

**BEACON COLLEGE  
CATALOG**

**2009-2010**

*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**

---

# BEACON COLLEGE CATALOG

---

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.

## Accreditation

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

## Memberships

American Library Association  
Association of College and Research Libraries  
Association on Higher Education and Disability  
Central Florida Library Cooperative  
Council for Advancement and Support of Education  
Florida Association of Collegiate Registrars and Admissions Counselors  
Florida Association of Non-Profit Organizations  
Florida Association of Student Financial Aid Administrators  
Florida Library Association  
Independent Colleges and Universities of Florida  
International Dyslexia Association  
International Reading Association  
Learning Disabilities Association of America  
Library and Information Resources Network  
National Association for Adults with Special Learning Needs  
National Association for Developmental Education  
National Association of College Admissions Counselors: Associate Member  
National Association of College & University Business Officers  
National Center for Learning Disabilities  
National Council for Teachers of English  
Recordings for the Blind and Dyslexic  
Southern Library Information Network

---

## TABLE OF CONTENTS

---

BEACON COLLEGE CATALOG .....	2
TABLE OF CONTENTS.....	3
2009-2010 CALENDAR .....	4
MISSION.....	5
PHILOSOPHY .....	6
GENERAL INFORMATION .....	7
ADMISSIONS .....	8
FINANCIAL INFORMATION .....	12
ACADEMIC INFORMATION.....	20
STUDENT SERVICES.....	26
LEARNING RESOURCE CENTER.....	29
ACADEMIC PROGRAMS.....	30
GRADUATION REQUIREMENTS .....	33
COURSE DESCRIPTIONS .....	41
BOARD OF TRUSTEES.....	56
COLLEGE ADMINISTRATORS .....	56
DEPARTMENT CHAIRS .....	59
FACULTY AND SUPPORT STAFF .....	59
DIRECTIONS TO CAMPUS .....	63

# 2009-2010 CALENDAR

## FALL TERM 2009

### **AUGUST**

August 16	New Student Move-In Day
August 17	Parent Orientation
August 18-21	New Student Orientation
August 22	Returning Students Arrive
August 23	All-College Orientation
August 24	Classes Begin: Fall Term

### **SEPTEMBER**

September 4	End of Drop/Add Period
September 7	Labor Day: Campus Closed

### **OCTOBER**

October 10-11	Parents' Weekend
October 12	Columbus Day: Campus Closed
October 14-16	Spring 2010 Term Registration

### **NOVEMBER**

November 21	Students Depart for Thanksgiving Break
November 23-27	Thanksgiving Break: Campus Closed
November 30	Classes Resume

### **DECEMBER**

December 11-15	Final Exams
December 16	Students Depart for Winter Break
December 22	Winter Break: Campus Closed

## SPRING TERM 2010

### **JANUARY**

January 4	Campus Reopens
January 6	New Student Move-In Day
January 7-9	New Student Orientation
January 9	Returning Students Arrive
January 10	All-College Orientation
January 11	Classes Begin: Spring Term

January 18	Martin Luther King Day: Campus Closed
January 22	End of Drop/Add Period
January 28-29	Summer 2010 Term Registration

### **FEBRUARY**

February 15	Presidents' Day: Campus Closed
February 18-19	Fall 2010 Term Registration

### **MARCH**

March 6	Students Depart for Spring Break
March 8-12	Spring Break: Campus Closed
March 15	Classes Resume

### **APRIL**

April 9	College Closed
April 27-29	Final Exams
April 30	Students Depart for Summer Break

### **MAY**

May 1	20 <sup>th</sup> Anniversary Year-End Celebration/Students Invited
May 2	Graduation

## SUMMER TERM 2010

### **MAY**

May 4	Classes Begin: Summer Term
May 27	Final Exams
May 28	Summer Term Ends: Students Depart for Summer Break
May 31	Memorial Day: Campus Closed

### **JUNE**

June 3	Cultural Studies Abroad Trip: Amsterdam, Paris, and Normandy
--------	--

---

# MISSION

---

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 Computer Information Systems, Human Services, and Liberal Studies as follows:

- 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 the 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 and sociological approaches to understanding the holistic development of individuals, families, and communities.
- The Liberal Studies Program provides a broad-based liberal arts education for students seeking intellectual and personal change. Liberal Studies exposes students to a variety of subjects designed to establish a basis for effective lifelong learning and attainment of personal goals.

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:

- Fosters self-knowledge and understanding of cognitive strengths through evaluation of academic abilities and learning styles;
- Emphasizes the development of learning strategies and study skills through individualized academic mentoring;
- Facilitates the educational and learning process through computer technology;
- Demonstrates a commitment to academic excellence, social responsibility, and developing critical thinking skills;
- Provides transitional programs to facilitate student success in college and transition to the workplace;
- Offers community-based field placements that assist students with the development of career goals.

\*Students with specific learning disabilities as defined by IDEA 2004 and 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.

---

# PHILOSOPHY

---

## **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, discovering personal abilities and interests, and realizing their potential.

Beacon College is dedicated to excellence in teaching the social responsibilities necessary in today's society. We are committed to providing quality educational experiences that value diversity, ensure student engagement, and cultivate critical thinking skills and intellectual curiosity. We believe the educational experiences offered at Beacon College will light the way for tomorrow's achievement and establish patterns for lifelong learning.

---

# GENERAL INFORMATION

---

## LOCATION

Beacon College is located in Leesburg, Florida approximately 50 miles northwest of Orlando. The Orlando International Airport accommodates 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 independent living skills. The community also functions as a resource for field placement, recreation, and opportunities for public service. The Administration and Education Buildings, learning resource center, dining hall, and student union are all within easy walking distance. The Beacon College Village Apartments serve as the College's 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.

## LEESBURG COMMUNITY

Cultural enrichment is a hallmark of Lake County, Florida which is known for its community interest in the arts. Frequent art and theatre shows are sponsored by local associations and theatre groups. 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.

The Leesburg Police Department headquarters is located directly behind the Beacon College campus. From two fire stations, certified fire fighters offer protection throughout Leesburg. The Leesburg Regional Medical Center, rated as one of the top one hundred regional 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 service is operated around the clock.

---

# ADMISSIONS

---

Beacon College accepts students on a rolling admissions basis with a preferred 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

### 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 application form and application fee (\$50.00).
2. College Essay. Following the instructions given on the application, the essay should be typed. However, video and audiocassettes are also accepted.
3. Recent Psychological Evaluation (completed within three years). Evaluations must include:
  - a. A clear diagnosis of a specific learning disability **or** Attention Deficit Disorder/ Attention Deficit Hyper Activity Disorder (ADD/ADHD), **or** Gifted LD (2 standard deviations **above** the mean in intellectual functioning coupled with a learning disability).
  - b. Wechsler scales (*or* *WAIS-III*) with full scale, cluster, and subtest scores.
  - c. Woodcock Johnson Test of Achievement **or** Wechsler Individual Achievement Test (WIAT-II) with grade-equivalency scores in reading, writing, and mathematics.
4. References. Three references are required to complete your applicant file. Your name and contact information should appear on the top of each reference, as well as the name, title, and contact information for the person writing the reference. References may be contacted for further information or clarification. References can be written by any of the following: teachers/professors, guidance/transfer counselors, tutors, and/or employers. Please have your references sent directly to Beacon College. References may also be faxed to Beacon College at **352- 787-0796**, sent as an attachment and submitted via email to [admissions@beaconcollege.edu](mailto:admissions@beaconcollege.edu) , or mailed to Beacon College, 105 East Main Street, Leesburg, FL 34748 USA.
5. Official standard high school transcript indicating a standard high school diploma or GED scores. Copies of all official college transcript(s), if applicable. Final official transcripts are due prior to the first day of class.
6. Optional SAT/ACT scores. The Admissions Committee does not weigh the SAT/ACT scores heavily, but does find that the scores add to their understanding of the applicant.
7. Optional Campus Visit. Although a campus visit is not required for most candidates, the Admissions Committee highly recommends that candidates visit Beacon College to fully evaluate the academic programs and student life.
8. Optional portfolio information or other work samples that might offer the Admissions Committee additional information about the candidate.

### International Non-immigrant Students

*Beacon College is authorized under Federal law to enroll nonimmigrant students.*

1. Complete above requirements steps 1-4. For payment of \$50 USD application fee: cashier's checks payable to Beacon College or the following credit cards: Visa, MasterCard, and Discover. The completed application may be scanned and emailed to [admissions@beaconcollege.edu](mailto:admissions@beaconcollege.edu), faxed to 011-1-352-787-0796, 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. If you attended an international secondary school that uses a grading system different



than the United States system, you need a transcript evaluation. Please go to the agency listed below (Josef Silny & Associates) and request that the evaluations 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. If you have attended any colleges or universities not within the United States, a translation and evaluation of work completed at each institution will be necessary. 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 admission 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 admissions process. **Please note** that processing time is longer for international students. Applications should be submitted online as early as possible, but no later than April 1<sup>st</sup> for the fall semester, and no later than September 1<sup>st</sup> for the spring semester.

## ADMISSIONS DECISIONS

### Interview

After an applicant's file is complete and an initial screening is performed, an interview may be required. Interviews are required when the Admissions Committee feels that it needs additional information or personal contact with a candidate to fully assess candidate viability for acceptance. Candidates are notified in writing if required to participate in the interview process.

### Acceptance

Upon acceptance, the candidate is notified by mail. Enrollment contracts with specified deposit deadlines are mailed to each candidate with the acceptance letter. Candidates are required to submit a completed, signed contract along with a non-refundable deposit of \$750.00 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, meet monthly with a Department Chair, and attend supplemental instruction sessions as applicable. Monitoring of the support activities of the provisionally admitted student will be conducted through the Office of Educational Support Services 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. Hold status will remain in effect for one semester after which a candidate must submit a new application and supporting documentation.

### **Denial**

The College reserves the right to refuse admission to any candidate it considers inadequately qualified. 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, sex, 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**

A student is designated a transfer student if the student matriculates at Beacon College with at least 9 semester credit hours earned at a regionally accredited institution, or CLEP scores; and the earned credit is accepted by Beacon College. All other students matriculate as new students.

### **Transfer of Credits**

The student is responsible for requesting an official transcript from any college previously attended. 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. The course work must be verified by receipt of official college transcripts from the student's previous institution(s). A transfer applicant may not disregard previous college and university records. Beacon College accepts credit only from regionally accredited institutions and programs and awards semester credit hours only. Official documentation required for transfer of credits must be submitted prior to the last day of the first academic term.

