College assures nondiscriminatory procedures for readmission.

**Re-Enrollment**

Previously enrolled students who have been away from Beacon College for *less than two (2) years*, must complete a *Re-Enrollment Application Form* and forward it to the Office of the Registrar.

The Re-Enrollment Committee will determine a previously enrolled student’s eligibility for re-enrollment, and whether supplemental paperwork, additional documentation, and/or an interview are required. Re-enrollment is not guaranteed to any applicant.

**Termination of Veterans Benefits Due to Unsatisfactory Progress**

The Veterans Administration will be notified to terminate benefits due to unsatisfactory progress or attendance of any student receiving veterans benefits who remains on academic probation beyond two consecutive semesters. The student may be recertified for veterans benefits upon attaining satisfactory progress (2.0) and being removed from probation.

**Academic Honors**

A student who earns high grades is considered to make exemplary academic progress. A student whose semester grade point average is 3.3 or higher while enrolled in at least 12 credit hours is recognized on the *Honors List*. A student whose semester grade point average is 4.0 is nominated to the *President’s List*. Students who achieve exceptional standing throughout their college work are graduated with honors.

To graduate with honors, a student must complete a minimum of 61 credit hours for an associate degree or a minimum of 120 credit hours for a bachelor degree and must have achieved the following cumulative grade point average (GPA):

Honor	Cum GPA
Cum Laude	3.4 to 3.59
Magna Cum Laude	3.6 to 3.79
Summa Cum Laude	3.8 to 4.0

**Honors Certificate**

The Honors certificate is an advanced course of study that allows students to take courses for Honors credit and explore a subject in greater depth and complexity than a typical class. Admission criteria are as follows: sixty or more total credits (including transfer credits), twenty-four credit hours completed at the College, and a cumulative GPA of 3.55. Eligibility to enroll in Honors classes will be withdrawn if the student's grade point average falls below 3.0 in any semester. Instructor approval is required for any student enrollment in an Honors version of the class. Successful completion of the Honors Certificate includes achieving a cumulative GPA of 3.25 in Honors courses, completing a minimum of twelve hours of Honors credit, and maintaining a high level of academic integrity and honor.

**Psi Tau Omega**

Psi Tau Omega is the Beacon College Academic Honor Society. Election to this very special and prestigious organization requires three sequential steps. First, the student must earn a minimum 3.55 cumulative GPA after four semesters at Beacon College. Second, the student must be nominated by a faculty member. Third, the nominee must be elected to the Honor Society by a majority vote of the faculty. To qualify for nomination, the student must also demonstrate a high level of integrity and academic honor.

Membership in Psi Tau Omega will be withdrawn if the student's grade point average falls below 3.0 in any semester.

**CONFIDENTIALITY/ACCESS TO STUDENT RECORDS**

The College issues reports of progress, including grades, written evaluations, and letters of warning, and other academic records directly to the student. A student has access to all information pertaining to educational records and academic status. Parents or legal guardians may have access to information pertaining to education and academic status only as stated under the Family Educational Rights and Privacy Act (FERPA).

## ACADEMIC PROGRAMS

### COLLEGE PROGRAM

The Beacon College faculty is committed to helping students achieve individual success. Faculty members facilitate instruction by designing appropriate learning accommodations that reflect an understanding of different learning styles. Meetings allow faculty to discuss teaching methods and effective intervention techniques while assessing student progress. An emphasis on self-awareness and critical thinking focused on strategies for lifelong learning are facilitated by faculty and students working together. A low student-faculty ratio provides the opportunity for individual attention while fostering the competencies necessary for success.

### GENERAL EDUCATION

The General Education curriculum provides a foundation of basic competencies for all degree programs. General Education courses contribute to the total development and educational growth of the student. These courses are required by the Florida Department of Education and the regional accrediting body.

### ACADEMIC MAJORS

Students declare a major in one of six programs:

- Business Management
- Computer Information Systems
- Human Services
- Interdisciplinary Studies
- Psychology
- Studio Arts

### ACADEMIC MAJORS: CORE CREDIT REQUIREMENTS

Major	A.A. degree Core Credits	B.A. degree Core Credits
Business Management	18	36
Computer Information Systems	18	36
Human Services	18	39
Interdisciplinary Studies	18	39
Psychology	18	39
Studio Arts	18	33

After declaring a major, students pursuing a Bachelor of Arts degree may also choose to declare a minor, which requires at least 18 credits in the minor field of study. See list of minors on page 52.

### BUSINESS MANAGEMENT

The **Business Management** major provides students with an opportunity to think like a business manager. Specific outcomes of the program include demonstration of business leadership skills, application of effective business decisions using critical and analytical thinking, display of professionalism proven by ethical accountabilities in real-world scenarios, demonstration of quality improvement by the use of systems thinking, and the demonstration of team building skills.

The **Associate of Arts degree in Business Management** provides students with an introduction to business management.

The **Bachelor of Arts degree in Business Management** provides students with a comprehensive business foundation preparing them for employment opportunities or for MBA programs.

## COMPUTER INFORMATION SYSTEMS

The **Computer Information Systems (CIS)** major offers students the opportunity to learn about the latest technology used in today's marketplace, as well as explore the numerous career choices available to those skilled in this area. CIS students have the opportunity to integrate their creative, technical, and business skills through the CIS curriculum. Students have the opportunity to choose one of two available tracks to meet their specific career goals: the *Information Systems Track* or the *Web and Digital Media Track*.

The **Associate of Arts degree in Computer Information Systems *Information Systems Track*** provides students with a basic background of incorporating technology into the corporate world. Students are exposed on how to process data into useful information through various hardware and software used in the industry.

The **Bachelor of Arts degree in Computer Information Systems *Information Systems Track*** provides students a thorough background of how to implement information systems and retrieve valuable information needed by managers to make effective decisions and build knowledge in today's world market.

The **Associates of Arts degree in the *Web and Digital Media Track*** offers students a foundation in digital imaging, web page design, web animation, and digital video to express the thoughts and ideas of an organization.

The **Bachelor of Arts degree in the *Web and Digital Media Track*** prepares students with comprehensive courses in digital design, web site development, web animation, and digital video. Projects focus on real world design solutions with a marketing approach.

## HUMAN SERVICES

The **Human Services** major provides comprehensive knowledge of the theoretical foundations of the social sciences and offers practical experience in the professional fields associated with public and community services. This major field of study focuses on psychological approaches to understanding the holistic development of individuals, families, and communities. Through field placements, students gain work experience designed to facilitate employment in the human services field. A career in human services involves working with people in assisting them to adapt, change, and cope with physical and social conditions in their environment.

The **Associate of Arts degree in Human Services** provides students with an introductory understanding of the factors that affect human growth and development and the range of delivery of services in the field.

The **Bachelor of Arts degree in Human Services** provides a comprehensive understanding of human behavior and the associated skills to enhance employment opportunities in the field of Human Services.

## INTERDISCIPLINARY STUDIES

The **Interdisciplinary Studies** major provides an interdisciplinary approach to a wide range of academic disciplines. Students experience the natural and social sciences, humanities, the arts, and multicultural diversity. Graduates emerge with a global perspective and a broad foundation of knowledge, enhancing their critical thinking and analytical skills that are increasingly important in the work world. A wide range of career opportunities are available to graduates, as well as continued education in graduate programs.

The **Associate of Arts degree in Interdisciplinary Studies** provides students with an educational foundation before entering the work force or pursuing further study or professional training.

The **Bachelor of Arts degree in Interdisciplinary Studies** provides students with a comprehensive liberal arts education to enhance employment opportunities and personal development, and to encourage a lifelong commitment to learning.

## PSYCHOLOGY

The **Psychology major** provides a comprehensive knowledge of psychological theories and research methods, development of critical thinking skills, an application of psychology, and an understanding of professional ethics and values. Through field placements, students gain work experience designed to facilitate employment in the field of psychology.

The **Associate of Arts degree in Psychology** provides students with an introductory understanding of psychological theories.

The **Bachelor of Arts degree in Psychology** prepares students for the rigor of graduate school through the study of research methods, statistics, and cognitive neuroscience.

## STUDIO ARTS

The **Studio Arts major** prepares students how to think like artists. Students learn to demonstrate contemporary art practices and procedures through the creation of a professional quality portfolio containing artist statements, resume, and professional quality images of personal artwork.

The **Associate of Arts degree in Studio Arts** provides students with an educational foundation in the fundamentals of art.

The **Bachelor of Arts degree in Studio Arts** prepares students with a comprehensive studio arts foundation preparing them for employment, self-employment or the rigor of graduate school.

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## ACADEMIC SUPPORT SERVICES

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### LIBRARY

The mission of the Beacon College Library is to provide library materials, services, and instruction in an environment that supports the mission and curriculum of the College.

Beacon College provides a full-service academic library. Accessible through the library's catalog are 19,975 print books, 37 print serial subscriptions, 14 electronic databases, 1,381 video and audio units, and 167,673 e-books. The library also has a number of other electronic resources to meet the educational needs of students with learning disabilities. These resources are easily accessed through the Beacon College Library website. The Library also has access to the Leesburg Public Library, the Tampa Bay Library Consortium, and other academic libraries worldwide through interlibrary loan.

New students are introduced to the Library resources via librarian training workshops throughout the semester. Training includes using Beacon's online catalog, locating materials in our collection, and researching the electronic databases and the Internet. Individual assistance is available from a Beacon College librarian at any time during regular library hours, and after hours via the "Ask a Librarian" link on the library homepage.

### WRITING CENTER

The purpose of the Robert & Jane Weiner Writing Center is to produce better writers, developing their critical thinking strategies by focusing on the reading and writing processes. The Writing Center offers assistance and support for every phase of the writing process through one-on-one consultations. Whether students are having trouble starting their papers, need help organizing their ideas, or simply need a second set of eyes during the final revision, Writing Center consultants are there to help.

The Writing Center is also equipped with a computer lab for students to complete their work and print off documents free of charge. In addition to the Microsoft Office Suite, the Writing Center computers are equipped with assistive programs to facilitate students' needs:

- *Kurzweil Firefly* - Software that aids students by reading aloud textbooks and other documents.
- *Inspiration* - Software program that graphically organizes a student's ideas for writing assignments.
- *Word Q* - Software program that helps students choose the right word and reads back what they have written, so they can hear their own work.
- *Editor* - Software program that assist students with editing their texts.

The Writing Center also provides a great place for students to study and complete assignments. Students are welcome to come to the Writing Center, sit and work at one of its tables, and enjoy a fresh cup of tea or coffee. When students are finished studying, the quiet room at the back of the Writing Center provides an isolated spot to take tests and quizzes.

**CENTER FOR STUDENT SUCCESS, CAREER DEVELOPMENT, & ACADEMIC ENHANCEMENT**

Every Beacon student is assigned to a Learning Specialist for individualized academic attention. Students work one-on-one with their Learning Specialist to improve study skills and develop effective time management strategies to help assure college success. By building a deeper understanding of the students' learning styles and academic challenges and by fostering strong, trusting relationships, Learning Specialists create an environment where real learning happens. Sessions are skills-based and individually tailored to the learning challenges faced by each student with the goal of gaining self-directed academic independence for learning and thinking critically that will last far beyond the classroom.

Learning Specialists also act as Academic Advisors for their assigned students. The familiarity with each student's learning differences, learning styles, strengths and weaknesses make the Learning Specialists the most well-informed advisors to develop course schedules designed for success and to guide students through their degree programs.

The College facilitates the academic success of its students by providing appropriate accommodations to students needing additional assistance. All professors post class notes and study guides online so that students can work with their Learning Specialist, Peer Tutor, or fellow students to reinforce classroom information. Accommodations may include interactive computer-based reading or writing programs, voice activated dictation software, audio texts, and audiovisual aids. Test accommodations include adjustments in presentation, setting, timing/scheduling, and seating. To allow for test or quiz issues, students consult with a Learning Specialist and their professors to identify appropriate accommodations and assistive technology.

**Occupational Therapy**

Occupational therapy consists of working toward activities that make up a person's daily life. Occupational therapists identify stressors in life and work with the student to improve the management of that stress. Stress management techniques can help students become more alert, focused, and better able to handle stressful situations as they arise.

**Peer Tutoring**

The goal of the Peer Tutoring Program is to provide peer academic support. While the Learning Specialists are generalists who assist students with all assignments and coursework, the Peer Tutors are specialists who assist students with specific subject areas. Some of the Peer Tutors function as Teaching Assistants and others conduct regular study groups. They are accessible to students in their classes, and help identify and assist at-risk students.

**MATHEMATICS LAB**

The mission of the Beacon College Mathematics Lab is to increase math skills by removing anxiety and increasing an interest in math. The Lab provides:

- Dedicated stand-alone computerized center
- Self-paced course of study
- Individualized encouragement and support
- Immediate feedback
- Reduction of math anxiety

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## GRADUATION REQUIREMENTS

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### ASSOCIATE AND BACHELOR DEGREES

The Associate and Bachelor of Arts degrees in Business Management, Computer Information Systems, Human Services, Interdisciplinary Studies, Psychology, and Studio Arts are conferred upon completion of the academic degree programs prescribed and recommendation of the candidates by the faculty. The Associate of Arts degree requires **61** credit hours with a cumulative grade point average (GPA) of 2.0. The Bachelor of Arts degree requires **120** credit hours with a cumulative GPA of 2.0.