Transfer credits may be considered for acceptance with a grade of C or better, but cannot exceed 30 credits for the A.A. Degree or 60 credits for the B.A. Degree. Therefore, at least 30 credits for the A.A. Degree and 60 credits for the B.A. Degree must be earned through Beacon College course work; and the final 30 credits must be earned in-residence at Beacon College.

International non-immigrant students refer to Step 4 under Admission Procedures: International Non-Immigrant students on page 8.

### **Award of Transfer Credits**

The College evaluates and accepts transfer credits on an individual basis. Transfer credits are only awarded in content areas offered within the current curriculum of the Institution and only if the transfer credit can be appropriately applied to degree program graduation requirements. Transfer credit measured in quarter hours upon acceptance will be awarded 3 credit hours as the equivalent of 4-quarter hours.

Once the official transcript is received, the Registrar will determine if the transfer credit can be applied toward the degree programs offered at Beacon College and if the transfer credit can be used toward program requirements, minor requirements, general education requirements, or elective credits. Transfer credits in question may be reviewed by the appropriate Department Chair of the degree program. Transfer of credit is at the sole discretion of Beacon College and the College reserves the right to deny the transfer of credit for specific courses. The Registrar will notify the student of transfer credit accepted in writing within five (5) business days of receipt of the official college transcript.

Course work transferred or accepted for credit toward an undergraduate degree must document achievement of student competencies equivalent to Beacon College's degree programs. Students are also required to present official transcripts issued to Beacon College from the transfer institution. Catalog course description(s) and/or a syllabus from the course(s) may also be required.

The College does award credit based on Educational Testing Service (ETS) advanced placement exams when the grade is equivalent to a C 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 credit based on training provided by non-collegiate institutions or experiential learning. Beacon College does **not** award credit based on professional certification. The College does **not** accept transfer credits for courses determined to be occupational or vocational in nature.

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

Beacon College accepts the CLEP for substitution for general education courses offered by the Institution in accordance with the policy established. 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 Associate and Bachelor Degree Students**

Students initially admitted to a Beacon College Associate Degree Program who decide to continue study and enroll in a Bachelor Degree Program at Beacon College are designated internal transfer students. Internal transfer students must submit a *Change of Program Form* to the Vice President of Academic Affairs.

#### **Official Transcripts**

Upon written request to the Registrar, a student may receive a copy of the academic transcript or have an official transcript mailed. A one-time transcript fee of \$15.00 is charged upon the initial request. Transcripts are issued as requested providing there is no financial indebtedness to the College. Copies of all other student records may also be mailed for a \$15.00 fee.

#### **Transfers 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.

# FINANCIAL INFORMATION

## 2009-2010 TUITION SCHEDULE

### Residential Student Fee Schedule

2009-2010	FALL	SPRING	ANNUAL TOTAL	ESTIMATED SUMMER
<b>Tuition</b>	<b>\$13,500</b>	<b>\$13,500</b>	<b>\$27,000</b>	<b>\$ 2,400</b>
<b>Shared Room Fee</b>	<b>\$ 2,575</b>	<b>\$ 2,575</b>	<b>\$ 5,150</b>	
<b>Board Fees</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 3,000</b>	
<b>Total Fees</b>	<b>\$17,575</b>	<b>\$17,575</b>	<b>\$35,150</b>	<b>\$ 2,400</b>

A \$750 non-refundable deposit is due upon receipt of Enrollment Contract and will be applied to first semester fees. *After the start of the term, room and board fees are non-refundable.* 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. Room fees include basic cable TV and internet connection. **Telephone service is an additional fee contracted directly with the service provider.**

Attendance for the Summer 2010 Term is *estimated* at \$2,400.00. Increases may be incurred after January 2010. Summer Term fees are due March 1<sup>st</sup>.

**Additional fees not included in the tuition schedule:**

Lab Fees:	As applicable
Book Fees:	As applicable
Single Room Fee:	\$1,100 per semester (limited by availability)
Single Apartment Fee:	\$1,700 per semester (limited by availability)
Technology Fee:	\$ 200 per semester
Room Maintenance Fee:	\$ 200 due July 1 <sup>st</sup> with Fall tuition
New Student Orientation:	\$ 250

**NOTES:**

1. Credit hours in excess of the maximum standard academic load of fifteen (15) credit hours will be billed according to the Institution's tuition rate of \$510 per credit hour, excluding four (4) credit courses having an additional lab.
2. Credit hours for part-time students carrying 6 credits or less will be billed \$610 per credit hour, which includes fees for one (1) hour per week of academic mentoring.
3. 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 1<sup>st</sup>. The \$750 non-refundable deposit required upon enrollment will be applied to the tuition for the first term of attendance.
4. An additional fee may be imposed if the College receives an unexpected surcharge or fee (such as energy surcharge). The fees (if any) will be prorated and billed to currently enrolled students.
5. A \$200 room maintenance fee is required for admittance into student housing.

Tuition rates are established and announced each Spring Term. Increases are effective for the Fall Term. Students are permitted to attend class only if the first semester payment has been received or payment arrangements completed.

**Non-Refundable Fees**

Single Room Fee:	\$1,100 per semester (limited by availability)
Single Apartment Fee:	\$1,700 per semester (limited by availability)
Room Maintenance Fee:	\$ 200 due July 1 <sup>st</sup> with Fall tuition
Application Fee:	\$ 50

Graduation Fee:	\$ 200
Parking Permit:	\$ 10
Book Fees:	as applicable
Lab Fees:	as applicable
New Student Orientation	\$ 250

**Non Residential Students/Commuter Fee Schedule**

<b>2009-2010</b>	<b>FALL</b>	<b>SPRING</b>	<b>ANNUAL TOTAL</b>	<b>ESTIMATED SUMMER</b>
<b>Tuition</b>	<b>\$13,500</b>	<b>\$13,500</b>	<b>\$27,000</b>	<b>\$ 2,400</b>
<b>Board Fees</b>	<b>Optional</b>	<b>Optional</b>		
<b>Student Service Fee</b>	<b>\$ 800</b>		<b>\$ 800</b>	
<b>Total Fees</b>	<b>\$14,300</b>	<b>\$13,500</b>	<b>\$27,800</b>	<b>\$ 2,400</b>

A \$750 non-refundable deposit is due upon receipt of enrollment contract and will be applied to first semester fees. Students may purchase the meal plan, which is optional. 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.

Attendance for the Summer 2010 Term is *estimated* at \$2,400.00. Meal plan is optional. Increases may be incurred after January 2010. Summer Term fees are due March 1<sup>st</sup>.

**Additional fees not included in the tuition schedule:**

Board Fees:	\$1,500 (Full Service)
Lab Fees:	As applicable
Book Fees:	As applicable
Technology Fee:	\$ 200 per semester
New Student Orientation	\$ 250

**NOTE:**

For non-residential students, notes 1-4 on page 12 are applicable, as well as related non-refundable fees.

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

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

**REFUND POLICY**

No refund is made in the case of dismissal of a student from Beacon College. Students who withdraw for medical or exceptional reasons approved by the President may receive partial tuition refunds as follows:

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

Written notice of withdrawal from the College must be received within the weeks noted above to obtain a refund. **There will be no refund of room fees.**

### **Summer Term Refunds**

There is no refund of room fees during the Summer Term. If the student withdraws within the first week of the Summer Term, 100% of tuition is refunded less 5% administration fee. 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.

## **FINANCIAL AID**

The primary purpose of the financial aid program at Beacon College is to provide financial assistance to qualified students. Parents and students are expected to make the maximum possible contribution to meet the student's educational expenses. The Free Application for Federal Student Aid (FAFSA) and the Beacon College Financial Aid Application are used to determine eligibility. Students can complete the FAFSA on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Beacon College Department of Education identification number is **033733**.

Applications for Federal Financial Aid and Beacon College financial aid should be received in the Financial Aid Office by April 1<sup>st</sup> for **priority** consideration for the following academic year. Applications received after April 1<sup>st</sup> will be considered on the basis of available funds.

### **Eligibility Requirements**

To receive aid from the major financial aid programs at Beacon College, students must meet the following requirements:

- Demonstrate a financial need in accordance with the federal financial needs analysis formula.
- Have a high school diploma or a GED.
- Be enrolled or accepted for enrollment as a student working toward a degree in an eligible program.
- Be a U.S. citizen.
- Enrollment must meet the minimum hours of enrollment and other program specific criteria.
- Have signed certification statements of "Educational Purpose/Refunds and Defaults" on FAFSA.
- Have a valid Social Security Number.
- Register with the Selective Service, if required.

- Make satisfactory academic progress.
- The applicant's aid may not have exceeded the published cost of attendance and the applicant must not receive Federal Loans in excess of the established annual or aggregated amounts.

### **Applying for Financial Aid**

Financial Aid files must be completed at least three (3) weeks prior to payment due date in order for you to utilize your award towards payment of your tuition and books. If your file is incomplete prior to registration, you must pay for your own tuition, room and board, and books. You will be reimbursed, to the extent of any over payment after the drop/add date and certification of loans. You 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. Complete and mail the Free Application for Federal Student Aid (FAFSA) or apply over the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). In Step 6 of the application, the school code for Beacon College is **033733**. **To expedite the process, it is strongly recommended that you apply for federal financial aid on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).**  
The FAFSA Application must be completed if you are interested in any federal grants, student loans, and the Florida Student Assistance Grant at Beacon College.
2. Complete an application for admission to Beacon College. Your academic records (high school and college transcripts, degree intentions) must be received and evaluated by the Office of Admissions before your financial aid file can be processed.
3. The Financial Aid Office receives your electronic Student Aid Report (SAR) from the FAFSA federal processor approximately three weeks after you file the application for federal financial aid. In order for you to receive your financial aid award prior to the start of the semester, Beacon College must be listed as your school choice in Step 6 on the FAFSA Application. The FAFSA federal processor will send Beacon College a copy of your Student Aid Report (SAR) at the same time you are sent either an electronic copy or a postal copy. Please keep the copy that you are sent for your records. If you do not receive your SAR within 3 weeks of submission to the FAFSA federal processor, you may want to 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.
4. Complete the Beacon College Financial Aid Application Form and return it to the Financial Aid Office. This form is required in order to receive federal financial assistance, the Florida Student Assistance Grant (FSAG), and the Florida Resident Access Grant (FRAG). The Beacon College Financial Aid Application Form can be downloaded from the Beacon College website.
5. The Financial Aid Office will access financial aid transcript information for you via the National Student Loan Data System (NSLDS). You will be notified if additional information is needed.
6. If you are selected for verification, the Financial Aid Office will notify you of all required documents. After all documentation is received, verification may take up to three (3) weeks to be processed.