The minimum graduation requirements for the Associate of Arts degree and the Bachelor of Arts degree in Business Management, Computer Information Systems, Human Services, Interdisciplinary Studies, Psychology and Studio Arts are:

1. Completion of Learning Essentials and Self-Discovery: three (3) credits;
2. Completion of thirty-four (34) credit hours in general education;
3. Completion of academic degree requirements in respective major program: Business Management, Computer Information Systems, Human Services, Interdisciplinary Studies, Psychology or Studio Arts;
4. Completion of academic degree requirements in respective minor program, if applicable;
5. Completion of a minimum of fourteen (14) credit hours in Career Development Program in Bachelor Degree programs;
6. Completion of integrated review seminars and academic assessments for academic degree program;
7. Completion of required exit examinations in selected courses;
8. Completion of *Graduation Application Form*.

### GENERAL EDUCATION

The minimum general education requirement of thirty-four (34) credits in the Business Management, Computer Information Systems, Human Services, Interdisciplinary Studies, Psychology, and Studio Arts Associate of Arts and Bachelor of Arts degree programs are as follows:

- I. English and Communication:** Nine (9) credit hours of College Composition (ENG 1101), Composition and Literature (ENG 1102), and Rhetoric (ENG 2272).
- II. Computer Information Systems:** Three (3) credit hours derived from computer information systems course Technology in Global Environments (CIS 1255).
- III. Humanities and Fine Arts:** Six (6) credit hours derived from Introduction to Humanities (HUM 2700) and Art Appreciation (ART 2051).
- IV. Mathematics/Natural Science:** Seven (7) credit hours are derived by three (3) credit hours from College Algebra (MAT 1907) *or* General Education Mathematics (MAT 1901), and four (4) credit hours of Introduction to Life Science with Lab (BSC 1478 & BSC 1478L).
- V. Social/Behavioral Sciences:** Six (6) credit hours of History of the United States Government (HIS 1576) and General Psychology (PSY 2851).
- VI. Critical Thinking:** Three (3) credit hours of Critical Thinking (PSY/EDU 2863).

**ASSOCIATE OF ARTS DEGREE: GRADUATION REQUIREMENTS**

**Business Management**

The Business Management Associate of Arts degree requires the completion of a minimum of 61 credit hours, including the general education requirement of 37 credit hours. The Associate of Arts degree in Business Management provides students with an introduction to business management.

The following is the prescribed academic degree program for the Business Management A.A. degree:

<b>I. General Education Requirements</b> (see page 40).....	<b>34</b>
<b>II. Business Management Degree Requirements</b> .....	<b>18</b>
BUS 2200 Introduction to Business	BUS 2600 Principles of Management
BUS 2274 Personal Finance	CIS 3263 Electronic Commerce
BUS 2500 Principles of Marketing	CIS/BUS Elective
<b>III. Learning Essentials and Self Discovery</b> .....	<b>3</b>
COE 1100 Learning Essentials and Self Discovery	
<b>IV. Personal Growth and Self-Efficacy/Career Development</b> .....	<b>6</b>
PSY 1950 Personal Development	
COE 2606 Career Exploration	

**Computer Information Systems: Information Systems Track**

The Computer Information Systems Associate of Arts degree in the *Information Systems Track* requires the completion of a minimum of 61 credit hours, including the general education requirement of 34 credit hours. The Associate of Arts degree in Computer Information Systems *Information Systems Track* provides students with a background of incorporating technology into the corporate world.

The following is the prescribed academic degree program for the Computer Information Systems A.A. degree in the *Information Systems Track*:

<b>I. General Education Requirements</b> (see page 40).....	<b>34</b>
<b>II. Information Systems Track Degree Requirements</b> .....	<b>18</b>
CIS 2000 Ethics in Technology	CIS 3251 Database Management
CIS 2257 Web Page Design	CIS 3263 Electronic Commerce
CIS 2258 Computer Programming Concepts	CIS/BUS Elective
<b>III. Learning Essentials and Self Discovery</b> .....	<b>3</b>
COE 1100 Learning Essentials and Self Discovery	
<b>IV. Personal Growth and Self-Efficacy/Career Development</b> .....	<b>6</b>
PSY 1950 Personal Development	
COE 2606 Career Exploration	

**ASSOCIATE OF ARTS DEGREE: GRADUATION REQUIREMENTS**

**Computer Information Systems: Web & Digital Media Track**

The Computer Information Systems Associate of Arts degree in the *Web and Digital Media Track* requires the completion of a minimum of 61 credit hours, including general education requirements. The Associate of Arts degree in the *Web and Digital Media Track* provides the student a basic understanding of creating professional digital media and web pages.

The following is the prescribed academic degree program for the Computer Information Systems Associate of Arts degree in the *Web and Digital Media Track*:

<b>I. General Education Requirements</b> (see page 40)	.....	<b>34</b>	
<b>II. Web and Digital Media Track Degree Requirements</b>	.....	<b>18</b>	
CIS 2216	Digital Imaging with Photoshop	CIS 2268	Digital Video I
CIS 2257	Web Page Design	CIS 3250	Digital Illustration & Layout
CIS 2264	Intro to Computer Graphics	Elective	CIS/Digital Media, or Art or Business
<b>III. Learning Essentials and Self Discovery</b>	.....	<b>3</b>	
COE 1100	Learning Essentials and Self Discovery		
<b>III. Personal Growth and Self-Efficacy</b>	.....	<b>6</b>	
PSY 1950	Personal Development		
COE 2606	Career Exploration		

**Human Services**

The Human Services Associate of Arts degree requires the completion of a minimum of 61 credit hours, including the general education requirements. The Associate of Arts degree in Human Services provides students with an introductory understanding of the factors that affect human growth and development and the range of delivery of services in the field.

The following is the prescribed academic degree program for the Human Services Associate of Arts degree:

<b>I. General Education Requirements</b> (see page 40)	.....	<b>34</b>	
<b>II. Human Services Degree Requirements</b>	.....	<b>18</b>	
HMS 1501	Introduction to Human Services	PSY 2852	Human Development
HMS 1601	Public and Private Agencies	PSY 1950	Personal Development
PSY 1801	The Family	EDU/ANT 2831	Multicultural Diversity
<b>III. Learning Essentials and Self Discovery</b>	.....	<b>3</b>	
COE 1100	Learning Essentials and Self Discovery		
<b>IV. Career Development</b> .....	.....	<b>3</b>	
COE 2606	Career Exploration		
<b>V. General Electives</b>	.....	<b>3</b>	





**BACHELOR OF ARTS DEGREE: GRADUATION REQUIREMENTS**

**BUSINESS MANAGEMENT**

The Business Management Bachelor of Arts degree major requires the completion of 120 credit hours, including the General Education Requirements of 34 credit hours. The Bachelor of Arts degree in Business Management provides students with an opportunity to think like a business manager.

The following is the prescribed academic degree program for the Business Management Bachelor of Arts degree:

**I. General Education Requirements** (see page 40) ..... 34

**II. Business Management Degree Requirements** ..... 36

    BUS 2200 Introduction to Business

    BUS 2274 Personal Finance

    BUS 2500 Principles of Marketing

    BUS 2600 Principles of Management

    BUS 2650 Research Methods in Business Management

    BUS 3318 Business Communications

    BUS 3525 Human Resource Management

    BUS 3550 International Business & Management

    BUS 3575 Organizational Behavior

    BUS 4500 Business Law

    BUS 4000 Business Management Seminar

    CIS 3263 Electronic Commerce

**III. Business Management Electives**..... 15

**IV. Learning Essentials and Self Discovery** ..... 3

    COE 1100 Learning Essentials and Self Discovery

**V. Personal Growth and Self-Efficacy** ..... 3

    PSY 1950 Personal Development

**VI. Career Development/Field Placement** ..... 11

    COE 2606 Career Exploration

    COE 3606 Career Planning

    COE 4606 Career Development

**VII. General Electives**..... 18

**BACHELOR OF ARTS DEGREE: GRADUATION REQUIREMENTS**

**BUSINESS MANAGEMENT: HOSPITALITY TRACK**

The Business Management Bachelor of Arts degree major in the *Hospitality Track* requires the completion of 120 credit hours, including the general education requirement of 34 credit hours. The Bachelor of Arts degree in Business Management *Hospitality Track* delivers an extensive education and training to provide the services needed in the Hospitality field.

The following is the prescribed academic degree program for the Business Management Bachelor of Arts degree in the *Hospitality Track*:

**I. General Education Requirements** (see page 40) ..... **34**

**II. Business Management Core Requirements** ..... **15**

    BUS 2274    Personal Finance

    BUS 2500    Principles of Marketing

    BUS 2600    Principles of Management

    BUS 3318    Business Communications

    BUS 3525    Human Resource Management

**III. Hospitality Required Courses**.....**27**

    HMT 1100:   Introduction to Hospitality & Tourism Management

    HMT 1200    Event Management

    HMT 1310    Principles of Tourism

    HMT 3100    Restaurant Management

    HMT 3200    Hotel Management

    HMT 3300    Hospitality Information Systems

    HMT 4100    Hospitality Law

    HMT 4500    Internship in Hospitality Management

    HMT 4600    Seminar in Hospitality Management

**IV. Business Management and Information Systems Electives** ..... **9**

**V. Learning Essentials and Self Discovery** ..... **3**

    COE 1100    Learning Essentials and Self Discovery

**VI. Personal Growth and Self-Efficacy** ..... **3**

    PSY 1950    Personal Development

**VII. Career Development/Field Placement**..... **11**

    COE 2606    Career Exploration

    COE 3606    Career Planning

    COE 4606    Career Development

**VIII. General Electives** ..... **18**

**BACHELOR OF ARTS DEGREE: GRADUATION REQUIREMENTS**

**COMPUTER INFORMATION SYSTEMS: INFORMATION SYSTEMS TRACK**

The Computer Information Systems Bachelor of Arts degree major in the *Information Systems Track* requires the completion of 120 credit hours, including the General Education Requirements of 34 credit hours. The Bachelor of Arts degree in Computer Information Systems *Information Systems Track* provides students a thorough background of how to implement information systems and retrieve valuable information needed by managers to make effective decisions in today’s organizations. The following is the prescribed academic degree program for the Computer Information Systems Bachelor of Arts degree in the *Information Systems Track*:

**I. General Education Requirements** (see page 40) ..... 34

**II. Information Systems Track Degree Requirements** ..... 36

    CIS 2000     Ethics in Technology

    CIS 2257     Web Page Design

    CIS 2258     Computer Programming Concepts

    CIS 2265     Intro to Assistive Technology

    CIS 2275     Networking and Communications

    CIS 3251     Database Management

    CIS 3259     Systems Analysis and Design

    CIS 3273     Business Applications

    CIS 3263     Electronic Commerce

    CIS 4262     Management Information Systems

    BUS         Business Elective

    BUS         Business Elective

**III. Information Systems or Digital Media or Business or Hospitality Electives** ..... 15

**IV. Learning Essentials and Self Discovery** ..... 3

    COE 1100     Learning Essentials and Self Discovery

**V. Personal Growth and Self-Efficacy** ..... 3

    PSY 1950     Personal Development

**VI. Career Development/Field Placement** ..... 11

    COE 2606     Career Exploration

    COE 3606     Career Planning

    COE 4606     Career Development

**VII. General Electives**..... 18

**BACHELOR OF ARTS DEGREE: GRADUATION REQUIREMENTS**

**COMPUTER INFORMATION SYSTEMS: WEB & DIGITAL MEDIA TRACK**

The Computer Information Systems Bachelor of Arts degree in the *Web and Digital Media Track* requires the completion of 120 credit hours, including General Education Requirements. The Bachelor of Arts degree in the *Web and Digital Media Track* provides students with comprehensive courses in digital design, website development, and digital video.

The following is the prescribed academic degree program for the Computer Information Systems Bachelor of Arts degree in the *Web and Digital Media Track*:

<b>I. General Education Requirements</b> (see page 40) .....	<b>34</b>
<b>II. Web and Digital Media Track Requirements</b> .....	<b>27</b>
CIS 2216     Digital Imaging with Photoshop	
CIS 2257     Web Page Design	
CIS 2264     Intro to Computer Graphics	
CIS 2268     Digital Video I	
CIS 3250     Digital Illustration and Layout	
CIS 3263     E-Commerce	
CIS 3276     Advanced Web Design	
CIS 4271     Advertising Design	
CIS 4900     Portfolio Seminar	
<b>III. Digital Media Electives (CIS/Digital Media or Art or Business)</b> .....	<b>24</b>
<b>IV. Learning Essentials and Self Discovery</b> .....	<b>3</b>
COE 1100     Learning Essentials and Self Discovery	
<b>V. Personal Growth and Self-Efficacy</b> .....	<b>3</b>
PSY 1950     Personal Development	
<b>VI. Career Development/Field Placement</b> .....	<b>11</b>
COE 2606     Career Exploration	
COE 3606     Career Planning	
COE 4606     Career Development	
<b>VII. General Electives</b> .....	<b>18</b>

**BACHELOR OF ARTS DEGREE: GRADUATION REQUIREMENTS**

**HUMAN SERVICES**

The Human Services Bachelor of Arts degree requires the completion of 120 credit hours, including the general education requirements. The Bachelor of Arts degree in Human Services provides a comprehensive understanding of human behavior and the associated skills to enhance employment opportunities in the field of Human Services.