### **GENERAL INFORMATION**

- A separate application is required if you are applying for a Federal Subsidized/Unsubsidized Stafford Loan. Loan packets are available in the Financial Aid Office.
- You will receive an award letter once the Financial Aid Office processes your file. This will let you know the types of aid for which you are eligible at that time.
- Please notify the Financial Aid Office if you are expecting to receive the Florida Bright Futures Scholarship.
- You are responsible for follow up on your financial aid application. Do not wait until school begins.

### **Assistance**

If you need assistance with the application process, please contact the Financial Aid Office. Complete as much of the application as you can to identify your questions before you contact the Office. If an appointment is necessary, bring your tax return, including W-2s (and your 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 Federal aid.

The following requirements are the standards of satisfactory academic progress for Financial Aid students at Beacon College:

- Standards of academic progress are reviewed at the end of each term for all students except students who have previously appealed and/or are transfer students.
- 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%
- Successful completion means earning grades of A, B, C, D or P. Grades of I, F, W, WF, WP, NP are not successful completions.
- Students required to enroll in pre-requisite College Readiness Courses in reading, writing, and/or math must earn a pass (P) on each course rubric prior to enrolling in subsequent content area courses.
- All students are required to earn a pass (P) in College Success Course.
- 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.
- 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 Coordinator 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 on 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 reestablish eligibility for financial aid by achieving a cumulative grade point average of 2.0 or better and/or complete a minimum of 6 hours of course work at their own expense.

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

Students receiving Beacon College Grants 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 family will be responsible for paying the pro-rated tuition balance.



## **GRANTS**

Beacon College participates in the following grant programs.

### **Federal Pell Grant**

The Pell Grant is a federal aid program designed to provide financial assistance to those who need it to attend post high school educational institutions. Pell Grants are intended to be the basic type of aid and may be combined with other forms of aid in order to meet the student's financial need. Amounts awarded can change annually. The maximum award for the 2009-2010 academic year is estimated at \$4,731.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

The FSEOG is awarded to undergraduate students with exceptional financial need – those with the lowest Expected Family Contribution (EFC) scores. Federal Pell Grant recipients receive priority for FSEOG awards. The awards range from \$100 to \$4,000 a year, contingent upon the availability of funds.

### **Academic Competitiveness Grant (ACG)**

The ACG is awarded to full-time undergraduate students enrolled in an eligible program, who receive Federal Pell Grants and are U.S. citizens. Students must have completed a rigorous secondary school program of study and be enrolled in at least a two-year academic program acceptable for full credit towards a bachelors degree. Awards are up to \$750 for the first academic year and up to \$1,300 for second academic year students, contingent upon the availability of funds.

### **Florida Resident Access Grant (FRAG)**

The FRAG provides tuition assistance to Florida residents who are enrolled full-time as undergraduate students at private institutions such as Beacon College. Full-time is defined as a minimum of 12 credit hours. Award amounts are specified each year by the State in the General Appropriations Act. Application for the grant will be mailed to all Florida residents who have an enrollment contract on file.

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

The FSAG provides grants to full-time Florida resident students who have exceptional financial need. The amount of a grant is based on the financial need of a student and the cost of attendance. The FAFSA application is used to determine eligibility.

### **National SMART Grant**

The National SMART Grant is awarded to full-time undergraduate degree students in the third or fourth academic year. In order to receive the grant, students must receive a Federal Pell Grant, be a U.S. citizen, and have at least a 3.0 grade point average at the beginning of each semester. Students must major in physical, life, or computer science, engineering, mathematics, technology or a critical foreign language.

### **Students with Disabilities**

The Florida State Board of Education approved a statute change that will allow students with documented disabilities for whom part-time enrollment is a necessary accommodation, to be eligible for state financial assistance, including the Florida Student Assistance Grant. Please contact the Financial Aid Office at Beacon College for more information (352) 787-0981.

### **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 Stafford Loan, and an Unsubsidized Federal Stafford 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 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. If the student is unable to complete all courses, 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, and
- Florida Jose Marti Scholarship Challenge Grant Fund.

In addition, the College also provides the following scholarship opportunities:

- Beacon College Community Service Scholarship,
- Jamie Botwick Memorial Scholarship,
- Emil E. Brodbeck Book Scholarship,
- Kathleen J. Brodbeck Advancement of Women Scholarship,
- Paul and Dorothy Heim Civic Award Scholarship, and
- President’s Award for Academic Scholarship.

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

<http://www.fastweb.com>

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

<http://www.collegeboard.org>

## **BEACON COLLEGE FINANCIAL ASSISTANCE**

Beacon College offers financial assistance to students for on-campus college service. Placement is contingent upon financial need and the availability of funds. Students are required to provide college service and the monies earned are used to offset the cost of tuition.

## **LOANS**

Loans are a cost-effective way to help finance a student's education by borrowing funds at a low interest rate. Private loans, as well as federally guaranteed parent and student loans (Parent Plus), are available. For more information on educational loans available to fund education at Beacon College, parents and students should call the Financial Aid Office at (352) 787-0981. The Business Office will also provide a list of lending institutions.

## **VETERANS EDUCATIONAL BENEFITS**

Beacon College is approved to provide training to Veterans under the following chapters:

- Chapter 30      Montgomery GI Bill,
- Chapter 31      Vocational Rehabilitation,
- Chapter 32      VEAP/Veterans Educational Assistance Program,
- Chapter 35      Survivors' and Dependents' Educational Assistance, and
- Chapter 1606    Reservist 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 Veteran 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 web site 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 provides financial assistance to students:

- Division of Blind Services,
- Division of Vocational Rehabilitation,
- Florida Prepaid College Program, and
- National Service Trust (AmeriCorps).

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

**Beacon College  
Coordinator of Financial Aid  
105 East Main Street  
Leesburg, FL 34748**

**Phone: 352-787-7660  
International Phone: 011-1-352-787-7660  
Fax: -352-787-0721**

**Web Site: <http://beaconcollege.edu>**

---

# ACADEMIC INFORMATION

---

## REGISTRATION

Dates for registration are published in the Academic Calendar and posted each semester in the Education and Stoer Buildings. Registration materials and specific procedures are provided by the Office of Academic Affairs.

## ACADEMIC ADVISEMENT

Each degree-seeking student will be assisted by a Department Chair or 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 two weeks 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 record. Students may not add courses after the final Drop/Add date designated by the Academic Calendar.

To drop or add courses, a *Drop/Add Form* must be obtained by the student, signed by the instructor and academic advisor, and returned to the Registrar for approval. Students must 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. 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 transcript. If a student withdraws or is withdrawn by an instructor *after* the eighth week of class, a notation of WP or WF (Withdrawn Passing or 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.**

Students cannot withdraw from required College Readiness courses, including College Success.

## COURSE WITHDRAWAL FORM

Students who withdraw from a course must complete a *Student Course Withdrawal Form* signed by the instructor and academic advisor and submitted to the Registrar for final approval.

## 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 ready to learn. Make up work required due to an absence is the responsibility of the student. The student is responsible for knowing and understanding the make-up work policies outlined in the syllabus for each course.

Upon the fourth absence and every absence thereafter, the student's final grade will be lowered one grade. For example, a student earning a B in a class would receive a B- with four absences, a C+ with five absences.

### **Three Hour Block Courses**

Upon the third absence and every absence thereafter, the student's final grade will be lowered one mark. For example, with three absences a student earning a B in a class would receive a B-, with four a C+, and so forth.

### **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 have two tardies in one class period.

### **Veteran 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 an *Overload 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 *Overload 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 Institution's tuition rate of \$510 per credit hour.

Credit hours for part-time students enrolled in 9 credit hours or less will be billed \$610 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 \$300.00 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.

### Pass (P)/Not Pass (NP) Rubrics for College Readiness Courses

Students required to enroll in any College Readiness course must earn a pass (P) on the course rubric in order to be considered making adequate academic progress. Students are enrolled in College Readiness courses based on review of admissions documentation and the College Placement Test. (See page 31-32.)

### Definition

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

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 or lower 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.

### 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 SONIS WEB at the end of each term and may be accessed by students through their personal identification numbers (PIN). Other academic notices, such as midterm course alerts and/or written evaluations, are sent directly to students; copies are also sent to parents or guardians upon prior written consent of students in accordance with FERPA regulations.

### Grade Changes

Grade changes are initiated by a course's Instructor of Record and are approved by the Vice President of Academic Affairs. A *Change of Grade 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 *Change of Grade Form* is forwarded to the Office of Academic Affairs for an official grade change.
- If a question remains, the student may appeal to the Vice President of Academic Affairs for a recalculation of the final course grade. Upon receipt of the request, the Vice President of Academic Affairs will contact the faculty member and review the grade worksheet of the student in question. The instructor will submit the worksheet within two working days of the request and appropriate action will be taken by the Vice President of Academic Affairs. The student is notified of the final decision in writing.

## Grade Point Average

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

<u>Grade</u>	<u>Grade Points Per Unit</u>	<u>Grade</u>	<u>Grade Points Per Unit</u>
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, except when the course has been repeated and a passing grade earned. However, grades of Incomplete, Withdraw Fail, Withdraw Pass, Not Pass, and Institutional Credits are not calculated in the grade point average.

## ACADEMIC STANDING

### Academic Class Defined

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

<b>Freshman:</b>	00-29 credit hours
<b>Sophomore:</b>	30-59 credit hours
<b>Junior:</b>	60-89 credit hours
<b>Senior:</b>	90 or more credit hours

## 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 2.9, 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 GPA of 2.0 is subject to Academic Probation in the next semester. A student who is placed on Academic Probation in the second consecutive semester, or who incurs probation in any third semester, may 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 advisor 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**

Students who withdraw, fail to register, or are dismissed from the College for any reason must apply for readmission to the College through the Office of Admissions. The Admissions Committee reviews each request for readmission to determine the need for additional, up-to-date information: new academic testing, references, personal statement, and college transcript(s). An admissions visit may be required.

An academically disqualified student is not eligible for readmission for at least one semester or two semesters, to be determined by the College, following the disqualification. If readmitted, the student will be provisionally admitted and will be expected to satisfy the requirements of provisional admission as stated in the *Beacon College Catalog* to be eligible to continue to study at Beacon College in the next semester. The policy of Beacon College assures nondiscriminatory procedures for readmission.

### **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 veteran's benefits who remains on academic probation beyond two consecutive semesters. The student may be recertified for veteran 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 60 credit hours for an Associate Degree or 120 credit hours for a Bachelor Degree and must have achieved the following cumulative grade point average:

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

**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). <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

---

# STUDENT SERVICES

---

## 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 Beacon Activities Council (BAC) and work closely with the Coordinator of Student Activities to plan, 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, Greek organizations Lambda Epsilon Omega fraternity, Pi Phi Psi sorority, and Mu Mu Mu (Tri Mu) sorority; 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, camping, local attractions, and the beaches. The Beacon Activities Council (BAC) and the Coordinator of Student Activities 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.

## HEALTH AND WELLNESS

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.

## **FOOD SERVICES**

The dining hall is located on the first floor of the Stoer Building and is open for breakfast, lunch, and dinner Monday-Friday. Meal times are published on the weekly menu. Cookouts and special meals are offered on alternating weekends as well. Food Service operates on a buffet-style system and the cost for meals is included in the board fees. Students not on a meal plan may purchase individual meals. Students should see the Food 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 Food Services Manager to discuss their dietary concerns. At times, special events off campus include meal service and in these cases no food service is provided on campus.

## **RESIDENTIAL LIFE**

The Beacon College Village Apartments serve as the College's residence halls. The apartments are within walking distance of the Main Street campus. 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. Staff Resident Assistants, assisted by student Community Builders, provide support and supervision in student housing, enforce rules and regulations, and foster an environment of belonging and success for all students.

## **TRANSPORTATION**

The College operates a van 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 through the designated Resident Assistant; a minimal fee may apply. 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 transportation.

## **STUDENT HANDBOOK**

The student is expected to be familiar with all of the policies, rules, and regulations published in the *Beacon College Student Handbook*. Every student receives a copy of the Handbook from the Office of Student Services at orientation. Students are required to acknowledge receipt of the Student Handbook and agree to abide by all College rules and regulations.

## **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 Sticker (fee applies). Failure to maintain a current Parking Sticker 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
Busch Gardens	80 miles
Cypress Gardens	90 miles

## **STUDENT COMPLAINTS**

Any student who seeks 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.

---

# LEARNING RESOURCE CENTER

---

## 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. The library collection includes print, audio, and video materials, and a number of electronic resources to meet the educational needs of students with learning disabilities. These resources are easily accessed through the Beacon College Library Homepage. The Library also has access to the Leesburg Public Library, the State University System Libraries, and a wide range of other libraries, either through direct borrowing privileges or through interlibrary loan.

New students are introduced to the Library through orientations, workshops, and course work. Training includes use of Beacon's online catalog, locating materials in our collection, and researching the electronic databases and the Internet. Individual assistance is available at any time during regular library hours.

## COMPUTER CENTER

The College's Computer Center is equipped with multimedia technology and networked computer workstations. In addition to word processing, e-mail, and World Wide Web access, the Computer Center provides page scanners, voice-activated dictation software, and computerized reading programs to enhance and support the learning process of all students. Individual work stations ensure ready access to systems technology including assistive technology that assists students with specific learning disabilities.

The College provides the required hardware and software to support the latest versions of assistive technology. Examples of high-tech assistive technology available in the Writing Center and on various workstations throughout campus include:

- Kurzweil 3000 – Software that aids students by reading textbooks and other documents read aloud.
- ClassMate Reader – Portable text reader that reads various text documents aloud.
- Inspiration – Software program that graphically organize a student's ideas for writing assignments.
- Dragon Naturally Speaking – Aids students by having the student dictate their thoughts.
- IBM Via Voice – Dictation software option for students with writing difficulties.
- Scientific Notebook – Software that aids students in mathematical problem-solving.
- Editor and WordQ – Software programs that assist students with generating and editing text.

The above software may be used in conjunction with course materials. Students are provided notes and course syllabi from instructors electronically. Most courses also have an electronic format of the textbook(s) available. The College implements additional assistive technologies based on students' needs and updates programs on a regular basis.

## WRITING CENTER

The purpose of the Writing Center is to help all students develop their critical thinking skills through a focus on the reading and writing processes necessary for the successful completion of college-level writing. The Writing Center offers assistance and support for every phase of the writing process. In addition to one-on-one consultations, the Writing Center is also equipped with software and technology.

---

# 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. Team 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 Department 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 three programs: Computer Information Systems, Human Services, and Liberal Studies. When declaring a major in Computer Information Systems (CIS), students are required to complete 21 credits in a CIS sequence for the A.A. Degree or 36 credits for a B.A. Degree. When declaring a major in Human Services, students are required to complete 18 credits in a Human Services sequence for the A.A. Degree or 39 credits in the sequence for a B.A. Degree. When declaring a major in Liberal Studies, students are required to complete 18 credits in a Liberal Studies sequence for the A.A. Degree or 39 credits in a sequence for a B.A. Degree.

After declaring a major, students may also choose to declare a minor which requires at least 18 credits in the minor field of study.

## COMPUTER INFORMATION SYSTEMS

The Computer Information Systems major 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 A.A. Degree in Computer Information Systems *Information Systems Track* provides students with a background of incorporating technology into the corporate world. The B.A. 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 world market.

The A.A. Degree in the *Web and Digital Media Track* provides the student a basic understanding of creating professional digital media and web pages. The B.A. Degree in the *Web and Digital Media Track* provides students with courses in designing web pages that are professional, creative, and expressive through digital media.

## **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 and sociological 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 A.A. 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 B.A. 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.

## **LIBERAL STUDIES**

The Liberal Studies major provides a broad-based liberal arts education for students seeking intellectual growth and personal change. Liberal Studies exposes students to a variety of subjects designed to establish a basis for lifelong learning and attainment of personal goals. In Liberal Studies courses, students learn communication and critical thinking skills. Students also learn to interpret human experience through studies of aesthetic, historical, ethical, and cultural foundations. Students help to design their degree by choosing courses in areas of emphasis and minors, and completing internship hours directed toward employment or continuing education.

The A.A. Degree in Liberal Studies provides students with an educational foundation before entering the work force or pursuing further study or professional training. The B.A. Degree in Liberal Studies provides students with a comprehensive liberal arts education to enhance employment opportunities and personal development, and to encourage a lifelong commitment to learning.

## **COLLEGE READINESS COURSES/DEVELOPMENTAL EDUCATION**

College Readiness courses are designed to provide instruction necessary for academic success at the college level in the fundamentals of reading, writing, and mathematics. Enrollment in College Readiness courses becomes a requirement for students based on the documentation provided for admissions and College Placement Tests. All students are required to enroll in the College Success course. With the permission of the Vice President of Educational Support Services and the student's Academic Advisor, an alternate format is offered for transfer students or those who provide documentation of passing a similar course. All students are required to take the pre- and post-test and to complete the final project/paper.

### **College Placement Tests (CPT)**

The College administers a College Placement Test (CPT) to all entering students to determine readiness for college credit-bearing courses in reading, writing, and mathematics.

The College awards institutional credit for College Readiness coursework; however, these credits do not apply to the College's graduation requirements of 60 hours for the Associate of Arts Degree or 120 hours for the Bachelor of Arts Degree. Upon successful completion of the College Readiness courses required by the CPT and/or admissions records, students may progress to credit-bearing course work in composition, literature, and mathematics. Students who earn a pass (P) in the subject area subtest of the CPT are not required to enroll in that subject's College Readiness course.

- Students who earn a pass (P) on the math subtest of the CPT are exempt from the MAT 0031 Math Strategies course. Students who are not exempt must earn a pass (P) on the course exit exam based on the *College Math Rubric* prior to enrolling in credit-bearing math courses.
- Students who earn a pass (P) on the writing subtest of the CPT are exempt from the ENG 0020 Writing Strategies course. Those who are not exempt must earn a pass (P) on the exit exam based upon the *College Writing Rubric* prior to enrolling in credit-bearing composition courses. Students showing improvement, but still needing additional writing instruction may be required to take ENG 1000 Analytical Reading and Writing prior to taking credit bearing composition or literature courses. ENG 1000 is a 3 credit course which can be applied as an elective
- Students who earn a pass (P) on the reading subtest of the CPT are exempt from the REA 0030 Reading Strategies. Students who are not exempt must earn a pass (P) on the *College Reading Rubric* prior to enrolling in credit-bearing composition or literature courses. Students showing improvement, but still needing additional reading instruction may be required to take Analytical Reading and Writing prior to taking credit-bearing composition or literature courses.
- Students who earn a pass (P) on the reading and writing subtests of the CPT are exempt from the ENG 1000 Analytical Reading and Writing course. Students who show fundamental reading and writing skills on the CPT subtests, but still need additional intensive reading and writing instruction may be placed into ENG 1000 Analytical Reading and Writing prior to taking credit-bearing composition or literature courses. Students required to take the Analytical Reading and Writing course must earn a C (70%) or higher on the course exit exam based on the *College Writing Rubric* and the *College Reading Rubric*. ENG 1000 is a 3 credit course which can be applied as an elective.

## **EDUCATIONAL SUPPORT SERVICES**

### **Academic Mentoring**

Individual success is the goal of the weekly one-on-one academic mentoring sessions. Students work with a Learning Specialist to improve study skills and effective time management strategies for college success through building a deeper understanding of the student's learning style and academic challenges. Sessions are skills-based and dependent upon the learning challenges faced by each individual student with the goal of gaining self-directed academic independence for lifelong learning.

### **Supplemental Instruction**

Supplemental Instruction (SI) is student-centered supplemental instruction designed to improve academic performance and assist students before they encounter academic difficulty in credit-bearing content courses. Instead of targeting "at risk" students, SI targets traditionally difficult academic courses by providing regularly scheduled group study sessions for collaborative learning with the instructor and/or a learning specialist.

### **Special Accommodations**

The College facilitates the academic success of its students by providing appropriate accommodations to students identified as at-risk. 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 response. To receive a testing accommodation, students consult with a learning specialist during the first two weeks of a semester and identify appropriate accommodations and assistive technology.



---

# GRADUATION REQUIREMENTS

---

## ASSOCIATE AND BACHELOR DEGREES

The Associate and Bachelor Degrees in Computer Information Systems, Human Services, and Liberal Studies are conferred upon completion of the academic degree programs prescribed and recommendation of the candidates by the faculty. The Associate Degree requires **60** credit hours with a cumulative grade point average (GPA) of 2.0. The Bachelor Degree requires **120** credit hours with a cumulative GPA of 2.0.

The minimum graduation requirements for the Associate Degree and the Bachelor Degree in Computer Information Systems, Human Services, and Liberal Studies are:

1. Completion with a pass (P) of all College Readiness courses required by the CPT or a pass (P) in each of the reading, writing, and math subtests of the CPT;
2. Completion of thirty-six (36) credit hours in general education;
3. Completion of academic degree requirements in respective major program, (Computer Information Systems, Human Services, or Liberal Studies);
4. Completion of academic degree requirements in respective minor program, if applicable;
5. Completion of a minimum of six (6) credit hours in Cooperative Education/Field Placement 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 petition.