The following is the prescribed academic program for the Human Services Bachelor of Arts degree:

**I. General Education Requirements** (see page 40) ..... **34**

**II. Human Services Degree Requirements** ..... **39**

    HMS 1501 Introduction to Human Services

    HMS 1601 Public and Private Agencies

    PSY 1801 The Family

    PSY 1950 Personal Development

    PSY 2852 Human Development

    PSY 3803 Adult Development and Aging

    PSY 3861 Abnormal Psychology

    PSY 3910 Cross-Cultural Psychology

    PSY 4805 Substance Abuse

    HMS 4806 Ethical Issues in Human Services

    HMS 4612 Counseling Strategies & Interventions

    HMS 4615 Human Services Senior Seminar

    ANT 2831 Multicultural Diversity

**III. Human Services Electives** ..... **9**

    HMS/PSY Human Services or Psychology 3000-4000 Level Electives

**IV. Learning Essentials and Self Discovery** ..... **3**

    COE 1100 Learning Essentials and Self Discovery

**V. Career Development/Field Placement** ..... **11**

    COE 2606 Career Exploration

    COE 3606 Career Planning

    COE 4606 Career Development

**VI. General Electives** ..... **24**

**BACHELOR OF ARTS DEGREE: GRADUATION REQUIREMENTS**

**INTERDISCIPLINARY STUDIES**

The Interdisciplinary Studies Bachelor of Arts degree requires the completion of 120 credit hours, including the general education requirements. The Bachelor of Arts degree in Interdisciplinary Studies provides students with a comprehensive liberal arts education to enhance personal development and encourage a lifelong commitment to learning.

The following is the prescribed academic degree program for the major in the Interdisciplinary Studies Bachelor of Arts degree:

<b>I. General Education Requirements</b> (see page 40) .....	<b>34</b>
<b>II. Interdisciplinary Studies Degree Requirements</b> .....	<b>39</b>
HIS 2101      Global History I	
HIS 2102      Global History II	
HIS            3000-4000 Electives (6 Credits)	
ANT 2410     Cultural Anthropology	
ANT 2706     General Anthropology	
ANT 2831     Multicultural Diversity	
ENG 3323     Media Studies	
LIT 2855      World Literature	
LIT            3000-4000 Electives (6 Credits)	
IDS 4804     Ethics	
IDS 4808     Senior Research Seminar in Interdisciplinary Studies	
<b>III. Learning Essentials and Self Discovery</b> .....	<b>3</b>
COE 1100     Learning Essentials and Self Discovery	
<b>IV. Personal Growth and Self-Efficacy</b> .....	<b>3</b>
PSY 1950     Personal Development	
<b>V. Career Development/Field Placement</b> .....	<b>11</b>
COE 2606     Career Exploration	
COE 3606     Career Planning	
COE 4606     Career Development	
<b>VI. General Electives</b> .....	<b>30</b>

**BACHELOR OF ARTS DEGREE: GRADUATION REQUIREMENTS**

**PSYCHOLOGY**

The Psychology Bachelor of Arts degree requires the completion of 120 credit hours, including the General Education Requirements. The Bachelor of Arts degree in Psychology provides students with a comprehensive liberal arts education to enhance personal development and encourage a lifelong commitment to learning.

The following is the prescribed academic degree program for the major in the Psychology Bachelor of Arts degree:

**I. General Education Requirements** (see page 40) ..... **34**

**II. Psychology Degree Requirements** ..... **39**

    PSY 1801     The Family

    PSY 2852     Human Development

    PSY 2900     Introduction to Research Design

    PSY 2925     Statistics & Research Design

    PSY 3803     Adult Development & Aging

    PSY 3861     Abnormal Psychology

    PSY 3910     Cross-Cultural Psychology

    PSY 4612     Psychological Strategies & Interventions

    PSY 4805     Substance Abuse

    PSY 4806     Ethical Issues in Human Services & Psychology

    PSY 4910     Cognitive Neuroscience

    PSY 4925     Senior Seminar in Psychological Science

    PSY            Elective

**III. Learning Essentials and Self Discovery** ..... **3**

    COE 1100     Learning Essentials and Self Discovery

**IV. Personal Growth and Self-Efficacy** ..... **3**

    PSY 1950     Personal Development

**V. Career Development/Field Placement** ..... **11**

    COE 2606     Career Exploration

    COE 3606     Career Planning

    COE 4606     Career Development

**VI. General Electives** ..... **30**

**BACHELOR OF ARTS DEGREE: GRADUATION REQUIREMENTS**

**STUDIO ARTS**

The Studio Arts Bachelor of Arts degree requires the completion of 120 credit hours, including the General Education Requirements. The Bachelor of Arts degree in Studio Arts provides a comprehensive hands-on experience with the conceptualization, design, and production of works of art at a professional level.

The following is the prescribed academic program for the Bachelor of Arts degree in Studio Arts:

**I. General Education Requirements** (see page 40) ..... **34**

**II. Studio Arts Degree Requirements** ..... **33**

    ART 1000     Fundamentals of 2-D & Color

    ART 1500     3-D Fundamentals

    ART 2000     Painting I

    ART 2250     Digital Photography

    ART 2300     Drawing I

    ART 2701     Sculpture I

    ART 2754     Ceramics I

    ART 3450     Survey of Art History I

    ART 3550     Survey of Art History II

    ART 3650     Survey of Art History III

    ART 4900     Studio Arts Portfolio

**III. Studio Arts Electives** ..... **18**

    ART/CIS     Art or Digital Media 2000-4000 Level Electives (Min. one (1) 4000 Level Studio Arts Class)

**IV. Learning Essentials and Self Discovery** ..... **3**

    COE 1100     Learning Essentials and Self Discovery

**V. Personal Growth and Self-Efficacy** ..... **3**

    PSY 1950     Personal Development

**VI. Career Development** ..... **11**

    COE 2606     Career Exploration

    COE 3606     Career Planning

    COE 4606     Career Development

**VII. General Electives**..... **18**

## CONCENTRATIONS

A concentration is defined as four courses (twelve credit hours) in the same subject area. Students may create concentrations to reflect career goals or personal interests.

## MINORS

Beacon College offers students in the B.A. programs the opportunity to select twelve (12) areas of minor concentration: Business Management, Computer Information Systems, Computer Information Systems: Web and Digital Media, Education, English/Literature, Entrepreneurship, Game Design, History, Hospitality, Human Services, Psychology, and Studio Arts.

### MINORS: COURSE REQUIREMENTS

Students must successfully complete the following requirements to earn a minor. Courses are substituted at the sole discretion of the appropriate Department Chair.

#### Business Management

The Business Management minor is designed to develop an understanding of the business industry and management profession including theories, principles, and historical and ethical issues. The Business Management minor allows the student to gain basic knowledge and skills necessary for seeking employment in organizations. The Business Management minor also promotes critical thinking, analytical problem solving, research, and writing. Students must successfully complete the following courses: (18 credits)

BUS 2274	Personal Finance
BUS 2500	Principles of Marketing
BUS 2600	Principles of Management
BUS 3318	Business Communications
BUS	3000-4000 Level Elective
BUS	3000-4000 Level Elective

#### Computer Information Systems

The Computer Information Systems minor is designed to provide a basic background of incorporating technology into the corporate world. The Computer Information Systems minor allows the student to gain a basic understanding of creating digital media and web pages. The Computer Information Systems minor also promotes critical thinking, analytical problem solving, researching, and writing. Students must successfully complete the following courses: (18 credits)

BUS 2600	Principles in Management
CIS 2000	Ethics in Technology
CIS 2258	Computer Programming Concepts
BUS	2000-4000 Level Elective
CIS	2000-4000 Level Information Systems Elective
CIS	2000-4000 Level Information Systems Elective

## MINORS: COURSE REQUIREMENTS

### Computer Information Systems: Web and Digital Media

The Web & Digital Media minor is designed to provide a foundation for web and digital media communication tools and applications for the professional world. Students gain production skills in digital imaging, graphic design, digital video, web page design, and advertising. The Web and Digital Media minor also promotes critical thinking, analytic problem solving, research, and writing. Students must successfully complete the following courses: (18 credits)

CIS 2216	Digital Imaging with Photoshop
CIS 2257	Web Page Design
CIS 2264	Introduction to Computer Graphics
CIS	2000-4000 Level Web and Digital Media Elective
CIS	2000-4000 Level Web and Digital Media Elective
CIS	2000-4000 Level Web and Digital Media Elective

### Education

The Education minor provides students with an introduction to the classroom setting and the responsibilities of a teacher. This minor does not qualify students for their certificate nor does it allow them to test for certification. The Education minor is an opportunity to build a foundation that enables the student to pursue interest in the teaching field. Students must successfully complete the following courses: (18 credits)

EDU 2831	Multicultural Diversity
EDU 2864	Foundations of Education
PSY 2852	Human Development
EDU 3873	Educational Psychology
EDU 4753	Topics in Education
EDU	3000-4000 Level Elective

### English/Literature

The English/Literature minor is designed for students interested in literature and writing beyond the basic General Education requirements. The English/Literature minor promotes the development of critical thinking, analytical problem solving, researching, and writing. Students must successfully complete the following courses: (18 credits)

LIT 2855	World Literature
ENG 3323	Media Studies
ENG/LIT	2000-4000 Level Elective
ENG/LIT	3000-4000 Level Elective
ENG/LIT	3000-4000 Level Elective
ENG/LIT	3000-4000 Level Elective

## MINORS: COURSE REQUIREMENTS

### Entrepreneurship

The Entrepreneurship minor will provide students with the opportunity to learn the basic principles of business operations and new venture development. The learning objectives of the program include evaluation of opportunities and prospects for new ventures, analysis of profitability and financial sustainability, conceptualization of innovative products, services and/or processes, evaluation of franchising, exploration of community and social entrepreneurship, and application of a self-directed entrepreneurial project. (18 credits)

BUS 2250	Introduction to Entrepreneurship
BUS 3250	New Venture Creation
BUS 3350	Franchising
BUS 3450	Community and Social Entrepreneurship
BUS 4250	Entrepreneurial Finance
BUS 4750	The Entrepreneurial Experience

### Game Design

Video games are a new cultural domain among youth and college students. The Game Design minor offers students an introductory foundation in this specific area of the Computer Information Systems major. The minor allows students to use a combination of technical and creative skills to learn the basic principles of game design. In the hands-on program, students will gain the practical skills of game development programming. The games will then be brought to life with graphic design, 3-D art, and music. The students will learn everything from the business of developing a game concept to presenting their creation to a publisher. (18 credits)

CIS 2500	Introduction to Game Design
CIS 2260	Digital Music Studio
CIS 2550	Game Design Programming with C++
CIS 3260	Game Art and Graphics
CIS 3262	Digital 3-D
CIS 3280	Mobile Applications

### History

The History minor is designed to give students with an intellectual curiosity about history a basic foundation of historical literacy and the implications for the future. Students in the History minor develop analytical, research, and writing skills that are required for success in most fields of employment. The History minor also promotes critical thinking, analytical problem solving, research, and writing. Students must successfully complete the following courses: (18 credits)

HIS 2101	Global History I
HIS 2102	Global History II
HIS	3000-4000 Level Elective

## MINORS: COURSE REQUIREMENTS

### Hospitality

The hospitality minor is designed to give the students a basic foundation in hospitality management. This minor will allow students to get entry level jobs or management training positions in a wide range of hospitality operations. (18 credits)

HMT 1100	Introduction to Hospitality & Tourism Management
HMT 3100	Restaurant Management
HMT 3200	Hotel Management
HMT 4500	Internship in Hospitality Management
BUS/HMT	Elective
BUS/HMT	Elective

### Human Services

The Human Services minor is designed to provide a foundation for the diverse areas of the helping professions. Human Services professions are among the fastest growing occupations in the nation as society recognizes the necessity, value, and reward of helping others. This minor complements majors such as business for those seeking work in the nonprofit world. It also provides excellent preparation for those intending to enter voluntary service or a position in a human services organization or agency. (18 credits)

HMS 1501	Introduction to Human Services
HMS 1601	Public and Private Agencies
PSY 3803	Adult Development & Aging
HMS 4612	Counseling Strategies & Interventions
HMS4806	Ethical Issues in Human Services
HMS/PSY	3000-4000 Elective

### Psychology

The Psychology minor is designed for students who seek an understanding of human behavior in diverse populations. The Psychology minor allows students to develop a clear understanding of normal and abnormal behavior, human development, and other research-based best practices in psychology. The Psychology minor also promotes critical thinking, analytical problem solving, research, and writing. Students must successfully complete the following courses: (18 credits)

PSY 2852	Human Development
PSY 3803	Adult Development and Aging
PSY 3861	Abnormal Psychology
PSY	3000-4000 Level Elective
PSY	3000-4000 Level Elective
PSY	3000-4000 Level Elective

## Studio Arts

The minor in Studio Arts is designed to inspire students to develop creatively and artistically with intellectual flexibility. The experience of participation through studio arts builds enrichment skills for both professional and personal development. A minor in Studio Arts may be added to any major at the college. Students must successfully complete the following courses: (18 credits)

ART 1000	Fundamentals of 2-D & Color
ART 1500	3-D Fundamentals
ART 2000	Painting I
ART 2300	Drawing I
ART	2000-4000 Level Elective
ART	2000-4000 Level Elective

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## COURSE DESCRIPTIONS

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**Note:** Students will be notified of any course cancellations and may register for an alternative course prior to the commencement of classes for the term.

### ANTHROPOLOGY

**ANT 2410 Cultural Anthropology** **3 credits**  
 A study of the origin and development of human life ways with emphasis on non-Western societies. A comparative perspective is used to examine technology, language, social organization, religion, and values. Attention is also given to contemporary world problems.

**ANT 2706 General Anthropology** **3 credits**  
 The scientific study of the biological and cultural characteristics of the human condition. Particular emphasis is placed on evolution, archaeology, and cultures of the world.

**ANT/EDU 2831 Multicultural Diversity** **3 credits**  
 A study of America from the historical perspectives of its diverse ethnic groups. Topics include racial and ethnic identity, gender identity, sexual identity, power and racism, and diversity awareness.

**ANT 3022 Caribbean Archaeology** **3 credits**  
 A survey of Caribbean prehistory from the earliest inhabitants to European contact. The Taino culture will be emphasized.

**ANT 3054 Southwestern Cultural Studies** **3 credits**  
 A survey of the archaeological traditions and selected American Indian cultures of the American Southwest. Environmental and cultural influences, social organization, belief systems, oral traditions, political economy, and responses to change will be highlighted.

**ANT 4070 Florida Archaeology** **3 credits**  
 A survey of the archaeological traditions and selected American Indian cultures of pre-Columbian Florida. Environmental and cultural influences, social organization, belief systems, oral traditions, political economy, and responses to change will be highlighted.

**ANT 4586 Human Evolution and Prehistory** **3 credits**  
 This science-based course combines aspects of archaeology and physical anthropology. Key concepts and terminology are applied to the interrelated subjects of human biological and cultural evolution.

**ANT 2707/3707/4707 Topics in Anthropology** **3 credits**  
 Topics vary and may include archaeology, Celtic studies, environmental ethics, and Southwestern prehistory. Topics courses cannot exceed nine (9) credits.

### ART

**ART 1000 Fundamentals of 2-D and Color** **3 credits**  
 This course provides an understanding of the elements and principles of two-dimensional design and color. Students will explore aspects of line, shape, value, color, texture and their appropriate use in successfully unifying works of art. (No Prerequisite) *Lab fee*

**ART 1500 3-D Fundamentals** **3 credits**  
 This course provides a study of the elements and principles of three-dimensional design as they relate to composition and design processes. Students will explore space, line, form, light, color, texture, and time using a variety of materials and processes. (No Prerequisite) *Lab fee*

**ART 2000 Painting I** 3 credits  
An introduction to painting fundamentals, processes, and materials. This course will also present materials concerning painting's history and contemporary issues. *Lab fee*

**ART 2051 Art Appreciation** 3 credits  
Explores painting, sculpture, and architecture as art. A study of art history provides an understanding of where art began and how it developed. *Lab fee*

**ART/CIS 2250 Digital Photography** 3 credits  
Explore photography as a digital medium as visual expression. Image capture and technical camera controls are demonstrated. Composition, lighting, color and subject matter are examined and artistically manipulated. Adobe Photoshop instruction focuses on photography related tasks such as cropping, sizing, sharpening, color correction, and preparing photos for e-mail, Web pages and color printing. *Lab fee*

**ART 2300 Drawing I** 3 credits  
Introduces drawing methods and techniques. Focuses on the enhancement of creative expression and communication. *Lab fee*

**ART 2701 Sculpture I** 3 credits  
Explore creative expression through sculptural means. This course will also discuss the history of sculpture and its relationship to contemporary art. Tool safety, technical skills, and concepts will be explored through the use of a variety of media. The appropriate use of materials and techniques will be examined through the exploration of sculptural forms. (No Prerequisite) *Lab fee*

**ART 2754 Ceramics I** 3 credits  
Introduces the basic concepts of hand building ceramics with emphasis on methods of construction, surface decoration, glazing, and firing techniques. *Lab fee*

**ART 2860 Stained Glass I** 3 credits  
An introduction to the principles of stained glass design, fabrication, art, and history. Basic stained glass skills and techniques include: cartooning, patterning, glass cutting, foiling, leading, and soldering. *Lab fee*

**ART 3000 Painting II** 3 credits  
An expansion of painting techniques and materials. This course will focus on personal expression, contemporary issues and current trends of the medium. (Prerequisite: Painting I) *Lab fee*

**ART 3300 Drawing II** 3 credits  
An expansion of drawing processes and materials to introduce color and the figure. This course will also present materials concerning drawing's history and contemporary issues and personal expression. (Prerequisite: Drawing I) *Lab fee*

**ART 3450 Survey of Art History I** 3 credits  
Survey I is one of three art history courses. The course covers significant artworks including painting, sculpture, architecture, and other forms of art from the prehistoric period to the early Renaissance (circa 1450 CE). (Prerequisite: Completion of all 2000 level course work.) *Lab fee*

**ART 3550 Survey of Art History II** 3 credits  
Survey II is one of three art history courses. The course covers significant artworks including painting, sculpture, architecture, and other forms of art from circa the early Renaissance (circa 1450) through the Rococo (circa 1770) (Prerequisite: Completion of all 2000 level course work.) *Lab fee*

**ART 3650 Survey of Art History III** 3 credits  
Survey III is one of three art history courses. The course covers significant artworks including painting, sculpture, architecture, and other forms of art from the Enlightenment (circa 1750) to the current postmodern period. (Prerequisite: Completion of all 2000 level course work.) *Lab fee*

**ART 3701 Sculpture II** **3 credits**

This course will discuss the history of sculpture and its relationship to contemporary art. Tool safety, technical skills, and concepts will be explored through the use of a variety of media. The appropriate use of materials and techniques will be examined through the exploration of sculptural forms. Conceptual development and craftsmanship are essential and will be exercised through processes that promote and foster critical thinking. An expanded use and understanding of kinetics and interaction will be explored as well as professional practices including proposals and exhibition quality presentation. (Prerequisite: Sculpture I) *Lab fee*

**ART 3754 Ceramics II** **3 credits**

Introduces advanced concepts of hand building ceramics with emphasis on methods of construction, surface decoration, glazing and firing techniques. Special focus will be put on the design process and function. (Prerequisite: Ceramics I) *Lab fee*

**ART 3860 Stained Glass II** **3 credits**

Development and application of advanced stained glass making techniques including the planning and execution of original designs and patterns. *Lab fee.*

**ART 4000 Painting III** **3 credits**

An expansion of painting techniques and materials in order to create a unified portfolio. This course will also present materials concerning painting's history and contemporary issues and personal expression through painting. (Prerequisite: Painting I and Painting II) *Lab fee*

**ART 4300 Drawing III** **3 credits**

An expansion of drawing processes and materials in order to create a unified portfolio. This course will also present materials concerning drawing's history and contemporary issues and personal expression. (Prerequisite: Drawing I and Drawing II) *Lab fee*

**ART 4701 Sculpture III** **3 credits**

This course will involve the creation of a personal body of sculptural work and the individual's place in contemporary art. Tool safety, technical skills, and concepts will be explored through the use of a variety of media. The appropriate use of materials and techniques will be examined through the exploration of sculptural forms. Conceptual development and craftsmanship are essential and will be exercised through processes that promote and foster critical thinking. An expanded use and understanding of kinetics and interaction will be explored as well as professional practices including proposals and exhibition quality presentation. (Prerequisites: Sculpture I and Sculpture II) *Lab fee*

**ART 4754 Ceramics III** **3 credits**

An expansion of ceramic processes and materials in order to create a unified portfolio. This course will also present materials concerning ceramic history and contemporary issues and personal expression. (Prerequisite: Ceramics I and Ceramics II) *Lab fee*

**ART 4900 Studio Arts Portfolio** **3 credits**

Capstone course in which, students will create a unified professional portfolio. Students learn about professional practices including the design, application, and exhibition process.

**ART 2052/3052/4052 Topics in Art** **3 credits**

Topics of current interest are presented in group instruction. Topics may include drawing, painting, sculpture, or theatre/film. This course may be repeated with different content. Lab time may be required in addition to classroom hours. Advanced topics may be taken as ART 4054. Topics courses cannot exceed nine (9) credits. *Lab fee*

**BIOLOGICAL SCIENCES****BSC 1478 Introduction to Life Science** **3 credits**

This course introduces science and explores the building blocks of life, the cell, DNA, genetics and the origin of the world. Also includes a section on ecology.

**BSC 1478L Introduction to Life Science Lab** **1 credit**

This course is a hands-on experience designed to allow students to investigate the scientific method while learn key biological concepts. The concepts include macromolecule structure, diffusion, osmosis, mitosis, meiosis, and anatomy. *Lab fee*

**BSC 2077 Human Biology** **3 credits**

This course provides an overview of the structures and functions of the systems of the human body demonstrating an integrated view of how the human body works. The course will incorporate an emphasis on practical information and the development of life skills. Students will also be provided with useful and relevant information about a number of different health issues.

**BSC 2110 Introduction to Marine Biology** **4 credits**

This course examines properties and characteristics of the marine environment, the natural history of marine organisms, their taxonomic relationships, and their interactions with each other are explored. The evolutionary processes of various marine organisms and the scheme of biological classification are introduced. This course requires attendance in a (1) credit lab, which includes an introductory lab and field survey of local marine waters as they relate to marine species and their environments worldwide. Emphasis is placed on the major marine phyla in the local area and the interrelationships between those phyla and their environments. Field trips to local marine areas will be organized. *Lab required with Lab fee.*

**BSC 2109/3109/4109 Topics in Biological Science** **3 credits**

Topics may include health science, anatomy, or other areas of biological science. Topics courses cannot exceed nine (9) credits.

**BUSINESS MANAGEMENT****BUS 2200 Introduction to Business** **3 credits**

This course is designed to introduce the student to the principles and functions of business. Business will be studied as part of a total social, political, and economic environment. The various functional areas of business will be discussed: economic systems, forms of business ownership, small business, management, human relations, marketing, accounting, finance, stock market, and business law.

**BUS 2250 Introduction to Entrepreneurship** **3 credits**

This course examines the stages of the entrepreneurial process, the characteristics of entrepreneurship and entrepreneurs, the approaches they use to create, identify, and evaluate opportunities and prospects for new ventures, and the skills that are needed to start, manage, and sustain new ventures.

**BUS 2274 Personal Finance** **3 credits**

Emphasizes the strategies necessary for informed consumer decisions and personal money management. Topics include income, budgeting, priorities, money management, investments, taxation, and banking.

**BUS 2500 Principles of Marketing** **3 credits**

Examination of the functions and institutions involved in the marketing of goods and services. Reviews the business environment and how to adapt to success, weakness, opportunities, and threats (SWOT Analysis). Marketing strategies and identification of the four Ps of marketing.

**BUS 2600 Principles of Management** **3 credits**

Examination of the basic principles of management underlying the solving of organizational challenges and operation of business enterprises. Reviews of various management theories and practices and an analysis of centralized versus decentralized decision-making and their effects on corporate behavior.

**BUS 2650 Research Methods in Business Management** **3 credits**

This course explores the purpose for business research. The use of information systems and knowledge management is demonstrated. The course examines research from defining the problem to methods of collecting data. Students will experience the use of measurement and data analysis and the methods used to present the results.

**BUS 3250 New Venture Creation** **3 credits**

This course covers the quest for ideas that lead to innovative products, services, and/or processes. It also examines the risks of failure in entrepreneurial enterprises and the mechanisms that entrepreneurs employ to mitigate against failure. Students will be challenged to demonstrate entrepreneurial thinking as they create a prospective business plan.

**BUS/ENG 3318 Business Communications** **3 credits**

The study and practice of the kinds of internal and external forms of business communications. Practice in researching, writing, and editing of letters, memos, reports, promotions, product descriptions, and/or proposals. Includes oral presentations and relevant ethical issues. (Prerequisite: ENG 1101)

**BUS 3350 Franchising** **3 credits**

This course focuses on franchising as a form of entrepreneurship. Topics include determining the success rates of franchisors and franchisees, advantages and disadvantages of franchising, the process of franchising a business idea, and the process of selecting and working with a franchisor.

**BUS 3450 Community and Social Entrepreneurship** **3 credits**

This course explores the opportunities and challenges of creating new ventures geared to solving social problems and making a positive difference in the lives of others. Non-profits and for-profit organizations will be analyzed.

**BUS 3525 Human Resource Management** **3 credits**

Studies the relationship between management and employees. Principles of dealing with the human factor to maximize the individual's fulfillment and the productive efficiency of the firm through sound procurement. Development and utilization of the firm's employees with an introduction to labor-management relations. Includes an overview of the legal implications of human resources upon business.

**BUS 3550 International Business and Management** **3 credits**

Students examine the environment and operations of international business and management. Topics include the globalization of management; strategic planning for multinational, global and transnational organizations; multinational structure; foreign subsidiary coordination and control; and special issues concerning expatriate employees.

**BUS 3575 Organizational Behavior** **3 credits**

Studies in the change, innovation, challenge and development in organizational structure and functions. Explores behavioral aspects of life in the organizational setting. Includes case studies involving changing the way work is done, changing communications and influence patterns, and changing managerial strategy.

**BUS 4250 Entrepreneurial Finance** **3 credits**

This course examines all aspects of financing an entrepreneurial venture. Students will be introduced to the mechanisms by which entrepreneurs maintain proper financial records and controls, make budgetary decisions, pricing of products and services, make provisions for the payment of taxes and loans, and determine profitability/financial sustainability.

**BUS 4500 Business Law** **3 credits**

Designed to acquaint the student with the common practical laws as applied to ordinary business procedures. Review of basic legal concepts including contract law, business transactions, and related terminology.

**BUS 4600 Business Management Seminar** **3 credits**

This course serves as the Capstone for the Business management major. Students demonstrate concepts learned in previous courses and demonstrate how classroom learning is applied in the business world and through field placement through a capstone project.

**BUS 4750 The Entrepreneurial Experience** **3 credits**  
This course examines the underlying beliefs and assumptions that drive the behavior of entrepreneurs to succeed. This knowledge is then taken and applied to the creation, implementation, and evaluation of a self-directed project.

**BUS 2211/3211/4211 Topics in Business** **3 credits**  
An advanced examination of selected topics in specific areas of study in business. Topics courses cannot exceed nine (9) credits.