## GENERAL EDUCATION

The minimum general education requirements in Computer Information Systems, Human Services, and Liberal Studies A.A. and B. A. 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:** Six (6) credit hours of computer information systems courses derived from Technology in Global Environments (CIS 1255) and Computer Applications (CIS 1256) (See note below.)
- III. Humanities and Fine Arts:** Six (6) credit hours of Introduction to Humanities (HUM 2700) and Art Appreciation (ART 2051)
- IV. Mathematics/Natural Science:** Six (6) credit hours are derived by three (3) credit hours from College Algebra (MAT 1907) *or* General Education Math (MAT 1901), and three (3) credit hours of General Biology (BSC 1010) or Introduction to Marine Biology (BSC 2110)
- 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 (EDU 2863)

**NOTE:** Students have the option of testing for a waiver of CIS 1255, which is a pre-requisite for CIS 1256 and other computer information system courses. If the student passes the test, CIS 1255 will be waived. The student will be responsible to take six (6) credits to satisfy the Computer Information Systems requirement by substituting a course for CIS 1255. See the Chair for information on the course options.

**COMPUTER INFORMATION SYSTEMS**  
**INFORMATION SYSTEMS TRACK**

**Associates of Arts Degree**

The Computer Information Systems Associate Arts (A.A.) degree major in the Information Systems Track requires the completion of a minimum of 60 credit hours, including the general education requirement of 36 credit hours. The A.A. 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 33) .....	<b>36</b>
<b>II. Information Systems Track Degree Requirements</b> .....	<b>21</b>
CIS 2000 Ethics in Technology	CIS 3263 Electronic Commerce
CIS 2257 Web Page Design	CIS CIS Elective
CIS 2258 Computer Programming Concepts	BUS Business Elective
CIS 3251 Database Management	
<b>III. Personal Growth and Self-Efficacy</b> .....	<b>3</b>
PSY 2950 Personal Development	

**Bachelor of Arts Degree**

The Computer Information Systems B.A. Degree major in the Information Systems Track requires the completion of 120 credit hours, including the general education requirement of 36 credit hours. The B.A. 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 world market.

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

<b>I. General Education Requirements</b> (See page 33) .....	<b>36</b>
<b>II. Information Systems Track Degree Requirements</b> .....	<b>36</b>
CIS 2000 Ethics in Technology	CIS 3259 Systems Analysis and Design
CIS 2257 Web Page Design	CIS 3273 Business Applications
CIS 2258 Computer Programming Concepts	CIS 3263 Electronic Commerce
CIS 2265 Introduction to Assistive Technology	CIS 4262 Management Information Systems
CIS 2275 Networking and Communications	BUS Business Elective
CIS 3251 Database Management	BUS Business Elective
<b>III. Personal Growth and Self-Efficacy</b> .....	<b>3</b>
PSY 2950 Personal Development	
<b>IV. Field Placement</b> .....	<b>6</b>
COE 4606 Career and Professional Development/Field Placement	
COE 4607 Culture of the Workplace/Field Placement	
<b>V. General Electives</b> .....	<b>39</b>

**COMPUTER INFORMATION SYSTEMS**  
**WEB AND DIGITAL MEDIA TRACK**

**Associates of Arts Degree**

The Computer Information Systems A.A. Degree major in the Web and Digital Media Track requires the completion of a minimum of 60 credit hours, including the general education requirement of 36 credit hours. The A.A. 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 A.A. Degree in the Web and Digital Media Track:

<b>I. General Education Requirements</b> (See page 33) .....	<b>36</b>
<b>II. Web and Digital Media Track Degree Requirements</b> .....	<b>18</b>
CIS 2216 Digital Imaging with Photoshop	CIS 2267 Web Animation
CIS 2257 Web Page Design	CIS 2268 Digital Video I
CIS 2264 Introduction to Computer Graphics	CIS Digital Media, CIS, or Art Elective
<b>III. Personal Growth and Self-Efficacy</b> .....	<b>3</b>
PSY 2950 Personal Development	
<b>IV. General Electives</b> .....	<b>3</b>

**Bachelor of Arts Degree**

The Computer Information Systems B.A. Degree major in the Web and Digital Media Track requires the completion of 120 credit hours, including the general education requirement of 36 credit hours. The B.A. Degree in the *Web and Digital Media Track* provides students with courses in designing web pages that are professional, creative, and expressive through digital media.

The following is the prescribed academic degree program for the Computer Information Systems B.A. Degree in the Web and Digital Media Track:

<b>I. General Education Requirements</b> (See page 33) .....	<b>36</b>
<b>II. Web and Digital Media Track Requirements</b> .....	<b>30</b>
CIS 2216 Digital Imaging with Photoshop	CIS 3250 Digital Illustration and Layout
CIS 2257 Web Page Design	CIS 3267 Digital Video II
CIS 2264 Introduction to Computer Graphics	CIS 3276 Advanced Web Design
CIS 2267 Web Animation	CIS 4271 Advertising Design
CIS 2268 Digital Video I	CIS 4900 Portfolio Seminar
<b>III. Digital Media Electives (CIS/Digital Media)</b> .....	<b>21</b>
<b>IV. Personal Growth and Self-Efficacy</b> .....	<b>3</b>
PSY 2950 Personal Development	
<b>V. Field Placement</b> .....	<b>6</b>
COE 4606 Career and Professional Development/Field Placement	
COE 4607 Cultural of the Workplace/Field Placement	
<b>VI. General Electives</b> .....	<b>24</b>

# HUMAN SERVICES

## Associates of Arts Degree

The Human Services A.A. Degree major requires the completion of a minimum of 60 credit hours, including the general education requirement of 36 credit hours. The A.A. 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 A.A. Degree:

<b>I. General Education Requirements</b> (See page 33) .....	<b>36</b>
<b>II. Human Service Degree Requirements</b> .....	<b>18</b>
HMS 1501 Introduction to Human Services	EDU/ANT 2831 Multicultural Diversity
HMS 1601 Public and Private Agencies	PSY 2852 Human Development
PSY 1801 The Family	PSY 2950 Personal Development
<b>III. General Electives</b> .....	<b>6</b>

## Bachelor of Arts Degree

The Human Services B.A. Degree major requires the completion of 120 credit hours, including the general education requirement of 36 credit hours. The B.A. 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 B.A. Degree:

<b>I. General Education Requirements</b> (See page 33) .....	<b>36</b>
<b>II. Human Service Degree Requirements</b> .....	<b>39</b>
HMS 1501 Introduction to Human Services	PSY 3910 Cross-Cultural Psychology
HMS 1601 Public and Private Agencies	PSY 4805 Substance Abuse
PSY 1801 The Family	HMS 4806 Ethical Issues in Human Services
PSY 2852 Human Development	HMS 4612 Counseling Strategies & Interventions
PSY 2950 Personal Development	HMS 4615 Human Services Senior Seminar
PSY 3803 Adult Development and Aging	ANT/EDU 2831 Multicultural Diversity
PSY 3861 Abnormal Psychology	
<b>III. Human Services Electives</b> .....	<b>9</b>
HMS/PSY Human Services or Psychology 3000-4000 Level Electives	
<b>IV. Field Placement</b> .....	<b>6</b>
COE 4606 Career and Professional Development/Field Placement	
COE 4607 Culture of the Workplace/Field Placement	
<b>V. General Electives</b> .....	<b>30</b>

## LIBERAL STUDIES

### Associate of Arts Degree

The Liberal Studies A.A. Degree major requires the completion of a minimum of 60 credit hours including the general education requirement of 36 credit hours. The A.A. Degree in Liberal Studies provides students with an educational foundation before entering the work force or pursuing further study or professional training.

The following is the prescribed academic program for the Liberal Studies A.A. Degree:

<b>I. General Education Requirements</b> (See page 33) .....	<b>36</b>
<b>II. Liberal Studies Degree Requirements</b> .....	<b>18</b>
HIS 2572 History of Western Civilization I	ANT 2706 General Anthropology
HIS 2573 History of Western Civilization II	ANT 3704 Cultural Anthropology
LIT 2855 World Literature	ANT/EDU 2831 Multicultural Diversity
<b>III. Personal Growth and Self-Efficacy</b> .....	<b>3</b>
PSY 2950 Personal Development	
<b>IV. General Electives</b> .....	<b>3</b>

### Bachelor of Arts Degree

The Liberal Studies B.A. Degree major requires the completion of 120 credit hours, including the general education requirement of 36 credit hours. The B.A. Degree in Liberal 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 Liberal Studies B.A. Degree:

<b>I. General Education Requirements</b> (See page 33) .....	<b>36</b>
<b>II. Liberal Studies Degree Requirements</b> .....	<b>39</b>
HIS 2572 Western Civilization I	ANT 3704 Cultural Anthropology
HIS 2573 Western Civilization II	LIT 2855 World Literature
HIS 3000-4000 Electives (6 Credits)	LIT 3000-4000 Electives (6 Credits)
ANT 2706 General Anthropology	LBS 4804 Ethics
ANT 2831 Multicultural Diversity	LBS 4808 Senior Research Seminar in Liberal Studies
ENG 3323 Media Studies	
<b>III. Personal Growth and Self-Efficacy</b> .....	<b>3</b>
PSY 2950 Personal Development	
<b>IV. Field Placement</b> .....	<b>6</b>
COE 4606 Career and Professional Development/Field Placement	
COE 4607 Culture of the Workplace/Field Placement	
<b>V. General Electives</b> .....	<b>36</b>

## MINORS

Beacon College offers students in the B.A. programs the opportunity to select seven (7) areas of minor concentration: Business Management, Computer Information Systems, Web and Digital Media, Education, English/Literature, History, and Psychology. Students must successfully complete the following requirements to earn a minor. Courses are substituted at the sole discretion of the 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 3211	Topics in Business
BUS 3318	Business Communications
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, research, and writing. Students must successfully complete the following courses (18 credits):

BUS 2600	Principles in Management
CIS 2000	Ethics in Technology
CIS 2257	Web Page Design
CIS 2258	Computer Programming Concepts
CIS 3263	Electronic Commerce
CIS 3273	Business Applications

## 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, web animation, 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 2267	Web Animation
CIS 2268	Digital Video I
CIS 4271	Advertising Design

## Education

The Education Minor provides students with an introduction to the classroom setting and the responsibilities of a teacher. This minor includes a concentration of courses (30-33 credits) that will enable students to apply for a *Florida Temporary Teaching Certificate*. Students must graduate with a Bachelor of Arts degree and demonstrate mastery of subject area knowledge or meet subject specialization with a 2.5 GPA for a requested subject in order to apply for a temporary teaching certificate from the Florida Department of Education. The education minor follows the rules and regulations of Florida State Board Rule 6A-4.0151; consequently, program requirements may change as state requirements change. The Florida temporary certificate is issued after the individual is employed in a Florida school and his/her fingerprints have been cleared by the school district. For further information regarding a *Florida Temporary Teaching Certificate*, see [www.fldoe.org/edcert/cert\\_types.asp](http://www.fldoe.org/edcert/cert_types.asp).