### COLLEGE READINESS/DEVELOPMENTAL EDUCATION

**ENG 0010 Writing Lab** **3 credits**  
Writing Lab will run concurrently with ENG 1101. The purpose of the class is to improve basic writing skills in order to maximize the students' likelihood of success in ENG 1101. Papers will be written both concurrently with the ENG 1101 assignments and assigned as reinforcement of the discussions, ideas, and assignments assigned in ENG 1101. (Institutional Credit)

**MAT 0031 Mathematic Strategies** **3 credits**  
Computational review and practice prepare students for the demands of college level math through a focus on whole numbers, fractions, decimals, percentages, ratios, proportions, practical applications, and word problems. Student will learn to use a basic scientific calculator to facilitate learning and provide assistive technology. May be required as a prerequisite to MAT 1901. (Institutional Credit)

### COMPUTER INFORMATION SYSTEMS

**CIS 1255 Technology in Global Environments** **3 credits**  
This course presents an introduction to current technologies on a global scale. Students acquire computer skills and build a stronger foundation in word processing, presentation software, and web communications. Students gain experience with business applications in a PC environment and explore digital media programs in an Apple computer lab. Class work focuses on desktop productivity and creative projects. The goal of this course is to insure cross platform computer literacy for academic and work environments.

**CIS 1256 Computer Applications** **3 credits**  
An exploration of software applications in word processing, spreadsheets, database management, and presentation software. Software applications are integrated and applied to various professional fields. (Prerequisite: CIS 1255)

**CIS 2000 Ethics in Technology** **3 credits**  
A survey of special ethical problems and issues associated with technology. Current ethical issues as a result of our increasing use of computers will be explored.

**CIS 2216 Digital Imaging with Photoshop** **3 credits**  
Students use Adobe Photoshop to explore the artistic potential of imaging technology and solve visual problems. They learn how to plan and produce digital images that demonstrate an understanding of composition, light, color, and visual communication. Hands-on projects include digital painting, photo montage, image manipulation, scanning, photo retouching, 3D effects, text effects and layout techniques for digital art, ads, publications, and Web pages. *Lab fee*

**CIS 2250 Digital Photography** **3 credits**  
Explore photography as a digital medium of visual expression. Image capture and technical camera controls are demonstrated. Composition, lighting, color, and subject matter are examined and artistically manipulated. Adobe Photoshop instruction focuses on photography related tasks such as cropping, sizing, sharpening, color correction, and preparing photos for e-mail, Web pages and color printing. Students supply their own digital camera. *Lab fee*

**CIS 2257 Web Page Design** **3 credits**  
 Exploration of the World Wide Web and web design trends. This course focuses on creating web pages with HTML and Dreamweaver. Pages are customized with the use of graphics, image maps, links, and multimedia.  
 (Prerequisite: CIS 1255) *Lab fee*

**CIS 2258 Computer Programming Concepts** **3 credits**  
 An overview of computer language concepts and how it is used for problem-solving of computer errors. A variety of programming languages will be introduced. (Prerequisite: CIS 1256)

**CIS 2260 Digital Music Studio** **3 credits**  
 This course explores digital music and sound production using software instruments and digital effects. Learn to arrange and manipulate your own unique musical creations. Class projects include: multi-tracking editing, sound effects, voice-overs, and background music. This class does not include music theory nor does it teach you how to play an instrument. It focuses on audio software, sound editing, and digital media production. No previous musical training is required. (Prerequisite: CIS 1255) *Lab fee*

**CIS 2264 Introduction to Computer Graphics** **3 credits**  
 An introduction to the use of computer graphic software and hardware from an artistic and marketing point of view. The use of graphic software will be used for the design and layout of creative projects. (Prerequisite: CIS 1255 or CIS 1256) *Lab fee*

**CIS 2265 Introduction to Assistive Technology** **3 credits**  
 An exploration of the types of technological devices used to aid students with disabilities. Methods of matching the proper technological device with the disability are demonstrated. Methods and systems used to effectively implement and maintain the assistive technology's effectiveness will also be explored. Areas such as funding assistive technology will be addressed.

**CIS 2268 Digital Video I** **3 credits**  
 Students combine audio, video, and graphics to develop digital video projects. They become proficient in cutting and editing video clips on a timeline. Emphasis is placed on developing quality video for the Web. (Prerequisite: CIS 2216 or 2264) *Lab fee*

**CIS 2275 Networking and Communications** **3 credits**  
 Various types of networking concepts will be explored. A survey of different types of communications with technology will also be examined. The course will involve entry-level, hands-on networking projects. (Prerequisite: CIS 1256)

**CIS 2500 Introduction to Game Design** **3 credits**  
 An exploration of how an individual begins the process of designing a game from an idea to promoting it to a licensed game franchise. The course will follow through the game development life cycle and through the steps of marketing and promotion of a game. (Prerequisite: CIS 1255)

**CIS 2550 Game Design with C++** **3 credits**  
 This course will explore how to build programs that result in entertaining games that result in video games used today. Students will design game programs using C++. Present and past games will be discussed based on the design and programming methods. (Prerequisite: CIS 2258)

**CIS 3250 Digital Illustration and Layout** **3 credits**  
 Using vector drawing and painting tools, students learn how to produce original graphics, digital illustrations, and production layouts. The course focuses on aesthetics, visual communication, principles of design, and typography. Projects include vector art, logos, ads, posters, and publications. (Prerequisite: CIS 2216 or 2264) *Lab fee*

**CIS 3251 Database Management** **3 credits**  
 Database concepts, terminology, and implementation are reviewed. Presents development of schemas and entity relationships, and how to apply them to current Database Management Systems. Topics in ethics and security of databases will be explored. (Prerequisite: CIS 1256)

**CIS 3259 Systems Analysis and Design** **3 credits**

An overview of systematically planning, testing, and implementing information systems in various organizations. The course explores the development life cycle of a system. Logical methodologies of designing information systems are incorporated in the form of a final project. (Prerequisite: CIS 1256)

**CIS 3260 Game Art & Graphics** **3 credits**

Game Art & Graphics concentrates on the artistic side of games. This class strengthens basic art and design skills while teaching how to illustrate game play concepts. Students design game interfaces, work with characters and their environments, manipulate backgrounds and textures, add lighting effects, and expand Photoshop skills. Students apply their knowledge of video and computer games to prototype game products, packaging, and promotions. (Prerequisite: CIS 2216 or CIS 2264) *Lab fee*

**CIS 3262 Digital 3-D** **3 credits**

This course provides a foundation in 3D computer graphics, objects, and environments. Through analysis and practice, students develop an understanding of the principles of 3D modeling, lighting, texturing, and rendering. The class also includes an introduction to animation controls, key-framing and exporting images and movies for digital media projects. (Prerequisite: CIS 2216 or CIS 2264) *Lab fee*

**CIS 3263 Electronic Commerce** **3 credits**

Explores the basic concepts and strategies for understanding expanding opportunities in relation to electronic commerce. Organizational, business, managerial, and strategic implications for electronic commerce will be examined.

**CIS 3265 JavaScript** **3 credits**

Expands on the basics of web page design. Students explore ways of expanding the capabilities of web pages through the use of JavaScript. (Prerequisite: CIS 2257)

**CIS 3273 Business Applications** **3 credits**

Explores various software programs used in business and the latest technology that aids organizations and seeks to project future changes. Developments that impact business computer applications are examined. (Prerequisite: CIS 1256)

**CIS 3276 Advanced Web Design** **3 credits**

Students design and program professional quality Web sites with HTML and Dreamweaver. Course work includes the use of scripting languages, CSS formatting, interactive forms, and advanced productivity feature of Dreamweaver. Students acquire an appreciation for effective interface design with a focus on readability, style, navigational structures, and information hierarchy resulting in well organized, engaging, user friendly Web projects. (Prerequisite: CIS 2257) *Lab fee*

**CIS 3280 Mobile Applications** **3 credits**

This course is an overview of how to develop applications for mobile technologies. Students will explore the process of creating a concept and systematically design and program an application for mobile technologies. Various developers' tools will be presented and discussed. Apple iPhone SDK developer tools will be used to create mobile technologies for the course. (Prerequisite: CIS 2258)

**CIS 4262 Management Information Systems** **3 credits**

A capstone course for Computer Information Systems. Examination of organizational structures and how each level can provide useful information. Students will explore how the organization develops and maintains an information system. A final project will be developed applying the concepts of management information systems. (Prerequisite: CIS 3251 or CIS 3259)

**CIS 4271 Advertising Design** **3 credits**

This course provides vital advertising concepts, vocabulary, and graphics production skills for the aspiring digital media professional. Advertising Design trains students to apply critical thinking and problem-solving in terms of branding, demographics, and target market. Class projects expose students to a variety of media and delivery strategies as they create both individual advertisements and advertising campaigns. (Prerequisites: CIS 2216 or CIS 2264). *Lab fee*

**CIS 4900 Portfolio Seminar** **3 credits**  
 In this capstone course, students learn how to assemble their work into a professional portfolio. Students investigate specific areas of the industry and prepare portfolios and digital resumes geared towards their area of interest. (Prerequisite: Senior Standing) *Lab fee*

**CIS 2261/3261/4261 Topics in Computer Information Systems** **3 credits**  
 An examination of areas within Computer Information Systems. The area of study will relate to various organizations. Topics will be announced prior to registration. (Prerequisite: CIS 1256) Topics courses cannot exceed nine (9) credits.

**COOPERATIVE EDUCATION/CAREER DEVELOPMENT/FIELD PLACEMENT**

**COE 1100 Learning Essentials and Self Discovery** **3 credits**  
 Discover how your choices directly impact your opportunities for greater success in college and life. Topics include accepting personal responsibility, discovering self-motivation, mastering self-management, employing interdependence, gaining self-awareness, adopting life-long learning, developing emotional intelligence, believing in oneself, and identifying individual learning styles and effective learning strategies. The development of critical thinking skills is implemented through self-assessments, case studies, guided journaling and an individual research project.

**COE 2606 Career Exploration** **3 credits**  
 Students will identify and understand the majors offered at Beacon College. Personal interests, values, and abilities will be explored, and how majors relate to career options will be analyzed. Students will begin building a professional network and start job shadowing. Course also focuses on financial literacy skills and decision-making skills. (Prerequisite: PSY 1950)

**COE 3606 Career Planning** **4 credits**  
 Students develop and improve self-marketing materials while identifying competencies sought by employers. Workplace communication and best practices are studied. Public speaking and conflict resolution skills are developed. Requires a summer internship or job. (Prerequisite: COE 2606)

**COE 4606 Career Development** **4 credits**  
 Weekly seminars will develop the student's understanding of current trends in the workplace, typical workplace problems, and an employee's role in the organization. Requires 40 field placement hours designed to further focus career choice and provide practical experience and job coaching. Students also develop a transitional plan from college to the workplace. (Prerequisite COE 3606)

**EDUCATION**

**EDU/ANT 2831 Multicultural Diversity** **3 credits**  
 A study of America from the historical perspectives of its diverse ethnic groups. Topics include racial and ethnic identity, gender identity, sexual identity, power and racism, and diversity awareness.

**EDU/PSY 2863 Critical Thinking** **3 credits**  
 A practical and functional study of the principles of reasoning, problem-solving, and decision-making. Skills are taught within the context of social issues with an emphasis on developing analytical skills useful in both academic and personal settings.

**EDU 2864 Foundations of Education** **3 credits**  
 A study of the purpose of education; the relationship to school to the larger community; the social, cultural, and philosophical dimensions of American education; and requirements for entering the teaching profession.

**EDU 3865 Introduction to Teaching Methods** **3 credits**  
 Provides skill acquisition in planning, developing, and general methods of implementing curriculum at the elementary school level. Evaluating instruction and classroom observations are practical applications of this course.

**EDU/PSY 3873 Educational Psychology** **3 credits**  
 An overview of the foundations of educational psychology and theories of learning. Motivation and learning environments will also be presented, as well as developmental issues that affect learning. The teaching and assessment process will also be reviewed. (Prerequisite: PSY 2851)

**EDU 4866 Educating Exceptional Children** **3 credits**  
 A survey of educational, psychological, sociological, and medical aspects of children with disabilities. Attention is given to characteristics, potential capabilities, and methodologies for instruction.

**EDU 2753/3753/4753 Topics in Education** **3 credits**  
 An examination of selected topics in specific areas of study in education. Topics courses cannot exceed nine (9) credits.

**ENGLISH**

**ENG 0010 Writing Lab** **3 credits**  
 Writing Lab will run concurrently with ENG 1101. The purpose of the class is to improve basic writing skills in order to maximize the students' likelihood of success in ENG 1101. Papers will be written both concurrently with the ENG 1101 assignments and assigned as reinforcement of the discussions, ideas, and assignments assigned in ENG 1101. (Institutional Credit)

**ENG 1101 College Composition** **3 credits**  
 This class is designed to develop skills in writing multi-paragraph essays with emphasis on exposition, including the selection, restriction, organization, and development of topics. Students examine selected writing samples as models of form and sources of ideas for their own writing.

**ENG 1102 Composition and Literature** **3 credits**  
 This course is an introduction to the basic concepts used in reading literature and in writing about literature. Specifically, the course explores the three principal literary genres (fiction, poetry, drama) and the terms that apply to an understanding of how to read those genres. (Prerequisite: ENG 1101)

**ENG 2272 Rhetoric** **3 credits**  
 This course develops the important skills of putting forth a logical argument and convincing others of the argument's validity. Students will be required to prepare and deliver speeches demonstrating these abilities. (Prerequisite: ENG 1101 and ENG 1102)

**ENG/LIT 3305 Creative Writing** **3 credits**  
 This is a writing workshop designed to help students develop creative writing skills. Genres may include journals, character sketches, short drama, short stories, poems, articles and/or creative essays. There will also be substantial reading of literary models. (Prerequisite: ENG 1101)

**ENG/BUS 3318 Business Communications** **3 credits**  
 The study and practice of the kinds of internal and external forms of business communications. Practice in researching, writing, and editing of letters, memos, reports, promotions, product descriptions, and/or proposals. Includes oral presentations and relevant ethical issues. (Prerequisite: ENG 1101)

**ENG 3323 Media Studies** **3 credits**  
 This class is an introduction to journalistic writing. This course encompasses the elements of news writing including basic story forms—obituaries, disasters, crime, business and consumer news, sports—as well as writing for broadcast, public relations, and the Internet. (Prerequisite: ENG 1101)

**ENG 2320/3320/4320 Topics in English** **3 credits**  
 An examination of selected topics in specific areas of study. Topics courses cannot exceed nine (9) credits.

## ENVIRONMENTAL STUDIES

**ENV/BSC 2107 Environmental Studies** **3 credits**

A non-laboratory interdisciplinary study of people in their environments. Explores topics through an integrated and science-based study of environmental problems, connections, and solutions.

**ENV 2109/3109/4109 Topics in Environmental Studies** **3 credits**

Topics vary and may include current issues in environmental science. Topics courses cannot exceed nine (9) credits.

## HEALTH, LEISURE, AND PHYSICAL EDUCATION

**HLP 1200 Intro to Exercise & Wellness** **3 credits**

This course is designed for beginners and combines aerobics, strength training, and wellness principles. Students will learn the basics of good health including exercise, nutrition, and wellness.

## HISTORY

**HIS 1576 History of the United States Government** **3 credits**

Surveys the development of the American political system. It examines the struggle for democracy and the structure of the United States government, and provides a framework for how the American political system works.

**HIS 2101 Global History I** **3 credits**

Survey of global history from 1500 to late 19<sup>th</sup> century, with a focus on the interaction of Western ideas and institutions with the rest of the world.

**HIS 2102 Global History II** **3 credits**

Examines the cultural, economic, and political history of the 20<sup>th</sup> century, with an emphasis on international affairs.

**HIS 2577 United States History to 1876** **3 credits**

Examines the development of the United States from its colonial past to the beginning of Reconstruction. Emphasis is placed on the motivating factors of dissent, the Enlightenment, and slavery.

**HIS 2578 United States History Since 1876** **3 credits**

Examines the development of the United States from Reconstruction to the present. Emphasis is placed on struggles for social justice, the growth of American power, and the rise of mass culture.

**HIS 3600 United States Military History** **3 credits**

Surveys the history and progress of the Armed Forces of the United States from the colonial period through the first Gulf War (Desert Storm).

**HIS 4100 United States History Since World War II** **3 credits**

Surveys United States history from 1946 to the 1990s. This class focuses on American popular culture, politics, and societal changes during the last half century. Topics covered include: the Cold War, Communism, social activism, the rise of mass culture, the Vietnam War, and dissent in Modern America. (Prerequisite: HIS 2578 or instructor approval)

**HIS 4200 Slavery and Race in American History** **3 credits**

Surveys the Atlantic slave trade from 1441 to 1888 and explores how slavery and racism have shaped American history, culture, and society. Class discussion will focus on the fight for racial equality from Reconstruction to present. In addition, students explore how the Civil Rights struggle has emerged in various arenas of popular culture such as motion pictures and popular music. (Prerequisite: HIS 2577 or instructor approval)

**HIS 2574/3574/4574 Topics in History** **3 credits**

An advanced examination of selected topics in specific areas of study in history. Topics courses cannot exceed nine (9) credits.

**HOSPITALITY MANAGEMENT****HMT 1100 Introduction to Hospitality & Tourism Management** **3 credits**

This course examines the hospitality field from a managerial prospective. Students explore the opportunities in the hospitality field and the various organizational structures the field operates under.

**HMT 1200 Event Management** **3 credits**

This course views the methods of organizing various events. Preparing for events include conventions, ceremonies, shows, sporting events, and other small to large events. Areas of event planning that will be discussed are security, organization of the site, personnel, communications, and creativity.

**HMT 1310 Principles of Tourism** **3 credits**

Tourism is a dynamic field where business, government, and society intersect. This course explores the major concepts in tourism such as what makes tourism possible and how it can affect the economy of a nation or region. This course will provide an overview of the principles, practices, and philosophies that can affect the cultural, social, economic, psychological, and marketing aspects of the travel and tourism industry. (Prerequisite: HMT 1100)

**HMT 3100 Restaurant Management** **3 credits**

Principles of current food and beverage management are presented. Topic areas include management and leadership, communications, working with the restaurant industry whether it is a chain or privately owned. Students will apply these concepts during college-wide events.

**HMT 3200 Hotel Management** **3 credits**

This course is an overview of managing in the lodging industry. Students will explore various careers available in the hotel industry. Topics include management and leadership, communications, working with management companies, and ethics within the industry.

**HMT 3300 Hospitality Information Systems** **3 credits**

An introduction to the use and application of information systems in the hospitality field. Students will run reports related to the industry and make decisions from the reports. Areas students will examine reports in, but not limited to, include forecasting, inventory, reservations, personnel, and scheduling.

**HMT 4100 Hospitality Law** **3 credits**

A review of the laws and regulations that govern the hospitality field are presented. Students are exposed to laws that relate to employment and civil rights. Other laws include liabilities in lodging and food industries. Contracts and various legal forms will also be presented.

**HMT 4500 Internship in Hospitality Management** **3 credits**

An opportunity for the student to apply concepts learned to work experience at an area hospitality business. Student will be supervised by the college and feedback will be given by the instructor and the business.

**HMT 4600 Seminar in Hospitality Management** **3 credits**

This course serves as the Capstone for the Hospitality Management Track. Students demonstrate concepts learned in previous courses and demonstrate how classroom learning is applied in the hospitality world and through their field placement through a capstone course.

**HUMANITIES****HUM 2700 Introduction to Humanities 3 credits**

This course examines the creative achievements of world civilizations through a study of representative examples of art, literature, music, philosophy, and drama. The materials for this course represent diverse cultures from around the world, providing the student with a global perspective. Students will also examine the major themes expressed in these works and their reflections of the values of their cultures.

**HUM 2833/3833/4833 Topics in Humanities 3 credits**

An advanced examination of selected topics in specific areas of study in Humanities. Topics courses cannot exceed nine (9) credits.

**HUMAN SERVICES****HMS 1501 Introduction to Human Services 3 credits**

An overview of the human services field from historical, cultural, and political perspectives. Explores the philosophical and theoretical foundations underlying the necessity for human services in contemporary societies.

**HMS 1601 Public and Private Agencies 3 credits**

Explores the operational factors involved in the organization of human service agencies, including both intra-agency and inter-agency communication networks, fiscal management, and strategies for identification and resolution of conflict within agencies. Includes site visits to local community agencies for observation.

**HMS/PSY 4612 Counseling Strategies & Interventions 3 credits**

A practical study of individual, group, marriage, family, and play therapy. Techniques utilized include those appropriate for children, teenagers, and adults. Research-based interventions are emphasized.

**HMS 4615 Human Services Senior Seminar 3 credits**

This course integrates the information learned in all of the student's psychology, behavioral science, and human services courses. The goal of the course is to review the five fundamental and powerful concepts of Human Services. The course combines seminar reviews and self/group-directed study.

**HMS 4806 Ethical Issues in Human Services 3 credits**

A modern survey of the principles and theories of moral conduct within the scope of the human services industry. The behaviors of professionals, consumers, and organizations are scrutinized in a comprehensive study of the moral responsibilities that guide the interrelationships inherent in the delivery of human services. Moral judgment and decision-making are applied to the establishment and implementation of social policy and its regulation. (Prerequisite: HMS 1501)

**HMS 2882/3882/4882 Topics in Human Services 3 credits**

An advanced examination of selected topics in specific areas of study in Human Services. Topics may include Child Abuse and The Human Services and other relevant issues in the field. (Prerequisite: HMS 1501)

**INTERDISCIPLINARY STUDIES****IDS 4804 Ethics 3 credits**

An introduction to the systematic analysis and development of sound inquiry and decision-making based on moral principles and theories. Topics of application include issues relevant to contemporary society.

**IDS 4808 Senior Research Seminar in Interdisciplinary Studies 3 credits**

Students demonstrate knowledge, critical thinking, and communication skills reflecting the Interdisciplinary Studies major in an extensive capstone paper.

## LITERATURE

- LIT 2855 World Literature** 3 credits  
This course examines the cultural, aesthetic, and historical development of world culture as reflected in literature. (Prerequisite: ENG 1102)
- LIT 2901 Film Literature and Analysis** 3 credits  
Examines a variety of cinematic productions by applying the same methods traditionally used to analyze and discuss printed literary texts. This class is designed to introduce students to the study of the relationships between literary and cinematic forms and works from the premise that films are narratives with all the basic elements of literature. (Prerequisite: ENG 1102)
- LIT 3220 The Graphic Novel as Literature** 3 credits  
This course will examine various graphic novels from a literary prospective. Both pictorial and textual elements will receive considerable attention. Additionally, the course will review the history of the graphic novel and its larger place in literature and contemporary society. (Prerequisite: ENG 1101)
- LIT/ENG 3305 Creative Writing** 3 credits  
This is a writing workshop designed to help students develop creative writing skills. Genres may include journals, character sketches, short drama, short stories, poems, articles and/or creative essays. There will also be substantial reading of literary models. (Prerequisite: ENG 1101)
- LIT 3333 Beat Literature** 3 credits  
This course will examine the Beat movement of the 1950s, 60s and 70s, as well as some contemporary writers influenced by the Beat movement. (Prerequisite: ENG 1102)
- LIT 3350 British Literature Before 1650** 3 credits  
This class examines the cultural, aesthetic, and historical development of England as reflected in literature during the period from the departure of the Romans to the Restoration. (Prerequisite: ENG 1102)
- LIT 3351 British Literature After 1650** 3 credits  
This class examines the cultural, aesthetic, and historical development of England as reflected in literature during the period after the Restoration until the present.
- LIT 3353 American Literature Before 1876** 3 credits  
This class examines the foundations of the American experience. Students will trace the concepts of dissent, rugged individualism, Puritanism, the Enlightenment, and self-reliance as they are developed in the literature of Early America. (Prerequisite: ENG 1102)
- LIT 3354 American Literature After 1876** 3 credits  
This class examines the developing foundations of the American experience and shows the relationships between the thoughts and feelings reflected in American Literature after the Civil War and in American society today. (Prerequisite: ENG 1102)
- LIT 3396 Music as Literature** 3 credits  
This class closely and carefully examines lyrics and music from various genres of music that will include rock, electronic, gothic/industrial, blues, classical, country, and hip hop. Audio recordings will be used as a primary source, but essays and other visual contexts may be included. Students will contribute musical and lyrical material for course study. (Prerequisite: ENG 1102)
- LIT 4200 African American Literature** 3 credits  
This class examines a variety of African American oral and written works including fiction, nonfiction, poetry, essays, and drama from slavery to the present day. (Prerequisite: ENG 1102)

**LIT 4433 Literature by Women** **3 credits**  
 This class examines the cultural, aesthetic, and historical development of literature by women. This class will consider literature from various parts of the world and writing from multiple historical eras as we attempt to understand the formation and effect of literary, social, and historical constructs of gender. (Prerequisite: ENG 1102)

**LIT 4499 Native American Literature** **3 credits**  
 This class examines the cultural, aesthetic, and historical development of literature by Native Americans. This course will consider a variety of sources as we try to understand writings both by and about Native Americans as well as multiple historical and/or contemporary representations of Native Americans in writing, film, and other sources. (Prerequisite: ENG 1102)

**LIT 2320/3320/4320 Topics in Literature** **3 credits**  
 Topics vary among genre, author, period, and theme studies. Possible topics include (but are not limited to) drama, film as literature, minority literature, mystery and detective fiction, children's literature, poetry, and/or short stories. (Prerequisite: ENG 1102) Topics courses cannot exceed nine (9) credits.

### MATHEMATICS

**MAT 0031 Mathematic Strategies** **3 credits**  
 Computational review and practice prepare students for the demands of college level math through a focus on whole numbers, fractions, decimals, percentages, ratios, proportions, practical applications, and word problems. Student will learn to use a basic scientific calculator to facilitate learning and provide assistive technology. This course may be required as a prerequisite to MAT 1901. (Institutional Credit)

**MAT 1901 General Education Mathematics** **3 credits**  
 A general education course designed to provide a solid foundation in the basics of college mathematics. Real-life applications, conceptual understanding, problem-solving, appropriate use of technology, and critical thinking are emphasized and integrated throughout the course.

**MAT 1906 Intermediate Algebra** **3 credits**  
 Intermediate Algebra contains a study of number sense and algebraic operations, relations and functions and their graphs, data analysis, and sequences and series. This course reviews and expands on linear and quadratic functions and equations, polynomial functions and factoring, rational expressions and equations, radical expressions and equations, inequalities, exponents, and logarithms. (Prerequisite: MAT 1901)

**MAT 1907 College Algebra** **3 credits**  
 Includes work on real numbers, variable expressions, solving questions and inequalities, linear equations and inequalities, systems of linear equations, polynomials, factoring, algebraic fractions, radical expressions, and quadratic equations. This course emphasizes contemporary application problems. Satisfactory completion of placement tests is required.