EDU 3113	Elementary Social Studies Methods (3 credits)
EDU 3210	Methods for Teaching Art in the K-6 Classroom (1 credit)
EDU 3211	Methods for Teaching Music in the K-6 Classroom (1 credit)
EDU 3212	Health and Physical Education Methods for the K-6 Child (1 credit)
EDU 3310	Teaching Reading in the K-6 Classroom (3 credits)
EDU 3314	Elementary Language Arts Methods (3 credits)
EDU 3510	Materials for Teaching Reading in the K-6 Classroom (3 credits)
EDU 3864	Foundations of Education (3 credits)
EDU 4100	Children's Literature (3 credits)
EDU 4210	Diagnosis and Remediation of Reading Difficulties (3 credits)
EDU 4310	Methods for Teaching Elementary Science (3 credits)
EDU 4510	Methods for Teaching Elementary Math (3 credits)
EDU 4866	Educating Exceptional Children (3 credits)

## 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, research, and writing. Students must successfully complete the following courses (18 credits):

LIT 2855	World Literature
LIT 3350	British Literature
LIT 3353	American Literature Pre-1876
LIT 3354	American Literature Post-1876
ENG/LIT	3000-4000 Level Elective
ENG/LIT	3000-4000 Level Elective

## 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 critical thinking, 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 2577	United States History to 1876
HIS 2578	United States History Since 1876
HIS 4100	United States History Since World War II
HIS 4200	Slavery and Race in American History
HIS	3000-4000 Level Elective
HIS	3000-4000 Level 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 3869	Child Psychology
PSY 3873	Educational Psychology
PSY	3000-4000 Level Elective



---

## COURSE DESCRIPTIONS

---

Availability of courses are marked Fall (F), Spring (S), or Summer (Su) Terms. F/S signifies courses that may alternate between Fall and Spring Terms. Electives (E) are offered based on class enrollment and may not be offered every semester and/or year.

**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.

### ART

**ART 2051 Art Appreciation** (F/S) 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 2300 Fundamentals of Drawing** (E) 3 credits  
Introduces drawing methods and techniques. Focuses on the enhancement of creative expression and communication. *Lab fee.*

**ART 2701 Sculpture** (E) 3 credits  
Introduces the concept of plastic art and working creatively in three dimensions. *Lab fee.*

**ART 2754 Ceramics** (E) 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/CIS 2250 Digital Photography** (F/S) 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 2052/3052/4052 Topics in Art** (E) 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.*

### ANTHROPOLOGY

**ANT 2706 General Anthropology** (F/S) 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 2719 Human Evolution and Prehistory** (F/S) 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/EDU 2831 Multicultural Diversity** (F/S) 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** (E) 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** (E) 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 3704 Cultural Anthropology** (E) 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 4070 Florida Archaeology** (E) 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 2707/3707/4707 Topics in Anthropology** (E) 3 credits  
Topics vary and may include archaeology, Celtic studies, environmental ethics, and Southwestern prehistory. Topics courses cannot exceed nine (9) credits.

## BIOLOGICAL SCIENCES

**BSC 1010 General Biology** (F/S) 4 credits  
This course illustrates the applications of the scientific method of problem-solving within the field of science. Course topics include properties of life, chemistry of life, structure and formation of cells, the origins of life on Earth, evolution, and ecology. Students taking this course will gain a better understanding of the natural world and how it functions. They will also learn to appreciate their position and role in our natural world. This course requires attendance in a (1) credit lab, which provides laboratory experience in the areas of properties of life, microbiology, and evolution. *Lab required with lab fee.*

**BSC 2077 Human Biology** (F/S) 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** (F/S) 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** (E) 3 credits  
Topics may include health science, anatomy, or other areas of biological science. Topics courses cannot exceed nine (9) credits.

## BUSINESS

**BUS 2274 Personal Finance** (F) 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** (F) 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** (S) 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/ENG 3318 Business Communications** (E) 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 3525 Human Resource Management** (F) 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** (F) 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** (F) 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 4500 Business Law** (F) 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 2211/3211/4211 Topics in Business** (E) 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 0020 Writing Strategies** (F/S) 3 credits

Provides direct instruction and practice to create college level text through study of sentence types and structures, grammar and syntax, and transitional words and phrases. Spelling, word choice, writer's voice, purpose of text, audience, research techniques, and editing skills are also included in this writing-process focused course. May be required as a prerequisite to ENG 1101. (Institutional Credit)

**REA 0030 Reading Strategies** (F/S) 3 credits

Provides a student-focused reading curriculum designed on the individual needs based on Greek and Latin etymology, structural analysis, vocabulary connotation and denotation, speed reading techniques, and fluency and prosody practice. May be required as prerequisite to LIT 2855. (Institutional Credit)

**ENG 1000 Analytical Reading and Writing** (F/S) 3 credits

Designed for students needing to improve comprehension of challenging text and scholarly writing. Focus on content area and pleasure reading improves vocabulary, fluency, and prosody through a study of Greek and Latin etymology, reader's theater enhances enunciation and diction for fluency and prosody. Skills in word choice, writer's voice, the relationship between audience and purpose, research techniques, and edition are also developed. May be required as a prerequisite to ENG 1101 or LIT 2855.

**MAT 0031 Mathematic Strategies** (F) 3 credits

Computational review and practice prepare students for the demands of college level math through a focus on whole numbers, fractions, decimals, percents, 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)

**EDU 0041 College Success** (F/S) 3 credits

This course is all about you. Discover how your choices directly impact your opportunities for greater success in college and in life. Topics include accepting personal responsibility, discovering self-motivation, mastering self-management, employing interdependence, gaining self-awareness, adopting lifelong learning, developing emotional intelligence, believing in oneself, and identifying individual learning styles and effective learning strategies. The core of College Success is the development of critical thinking, which is implemented by self-assessments, case studies, guided journaling, and an individual research project. You have the potential to dramatically change the outcome of your college experience and life. (Institutional Credit)

## COMPUTER INFORMATION SYSTEMS

**CIS 1255 Technology in Global Environments** (F/S) 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** (F/S) 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** (S) 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** (S) 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** (F/S) 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.*

**CIS 2257 Web Page Design** (E) 3 credits

Exploration of the World Wide Web and its web page designs. This course will show how to create home page templates using HTML. Home pages will then be customized with the use of graphics, image mapping, and multimedia. Links to the homepage will also be included. (Prerequisite: CIS 1255)

**CIS 2258 Computer Programming Concepts** (E) 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 2264 Introduction to Computer Graphics** (E) 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 projects. (Prerequisite: CIS 1255 or CIS 1256) *Lab fee.*

**CIS 2265 Introduction to Assistive Technology** (F) 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 2267 Web Animation** (F) 3 credits

An introduction to concepts related to frame based animation on a timeline. Areas covered include audio, video, and graphics. Students create engaging animations for the Web. (Prerequisite: CIS 1255) *Lab fee.*

**CIS 2268 Digital Video I** (S) 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 2267) *Lab fee.*

**CIS 2275 Networking and Communications** (F) 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 3250 Digital Illustration and Layout** (E) 3 credits

Using vector drawing and painting tools, student learn how to create original graphics, digital illustrations, and layouts. Projects include ads, publications, and Web page designs. *Lab fee.*

**CIS 3251 Database Management** (E) 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** (E) 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 3262 Decision Support Systems (S) 3 credits**

This course examines the design, development and implementation of information-technology-based systems that support managerial and professional work, including Communications-Driven and Group Decision Support Systems, Data-Driven DSS, Model-Driven DSS, Document-Driven DSS, and Knowledge-Driven DSS. (Prerequisite: CIS 1256)

**CIS 3263 Electronic Commerce (E) 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 (E) 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 3267 Digital Video II (S) 3 credits**

A presentation of nonlinear audio and video creation methods. Students become proficient in the art of videography, editing video clips, and integrating audio tracks. This course explores digital storytelling through visualization, storyboarding, and nonlinear editing. (Prerequisite: CIS 2268) *Lab fee.*

**CIS 3273 Business Applications (E) 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 (E) 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. *Lab fee.*

**CIS 4262 Management Information Systems (F/S) 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 (E) 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.

**CIS 4900 Portfolio Seminar (F) 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. *Lab fee.*

**CIS 2261/3261/4261 Topics in Computer Information Systems (E) 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/FIELD PLACEMENT

### **COE 4606 Career and Professional Development/Field Placement (F/S) 3 credits**

Course content will focus on interviewing techniques, communication skills, job searches, job fairs, local One-Stop-Center, networking, career testing (aptitude/interests), time management, organizational skills, and business ethics. Requires 40 field placement hours designed to further focus career choice and provide practical experience and job coaching.

### **COE 4607 Culture of the Workplace/Field Placement (F/S) 3 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.

## EDUCATION

### **EDU 0041 College Success (F/S) 3 credits**

This course is all about you. Discover how your choices directly impact your opportunities for greater success in college and in life. Topics include accepting personal responsibility, discovering self-motivation, mastering self-management, employing interdependence, gaining self-awareness, adopting lifelong learning, developing emotional intelligence, believing in oneself, and identifying individual learning styles and effective learning strategies. The core of College Success is the development of critical thinking, which is implemented by self-assessments, case studies, guided journaling, and an individual research project. You have the potential to dramatically change the outcome of your college experience and life. (Institutional Credit)

### **EDU/ANT 2831 Multicultural Diversity (F/S) 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 (F/S) 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 3113 Elementary Social Studies Methods (F/S) 3 credits**

Designed to familiarize students with the application of various instructional techniques and assessment strategies for teaching social studies. Students will understand and demonstrate ways in which to teach elementary social studies concepts through an array of instructional strategies. Resource will accumulate for use in the classroom. Students will practice presenting lessons in front of their peers and create a complete social studies unit for adaptation in the elementary classroom.

### **EDU 3210 Methods for Teaching Art in the K-6 Classroom (F/S) 1 credit**

This course acquaints the student with the content, principles, procedures, and basic materials necessary for the teaching of elementary classroom art.