**MAT 1200/2200/3200/4200 Topics in Math** **3 credits**  
 Variable subject content.

### PSYCHOLOGY

**PSY 1801 The Family** **3 credits**  
 A cross-cultural approach to analyzing and understanding the individual, marriage, family, and society. Explores conflict and resolution of family issues and the changing family systems in society.

**PSY 1950 Personal Development** **3 credits**  
 Develops self-awareness and a personal philosophy, by examining personal and social values, personal strengths, interests, abilities, and beliefs. Use of self-reflection to build social and emotional intelligences.

- PSY 2851 General Psychology** **3 credits**  
 Provides an overview of the principles of human behavior and the scope and methods of psychology. Topics include human development, intelligence, emotion, motivation, personality, social psychology, and abnormal behavior.
- PSY 2852 Human Development** **3 credits**  
 Provides basic knowledge regarding human development from conception to death. Presents the lifespan in ten developmental stages. Surveys physiological, cognitive, and psycho-social development.
- PSY/EDU 2863 Critical Thinking** **3 credits**  
 A practical and functional study of the principles of reasoning, problem-solving, and decision-making. Skills are taught within the context of social issues with an emphasis on developing analytical skills useful in both academic and personal settings.
- PSY 2890 Psychology of Learning Disabilities** **3 credits**  
 An overview of learning disorders. An emphasis is placed on the basic issues of the learning disorders. For each disorder, the history, theoretical framework, and definition of the disorders are presented. Attention is also given to the diagnosis, characteristics, and educational implications and/or treatment of each disorder.
- PSY 2900 Introduction to Research Design** **3 credits**  
 General introduction to design, function, and interpretation of research in the social sciences. Provides necessary preparation to evaluate the empirically based content of psychology. (Prerequisite: PSY 2851)
- PSY 2925 Statistics & Research Design** **3 credits**  
 The principal statistical procedures employed in social science research. An introduction to descriptive statistics, probability, and inferential statistics necessary to carry out and interpret social science research. (Prerequisite: PSY 2900 and MAT 1901)
- PSY 3215 Comparative Psychology** **3 credits**  
 Designed to enable students to better understand psychological concepts by comparing human and animal behaviors. Students will study senses, hormones, communication patterns and early learning of humans and animals, and will determine how these parameters influence behavior. An introduction to Animal-Assisted Therapy is included.
- PSY 3803 Adult Development and Aging** **3 credits**  
 An examination of the physiological, cognitive and social factors involved in the psychology of aging. Emphasis is placed on the development of theoretical structures based on data from research and applications. (Prerequisite: PSY 2852)
- PSY 3861 Abnormal Psychology** **3 credits**  
 A comprehensive study of the nature, causes, identification, and treatment of abnormal behavior. Topics include schizophrenia, bipolar disorder, anxiety disorders, personality disorders, severe emotional disturbances, and their relationships to the major theoretical models in clinical psychology. (Prerequisite: PSY 2851)
- PSY 3869 Child Psychology** **3 credits**  
 An introduction to the theoretical approaches to the study of child development during the prenatal, infancy, childhood, and adolescent periods. Contributions from physiological, psychological, and social influences are examined. (Prerequisite: PSY 2851)
- PSY/EDU 3873 Educational Psychology** **3 credits**  
 An overview of the foundations of educational psychology and theories of learning. Motivation and learning environments will also be presented, as well as developmental issues that affect learning. The teaching and assessment process will also be reviewed. (Prerequisite: PSY 2851)
- PSY 3910 Cross-Cultural Psychology** **3 credits**  
 This course provides an overview of cross-cultural psychology. The student will examine the role of culture across a range of psychological areas including cognition, intelligence, emotion, motivation and behavior, human development, psychological disorders, social interactions, social perceptions, learning and learning disorders, and critical thinking. (Prerequisite: PSY 2851)

**PSY 3915 Forensic Psychology** **3 credits**

This course deals with the application of psychological knowledge or methods to the study of criminality. Developmental risk factors, origins of criminal behavior, criminal psychopathy, serial killers, crime and mental disorders, violent crime, multiple murders, terrorism, sexual assault, property crime, and correctional psychology will be emphasized. (Prerequisite: PSY 2851)

**PSY/HMS 4612 Counseling Strategies & Interventions** **3 credits**

A practical study of individual, group, marriage, family, and play therapy. Techniques utilized include those appropriate for children, teenagers, and adults. Emphasis on research-based interventions is provided.

**PSY 4805 Substance Abuse** **3 credits**

Explores an understanding of substance usage and abuse through the perspectives of family, community, society, church, and state. Examines substance usage and abuse on multiple levels including sociological, psychological, cultural, and physiological. Encourages critical thinking relating to the effects of substance usage and abuse on individuals. (Prerequisite: PSY 2851)

**PSY/HMS 4806 Ethical Issues in Human Services & Psychology** **3 credits**

A modern survey of the principles and theories of moral conduct within the scope of the mental health industry. The behaviors of professionals, consumers, and organizations are scrutinized in a comprehensive study of the moral responsibilities that guide the interrelationships inherent in the delivery of human services and psychology. Moral judgment and decision-making are applied to the establishment and implementation of social policy and its regulation. Analysis of APA ethical code. (Prerequisites: HMS 1501 and PSY 2851)

**PSY 4862 Psychology of Dreams and the Unconscious Mind** **3 credits**

An intensive study of the phenomenon of dreams and hypnosis from a psychological perspective. Contemporary applications of how to use dreams and hypnosis to understand and improve life will be emphasized.

**PSY 2882/3882/4882 Topics in Psychology** **3 credits**

Topics vary based on student interest. Topics may include social psychology, cognitive psychology, psychology of learning, or contemporary issues in psychology. (Prerequisite: PSY 2851) Topics courses cannot exceed nine (9) credits.

**PSY 4910 Cognitive Neuroscience** **3 credits**

This course examines the history, neuroanatomy, methods of cognitive neuroscience, sensation and perception, control of action, learning and memory, emotion, language, attention, drugs and cognition, impulsivity, cognitive control, social cognition, and neurobiology of disease. (Prerequisites: PSY 2851; Junior/Senior Level)

**PSY 4950 Senior Seminar in Psychological Science** **3 credits**

This seminar will involve a team project involving various sub disciplines in psychology in reaction to complex behavioral issue, while following ethical guidelines and engaging in psychological research.

**SCIENCE**

**SCI 1200/2200/3200/4200 Topics in Science** **3 credits**

An advanced examination of selected topics in specific areas of study in Science.

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## BOARD OF TRUSTEES

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Eileen Marinakis, R.N., M.A., A.P.N.  
Ocean View, NJ

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Annandale, VA

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### Executive Vice President

Robert Bridgeman, J.D.

### Treasurer

Calvin Sanson, M.B.A.

### Secretary

Tamara Snyder, B.A.

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---

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Hagerty, George  
B.A., Stonehill College: Political Science  
M.S., Harvard University: Education  
Ph.D., Harvard University: Education

### **Executive Assistant to the President**

Snyder, Tamara  
B.A., Lake Erie College: English

### **Executive Vice President**

Bridgeman, Robert A.  
Morse School of Business: Business Management  
A.S., Northeastern Christian Junior College: Computer Science  
B.A., Cabrini College: Political Science/Business  
J.D., Regent University: Law

### **Vice Presidents**

#### **Vice President of Academic & Student Affairs**

Chandler, Shelly  
B.A., Oakland University: Psychology  
M.S., Troy State University: Counseling & Psychology  
Ph.D., Barry University: Leadership & Education, Counseling Specialization

#### **Vice President of Finance and Administration**

Sanson, Calvin F.  
B.S., Fairleigh Dickinson University: Economics and Finance  
M.B.A., Rutgers University: Financial Management

#### **Associate Vice President of Human Resources**

Baggett, Kimberly A.  
B.A., Saint Leo University: Business Management/Human Resources  
M.B.A., Saint Leo University: Business Administration  
Doctoral Studies: Grand Canyon University: Industrial & Organizational Psychology

---

## ACADEMIC AFFAIRS

---

**Vice President of Academic & Student Affairs**

Chandler, Shelly

B.A., Oakland University: Psychology

M.S., Troy State University: Counseling & Psychology

Ph.D., Barry University: Leadership & Education, Counseling Specialization

**Assistant to the Vice President of Academic & Student Affairs**

Santaw, Carrie

A.S., Community College of Vermont: Administrative Management

A.S., Community College of Vermont: Accounting

B.A., Johnson State College: Professional Studies

**Registrar**

Brown, David

B.A., University of Lancaster: History and Economics

Diploma in Education, University of the West Indies

**Department Chairs****Department Chair: Business & Technology**

Fleming, James E.

B.A., Saint Leo College: Psychology/Computer Information Systems

M.S., National-Louis University: Management

D.B.A., University of Sarasota: Business Administration/Information Systems

**Department Chair: Human Services & Psychology**

Perrone, Richard

B.A., Saint Leo University: Human Services

B.S., Regis University: Business Administration

M.S. University of Oklahoma: Human Relations

Ph.D., Capella University: Human Services/Social Work & Community Resources

**Department Chair: Interdisciplinary Studies**

Nesbitt, William

A.A., Thomas University: Liberal Arts

B.A., Thomas University: English

M.A., Valdosta State University: Literature

Ph.D., Florida State University: Literature

**Faculty: Business & Technology Department**

Baggett, Kimberly A.: Instructor (Administrator/Faculty)  
 B.A., Saint Leo University: Business Management/Human Resources  
 M.B.A., Saint Leo University: Business Administration  
 Ph.D., Grand Canyon University: Industrial & Organizational Psychology (In Progress)

Bridgeman, Robert A.: Professor (Administrator/Faculty)  
 Morse School of Business: Business Management  
 A.S., Northeastern Christian Junior College: Computer Science  
 B.A., Cabrini College: Political Science/Business  
 J.D., Regent University: Law

Fleming, James E.: Associate Professor  
 B.A., Saint Leo College: Psychology/Computer Information Systems  
 M.S., National-Louis University: Management  
 D.B.A., University of Sarasota: Business Administration/Information Systems

Jenkins, Brenda: Instructor  
 B.S., International College: Computer Science  
 M.S., Hodges University: Management Information Systems

Novak, Sandy: Associate Professor & Assistant Chair Business & Technology Department  
 B.F.A., Temple University: Graphic Design  
 M.F.A., University of Santa Barbara: Art Studio

Vaz, Simon: Instructor  
 B.A., St. Thomas University: Hospitality Management  
 M.B.A., Southern Adventist University: Management  
 Ed.S., Nova Southeastern University: Instructional Leadership

**Faculty: Human Services & Psychology Department**

Boone, Crystal: Instructor (Learning Specialist/Faculty)  
 B.A., University of Central Florida: Social Work  
 M.S., Nova Southeastern University: Psychology, Mental Health Counseling

Chandler, Shelly: Professor  
 Licensed Mental Health Counselor  
 B.A., Oakland University: Psychology  
 M.S., Troy State University: Counseling & Psychology  
 Ph.D., Barry University: Leadership & Education, Counseling Specialization

Lucas, Linda: Assistant Professor  
 B.S., University of Florida: Psychology  
 M.S., Nova Southeastern University: Mental Health Counseling  
 Ph.D., Walden University: Clinical Psychology

Marsden, Andrea J.: Instructor

B.A., University of Missouri: Psychology  
 M.A., University of Missouri: Industrial/Organizational Psychology  
 Ph.D., University of Missouri: Industrial/Organizational Psychology

Mouriz, Kelly: Instructor (Learning Specialist/Faculty)

B.A., University of Maryland: Psychology  
 MSW, University of Kansas  
 M.A., Webster University: Counseling Psychology

Nance, Nicoletta: Assistant Professor

B.A., Youngstown State University: Psychology  
 MS.Ed., Youngstown State University: Counseling  
 Ph.D., Capella University: Human Services

Patestides, Michele: Instructor (Learning Specialist/Faculty)

B.A., Barnard College: Program in the Arts  
 M.S., Nova Southeastern University: Varying Exceptionalities

Paul, Kimberlee: Instructor (Learning Specialist/Faculty)

B.S., Bowling Green State University: Education  
 M.A., Baldwin-Wallace College: Education/Reading

Perrone, Richard: Assistant Professor

B.A., Saint Leo University: Human Services  
 B.S., Regis University: Business Administration  
 M.S. University of Oklahoma: Human Relations  
 Ph.D., Capella University: Human Services/Social Work & Community Resources

Rogers, Kelly: Instructor

B.A., Saint Leo University: Human Services  
 M.A., Webster University: Management

Staiger, Laurie: Instructor (Learning Specialist/Faculty)

A.S., Valencia Community College: Electronic Engineering  
 B.S., University of Central Florida: Elementary Education  
 M.L.I.S., University of South Florida

**Faculty: Interdisciplinary Studies Department**

Bellamy, Russ: Assistant Professor

B.A., Georgetown College: Fine Arts  
 M.F.A., University of Cincinnati: Fine Arts

Berger, Nancy: Instructor

A.A., Daytona State College: Education  
 B.S., University of Central Florida: English  
 M.A., University of Central Florida: English

Chandler, Kevin: Assistant Professor

B.S., Oakland University: Mechanical Engineering  
 M.S., Oakland University: Mechanical Engineering  
 Ed.D., University of Orlando: Educational Leadership

Cupp, Sarita: Instructor

B.A., University of New Mexico: Chemistry  
 M.A., University of Idaho: Teaching Mathematics