### **EDU 3211 Methods for Teaching Music in the K-6 Classroom (F/S) 1 credit**

This course acquaints the student with the content, principles, procedures, and basic materials necessary for the teaching of elementary classroom music.

### **EDU 3212 Health and Physical Education Methods for the K-6 Child (F/S) 1 credit**

This course includes activities in the areas of nutrition, safety, disease prevention, human life cycle, violence prevention, exercise, and sports. Students will develop and present games and activities which are appropriate for the K-6 child as well as a unit on health education.

**EDU 3310 Teaching Reading in the K-6 Classroom (F/S) 3 credits**

A study of the selection and application of strategies for developing oral reading, comprehension, and literacy skills is reviewed as well as strategies for teaching phonemic awareness, phonics, fluency, vocabulary, and comprehension. A variety of techniques for building word recognition, integrating reading and writing, and enhancing understanding of text is addressed. The development of a balanced literacy program attentive to early identification of reading difficulties and meeting diverse reader needs is also emphasized.

**EDU 3314 Elementary Language Arts Methods (F/S) 3 credits**

This course introduces students to the instructional practices of the interrelated language arts components of listening, talking, reading, and writing. Students will survey methods of informal assessments, apply methods and approaches to teaching other content areas, and relate their learning and practice to professional standards for teaching. Among the outcomes are portfolios of instructional practices and an integrated thematic unit of instruction for use in the K-6 classroom.

**EDU 3510 Materials for Teaching Reading in the K-6 Classroom (F/S) 3 credits**

A study of the selection and evaluation of materials and resources for the effective teaching of reading is emphasized. The effective use of the text and other media to best meet diverse reader needs is discussed. Students will produce a portfolio of selected material and resources to use in reading instruction.

**EDU 3864 Foundations of Education (F) 3 credits**

A study of the purpose of education; the relationship of the school to the larger community; the social, cultural, and philosophical dimensions of American education; and requirements for entering the teaching profession. This course also provides an overview of planning, developing, and general methods of implementing curriculum at both the elementary school.

**EDU 3865 Introduction to Teaching Methods (F) 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 (S) 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 4100 Children's Literature (F/S) 3 credits**

This course affords students the opportunity to read widely from the best in children's literature and become acquainted with well-known authors and illustrators. Emphasis is placed on evaluation and the important role of literature in the life of the child.

**EDU 4210 Diagnosis and Remediation of Reading Difficulties (F/S) 3 credits**

A study of the techniques, processes, and instruments for assessment of reading performance are presented including an information reading inventory. The administration of assessment tools, interpretation of assessment data, and diagnosis of reading deficiencies are emphasized. Students develop remediation strategies for areas of need. Students also develop an instructional kit of remediation methods to use in the K-6 instructional setting.

**EDU 4310 Methods for Teaching Elementary Science (F/S) 3 credits**

Science education is presented with a constructivist approach. Students become familiar with curricular content, methodology, and instructional planning that stimulates scientific interest and concept formation. Resources for science education will be collected. Techniques for assessing student inquiry processes are explored. Students learn ways to work through the scientific process at the elementary level (K-6) as well as incorporate creative and critical thinking into the teaching of science.



**EDU 4510 Methods for Teaching Elementary Math (F/S) 3 credits**

This course introduces mathematic concepts and problem solving strategies along with real-world applications. Methods emphasize an active learning process in which children engage in guided discovery and problem solving opportunities. Students learn to coach youngsters to reflect on their process to clarify ideas for themselves and to share their thoughts with others. Learning scenarios will be developed and discussed. A resource file for teaching math at the elementary level is developed.

**EDU 2753/3753/4753 Topics in Education (E) 3 credits**

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

**EDU 4866 Educating Exceptional Children (F) 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.

**NOTE:** Courses for the Education Minor are offered based on class enrollment and may vary between fall and spring terms.

## ENGLISH

**ENG 0020 Writing Strategies (F/S) 3 credits**

Provides direct instruction and practice to create college level text through study of sentence types and structures, grammar and syntax, and transitional words and phrases. Spelling, word choice, writer's voice, purpose of text, audience, research techniques, and editing skills are also included in this writing-process focused course. May be required as a prerequisite to ENG 1101. (Institutional Credit)

**ENG 1000 Analytical Reading and Writing (F/S) 3 credits**

Designed for students needing to improve comprehension of challenging text and scholarly writing. Focus on content area and pleasure reading improves vocabulary, fluency, and prosody through a study of Greek and Latin etymology, reader's theater enhances enunciation and diction for fluency and prosody. Skills in word choice, writer's voice, the relationship between audience and purpose, research techniques, and edition are also developed. May be required as a prerequisite to ENG 1101 or LIT 2855.

**ENG 1101 College Composition (F/S) 3 credits**

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 (F/S) 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 (F) 3 credits**

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 3305 Creative Writing (E) 3 credits**

Writing workshop designed to help students develop creative writing skills, including journals, character sketches, short drama, short stories, poems, articles, and/or creative essays. (Prerequisite: ENG 1101)

**ENG/BUS 3318 Business Communications (F) 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** (E) 3 credits

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** (E) 3 credits

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

## ENVIRONMENTAL STUDIES

**ENV 2107 Environmental Studies** (E) 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** (E) 3 credits

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

## HISTORY

**HIS 1576 History of the United States Government** (F/S) 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 2572 History of Western Civilization I** (F) 3 credits

Surveys the development of European society and its impact upon the rest of the world from ancient times to 1600.

**HIS 2573 History of Western Civilization II** (S) 3 credits

Surveys the development of European society and its impact upon the rest of the world from 1600 to present.

**HIS 2577 United States History to 1876** (F) 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** (S) 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 3500 United States Environmental History** (E) 3 credits

Surveys historical changes in the perceptions, attitudes, and uses of the natural world from the colonial era to the present. Students will explore how American society has both altered and protected its environment over time.

**HIS 3550 Florida History** (E) 3 credits

Surveys Florida history from 1513 to the present. Emphasis is placed on Florida's Spanish and British colonial periods.

**HIS 3600 United States Military History** (F) 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 4000 History of the Atlantic World** (F) 3 credits

Surveys the basic themes in Atlantic World history from contact, colonization, and slavery to the global struggle for control of the Atlantic colonies between the fifteenth and nineteenth centuries. Students focus on a particular aspect of the Atlantic World. Topics covered include piracy and privateering, intercolonial warfare, and Native American history. (Prerequisite: HIS 2577 and HIS 2578)

**HIS 4100 United States History Since World War II** (S) 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)

**HIS 4200 Slavery and Race in American History** (S) 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 4250 Modern Latin America** (E) 3 credits  
Surveys the history of Latin America from the nineteenth century to the present. Students examine the diverse history and cultures of South and Central America and the Caribbean.

**HIS 2574/3574/4574 Topics in History** (E) 3 credits  
An advanced examination of selected topics in specific areas of study in history. Topics courses cannot exceed nine (9) credits.

## HUMANITIES

**HUM 2700 Introduction to Humanities** (S) 3 credits  
This course will examine the creative achievements of world civilizations through a study of representative examples of art, literature, music, philosophy, and drama. The materials selected for this course represent diverse cultures from around the world, providing the student with a global perspective. Major themes expressed in the works and their reflections of the values of their cultures are also examined.

**HUM 2709 Religions of the World** (F/S) 3 credits  
A survey of the major religions of the world, emphasizing the relationships of their major tenets to our modern society.

**HUM 2833/3833/4833 Topics in Humanities** (E) 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** (F) 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** (F/S) 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 4610 Crisis Intervention in the Human Services Field** (E) 3 credits  
A comprehensive study of the methods and techniques utilized in crisis intervention and their theoretical foundations. Topics of discussion include suicide, death, natural disasters, domestic violence, rape, and AIDS.  
(Prerequisite: HMS 1501)

**HMS 4611 Case Management (E) 3 credits**

Examines the principles and issues in case management by addressing models of service delivery, collaborative intra-agency efforts, and systems of inter-agency referrals. Particular emphasis is placed on a study of the diverse populations in need of case management services. (Prerequisite: HMS 1501)

**HMS 4806 Ethical Issues in Human Services (S) 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 4612 Counseling Strategies & Interventions (S) 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.

**HMS 4615 Human Services Senior Seminar (F) 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 prepare the student for the Human Services Department Comprehensive Examination. The course combines seminar reviews and self/group-directed study.

**HMS 2616/3616/4616 Topics in Human Services (E) 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)

## LIBERAL STUDIES

**LBS 4804 Ethics (S) 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.

**LBS 4808 Senior Research Seminar in Liberal Studies (F) 3 credits**

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

## LITERATURE

**LIT 2855 World Literature (F/S) 3 credits**

Examines the cultural, aesthetic, and historical development of world culture as reflected in literature. (Prerequisite: ENG 1102)

**LIT 2901 Film Literature and Analysis (E) 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 3320 Beat Literature (E) 3 credits**

Examines the Beat movement of the 1950s, 60s, and 70s as well as some contemporary writers influenced by the Beat movement. Students will try writing techniques started by the Beats, and discuss the larger cultural context and impact of the Beat writers. (Prerequisite: ENG 1102)

**LIT 3350 British Literature (E) 3 credits**

Examines the cultural, aesthetic, and historical development of England as reflected in literature during the period from the departure of the Romans to the present. (Prerequisite: ENG 1102)

**LIT 3353 American Literature Pre-1876** (F) 3 credits  
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 Post-1876** (S) 3 credits  
Examines the developing foundations of the American experience. 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** (E) 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** (E) 3 credits  
Examines a variety of African American oral and written works including fiction, nonfiction, poetry, essays, and drama. The content will consider the African American experience from slavery to the present day. (Prerequisite: ENG 1102)

**LIT 4433 Literature by Women** (E) 3 credits  
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 effects of literary, social, and historical constructs of gender. (Prerequisite: ENG 1102)

**LIT 4469 Florida Literature** (E) 3 credits  
This class studies writing connected in some way with Florida from the sixteenth century onward. Such writings include writing about Florida, writing produced by authors born in or residing in Florida, and/or writing by authors having limited but significant contact with Florida. Field trips to various Florida locations may be included. (Prerequisite: ENG 1102)

**LIT 4499 Native American Literature** (E) 3 credits  
Examines the cultural, aesthetic, and historical development of literature by Native Americans. This class 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** (E) 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** (F) 3 credits

Computational review and practice prepare students for the demands of college level math through a focus on whole numbers, fractions, decimals, percents, ratios, proportions, practical applications, and word problems. Student will also 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)

**MAT 1901 General Education Math** (S) 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 1907 College Algebra** (S) 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. (Prerequisite: MAT 1901 or instructor approval)

## PSYCHOLOGY

**PSY 1801 The Family** (F) 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 2851 General Psychology** (F/S) 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** (F/S) 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** (F/S) 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** (E) 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 2950 Personal Development** (F/S) 3 credits

Develops self-awareness and a personal philosophy, examines personal and social values, and increases social and emotional intelligence.