Galyon, Van: Associate Professor

B.A., University of Central Florida: Art & Psychology  
 M.F.A., Florida State University: Studio & Art History

Huff, Christopher: Assistant Professor

B.A., Juniata College: History and Political Science  
 M.A., University of Texas at San Antonio: History  
 M.A., University of Georgia: History  
 Ph.D., University of Georgia: History

Le, Caroline: Assistant Professor

B.A., University of Florida: English Literature  
 M.A., University of Central Florida: Higher Education  
 Ed.D., Nova Southeastern University: Higher Education

McDaniels, Steve: Instructor

B.S., Northeastern Illinois University: Sociology  
 J.D., Florida A & M University: Law

Nesbitt, William: Associate Professor

A.A., Thomas University: Liberal Arts  
 B.A., Thomas University: English  
 M.A., Valdosta State University: Literature  
 Ph.D., Florida State University: Literature

Ogle, Brian

A.A.S., Iowa Western Community College: Veterinary Technology  
 B.S., Bellevue University: Adult Education & Training  
 M.S., Canisius College: Anthrozoology

Ross, Terri: Professor

B.A., Florida Southern College: Social Sciences  
 M.A., Skidmore College: Anthropology/Environmental Studies  
 Ph.D., The Union Institute: Anthropology/Education

Vinyard, Jordan: Assistant Professor

B.F.A., University of Central Oklahoma: Emphasis: Painting and Drawing  
 M.F.A., Florida State University: Emphasis: Sculpture and Drawing

**Adjunct Faculty**

Bono, Joseph

B.A., Queens College of the University of the City of New York: Economics  
 M.Ed., Georgia State University: Adult Education Program Management  
 Ph.D., Georgia State University: Human Resource Development

Fallon, Michael

B.S., Florida Southern College: Business Administration  
 M.A., Webster University: Management & Leadership  
 M.A., Webster University: Marketing  
 DBA, Northcentral University: Marketing (In Progress)

---

**ADMISSIONS OFFICE**

---

**Dean of Admissions & Enrollment Management**

Herold, Dale

B.A., Molloy College: Communication Arts

**Director of Admissions**

Knight, Stephanie

B.A., Florida Southern College: Mass Communications and History

**Assistant Director of Admissions**

Marvin, Andrew

B.A., Beacon College: Human Services

**Assistant Director of Admissions & Partnership Development**

Sukle, Laura

B.A., Emory & Henry College: Mass Communications/Journalism  
 M.A., Liberty University: Human Services

**Coordinator of Regional Recruitment**

Masson, Rachel

A.A., Landmark College: Liberal Studies  
 B.A., University of Massachusetts Amherst: Social Policy

**Executive Assistant/Office of Admissions**

Lutes, Cathy

---

**BUSINESS OFFICE**

---

**Vice President of Finance and Administration**

Sanson, Calvin F.

B.S., Fairleigh Dickinson University: Economics and Finance  
 M.B.A., Rutgers University: Financial Management

**Student Account Specialist**

Eckhart, Cynthia M.

**Accounts Payable & Purchasing Specialist**

Shelton, Lilith

B.S., University of Central Florida: Business Administration

**Receptionist**

Bisanti, Erin

B.S., University of Phoenix: Business and Marketing

---

**EDUCATIONAL SUPPORT SERVICES -  
CENTER FOR STUDENT SUCCESS, CAREER DEVELOPMENT &  
ACADEMIC ENHANCEMENT**

---

**Dean of Student Success**

Brode, Andrea M.

B.S., Franklin Pierce College: Liberal Studies

M.B.A., Franklin Pierce College: Leadership

Ph.D., Franklin Pierce College: Leadership

**Learning Specialists/Academic Advisors**

Boone, Crystal

B.A., University of Central Florida: Social Work

M.S., Nova Southeastern University: Psychology, Mental Health Counseling

Hagerty, Oksana

B.A., Dnipropetrovsk National University: Applied Psychology

M.A., Dnipropetrovsk National University: Applied Psychology

Ph.D., Kharkiv National University: Educational & Developmental Psychology

Lozano, Michael

B.A., Rollins College: Humanities

J.D., Barry University School of Law: Law

Marcano-Ramirez, Maria

B.A., University of Puerto Rico: Psychology

M.A., University of Puerto Rico: Rehabilitation Counseling

Mouriz, Kelly

B.A., University of Maryland: Psychology

MSW, University of Kansas

M.A., Webster University: Counseling Psychology

Patestides, Michele

B.A., Barnard College: Program in the Arts

M.S., Nova Southeastern University: Varying Exceptionalities

Paul, Kimberlee

B.S., Bowling Green State University: Education  
M.A., Baldwin-Wallace College: Education/Reading

Staiger, Laurie

A.S., Valencia Community College: Electronic Engineering  
B.S., University of Central Florida: Elementary Education  
M.L.I.S., University of South Florida

Walter, Braden

B.A., Beacon College: Human Services

**Occupational Therapy Assistant**

James, Emily

A.S., Florida Hospital College of Health Sciences: Occupational Therapy Assistant  
A.S., Fortis College: Medical Assistant  
A.A., Valencia Community College: Elementary Education

**Coordinator of Career Development**

Ward, Susan

A.S., Lyndon State College: Communications  
B.S., Lyndon State College: Elementary Education  
B.A., Lyndon State College: Liberal Arts  
M.A., Capella University: Mental Health Counseling (In Progress)

**Career Development Instructor**

Rogers, Kelly

B.A., Saint Leo University: Human Services  
M.A., Webster University: Management

**Career Development Placement & High School High Tech Coordinator**

McCormick, Kimberly

B.S., Pace University: Elementary Education  
M.A., Chapman University: Education - Curriculum & Instruction

---

**EDUCATIONAL SUPPORT SERVICES - LIBRARY**

---

**Director of Library Resources**

Reitz, Tiffany

B.S., University of Toledo: Biological Sciences  
M.L.I.S., University of North Texas

**Administrative Assistant to Director of Library Resources**

Eve, Melissa

A.A., Modesto Junior College: Behavioral & Social Science  
B.A., Chapman University: Liberal Studies

---

## EDUCATIONAL SUPPORT SERVICES – MATHEMATICS LAB

---

### Assistant Professor

Chandler, Kevin

B.S., Oakland University: Mechanical Engineering

M.S., Oakland University: Mechanical Engineering

Ed.D., University of Orlando: Educational Leadership

### Mathematics Instructor

Cupp, Sarita

B.A., University of New Mexico: Chemistry

M.A., University of Idaho: Teaching Mathematics

---

## EDUCATIONAL SUPPORT SERVICES - TECHNOLOGY

---

### Director of Information Technology

Paige, Tim

B.S., Illinois Institute of Technology: Electrical Engineering

M.B.A., University of Illinois at Chicago: Management Information Systems & Operations Management

### Network Administrator

Miceli, Matthew

Massasoit Community College: Computer Science/ Hardware Repair Certification

Winter Park Tech: Cisco/Microsoft 701-702 Certification

### Systems Analyst

Daly, Brett

B.A., Beacon College: Computer Information Systems

---

## EDUCATIONAL SUPPORT SERVICES - WRITING CENTER

---

### Director of the Writing Center

Pinkston, Jacob

B.A., Illinois College: English

M.A., University of Alaska Fairbanks: English

### Writing Center Consultant

Williams, Renee

B.A., Temple University: Education

B.A., Delaware State University: English

### Writing Center Consultant

Bordenkircher, Daniel

A.A., Lake Sumter Community College: Liberal Arts & Sciences

---

## EMERITI

---

### **President Emeritus**

Brodbeck, Deborah

B.S., Mercy College: Psychology/N.Y.S. Teaching Certification: Special Education

M.S., Fordham University: Education, Learning Disabilities Specialization

Doctoral Studies, Fordham University: School Psychology

### **Professor Emeritus**

Good, Johnny L.

B.A.A.S., University of Texas: Vocational Education

M.S., University of Texas: Special Education

Ed.D., Texas A & M University: Supervision, Curriculum, and Instruction in Secondary Education

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## FACILITIES & NEW DEVELOPMENT

---

### **Director of Facilities & New Development**

Hall, J. Christopher

B.A., Guelph College: Psychology

### **Facilities Maintenance**

Arena, Michael

### **Facilities Maintenance**

Arena, Patrick

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## FINANCIAL AID OFFICE

---

### **Director of Financial Aid**

Wells-Booth, Shawna

B.A., Columbia College: Business Administration

M.B.A., Webster University: Business Administration

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## INSTITUTIONAL DEVELOPMENT & COMMUNICATIONS

---

### **Vice President of Institutional Development and Communications**

Muller, Stephen F.

B.S., Hofstra University: Chemistry

M.S., Bridgeport University: Higher Education Administration

**Director of Communications**

Dreimiller, Gretchen  
 B.A., Wingate University: English  
 M.A., Boston College: English

**Director of Development**

Phillips, Keri Jo  
 B.A., Warner Southern College: Organizational Management

**Development Associate & Administrative Assistant to the Board**

Martin, Donna  
 A.A., Seminole State College: General Studies  
 B.A., Warner Southern College: Organizational Management

**Director of Alumni and Parent Relations**

Eubank, Chelsea  
 B.A., Beacon College: Liberal Studies

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**STUDENT SERVICES**

---

**Vice President of Academic & Student Affairs**

Chandler, Shelly  
 B.A., Oakland University: Psychology  
 M.S., Troy State University: Counseling & Psychology  
 Ph.D., Barry University: Leadership & Education, Counseling Specialization

**Administrative Assistant**

Lawrence, Sonya  
 A.A., Lake Sumter Community College  
 B.S., University of Central Florida: Psychology  
 M.N.M., University of Central Florida (In Progress)

**Coordinator of Housing & Residence Life**

Hartsfield, Jason  
 B.A., Temple University: African-American Studies  
 M.Ed., Iowa State University: Educational Leadership and Policy Studies

**Director of Life Coaching**

McDaniels, Steve  
 B.S., Northeastern Illinois University: Sociology  
 J.D., Florida A & M University: Law

**Campus Life Coach & Student Services Coordinator**

Van Lew, Megan  
 B.A., Appalachian State University: Human Services  
 M.A., Appalachian State University: College Student Development

**Associate Life Coach**

Judge, Nathan  
B.A., Beacon College: Human Services

**Director of Counseling Services**

Grover, Josh  
B.S., Sonoma State University: Kinesiology  
B.S., Ball State University: Psychology  
M.A., Reformed Theological Seminary: Counseling  
Licensed Mental Health Counselor  
Certified Clinical Trauma Professional

**Counselor**

Manzo, Dana  
B.S., New York Institute of Technology: Psychology  
M.S., Palm Beach Atlantic University: Counseling Psychology  
Registered Mental Health Counselor Intern

**Counselor**

Webster, Sandi  
B.S., Ball State University: Psychology  
M.S., Nova Southeastern University: Human Services  
Licensed Mental Health Counselor, National Certified Counselor

**Director of Student Health Services**

Allen, Debra D.  
B.S., Nazareth College of Rochester: Nursing  
M.S., St. John Fisher College: Advance Practice Nursing  
Nurse Practitioner, The University of the State of New York

**Activities Coordinator**

Dorough, Dianna  
A.A., Tallahassee Community College: Liberal Arts  
B.A., University of South Florida: English Literature  
M.A., Florida State University: English Education

**Housing Operations & Maintenance**

Ramos, Ray

**Executive Chef**

Tannarong, Anont  
A.A., Boonnak Culinary School  
National Restaurant Association: ServSafe Food Protection Manager

**Dining Services**

**Dining Services Manager**

Reider, Carrie  
A.A., Johnson & Wales University: Culinary Arts  
B.A., Florida International University: Hospitality Management  
National Restaurant Association: ServSafe Food Protection Manager

Davis, Priscilla  
National Restaurant Association: ServSafe Food Protection Manager

Jenkins, Donald  
National Restaurant Association: ServSafe Food Protection Manager

Miles, Jennifer  
A.O.S., Culinary Institute of America

Riley, Patricia  
A.A., Le Cordon Bleu

Braswell, Scott

Fish, Paul  
New York Institute of Technology: Certificate in Culinary Arts

Riley, Marilyn

**Chief of Campus Safety & Transportation**

Ashworth, James  
B.A., Columbia College: Criminal Justice (In Progress)

**Captain of Campus Safety & Transportation Coordinator**

Valentin, Frank

**Campus Safety Officer**

Manfredini, Matt  
B.A., Beacon College: Human Services

**Bookstore Manager**

Gallagher, Kelly  
A.S., Colby Community College: Radio Broadcasting

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## DIRECTIONS TO CAMPUS

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From Orlando International Airport, take State Road 528 West (Beeline Expressway, Area Attractions) to the Florida Turnpike sign and exit. Travel north on the Florida Turnpike to EXIT 285 (Leesburg-Clermont Exit). At the end of the EXIT 285 ramp, turn right on Highway 27. Proceed approximately 12 miles to Leesburg. Turn right on West Main Street and continue 7/10 of a mile.

Beacon College's campus is comprised of a number of buildings in close proximity to each other in downtown Leesburg. Beacon Hall is located at 105 East Main Street and the Education Building at 101-107 West Main Street. The Admissions Office is located at 106 Palmetto Street.

Free parking is available in the public parking garage across from the Beacon College Library, part of the Education Building.

**For additional information:**

**Beacon College  
105 East Main Street  
Leesburg, FL 34748**

**Phone: 352-787-7660  
International Phone: 011-352-787-7660  
Fax: 352-787-0721**

**<http://www.beaconcollege.edu>  
Admissions Office: [admissions@beaconcollege.edu](mailto:admissions@beaconcollege.edu)**