**PSY 2990 Personal Development II** (E) 3 credits

The course continues PSY 2950, using positive psychology to examine students' character strengths. Topics include Multiple Intelligences, creativity, curiosity, open-mindedness, love of learning, courage, persistence, kindness, social intelligences, fairness, forgiveness, and humility. (Prerequisite: PSY 2950)

**PSY 3215 Comparative Psychology** (E) 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** (S) 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** (E) 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** (F) 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** (S) 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** (E) 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** (E) 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 4805 Substance Abuse** (F) 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 4862 Psychology of Dreams and the Unconscious Mind** (E) 3 credits  
An intensive study of the phenomenon of dreams from psychological perspectives. Cultural interpretations and contemporary applications in psychotherapy are examined. (Prerequisite: PSY 2851)

**PSY 2872/3882/4872 Topics in Psychology** (E) 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.

---

## BOARD OF TRUSTEES

---

### Chair

Richard Williams, Ph.D.  
Evergreen, CO

### Trustees

Sam P. Battaglia  
Nutley, NJ

Eileen Marinakis, R.N.  
Ocean City, NJ

Bruce Vincent  
Golden, CO

Jonathan Cherry  
Leesburg, FL

Ellen J. Smith  
Stuart, FL

Vincent Ziccolella, Ph.D.  
Stuart, FL

Pam Lawrence  
New York, NY

William J. Somerset, Ph.D.  
Evergreen, CO

### Honorary Trustees

John D'Addario  
Lattingtown, NY

Sylvia Neill  
McKinney, TX

Catherine Timmeny  
Annadale, VA

### CORPORATE OFFICERS

#### President

Deborah A. Brodbeck, M.S.

#### Treasurer

Calvin F. Sanson, M.B.A.

#### Secretary

Kimberly A. Baggett, B.A.

---

## COLLEGE ADMINISTRATORS

---

### President

Brodbeck, Deborah A.

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

M.S., Fordham University: Learning Disabilities

Doctoral Studies, Fordham University: School Psychology

### Vice President of Academic Affairs, Interim

Runyon, Shane

B.A., Flagler College: History

M.A., Montana State University: History

Ph.D., University of Florida: History

### Vice President of Educational Support Services

Stoutmorrill, Betsy K.

B.A., Saint Leo College: English Writing

M.S., Nova Southeastern University: Reading

Ph.D., Walden University: Education



**Vice President of Enrollment Management and Admissions**

Bruck, Mary F.

B.S., St. Francis University: Education

M.Ed., Indiana University of Pennsylvania: Reading

Ed.S., Nova Southeastern University: Education Administration & Gifted Education

Ed.D., Nova Southeastern University: Educational Leadership

**Vice President of Student Services**

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 President of Institutional Effectiveness and Outreach Programs**

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

**Vice President of Institutional Advancement**

Zielinski, Walter

B.A., State University of New York at Fredonia: Secondary English Education

M.A., Edinboro University: Counselor Education

Ph.D., Union Institute and University: Philanthropy & Leadership

**Vice President of Finance and Administration**

Sanson, Calvin F.

B.S., Fairleigh Dickinson University: Economics and Finance

M.B.A., Rutgers University: Financial Management

**Special Assistant to the President**

Dowdy, Ronald R.

B.S., University of Maryland: Personnel Management

M.S., Troy State University: Counseling and Guidance

Ed.S., Troy State University: Education

Ed.D., Auburn University: Higher Education Finance and Administration

**COLLEGE ADMINISTRATION STAFF****Registrar and Coordinator of Financial Aide**

Baggett, Kimberly A.

A.S., Lake Sumter Community College: Business Management

A.A., Lake Sumter Community College: Liberal Studies

B.A., Saint Leo University: Business Management/Human Resources

M.B.A., Candidate, Saint Leo University: Business Administration

**Administrative Support/Business Office**

Eckhart, Cynthia M.

**Administrative Support /Central Office**

Krenek, Kay

**Admissions Advisor**

Corrad, Celia Thornton  
B.A., Rollins College: Humanities  
M.A. Program, Rollins College: Liberal Studies

**Director of Student Life**

Georgo, Maria C.  
B.A., Salisbury State University: Communication Arts  
M.S., Central Connecticut State College: Counseling and Guidance  
Doctoral Studies, Nova Southeastern University: Conflict Analysis and Resolution

**Coordinator of Counseling and Health Education**

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

**Counselor**

Wright, Talia D. *Licensed Mental Health Counselor, National Certified Counselor*  
A.A.S., Harper Community College: Nutrition  
B.A., National-Louis University: Behavioral Sciences  
M.S., National-Louis University: Counseling

**Coordinator of Student Activities/Administrative Support**

Hickmon, Kelly  
B.S., Embry-Riddle Aeronautical University: Communications

**Resident Assistant**

Perrico, Donna

**Resident Assistant**

Williams, Marcus A.  
B.A., William Penn University-Oskaloosa: Sports Administration and Wellness & Recreation

**Facilities Manager**

Hall, Chris  
B.A., Guelph College: Psychology

**Facilities Technician**

Cosby, Thomas J.  
A.A.S., Spokane Community College: Automotive Machinist Specialist

**Facilities Maintenance**

Ramos, Ray

---

## DEPARTMENT CHAIRS

---

### **Department Chair: Computer Information Systems**

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**

Chandler, Shelly

B.A., Oakland University: Psychology

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

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

### **Department Chair: Liberal Studies, Interim**

Chandler, Shelly

B.A., Oakland University: Psychology

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

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

---

## FACULTY AND SUPPORT STAFF

---

### FULL-TIME FACULTY

Berger, Nancy: Instructor

B.S., University of Central Florida: English

M.A., University of Central Florida: English

Bridgeman, Robert A.: Professor

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

Chandler, Shelly: Associate Professor

B.A., Oakland University: Psychology

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

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

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

Galyon, Van: Associate Professor

B.A., University of Central Florida: Art & Psychology

M.F.A., Florida State University: Studio & Art History

Good, Johnny L.: Professor  
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

Jacobson, Joanne: Instructor  
B.S., University of Florida: Business Education  
M.A., University of Phoenix: Education/Curriculum & Instruction, Computer Education

Masembe, Harriet: Professor  
B.A., Makerere University: Literature in English: British, European, and African Literature  
M.A., University of Wisconsin: African Languages and Literature  
Ph.D., University of Wisconsin: African Languages and Literature

Meli, Brenda: Instructor  
B.S., University of Central Florida: Psychology, School Psychology  
M.S., Barry University: Psychology

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

Novak, Sandy: Associate Professor  
B.F.A., Temple University: Art Studio  
M.F.A., University of Santa Barbara: Art Studio

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

Rahman, Jennifer: Assistant Professor  
B.S., University of Florida: Psychology  
M.S., Valdosta State University: Psychology  
Ph.D., Ball State University: School Psychology

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

Runyon, Shane: Professor  
B.A., Flagler College: History  
M.A., Montana State University: History  
Ph.D., University of Florida: History

Seymour, Kaye: Instructor  
B.S., East Tennessee State University: Elementary & Exceptional Education  
M.Ed., University of Central Florida: Exceptional Education

Stoutmorrill, Betsy K.: Professor  
B.A., Saint Leo College: English Writing  
M.S., Nova Southeastern University: Reading  
Ph.D., Walden University: Education

Sweet, Kenneth: Instructor

B.S., Fayetteville State University: Social Science Education  
M.A., University of Central Florida: Social Science  
Ed.D. Program, Nova Southeastern University: Special Education

Visscher, Christian: Instructor

B.S., University of Nice France: Biology (WES Certified)  
M.S., University of Nice France: Ecology of Organisms & Populations (WES Certified)

Waddell, Michael, R.: Instructor, Adjunct

B.A., Ball State University: Political Science  
B.A., Saint Leo University: Business Administration  
M.B.A., Webster University: Business Administration

## **EDUCATIONAL SUPPORT SERVICES**

### **Vice President of Educational Support Services**

Stoutmorrill, Betsy K.

B.A., Saint Leo College: English Writing  
M.S., Nova Southeastern University: Reading  
Ph.D., Walden University: Education

### **Director of Field Placement**

Paget, Kendal

B.A., Upper Iowa University: History/Sociology; Secondary Education Teaching Certification  
M.Ed. Program, Jones International University: Adult Education

### **Support Services Specialist**

Seymour, Kaye

B.S., East Tennessee State University: Elementary and Exceptional Education  
M.Ed., University of Central Florida: Exceptional Education

### **Learning Specialists**

Boone, Crystal

B.A., University of Central Florida: Social Work  
M.S. Program, Nova Southeastern University: Psychology, Mental Health Counseling

Gabriel, Lucretia

B.S., Cornell University: Science Education-Biology, Earth Science  
M.S., SUNY at Albany: Science Education-Biology

Patestides, Michele

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

Sweet, Kenneth

B.S., Fayetteville State University: Social Science Education  
M.A., University of Central Florida: Social Science  
Ed.D. Program, Nova Southeastern University: Special Education

## **LEARNING RESOURCE CENTER**

### **Director of Information Resources and Computer Center**

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/Computer Information Systems

### **Coordinator of the Writing Center**

Berger, Nancy

B.S., University of Central Florida: English

M.A., University of Central Florida: English

### **Coordinator of Library Resources**

Wade, Dianna

B.A., Limestone College: English

M.L.S., Florida State University: Library Science - Academic & Public Libraries

### **Administrative Assistant to Library/Learning Resource Center**

Sager, Norma

---

## **DIRECTIONS TO CAMPUS**

---

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 to Leesburg. Proceed approximately 12 miles to Leesburg. Turn right on West Main Street and continue 7/10 of a mile.

Beacon College administrative and admissions offices are located on the right at 105 East Main Street. Free parking is available in front of the Administrative Building at 105 East Main Street and in the public parking garage across from the Beacon College Library at 101 West Main Street.

**For additional information:**

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

**Phone: 352-787-7660  
International Phone: 011-1-352-787-7660  
Fax: 352-787-0721**

**Web Site: <http://beaconcollege.edu>  
e-mail Admissions Office: [admissions@beaconcollege.edu](mailto:admissions@beaconcollege.edu)**